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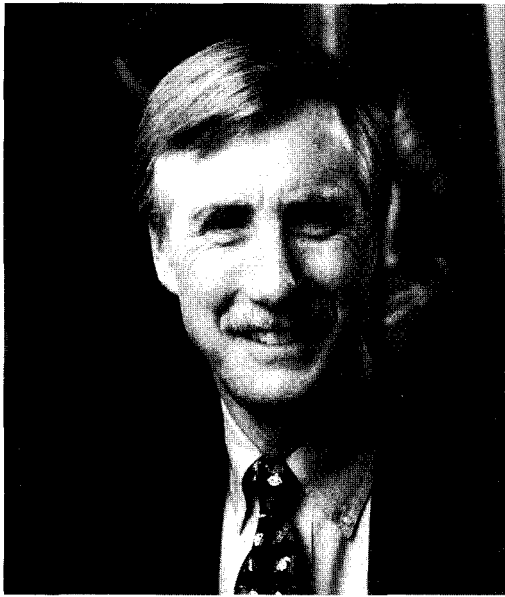
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MAINE STATE GOVERNMENT ANNUAL REPORT 2000-2001



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

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2001



Angus S. King, Jr.
Governor of Maine

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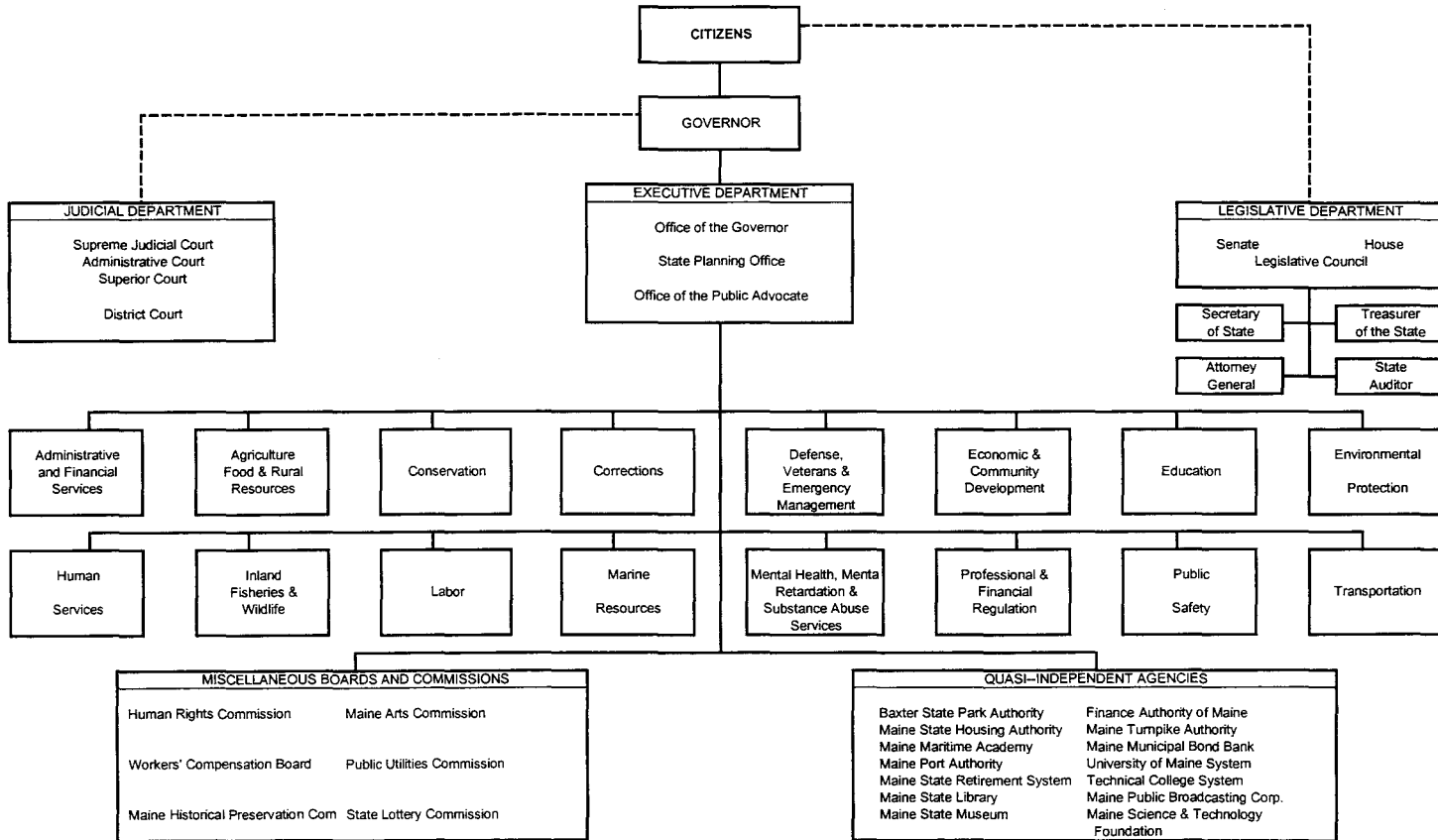
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

ORGANIZATIONAL CHART OF MAINE STATE GOVERNMENT



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 366 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 & Substance Abuse Services
 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 *MFASIS* system supplemented by data not included in the State's accounting system or nor carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine System and the Maine Maritime Academy. Data relating to enterprise-type accounts reflect only those expenditure elements which are included in the work program process.

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

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

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

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

THE EDITOR

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NEWLY CREATED UNITS

Unit	Name	Citation
607	Applied Technology Development Center System	Title 5 MRSA, Section 15321
603	Foundation For Blood Research	Chapter 33, P&S of 99
609	Maine Fire Protection Services Commission	Chapter 731, PL of 99
612	Advisory Committee On Fair Competition On Private Enterprise	Title 5 MRSA, Section 55
606	Centers For Innnovation	Chapter 420, PL of 99
610	Prescripton Drug Advisory Commission	T22 MRSA, Section 2692
608	Maine Rural Development Council	Chapter 731, PL of 99

ABOLISHED UNITS

Unit	Name	Citation
309	Maine Sludge and Residuals Utilization Research Foundation	Title 38 MRSA, Section 1380
358	Policy Review Board	Title 5 MRSA, Section 7041
256	Maine Highway Safety Commission	Chapter 688, PL of 1999, § 115
572	Region II Crisis Intervention Advisory Board	Title 34-B MRSA, Section 3624

INACTIVE UNITS

Unit	Name
563	Medical Specialty Advisory Committee On Anesthesiology
544	Medical Specialty Advisory Committee On Emergency Medicine
545	Medical Specialty Advisory Committee On Obstetrics And Gynecology

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

JANET E. WALDRON, COMMISSIONER

Central Office: BURTON M CROSS BLDG, 3RD 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: 1023.341 *Legislative Count:* 1014.00

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
INFORME
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 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS System

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	31,982,191	16,467,623	968,915	516,277		14,029,376
HEALTH BENEFITS	8,446,019	4,460,212	252,487	186,468		3,546,852
RETIREMENTS	5,083,569	2,681,147	159,246	74,243		2,168,933
OTHER FRINGE BENEFITS	383,974	193,972	10,856	6,965		172,181
OTHER CONTRACT SERVICES STATE	11,962,772	5,953,886	2,812,779	30,301		3,165,806
COMPUTER SERVICES STATE	2,566,007	666,702	101,543	19,248	69,074	1,709,440
OTHER CONTRACT SERVICES	45,504,957	10,052,544	271,709	746,341	7,453	34,426,910
RENTS	4,141,636	1,878,515	27,942	14,671		2,220,508
COMMODITIES	15,595,696	9,669,811	474,051	216,563		5,235,271
GRANTS, SUBSIDIES, PENSIONS	134,381,858	117,366,572	7,102,218		72,285	9,840,783
BUILDING IMPROVEMENTS	800,000	800,000				
EQUIPMENT	43,070,967	1,282,722	41,788,245			
INTEREST-DEBT RETIREMENT	4,833,098	4,355,630		35,515		441,953
TRANSFER TO OTHER FUNDS	198,239,627		135,884	1,459	555	198,101,729
COST OF GOODS SOLD	13,026,009	1,915,009		83,687		11,027,313
TOTAL EXPENDITURES	520,018,380	177,744,345	54,105,875	1,931,738	149,367	286,087,055

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	174,034	174,034				
HEALTH BENEFITS	32,937	32,937				
RETIREMENTS	35,033	35,033				
OTHER FRINGE BENEFITS	1,973	1,973				
OTHER CONTRACT SERVICES STATE	100	100				
OTHER CONTRACT SERVICES	370,146	370,146				
RENTS	35	35				
COMMODITIES	14,720	14,720				
GRANTS, SUBSIDIES, PENSIONS	51,530,163	51,530,163				
TOTAL EXPENDITURES	52,159,141	52,159,141				

BUREAU OF ACCOUNTS AND CONTROL

CAROL F. WHITNEY, STATE CONTROLLER

Central Office: BURTON M CROSS BLDG, 4TH FLOOR, AUGUSTA, ME 04333

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

Established: 1931 *Telephone:* (207) 626-8421

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 under the direction of the State Controller who is appointed for an indefinite

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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. Electronic funds transfers with addenda, EFT, and Direct Deposit of payroll and expense checks are initiated and administered by the 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, as is the statewide Sta Cap Plan. The Bureau's Financial Reporting unit prepares and publishes the State's Comprehensive Annual Financial Report, based on generally accepted accounting principals (GAAP). 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 ERP system. Bureau staff contracts with Bureau of Information Services for the MFASIS team, working closely with them and the MFASIS Steering Committee to maintain and enhance the ERP 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 2001: The 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	965,809	965,809				
HEALTH BENEFITS	224,394	224,394				
RETIREMENTS	165,920	165,920				
OTHER FRINGE BENEFITS	11,815	11,815				
OTHER CONTRACT SERVICES STATE	652,437	652,437				
COMPUTER SERVICES STATE	109,312	109,312				
OTHER CONTRACT SERVICES	72,518	72,518				
RENTS	13	13				
COMMODITIES	3,348,746	3,348,746				
TOTAL EXPENDITURES	5,550,964	5,550,964				

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

4. Maine Spirit Spotlight

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FINANCES, FISCAL YEAR 2001: The 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	3,746,171					3,746,171
HEALTH BENEFITS	1,062,467					1,062,467
RETIREMENTS	562,172					562,172
OTHER FRINGE BENEFITS	32,655					32,655
OTHER CONTRACT SERVICES STATE	160,704					160,704
COMPUTER SERVICES STATE	310,556					310,556
OTHER CONTRACT SERVICES	2,673,898					2,673,898
RENTS	1,187,140					1,187,140
COMMODITIES	1,398,174					1,398,174
TRANSFER TO OTHER FUNDS	154,202,850					154,202,850
TOTAL EXPENDITURES	165,336,787					165,336,787

BUREAU OF THE BUDGET

JOHN R. NICHOLAS, STATE BUDGET OFFICER

Central Office: BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME 04333

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

Established: 1931

Telephone: (207) 624-7810

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

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statements of the State's bond indebtedness.

After legislative appropriation, the Bureau reviews and considers requested allotments by quarter with respect to the work program of each entity of State government. Work programs are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor. During Fiscal Year 2001, 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. This effort resulted in the submission by the Governor of the first performance based budget for the FY 02-03 biennium.

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.

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 - 2005"

FINANCES, FISCAL YEAR 2001: The 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	543,410	543,410				
HEALTH BENEFITS	106,997	106,997				
RETIREMENTS	104,887	104,887				
OTHER FRINGE BENEFITS	3,516	3,516				
OTHER CONTRACT SERVICES STATE	2,916	2,916				
COMPUTER SERVICES STATE	3,631	3,631				
OTHER CONTRACT SERVICES	34,665	34,665				
RENTS	563	563				
COMMODITIES	287,412	287,412				
TOTAL EXPENDITURES	1,087,997	1,087,997				

CAPITOL PLANNING COMMISSION

ELAINE CLARK, SECRETARIAT

Central Office: BURTON M CROSS BLDG, 4TH FLOOR, AUGUSTA, ME 04333

Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX:* (207) 287-4039

Established: 1967

Telephone: (207) 624-7360

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

PURPOSE:

The Capitol Planning Commission was established to insure the orderly development of the Capital Area and provide effective planning for possible further growth to the governmental agencies of the State of Maine in Augusta.

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

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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 two times during 2000: January 26, 2000 and April 11, 2000.

The Commission discussed the following:

Satellite Dish at State Police Headquarters, Hospital Street;
Review and revision of Rules and Regulations;
MDOT Motor Transport sand blasting shed;
State Facilities Master Plan;
Psychiatric Treatment Center site;
Status reports on State House Renovations;
CCC Memorial, at the Cultural Building.

LICENSES:

Special or Temporary Use Permits
Sign Permits
Approvals for ?Large? and ?Small? Projects

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

CAPITOL PLANNING COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	9,999	9,999				
TOTAL EXPENDITURES	9,999	9,999				

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 1,300 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.

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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.

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

CENTRAL MOTOR POOL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	374,753					374,753
HEALTH BENEFITS	117,203					117,203
RETIREMENTS	57,336					57,336
OTHER FRINGE BENEFITS	8,165					8,165
OTHER CONTRACT SERVICES STATE	3,685					3,685
COMPUTER SERVICES STATE	164,097					164,097
OTHER CONTRACT SERVICES	2,906,362					2,906,362
RENTS	3,692					3,692
COMMODITIES	79,400					79,400
INTEREST-DEBT RETIREMENT	368,277					368,277
TRANSFER TO OTHER FUNDS	21,371					21,371
TOTAL EXPENDITURES	4,104,341					4,104,341

STATE CLAIMS COMMISSION

RONALD ROY, CHIEF COUNSEL

Central Office: BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME 04333

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

Established: 1961

Telephone: (207) 624-7411

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

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within the county where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Commission.

PROGRAM:

FINANCES, FISCAL YEAR 2001: The 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	53,022			53,022		
HEALTH BENEFITS	5,952			5,952		
RETIREMENTS	2,063			2,063		
OTHER FRINGE BENEFITS	580			580		
OTHER CONTRACT SERVICES STATE	5,186			5,186		
COMPUTER SERVICES STATE	4,840			4,840		
OTHER CONTRACT SERVICES	9,945			9,945		
RENTS	283			283		
COMMODITIES	14,309			14,309		
TRANSFER TO OTHER FUNDS	1,073			1,073		
TOTAL EXPENDITURES	97,253			97,253		

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 Count--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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

PROGRAM:

The Commission renewed its contract with Anthem Blue Cross Blue Shield to provide health insurance benefits to active and retiree members of the State employee group health plan effective April 1, 2001. The contract provides for a point-of-service (POS) managed care plan for active employees and non-Medicare eligible retirees. The Group Companion Plan provides supplemental coverage for Medicare eligible retirees. The group health plan provides health care benefits for approximately 40,4000 covered lives. The Commission has renewed the dental insurance contract with Northeast Dental through FY2002.

The Commission officially joined the Leapfrog Group, a national organization of health care purchases committed to improving patient safety. The Leapfrog Group was established in response to the Institute of Medicine (IOM) report citing the occurrence of preventable medical errors in inpatient settings. The State employee group health plan became the first plan in Maine to join this national initiative.

PUBLICATIONS:

Certificate of Coverage, HMO Choice (POS) - Free
Certificate of Coverage, Group Companion Plan - Free
Directory of Health Care Providers - Free
A Guide to Health Insurance for Retired Members - Free
Northeast Delta Dental, Dental Plan Description - Free
Directory of Participating Dentists ? Free
Annual Report to the Governor -Free

FINANCES, FISCAL YEAR 2001: The 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	298,901					298,901
HEALTH BENEFITS	100,734					100,734
RETIREMENTS	52,239					52,239
OTHER FRINGE BENEFITS	2,902					2,902
OTHER CONTRACT SERVICES STATE	491,243					491,243
COMPUTER SERVICES STATE	50,750					50,750
OTHER CONTRACT SERVICES	25,822,817					25,822,817
RENTS	43,607					43,607
COMMODITIES	79,725					79,725
TRANSFER TO OTHER FUNDS	917					917
TOTAL EXPENDITURES	26,943,835					26,943,835

BUREAU OF EMPLOYEE RELATIONS

KENNETH A. WALO, DIRECTOR

Central Office: 45 MEMORIAL CIRCLE, AUGUSTA, ME 04333

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

Established: 1986

Telephone: (207) 287-4453

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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

practices; d) represent the State in all bargaining unit determinations, elections, prohibited practice complaints and any other proceedings (including MLRB and court cases) growing out of employee relations, and collective bargaining activities; e) coordinate the compilation of all data and information needed for the development and evaluation of employee relations programs and in the conduct of negotiations; f) coordinate the State's resources.

ORGANIZATION:

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

PROGRAM:

In FY01, the Bureau successfully completed negotiations for successor collective bargaining agreements for six bargaining units for contracts which expire on June 30, 2001. 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 before the Maine Labor Relations Board.

The Bureau continued its aggressive actions in the resolution of grievances. The Bureau was also responsible for management representation on ongoing labor-management committees dealing with employee work schedules, physical fitness programs and other bargaining related activities.

FINANCES, FISCAL YEAR 2001: The 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	372,724	372,724				
HEALTH BENEFITS	67,077	67,077				
RETIREMENTS	69,187	69,187				
OTHER FRINGE BENEFITS	3,389	3,389				
OTHER CONTRACT SERVICES STATE	62,865	62,865				
COMPUTER SERVICES STATE	3,631	3,631				
OTHER CONTRACT SERVICES	32,996	32,996				
RENTS	3,824	3,824				
COMMODITIES	33,976	33,976				
TOTAL EXPENDITURES	649,669	649,669				

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.

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PROGRAM:

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

PUBLICATIONS:

Affirmative Action - (Free)

Department Employee Information Booklet - (Free)

FINANCES, FISCAL YEAR 2001: The 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	1,103,644	342,784	760,860			
HEALTH BENEFITS	287,530	86,233	201,297			
RETIREMENTS	189,745	64,600	125,145			
OTHER FRINGE BENEFITS	12,439	3,401	9,038			
OTHER CONTRACT SERVICES STATE	1,277,579	1,269,836	7,743			
OTHER CONTRACT SERVICES	129,365	99,939	29,426			
RENTS	1,712	1,071	641			
COMMODITIES	260,586	33,723	226,863			
GRANTS, SUBSIDIES, PENSIONS	72,285				72,285	
INTEREST-DEBT RETIREMENT	4,236,957	4,236,957				
TRANSFER TO OTHER FUNDS	75,753		75,753			
COST OF GOODS SOLD	1,678,851	1,678,851				
TOTAL EXPENDITURES	9,326,446	7,817,395	1,436,766		72,285	

BUREAU OF GENERAL SERVICES

ELAINE CLARK, DIRECTOR

Central Office: BURTON M CROSS BLDG, 4TH FLOOR, AUGUSTA, ME 04333

Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX:* (207) 287-4039

Established: 1991

Telephone: (207) 624-7350

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

Average Count--All Positions: 207.375

Legislative Count: 207.00

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

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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.

PROGRAM:

The Professional Services staff oversees renovations, maintenance and repairs of roughly 2,000 state buildings and state funded school projects and prepares the biennial Capital and repair budgets for all state agencies. Property Management has responsibility for operations and maintenance, including housekeeping services, of over 52 buildings in the various Capitol Complexes and the Hallowell Annex. Purchases became a "division" under the Bureau of General Services in 1992. Within the division are the divisions of Postal Services, Warehousing, Printing/Convenience Copiers, Photography, State Surplus services and Central Fleet Management (CFM); the division is the designated state agency to receive and distribute federal surplus property.

The 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 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF GENERAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,530,988	3,409,955	171,236	395,446		1,554,351
HEALTH BENEFITS	1,710,152	1,043,124	38,981	156,066		471,981
RETIREMENTS	866,740	540,370	26,689	61,617		238,064
OTHER FRINGE BENEFITS	69,207	41,482	1,687	5,254		20,784
OTHER CONTRACT SERVICES STATE	2,368,146	2,088,395	171,935	25,115		82,701
COMPUTER SERVICES STATE	384,154	75,805	16,580	14,408		277,361
OTHER CONTRACT SERVICES	7,425,970	6,335,091	158,782	732,847		199,250
RENTS	1,688,637	1,339,543	4,101	14,388		330,605
COMMODITIES	2,139,207	1,659,342	21,044	178,628		280,193
GRANTS, SUBSIDIES, PENSIONS	2,396	2,396				
BUILDING IMPROVEMENTS	800,000	800,000				
EQUIPMENT	42,652,830	864,585	41,788,245			
INTEREST-DEBT RETIREMENT	149,852	114,221		35,515		116
TRANSFER TO OTHER FUNDS	42,514,179		30,904			42,483,275
COST OF GOODS SOLD	422,721	236,158		83,687		102,876
TOTAL EXPENDITURES	108,725,179	18,550,467	42,430,184	1,702,971		46,041,557

BUREAU OF HUMAN RESOURCES

DONALD A. WILLS, DIRECTOR

Central Office: BURTON M CROSS BLDG, 4TH FLOOR, AUGUSTA, ME 04333

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

Established: 1987

Telephone: (207) 624-7761

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

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

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

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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 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://www.state.me.us/bhr/Policies/homepage.htm>

<http://www.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 2001: The 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	1,647,452	989,968	36,819			620,665
HEALTH BENEFITS	397,274	216,445	12,209			168,620
RETIREMENTS	312,212	195,124	7,412			109,676
OTHER FRINGE BENEFITS	14,151	7,602	131			6,418
OTHER CONTRACT SERVICES STATE	1,781,410	150,498	248,287			1,382,625
COMPUTER SERVICES STATE	265,443	31,500	42,133			191,810
OTHER CONTRACT SERVICES	177,051	58,674	74,881			43,496
RENTS	92,518	3,300	16,415			72,803
COMMODITIES	430,819	119,746	14,460			296,613
GRANTS, SUBSIDIES, PENSIONS	9,840,783					9,840,783
EQUIPMENT	45,032	45,032				
INTEREST-DEBT RETIREMENT	21,861					21,861
TRANSFER TO OTHER FUNDS	192,092		27,125			164,967
TOTAL EXPENDITURES	15,218,098	1,817,889	479,872			12,920,337

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BUREAU OF INFORMATION SERVICES

RICHARD HINKLEY, DIRECTOR
HARRY LANPHEAR, CHIEF INFORMATION OFFICER

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 technology services throughout Maine State Government and to 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 a Help Desk for its customers. The Bureau operates three divisions: Development Services, Network Services and Production 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/homepage.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 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 and the Bureau Director in meeting the purpose and mission of the Bureau.

PROGRAM:

Development Services offers project management, application development, database, data warehouse, and geographic information services to state agencies on a fee for service basis. The Division keeps current with technology with most new systems developed for web deployment. Development Services supports the MFASIS systems that include accounting, human resources, and budgeting; and the child support enforcement system for Human Services. The Division provides systems solutions for many agencies that have limited or no information systems staff. Development Services includes the Office of GIS. GIS coordinates activities statewide to promote the effective use of geographic information in Maine including the GIS data center. 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. The state's high-speed data backbone supports more than 14,000 devices (an increase of more than 20% since last year). Voice communication continues to see an increase in voice services requirements with over 16,000 full service phones deployed statewide of which approximately 8,200 include voice mail boxes. Also, BIS now provides e-mail services to more than 4000 employees statewide. Desktop continues to provide services to agencies interested in outsourcing their desktop support. This past year, Network services entered a service level agreement with Professional and Financial Regulation to provide desktop support to their 200 employees.

Production Services operates the Information Processing Center for the Executive Branch agencies of the. The Data Center is staffed twenty-four hours each day. It houses the state's two mainframe computers, over 150 applications and shared database servers, and provides a full range of computing services, including forms design services, high-speed laser printing, and print production/finishing. The forms design services, coupled with bar code readers in the state's central postal distribution system, allows 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 that technology meets business needs. Production Services is the home of the BIS Help Desk that provides first line problem resolution and dispatches other support

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groups to address the problems that arise on computer systems and telecommunications network.

FINANCES, FISCAL YEAR 2001: The 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	7,241,570					7,241,570
HEALTH BENEFITS	1,577,474					1,577,474
RETIREMENTS	1,113,226					1,113,226
OTHER FRINGE BENEFITS	98,446					98,446
OTHER CONTRACT SERVICES STATE	991,383					991,383
COMPUTER SERVICES STATE	619,672				69,074	550,598
OTHER CONTRACT SERVICES	1,007,772					1,007,772
RENTS	568,287					568,287
COMMODITIES	2,792,968					2,792,968
INTEREST-DEBT RETIREMENT	51,693					51,693
TRANSFER TO OTHER FUNDS	793,518				555	792,963
COST OF GOODS SOLD	10,924,437					10,924,437
TOTAL EXPENDITURES	27,780,446				69,629	27,710,817

INFORME

DAN GWADOSKY, CHAIR

Central Office: 26 EDISON DR., AUGUSTA, ME 04333-0045

Mail Address: 145 STATE HOUSE STATION, AUGUSTA, ME 04333-0145

Established:

Telephone: (207) 624-7840

Reference: Policy Area: 00 ; *Umbrella:* 18 *Unit:* 622 ; *Citation:* T0001 *M.R.S.A., Sect.* 000000533

PURPOSE:

The Information Resource of Maine, known as InforME, was established to serve as a self-supporting and cost-effective electronic gateway to provide and enhance access to the State's public information for individuals, businesses and other entities.

ORGANIZATION:

The InforME Board consists of 15 voting members and two non-voting members.

The members include: the Secretary of State, 3 Chief Executive Officers from agencies within the executive branch appointed by the Governor, a member of the University of Maine System appointed by the Chancellor, a member of the statewide association of municipalities appointed by the Governor, a member of a non profit organization advancing the citizen's rights to access information appointed by the Governor, a member from the statewide association of librarians appointed by the Governor, 3 members of user associations appointed by the Governor, the Director of the Bureau of Information Services, the State Librarian, a public member appointed by the President of the Senate, and a public member appointed by the Speaker of the House.

The two non-voting members are: a member of the judicial branch appointed by the Chief Justice of the Supreme Judicial Court and the CEO of the private entity under contract to work as the network manager.

PROGRAM:

The InforME Board provides rational, standardized and comprehensive services by enabling universal continuous access to accurate, current public information that may be searched to suit the user's own purposes. These services include, at a minimum, providing standardized access to customized databases, data custodians' databases and links to other information sources; To conduct electronic transactions; To assist state agencies in electronically

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disseminating public information in their custody; To constantly improve access to and the utility of the public information available through InforME by exploring and, where appropriate, implementing ways to: A. Expand the amount and kind of public information available free of charge; B. Increase the utility of the public information provided and the form in which it is provided; C. Expand the base of users who access the public information; and, D.

Improve individual and business access to public information through improvements in technology;

To provide opportunities for individuals, businesses and other entities to review public information for accuracy and to indicate to the data custodian when corrections may be appropriate; To provide a mechanism for the authorized transfer of nonpublic information; To promote opportunities for private-public partnerships and interagency cooperation; and To provide opportunities for innovative uses of public information.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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 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.

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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 2001: 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: 347.365

Legislative Count: 345.00

PURPOSE:

The Bureau of Revenue Services, also called Maine 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 Maine Residents Property Tax & Rent Refund Program, Maine Homestead Exemption Program, Business Equipment Tax Reimbursement Program, Tree Growth Reimbursement, Veterans' Tax Reimbursement, Waste Facilities Reimbursement, Ship Building Facility Credit, exercises general supervision of local assessing officials, 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 State Tax Assessor, subject to the confirmation by the Governor.

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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.

OPERATIONS: Operations Division provides mail processing and deposits tax revenues, prepares budgets for the Bureau, monitors Bureau expenditures, provides bureau-wide business services, analyzes tax legislation and operates, maintains and develops the Bureau's computer network; Computer Services & Data Entry Division designs, maintains and operates automated systems within the Bureau, provides oversight of Bureau electronic data processing hardware, and provides Bureau-wide data entry services; and the Research Division provides research support to the Bureau, develops economic models for tax policy analysis, and monitors monthly tax revenues.

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

LICENSES:

Sales Tax Sellers Certificate
Tobacco Tax: Cigarette License (annual)-distributors,
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
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
Maps - 1 map (24"x36" sheet) \$4.00, additional maps within the same order \$2.00 each
Property valuation book - \$0.10 per page with a minimum of \$3.00
Maine Property Assessment Manual - \$10.00
Maine Property Tax Laws - \$10.00

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FINANCES, FISCAL YEAR 2001: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	9,736,748	9,668,939		67,809		
HEALTH BENEFITS	2,707,455	2,683,005		24,450		
RETIREMENTS	1,516,589	1,506,026		10,563		
OTHER FRINGE BENEFITS	121,925	120,794		1,131		
OTHER CONTRACT SERVICES STATE	4,111,653	1,726,839	2,384,814			
COMPUTER SERVICES STATE	501,000	442,823	42,830			15,347
OTHER CONTRACT SERVICES	3,058,138	3,038,516	8,620	3,549	7,453	
RENTS	536,951	530,166	6,785			
COMMODITIES	4,688,802	4,172,146	211,684	23,626		281,346
GRANTS, SUBSIDIES, PENSIONS	72,936,231	65,834,013	7,102,218			
EQUIPMENT	373,105	373,105				
INTEREST-DEBT RETIREMENT	4,452	4,452				
TRANSFER TO OTHER FUNDS	2,488		2,102	386		
TOTAL EXPENDITURES	100,295,537	90,100,824	9,759,053	131,514	7,453	296,693

DIVISION OF RISK MANAGEMENT

DAVID FITTS, DIRECTOR

Central Office: BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME 04333

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

Established: 1991 *Telephone:* (207) 624-7435

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 2001: The 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	192,965					192,965
HEALTH BENEFITS	48,373					48,373
RETIREMENTS	36,220					36,220
OTHER FRINGE BENEFITS	2,811					2,811
OTHER CONTRACT SERVICES STATE	53,465					53,465
COMPUTER SERVICES STATE	148,921					148,921
OTHER CONTRACT SERVICES	1,773,315					1,773,315
RENTS	14,374					14,374
COMMODITIES	26,852					26,852
INTEREST-DEBT RETIREMENT	6					6
TRANSFER TO OTHER FUNDS	435,386					435,386
TOTAL EXPENDITURES	2,732,688					2,732,688

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: 188.497

Legislative Count: 136.50

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. Another reorganization in 1999 eliminated one of the offices and merged the responsibilities into the Office of

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

the Commissioner.

PROGRAM:

Specific activities of the department during FY01 are discussed in the individual reports of the various units within the department.

LICENSES:

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

FINANCES, FISCAL YEAR 2001: The 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	5,132,666	2,604,838	1,696,901		528,969	301,958
HEALTH BENEFITS	1,303,588	629,774	437,344		148,017	88,453
RETIREMENTS	812,798	426,917	263,933		75,631	46,317
OTHER FRINGE BENEFITS	64,897	32,592	20,691		7,554	4,060
OTHER CONTRACT SERVICES STATE	1,088,962	463,250	546,820		50,898	27,994
COMPUTER SERVICES STATE	487,739	318,644	140,946		28,149	
OTHER CONTRACT SERVICES	862,821	453,460	299,308		51,447	58,606
RENTS	463,625	253,943	155,221		26,715	27,746
COMMODITIES	738,033	469,449	135,980		22,589	110,015
GRANTS, SUBSIDIES, PENSIONS	8,411,582	982,448	6,430,290		986,844	12,000
PURCHASE OF LAND	80,000				80,000	
BUILDING IMPROVEMENTS	159,877	159,877				
EQUIPMENT	539,627	504,627			35,000	
INTEREST-DEBT RETIREMENT	19,459	31				19,428
TRANSFER TO OTHER FUNDS	382,541	298,915	55,569		19,771	8,286
TOTAL EXPENDITURES	20,548,215	7,598,765	10,183,003		2,061,584	704,863

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 2001: The 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	277,891	277,891				
HEALTH BENEFITS	66,729	66,729				
RETIREMENTS	46,013	46,013				
OTHER FRINGE BENEFITS	2,823	2,823				
OTHER CONTRACT SERVICES STATE	7,023	6,023			1,000	
COMPUTER SERVICES STATE	2,225	2,225				
OTHER CONTRACT SERVICES	22,934	22,934				
RENTS	15,161	15,161				
COMMODITIES	14,287	14,287				
GRANTS, SUBSIDIES, PENSIONS	499,339	379,339			120,000	
TRANSFER TO OTHER FUNDS	31					31
TOTAL EXPENDITURES	954,456	833,425			121,031	

MAINE AGRICULTURAL BARGAINING BOARD

MURRAY BLACKSTONE, CHAIRMAN

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

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

Established: 1973

FAX: (207) 287-7548

Telephone: (207) 496-1001

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Permits:

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

FINANCES, FISCAL YEAR 2001: The 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	545,334	366,683	172,983		5,668	
HEALTH BENEFITS	136,032	90,094	44,266		1,672	
RETIREMENTS	92,157	63,304	27,970		883	
OTHER FRINGE BENEFITS	8,214	5,263	2,931		20	
OTHER CONTRACT SERVICES STATE	80,342	3,632	76,710			
COMPUTER SERVICES STATE	3,395	1,042	2,353			
OTHER CONTRACT SERVICES	58,774	29,676	29,098			
RENTS	47,673	33,026	14,647			
COMMODITIES	65,686	41,670	24,016			
INTEREST-DEBT RETIREMENT	26	26				
TRANSFER TO OTHER FUNDS	12,571		12,314		257	
TOTAL EXPENDITURES	1,050,204	634,416	407,288		8,500	

AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

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) 287-1132

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 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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 2001: 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 as Chair. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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. 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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 2001: The 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	286,481	286,481				
HEALTH BENEFITS	72,426	72,426				
RETIREMENTS	44,266	44,266				
OTHER FRINGE BENEFITS	3,714	3,714				
OTHER CONTRACT SERVICES STATE	187,103	49,095	138,008			
COMPUTER SERVICES STATE	188,292	105,286	83,006			
OTHER CONTRACT SERVICES	45,445	43,985	1,460			
RENTS	13,079	13,079				
COMMODITIES	122,884	104,505	18,379			
GRANTS, SUBSIDIES, PENSIONS	4,375,206	472,009	3,903,197			
TRANSFER TO OTHER FUNDS	2,497		2,497			
TOTAL EXPENDITURES	5,341,393	1,194,846	4,146,547			

(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.

Nearly 1,920 inspections were made at nurseries, greenhouses and plant dealers in 2000. A variety of different diseases and insect pests were identified, including Elongate Hemlock Scale, the Lily Leaf Beetle, and the European Chafer. The Hemlock Woolly Adelgid (HWA) was once again observed in 2000. This pest poses a serious threat to Maine's native hemlock resources. The state's HWA quarantine was strengthened during the fall and winter of 2000-2001. However, additional infestations were found in the spring of 2001. Significant staff hours will be devoted to surveying and inspecting for HWA in the coming year. In 2000, 1,722 lots of plant material were inspected and certified using phytosanitary certificates to assist growers in marketing products to other states in the U.S. and foreign countries. The majority of

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 2000, 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF MARKET AND PRODUCTION DEVELOPMENT

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 marketing of Maine agriculture and food products. The Divisions of Production

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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. 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-Crnbrly Develop & Wetland/Water Depend
Me Agric/Issues/Findings-Impact of Wildlife on Agric Crops and Livestock
Maine Agriculture Food for Thought Brochure
Teaching Children about Me Agriculture Today: A Resource Guide
"Encouraging Production/Sale/Consumption of Maine-Raised Meat Products
*The Division publishes promotional and informational fliers targeted to consumer buyers on maple syrup, blueberries, apples, beans, berries, honey, Christmas trees, wool, wreaths, meats, and other Maine agricultural products.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 2001: The 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	332,141	290,628	41,513			
HEALTH BENEFITS	76,516	68,317	8,199			
RETIREMENTS	54,133	47,709	6,424			
OTHER FRINGE BENEFITS	5,261	4,530	731			
OTHER CONTRACT SERVICES STATE	370,317	369,342	975			
COMPUTER SERVICES STATE	2,251	2,239	12			
OTHER CONTRACT SERVICES	125,356	81,319	44,037			
RENTS	32,767	10,926	21,841			
COMMODITIES	22,359	17,390	4,969			
GRANTS, SUBSIDIES, PENSIONS	1,042,123	22,569	287,854		731,700	
BUILDING IMPROVEMENTS	159,877	159,877				
EQUIPMENT	405,089	405,089				
TRANSFER TO OTHER FUNDS	4,208		4,208			
TOTAL EXPENDITURES	2,632,398	1,479,935	420,763		731,700	

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

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into the Department of Agriculture as an agency as a result of the State Government reorganization legislation of 1973.

PROGRAM:

In accordance with its statute, as interpreted by the State Supreme Court in two decisions, the Commission 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 #01-05DM. Effective May 1, 2001 (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 2001: The 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	106,059		106,059			
HEALTH BENEFITS	23,960		23,960			
RETIREMENTS	19,466		19,466			
OTHER FRINGE BENEFITS	743		743			
OTHER CONTRACT SERVICES STATE	55,656		55,656			
COMPUTER SERVICES STATE	33,644		33,644			
OTHER CONTRACT SERVICES	24,534		24,534			
RENTS	6,692		6,692			
COMMODITIES	14,066		14,066			
GRANTS, SUBSIDIES, PENSIONS	2,139,838		2,139,838			
TRANSFER TO OTHER FUNDS	174		174			
TOTAL EXPENDITURES	2,424,832		2,424,832			

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 2000, the Board registered 7,285 products which represents a 0.65% decrease over 1999. 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 2000, there were 1,593 private applicators licensed for a three year period; and 1,357 commercial applicators, 58 restricted and 812 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. The Board is also involved in several special projects designed to protect the public health and environment. These include worker protection, endangered species protection, ground and surface water monitoring and obsolete pesticide collections.

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 2001: The 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	659,352		541,664		117,688	
HEALTH BENEFITS	151,441		124,193		27,248	
RETIREMENTS	97,620		80,154		17,466	
OTHER FRINGE BENEFITS	9,023		7,579		1,444	
OTHER CONTRACT SERVICES STATE	58,567		8,849		49,718	
COMPUTER SERVICES STATE	43,265		15,116		28,149	
OTHER CONTRACT SERVICES	108,700		58,521		50,179	
RENTS	25,669		16,695		8,974	
COMMODITIES	38,626		19,095		19,531	
GRANTS, SUBSIDIES, PENSIONS	58,854		48,077		10,777	
TRANSFER TO OTHER FUNDS	9,079		6,656		2,423	
TOTAL EXPENDITURES	1,260,196		926,599		333,597	

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: 23.308

Legislative Count: 16.50

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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, and the manager of the Porter Nuclear Seed Production Facility. 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 15,886 acres of potatoes in 2000, roughly 5.4% less than 1999. Of this total, 15,813 acres were certified by 179 seed growers. The certification staff also inspected and certified approximately 815 acres of grain. Barley comprised the majority of this acreage, replacing oats as the major grain certified by the Division. The Division completed its last year of a 5-year survey for Golden Nematode, a highly destructive pest of potatoes. No nematodes were found in any year of the survey. The Division also surveyed potato fields for Potato Spindle Tuber Viroid, a highly contagious potato pathogen, in 2000. No Spindle Tuber positives were found during this survey.

The State Apiarist licensed 396 beekeepers who registered 8,138 colonies in the state. Approximately 3,400 colonies were inspected for regulated diseases and mites. Additionally, approximately 57,250 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. This represents a decrease of 5% in the use of bees for crop pollination. Inspections showed a marked increase in American Foulbrood (6.3% of the hives inspected.) South African Hive Beetle was also found in 12 migratory operations. No evidence of Africanized Honey Bee was found through inspection of 22 migratory operations.

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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 2001: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	508,806	142,909	365,897			
HEALTH BENEFITS	149,557	37,758	111,799			
RETIREMENTS	81,969	24,671	57,298			
OTHER FRINGE BENEFITS	4,322	1,152	3,170			
OTHER CONTRACT SERVICES STATE	20,995	825	20,170			
COMPUTER SERVICES STATE	4,078	3,524	554			
OTHER CONTRACT SERVICES	87,953	28,629	59,324			
RENTS	85,119	11,602	73,517			
COMMODITIES	57,993	9,330	48,663			
GRANTS, SUBSIDIES, PENSIONS	6,112	12	6,100			
TRANSFER TO OTHER FUNDS	23,083		23,083			
TOTAL EXPENDITURES	1,029,987	260,412	769,575			

OFFICE OF POLICY, PLANNING, LEGISLATION AND INFORMATION SERVICES

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) 287-3871

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

Average Count--All Positions: 1.000

Legislative Count: 1.00

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 in the areas of information system management, financial planning and budgeting,

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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, combined this office with the Office of the Commissioner. The reorganization resulted in the elimination of one high-level position and created a more streamlined structure.

PROGRAM:

Please see the Office of the Commissioner for a discussion of activities formerly handled by this unit.

FINANCES, FISCAL YEAR 2001: The 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	29,018	-2,168			31,186	
HEALTH BENEFITS	9,038	-119			9,157	
RETIREMENTS	2,059	-338			2,397	
OTHER FRINGE BENEFITS	88				88	
OTHER CONTRACT SERVICES STATE	6,391	6,211			180	
OTHER CONTRACT SERVICES	14,856	14,269			587	
RENTS	87,432	69,691			17,741	
COMMODITIES	19,473	16,415			3,058	
GRANTS, SUBSIDIES, PENSIONS	124,367				124,367	
EQUIPMENT	45,000	45,000				
TRANSFER TO OTHER FUNDS	39				39	
TOTAL EXPENDITURES	337,761	148,961			188,800	

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: 23.510

Legislative Count: 9.50

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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 producers, one of whom must be primarily a tablestock producer and one primarily a processing producer, plus the Commissioner or his designee. 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 2000 was excellent. Due to good growing conditions in 2000, yields at the Porter Seed Farm were very good. Approximately 12,350 hundredweight of the 2000 crop was sold to Maine producers. Additionally, contract requests for 8,500 hundredweight have been received for the 2001 crop, indicating strong support for Porter Farm seed by Maine producers. This increase in sales resulted in the largest ending cash balance for the Seed Board in several years.

Over 1,400 samples were grown at the Board's Florida farm to evaluate the disease content of seed potatoes produced by Maine farmers. The results of this winter evaluation indicated that 92 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 1999, and represent the least amount of virus disease in Maine seed in the history of the program.

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 underwent a GEA Review by the Legislature in 1999, which resulted in Legislative confirmation of the Board's mission. The Board also received a one-time appropriation of \$100,000 in FY2000 as a result of the review, which helped provide funds for much needed capital improvements and renovations at the Porter Farm.

PUBLICATIONS:

The Maine Seed Potato Board (free)

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	258,015					258,015
HEALTH BENEFITS	77,129					77,129
RETIREMENTS	39,554					39,554
OTHER FRINGE BENEFITS	3,307					3,307
OTHER CONTRACT SERVICES STATE	3,585					3,585
OTHER CONTRACT SERVICES	94,545	38,853				55,692
RENTS	19,581					19,581
COMMODITIES	125,024	25,305				99,719
EQUIPMENT	34,542					34,542
TRANSFER TO OTHER FUNDS	253,816	248,915				4,901
TOTAL EXPENDITURES	909,098	347,615				561,483

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

LICENSES:

Pull Superintendent License
Pull Event License

FINANCES, FISCAL YEAR 2001: 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: 69.550

Legislative Count: 47.00

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 Quality Trademarks. 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.

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 Food Inspection Supervisor, five Inspection Process Analysts, a Metrologist and full-time and seasonal staff consisting of an Assistant Metrologist, and 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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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. 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

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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 2001: The 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	1,661,011	820,328	466,256		374,427	
HEALTH BENEFITS	443,316	208,855	124,521		109,940	
RETIREMENTS	256,523	129,404	72,234		54,885	
OTHER FRINGE BENEFITS	20,992	9,484	5,506		6,002	
OTHER CONTRACT SERVICES STATE	236,943	7,248	229,695			
COMPUTER SERVICES STATE	204,807	198,546	6,261			
OTHER CONTRACT SERVICES	187,599	125,098	61,820		681	
RENTS	114,319	97,400	16,919			
COMMODITIES	65,963	60,891	5,072			
GRANTS, SUBSIDIES, PENSIONS	87,919	87,919				
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	72,184	50,000	5,163		17,021	
TOTAL EXPENDITURES	3,351,581	1,795,178	993,447		562,956	

(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, an Assistant 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 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 for quality.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 2001: 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

G. STEVEN ROWE, ATTORNEY GENERAL

TTY: (207) 626-8865

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

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

Established: 1820

FAX: (207) 287-3145

Telephone: (207) 626-8800

Reference: Policy Area: 00 ; Umbrella: 26 Unit: 239 ; Citation: T0005

M.R.S.A., Sect. 000000191

Average Count--All Positions: 261.000

Legislative Count: 261.00

Units:

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 Office 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 Office of the Attorney General is organized by 5 M.R.S.A. Sect. 191 with the Attorney General as its chief executive. The Office consists of the nine operating divisions overseeing the criminal, civil and investigatory responsibilities. The Divisions are General Government, Natural Resources, Health & Human Services, Professional Regulatory, Investigations, Litigation, Public Protection, Criminal, and effective May 2001 Financial Crimes and Civil Rights. 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 and handles appeals to the Supreme Judicial Court. In addition, the Division represents the State in petitions for post-conviction relief filed by convicted criminal defendants. The Division also assigns attorneys to work with the Maine Drug Enforcement Agency (MDEA). Effective May 2001 the Division also has responsibility for the Victims' Compensation Program.

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 operates a Consumer Complaint Mediation Program. Effective May 2001, the Financial Crimes and Civil Rights Division was established. The Division oversees the prosecution of white collar and financial crimes, including welfare fraud, medicaid fraud, tax crimes and securities violations. The Division also directs enforcement actions under the Maine Civil Rights Act and is responsible for the administration of the Civil Rights Team Project.

FINANCES, FISCAL YEAR 2001: The 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	12,592,157	7,928,246	2,817,652		1,846,259	
HEALTH BENEFITS	2,280,436	1,386,115	539,643		354,678	
RETIREMENTS	2,148,479	1,344,928	507,809		295,742	
OTHER FRINGE BENEFITS	182,982	110,992	44,193		27,797	
OTHER CONTRACT SERVICES STATE	440,585	190,650	169,195		80,740	
COMPUTER SERVICES STATE	187,741	108,417	6,079		73,245	
OTHER CONTRACT SERVICES	1,090,013	358,047	554,066		177,900	
RENTS	217,676	55,449	40,647		121,580	
COMMODITIES	665,052	400,322	111,083		153,647	
GRANTS, SUBSIDIES, PENSIONS	48,130				48,130	
TRANSFER TO OTHER FUNDS	159,293	4,664	96,006		58,623	
TOTAL EXPENDITURES	20,012,544	11,887,830	4,886,373		3,238,341	

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	12,012,413	7,444,914	2,721,240		1,846,259	
HEALTH BENEFITS	2,182,944	1,305,570	522,696		354,678	
RETIREMENTS	2,060,573	1,266,699	498,132		295,742	
OTHER FRINGE BENEFITS	171,108	102,831	40,480		27,797	
OTHER CONTRACT SERVICES STATE	327,784	79,375	167,669		80,740	
COMPUTER SERVICES STATE	111,188	31,889	6,054		73,245	
OTHER CONTRACT SERVICES	539,394	267,178	152,841		119,375	
RENTS	215,453	53,226	40,647		121,580	
COMMODITIES	582,976	330,847	98,482		153,647	
GRANTS, SUBSIDIES, PENSIONS	48,130				48,130	
TRANSFER TO OTHER FUNDS	155,329	4,664	92,373		58,292	
TOTAL EXPENDITURES	18,407,292	10,887,193	4,340,614		3,179,485	

DEPARTMENT OF THE ATTORNEY GENERAL

DISTRICT ATTORNEYS

G. STEVEN ROWE, ATTORNEY GENERAL

Central Office: 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006

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

Established: 1974

Reference: Policy Area: 00 ; *Umbrella:* 26 *Unit:* 239D; *Citation:* T0005 *M.R.S.A., Sect.* 000000199

PURPOSE:

The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes.

ORGANIZATION:

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

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 2001: 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 2001: The 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	483,332	483,332				
HEALTH BENEFITS	80,545	80,545				
RETIREMENTS	78,229	78,229				
OTHER FRINGE BENEFITS	8,161	8,161				
OTHER CONTRACT SERVICES STATE	111,275	111,275				
COMPUTER SERVICES STATE	76,528	76,528				
OTHER CONTRACT SERVICES	90,869	90,869				
RENTS	2,223	2,223				
COMMODITIES	69,475	69,475				
TOTAL EXPENDITURES	1,000,637	1,000,637				

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 2001 the Board received 257 new applications and made award payments of approximately \$440,306.

PUBLICATIONS:

An informational pamphlet - free

DEPARTMENT OF THE ATTORNEY GENERAL

FINANCES, FISCAL YEAR 2001: The 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	96,412		96,412			
HEALTH BENEFITS	16,947		16,947			
RETIREMENTS	9,677		9,677			
OTHER FRINGE BENEFITS	3,713		3,713			
OTHER CONTRACT SERVICES STATE	1,526		1,526			
COMPUTER SERVICES STATE	25		25			
OTHER CONTRACT SERVICES	459,750		401,225		58,525	
COMMODITIES	12,601		12,601			
TRANSFER TO OTHER FUNDS	3,964		3,633		331	
TOTAL EXPENDITURES	604,615		545,759		58,856	

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, 2 Audit Analyst, 13 Auditor IIIs, 11 Auditor IIs, 5 Auditor Is, 1 Business Manager, 1 Administrative Secretary, 1 Clerk Typist III, and the Fiscal Administrator of the Unorganized Territory.

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 2001: The 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	1,409,890	918,556	491,334			
HEALTH BENEFITS	300,882	186,415	114,467			
RETIREMENTS	231,703	153,493	78,210			
OTHER FRINGE BENEFITS	19,079	9,619	9,460			
OTHER CONTRACT SERVICES STATE	11,000	800	10,200			
COMPUTER SERVICES STATE	130	30	100			
OTHER CONTRACT SERVICES	91,294	22,211	69,083			
COMMODITIES	127,131	62,826	64,305			
GRANTS, SUBSIDIES, PENSIONS	6,978		6,978			
EQUIPMENT	3,991		3,991			
TRANSFER TO OTHER FUNDS	18,827	1,362	17,465			
TOTAL EXPENDITURES	2,220,905	1,355,312	865,593			

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: 37.000 *Legislative Count:* 37.00

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 State 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 Departmental Bureau total 37, including the State Auditor, Deputy State Auditor, 2 Directors, 2 Audit Analysts, 10 Auditor III's, 11 Auditor II's, 5 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 2001: The 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	1,339,441	918,556	420,885			
HEALTH BENEFITS	285,956	186,415	99,541			
RETIREMENTS	220,727	153,493	67,234			
OTHER FRINGE BENEFITS	17,839	9,619	8,220			
OTHER CONTRACT SERVICES STATE	2,000	800	1,200			
COMPUTER SERVICES STATE	130	30	100			
OTHER CONTRACT SERVICES	72,706	22,211	50,495			
COMMODITIES	124,456	62,826	61,630			
TRANSFER TO OTHER FUNDS	16,124	1,362	14,762			
TOTAL EXPENDITURES	2,079,379	1,355,312	724,067			

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

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 positions were transferred from the Municipal Bureau to the Departmental Bureau in accordance with Chapter 731, Public Laws, 1999.

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 2001: The 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						
OTHER CONTRACT SERVICES	-7		-7			
TRANSFER TO OTHER FUNDS	7		7			
TOTAL EXPENDITURES						

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 2001: The 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	70,449		70,449			
HEALTH BENEFITS	14,926		14,926			
RETIREMENTS	10,976		10,976			
OTHER FRINGE BENEFITS	1,240		1,240			
OTHER CONTRACT SERVICES STATE	9,000		9,000			
OTHER CONTRACT SERVICES	18,595		18,595			
COMMODITIES	2,675		2,675			
GRANTS, SUBSIDIES, PENSIONS	6,978		6,978			
EQUIPMENT	3,991		3,991			
TRANSFER TO OTHER FUNDS	2,696		2,696			
TOTAL EXPENDITURES	141,526		141,526			

DEPARTMENT OF CONSERVATION
DEPARTMENT OF CONSERVATION
RONALD B. LOVAGLIO, COMMISSIONER

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME, 04330

Mail Address: 22 STATE HOUSE STA, AUGUSTA, ME, 04333-0022

Established: 1973

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 056 ; Citation: T0012

Average Count--All Positions: 418.073

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

TTY: (207) 287-2213

FAX: (207) 287-2400

Telephone: (207) 287-2211

M.R.S.A., Sect. 000005011

Legislative Count: 313.50

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, Geology and Natural Areas, 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:

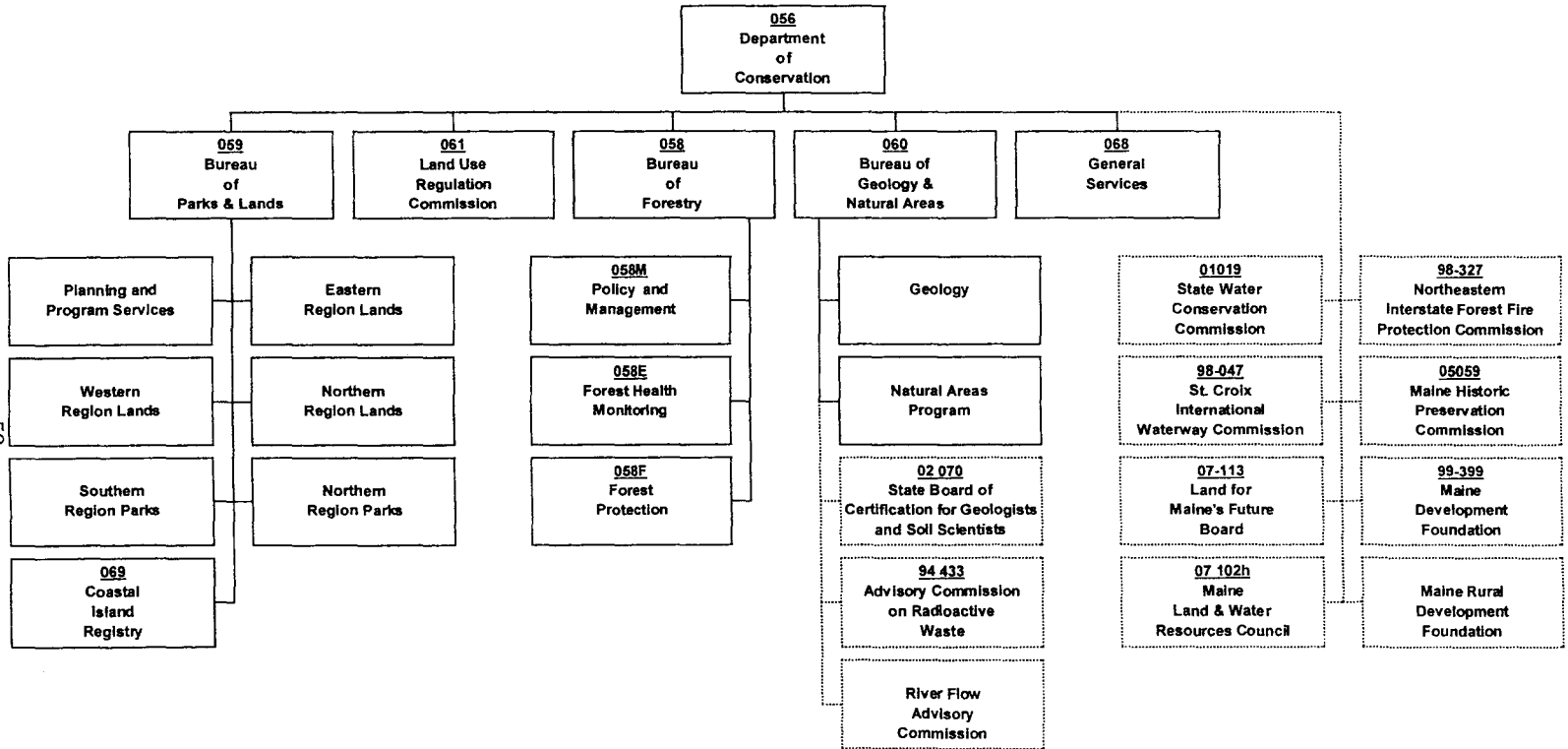
Listed separately by the Department's organizational units.

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 2001: The 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	13,623,888	11,008,891	2,061,141		553,856	
HEALTH BENEFITS	3,361,220	2,670,819	542,593		147,808	
RETIREMENTS	2,222,102	1,815,373	323,802		82,927	
OTHER FRINGE BENEFITS	183,417	146,270	28,882		8,265	
OTHER CONTRACT SERVICES STATE	960,043	363,450	412,065		184,528	
COMPUTER SERVICES STATE	95,903	40,801	37,253		17,849	
OTHER CONTRACT SERVICES	2,870,421	1,733,566	866,197		186,977	83,681
RENTS	1,657,227	1,087,033	282,300		287,813	81
COMMODITIES	2,344,522	1,672,158	488,457		183,668	239
GRANTS, SUBSIDIES, PENSIONS	7,542,705	44,186	2,450,797		5,047,722	
PURCHASE OF LAND	491,794		461,745			30,049
BUILDING IMPROVEMENTS	183,183		166,026			17,157
EQUIPMENT	2,110,644	388,946	1,660,771			60,927
INTEREST-DEBT RETIREMENT	352	230	122			
TRANSFER TO OTHER FUNDS	127,027		102,985		24,042	
TOTAL EXPENDITURES	37,774,448	20,971,723	9,885,136		6,725,455	192,134

Organization Chart
DEPARTMENT OF CONSERVATION



DEPARTMENT OF CONSERVATION

COASTAL ISLAND REGISTRY

RESOURCE ADMINISTRATOR, BUREAU OF PARKS AND LANDS

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

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

Established: 1973

Telephone: (207) 287-3061

Reference: Policy Area: 05 ; *Umbrella:* 04 *Unit:* 069 ; *Citation:* T0033 *M.R.S.A., Sect.* 000001203

PURPOSE:

The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION:

The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands. 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF FOREST HEALTH AND MONITORING

DAVID STRUBLE, STATE ENTOMOLOGIST

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

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

Established: 1921

Telephone: (207) 287-2791

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

Average Count--All Positions: 24.389

Legislative Count: 18.50

PURPOSE:

The Division of Forest Health & Monitoring within the Bureau of Forestry was originally 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 accomplishing its mandate, the Division of Forest Health & Monitoring: 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

DEPARTMENT OF CONSERVATION

landowner of his plans.

ORGANIZATION:

The Division of Forest Health & Monitoring (FHM) 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 FHM. 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 FHM 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 FHM 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 is 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 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.

DEPARTMENT OF CONSERVATION

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 1986-2000.
 The Forest Insect Survey of Maine - Order Hymenoptera, Order Diptera, Order Coleoptera
 Forest Health Monitoring Evaluation: Brown Ash (*Fraximus nigra*) in Maine, A Survey of 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 2001: The 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	836,018	644,400			191,618	
HEALTH BENEFITS	207,116	153,662			53,454	
RETIREMENTS	131,314	102,311			29,003	
OTHER FRINGE BENEFITS	10,299	7,842			2,457	
OTHER CONTRACT SERVICES STATE	19,515	2,152			17,363	
COMPUTER SERVICES STATE	1,228	1,228				
OTHER CONTRACT SERVICES	106,729	46,264	144		60,321	
RENTS	93,047	41,095			51,952	
COMMODITIES	149,608	37,835	260		111,513	
GRANTS, SUBSIDIES, PENSIONS	124,233		6,425		117,808	
TRANSFER TO OTHER FUNDS	3,209		3		3,206	
TOTAL EXPENDITURES	1,682,316	1,036,789	6,832		638,695	

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)

THOMAS C. DOAK, DIRECTOR

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

Mail Address: 22 STATE HOUSE 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

DEPARTMENT OF CONSERVATION

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.

The Bureau is divided into 3 functional divisions: Forest Protection, Forest Policy and Management, and Forest Health and Monitoring. Each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors.

PROGRAM:

The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, the Director's office manages Maine State forestry related issues with the USDA Forest Service including all grants and other forestry related federal agency programs; directs the Maine Forest Service participation in the Northeastern Forest Alliance; is responsible for budget preparation and management; manages legislative proposals; and is responsible for overall administration of federally funded forestry programs including; landowner assistance, education, cost share and urban forestry grants programs.

FINANCES, FISCAL YEAR 2001: The 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	437,990	358,738			79,252	
HEALTH BENEFITS	104,658	84,772			19,886	
RETIREMENTS	71,157	58,809			12,348	
OTHER FRINGE BENEFITS	6,126	4,322			1,804	
OTHER CONTRACT SERVICES STATE	11,475	11,475				
COMPUTER SERVICES STATE	340	340				
OTHER CONTRACT SERVICES	77,198	77,198				
RENTS	49,392	49,392				
COMMODITIES	157,559	157,559				
GRANTS, SUBSIDIES, PENSIONS	35,976	35,976				
TRANSFER TO OTHER FUNDS	921				921	
TOTAL EXPENDITURES	952,792	838,581			114,211	

DIVISION OF FOREST PROTECTION

THOMAS PARENT, STATE SUPERVISOR

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

Mail Address: 22 STATE HOUSE 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: 110.981

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

DEPARTMENT OF CONSERVATION

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) suppression - 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 2000 there were 383 forest fires burning 393 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)

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 2001: The 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	3,682,722	3,581,590			101,132	
HEALTH BENEFITS	990,583	960,250			30,333	
RETIREMENTS	666,859	652,543			14,316	
OTHER FRINGE BENEFITS	58,955	57,386			1,569	
OTHER CONTRACT SERVICES STATE	230,626	227,612			3,014	
COMPUTER SERVICES STATE	11,158	10,955			203	
OTHER CONTRACT SERVICES	1,070,736	1,029,770	3,635		37,331	
RENTS	796,200	577,651			218,549	
COMMODITIES	728,842	707,907	3,747		17,188	
GRANTS, SUBSIDIES, PENSIONS	42,580	1,626	18,540		22,414	
BUILDING IMPROVEMENTS	8,082		8,082			
EQUIPMENT	138,417	138,417				
INTEREST-DEBT RETIREMENT	85	85				
TRANSFER TO OTHER FUNDS	3,503		60		3,443	
TOTAL EXPENDITURES	8,429,348	7,945,792	34,064		449,492	

DIVISION OF FOREST POLICY AND MANAGEMENT

DONALD J MANSIUS, DIRECTOR

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

Mail Address: 22 STATE HOUSE 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: 20.50

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.

ORGANIZATION:

The FPM Division has four components: Field Foresters who work directly 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 2001, staff provided technical and educational assistance on forest management and conservation laws to 11,984 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 1,167 management plans on 121,888 acres.

DEPARTMENT OF CONSERVATION

\$1,219,117 in stewardship cost-share assistance was disbursed for 368 acres of erosion control, 1,077 acres of timber stand improvement, 175,608 feet of woodlot access road construction (including installation of appropriate Best Management Practices), and 704,815 feet of recreation trails to improve woodlot access, and several other practices. 48 municipalities received \$2.4 million of federal cost share assistance for ice storm damage assessment or clean up.

The division's administration of FPA focuses on preventing violations from occurring through educational outreach and active field intervention. The number of violations identified has declined as a result. Staff spend significant time on this critical intervention work. The caseload from earlier years has declined to a handful. One case was settled, three minor violations were closed with letters of warning, and three cases remain under investigation or are in negotiation. One case has been referred to the Attorney General's office for litigation. Staff continue to improve FPA enforcement policy and procedures and deliver customized training for FPA rules as needed. All staff deliver educational programming. Accomplishments include: publishing a guide for incorporating forests into municipal planning; outreach on water quality BMP's; 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 continue into FY 2002. The division participates actively in the Atlantic Salmon Conservation Plan. Activities focus on reducing forestry impacts to salmon habitat. The division's policy team 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):

The 2001 Biennial report on the State of the Forest and Progress Report on Forest Sustainability Standards

What Do Trees Have To Do With It? A Forestry Guide for Communities

The Woods in Your Backyard: A Homeowners guide

Forest Regeneration and Clearcutting Standards, MFS Rules Chapter 20

The Impact of Timber Harvesting on Nonpoint Source Pollution

Timber Supply Outlook for Maine: 1995-2005

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

Quarterly consulting foresters newsletter

Numerous forestry fact sheets and monthly newsletters

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 2001: The 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	746,833	614,084			132,749	
HEALTH BENEFITS	200,101	168,523			31,578	
RETIREMENTS	117,095	98,095			19,000	
OTHER FRINGE BENEFITS	9,973	8,419			1,554	
OTHER CONTRACT SERVICES STATE	42,122	13			42,109	
COMPUTER SERVICES STATE	100				100	
OTHER CONTRACT SERVICES	128,733	55,852			72,881	
RENTS	128,262	128,127			135	
COMMODITIES	92,788	86,037			6,751	
GRANTS, SUBSIDIES, PENSIONS	4,522,762	960			4,521,802	
TRANSFER TO OTHER FUNDS	2,503		10		2,493	
TOTAL EXPENDITURES	5,991,272	1,160,110	10		4,831,152	

GENERAL SERVICES (CONSERVATION)

WILLARD HARRIS, DIRECTOR

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

Mail Address: 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-2216

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.

ORGANIZATION:

General Services contains the Office of the Commissioner and the four functional administrative units of Business Management, Human Resources, 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 Bureau 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

DEPARTMENT OF CONSERVATION

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 2001: The 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	840,247	723,443	96,469		20,335	
HEALTH BENEFITS	175,018	149,714	21,430		3,874	
RETIREMENTS	131,015	110,964	15,948		4,103	
OTHER FRINGE BENEFITS	12,751	11,285	1,105		361	
OTHER CONTRACT SERVICES STATE	33,130	6,493	15,765		10,872	
OTHER CONTRACT SERVICES	86,197	27,133	56,100		2,964	
RENTS	10,475	3,020	7,415		40	
COMMODITIES	193,440	76,032	94,186		23,222	
GRANTS, SUBSIDIES, PENSIONS	95	62	33			
EQUIPMENT	17,614	4,306	13,308			
TRANSFER TO OTHER FUNDS	14,135		10,941		3,194	
TOTAL EXPENDITURES	1,514,117	1,112,452	332,700		68,965	

MAINE LAND USE REGULATION COMMISSION

JOHN WILLIAMS, DIRECTOR

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

Mail Address: 22 STATE HOUSE 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: 27.00

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.

DEPARTMENT OF CONSERVATION

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 2001, the Commission adopted a comprehensive regional zoning plan for the Rangeley area, and made numerous changes to its land use districts and standards. During calendar year 2000, 1,158 permits were issued and 950 compliance investigations were conducted. The permit inventory was reduced to 105.

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
Erosion Control on Logging Jobs (French Version) - No Charge
*No charge for individual copies; nominal charge for multiple copies

FINANCES, FISCAL YEAR 2001: The 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	956,082	951,316	4,766			
HEALTH BENEFITS	236,898	236,356	542			
RETIREMENTS	157,041	156,440	601			
OTHER FRINGE BENEFITS	12,633	12,542	91			
OTHER CONTRACT SERVICES STATE	13,111	13,111				
COMPUTER SERVICES STATE	10,117	10,117				
OTHER CONTRACT SERVICES	121,980	121,959	21			
RENTS	74,254	74,254				
COMMODITIES	195,414	195,414				
EQUIPMENT	9,572	9,572				
TRANSFER TO OTHER FUNDS	133		133			
TOTAL EXPENDITURES	1,787,235	1,781,081	6,154			

DEPARTMENT OF CONSERVATION

BUREAU OF GEOLOGY AND NATURAL AREAS

ROBERT G MARVINNEY, DIRECTOR

TTY: (207) 287-2213

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

Mail Address: 22 STATE HOUSE 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 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 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.

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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 200 new maps and reports were published during FY 2000. 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, Vol. 1 - price \$40.00

Mineralogy of Maine, Vol. 2 - 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

FINANCES, FISCAL YEAR 2001: The 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	740,370	610,392	101,208		28,770	
HEALTH BENEFITS	161,495	128,603	24,209		8,683	
RETIREMENTS	120,082	99,997	15,928		4,157	
OTHER FRINGE BENEFITS	7,990	5,690	1,780		520	
OTHER CONTRACT SERVICES STATE	213,895	75,890	65,535		72,470	
COMPUTER SERVICES STATE	804		804			
OTHER CONTRACT SERVICES	63,432	28,819	25,510		9,103	
RENTS	33,752	6,553	10,358		16,841	
COMMODITIES	81,912	63,752	10,146		8,014	
GRANTS, SUBSIDIES, PENSIONS	212,265	5,000	207,265			
TRANSFER TO OTHER FUNDS	25,622		16,076		9,546	
TOTAL EXPENDITURES	1,661,619	1,024,696	478,819		158,104	

BUREAU OF PARKS AND LANDS

THOMAS A. MORRISON, DIRECTOR

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

Mail Address: 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 FAX: (207) 287-3823

Established: 1935

Telephone: (207) 287-3821

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 059 ; Citation: T0012 M.R.S.A., Sect. 000005016

Average Count--All Positions: 186.702

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

DEPARTMENT OF CONSERVATION

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.

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 & historic sites provided recreation & 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. Projects initiated during FY 2001: Aroostook SP Maint & Stor Bldg, \$139,150; AWW-Churchill Barn jacking & roofing, \$66,500; Colburn House Struc Imps, \$31,160; Range Pond ADA Access Imps, Group Shelter/Outdoor Ed Ctr, playgrounds, \$328,000; Eagle Is Fire Supp Sys \$69,400; Lamaine SP Water Treat, \$15,000; Mt Blue Access Rd Paving \$55,000, Quoddy Head House-Visitor Ctr \$300,000; & Sebago Water Line Repl \$124,270. Funding for special projects involved various state, federal & private sources including Loon Plates Revenue, Poland Spring Bottling Co wellhead lease payments, BGS Repair funds, BGS Elec & Safety Funds, 1996 ADA Bond funds, Historic Pres grants and donations from groups and individuals.

In calendar year 2000 the three Reserved Lands regional offices conducted sustained yield forest harvesting operations on 5,944 acres of the Bureau's 349,414 acres of operable timberland yielding 51,271 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 \$1,092,052 in federal grants for 57 Recreational Trail

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Program projects, managed \$872,271 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 12 sites and new or improved access at 5 state-owned sites. The navigational aids program maintained buoys on 21 waterbodies.

The Planning, Acquisition, & Special Services Division conducted surveys of users of Bureau lands and facilities, completed several Parks and Reserved Land brochures; acquired and disposed of land/interests in land that included acquisition of two rail trails in Aroostook County & conveyances from Pineland and Carrabassett Valley. The Off-Road Vehicle Division approved 362 snowmobile grants, totaling \$1,798,267 and managed five trail systems; purchased with Nat Rec Trails funds the 10 mile Presque Isle-Washburn trail. The ATV Program awarded 24 club & municipal grants (\$69,225) and continued to develop abandoned railroad rights-of-way for a total of 998 miles of ATV trail. The Administrative Services Division provided clerical support, managed the Bureau's finances, and campsite reservation system. In 2000, the submerged lands program reviewed 58 applications, and 31 constructive easement conversion requests, resulting in 64 new leases, 7 dredging leases, 15 easements and 3 log salvage permits.

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, historic sites, public reserved and non-reserved lands, and the campsite reservation system; Land and Water Conservation Fund 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, Integrated Resource Policy for bureau lands

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 2001: The 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	5,383,626	3,524,928	1,858,698			
HEALTH BENEFITS	1,285,351	788,939	496,412			
RETIREMENTS	827,539	536,214	291,325			
OTHER FRINGE BENEFITS	64,690	38,784	25,906			
OTHER CONTRACT SERVICES STATE	396,169	26,704	330,765		38,700	
COMPUTER SERVICES STATE	72,156	18,161	36,449		17,546	
OTHER CONTRACT SERVICES	1,215,416	346,571	780,787		4,377	83,681
RENTS	471,845	206,941	264,527		296	81
COMMODITIES	744,959	347,622	380,118		16,980	239
GRANTS, SUBSIDIES, PENSIONS	2,604,794	562	2,218,534		385,698	
PURCHASE OF LAND	491,794		461,745			30,049
BUILDING IMPROVEMENTS	175,101		157,944			17,157
EQUIPMENT	1,945,041	236,651	1,647,463			60,927
INTEREST-DEBT RETIREMENT	267	145	122			
TRANSFER TO OTHER FUNDS	77,001		75,762		1,239	
TOTAL EXPENDITURES	15,755,749	6,072,222	9,026,557		464,836	192,134

DEPARTMENT OF CORRECTIONS

DEPARTMENT OF CORRECTIONS

MARTIN MAGNUSSON, COMMISSIONER

TTY: (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: 1413.225

Legislative Count: 1409.50

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

LONG CREEK YOUTH DEVELOPMENT 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 clients, undertakes appropriate programming for the classification, education and rehabilitation, and maintenance of clients 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 a 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 establish and maintain programs, inside and outside of correctional facilities, that provide rehabilitation services and opportunities for clients. 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:

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

JAIL INSPECTIONS. The Department continues to set standards and inspect

DEPARTMENT OF CORRECTIONS

all county and municipal jails and detention centers.

MANAGEMENT INFORMATION SERVICES. The department is currently in the process of accepting proposals for the development of a Web based, integrated offender management system for adult and juvenile offenders. Several application prototypes were completed and are being used to help define requirements for the new system, they include: Restitution, Offender Classification and Housing Assignments, Medicaid, and Juvenile Case Management. The department is also heavily involved in detailing the configuration, developing specifications, and ordering all the hardware components necessary for the opening of the new facilities. Additionally, the department has implemented a hardware/software inventory and licensing applications as well as completed a department-wide email conversion to Microsoft Outlook and the Microsoft Office 2000 business suite.

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS System

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	45,424,373	44,439,715	197,400		594,807	192,451
HEALTH BENEFITS	11,515,728	11,277,610	51,449		132,508	54,161
RETIREMENTS	9,301,091	9,115,927	42,394		103,338	39,432
OTHER FRINGE BENEFITS	619,502	605,947	1,951		9,372	2,232
OTHER CONTRACT SERVICES STATE	8,900,112	7,314,766	106,937		1,270,423	207,986
COMPUTER SERVICES STATE	20,736	14,481	5,941		314	
OTHER CONTRACT SERVICES	5,041,570	4,629,188	102,405		257,521	52,456
RENTS	1,017,520	983,728	25,695		8,097	
COMMODITIES	8,291,961	7,496,985	303,874		411,154	79,948
GRANTS, SUBSIDIES, PENSIONS	10,393,237	8,752,855	-24,204		1,664,586	
BUILDING IMPROVEMENTS	26,553					26,553
EQUIPMENT	322,912	174,093	3,835		93,669	51,315
INTEREST-DEBT RETIREMENT	2,453	2,265	163		25	
TRANSFER TO OTHER FUNDS	108,732	35	17,094		89,352	2,251
COST OF GOODS SOLD	151	151				
TOTAL EXPENDITURES	100,986,631	94,807,746	834,934		4,635,166	708,785

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,976,244	1,689,264	73,443		213,537	
HEALTH BENEFITS	410,441	349,741	17,089		43,611	
RETIREMENTS	363,612	314,231	14,907		34,474	
OTHER FRINGE BENEFITS	22,991	20,233	494		2,264	
OTHER CONTRACT SERVICES STATE	1,195,710	457,136	1		738,573	
COMPUTER SERVICES STATE	314				314	
OTHER CONTRACT SERVICES	417,165	196,161	4,865		216,139	
RENTS	30,728	23,374	31		7,323	
COMMODITIES	1,195,599	815,150	2,215		363,304	14,930
GRANTS, SUBSIDIES, PENSIONS	6,650,369	5,008,231			1,642,138	
BUILDING IMPROVEMENTS	26,553					26,553
EQUIPMENT	136,297				84,982	51,315
TRANSFER TO OTHER FUNDS	73,915		4,823		69,092	
COST OF GOODS SOLD	151	151				
TOTAL EXPENDITURES	12,500,089	8,873,672	117,868		3,415,751	92,798

DEPARTMENT OF CORRECTIONS

OFFICE OF ADVOCACY (CORRECTIONS)

STEPHEN P. MAXWELL, CHIEF ADVOCATE

TTY: (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 2001: The 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	98,200	98,200				
HEALTH BENEFITS	23,121	23,121				
RETIREMENTS	21,372	21,372				
OTHER FRINGE BENEFITS	495	495				
OTHER CONTRACT SERVICES STATE	4	4				
OTHER CONTRACT SERVICES	1,469	1,469				
RENTS	49	49				
COMMODITIES	5,431	5,431				
TOTAL EXPENDITURES	150,141	150,141				

DEPARTMENT OF CORRECTIONS

CHARLESTON CORRECTIONAL FACILITY

ERIC HANSEN, SUPERINTENDENT
DAVID LOVEJOY, DIRECTOR OF SUPPORT SERV.

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: 32.000

FAX: (207) 285-0815

Telephone: (207) 285-0800

Legislative Count: 32.00

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.

Bangor Pre-Release Center was closed 06/30/01 and program was transferred to Charleston Correctional Facility. Support will continue through Fiscal Year 2002 end to assist Bangor Mental Health Institution adjust to transition and removal of prisoner labor.

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 2000-2001, the Woodharvesting program produced approximately 1200 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 121,000 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 25,104 prisoner

DEPARTMENT OF CORRECTIONS

and staff hours were expended on projects during the 2000-2001 season. Projects were completed for local municipalities, state agencies and non-profit organizations. Through an agreement with the Department of Conservation, over 35 prisoners were trained and prepared for fighting forest fires.

The Bangor Pre-Release Center program is the last of several progressive steps in the correctional system. While the primary priority of the program is to provide public safety by confining, containing, and controlling all prisoners within the institution, the Center's secondary focus is to provide them with the educational, public restitution, and work release opportunities. Prisoners are afforded the opportunity to be released into the community to participate in gainful employment. Once employed, they are responsible to contribute to their living expenses, provide family support, victim restitution, fines and a required savings account for their release. Those unable to find employment are assigned to restitution projects. A total of 13,848 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 2001: The 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	2,423,212	2,349,059	48,933		25,220	
HEALTH BENEFITS	716,177	692,861	16,199		7,117	
RETIREMENTS	516,414	499,967	10,850		5,597	
OTHER FRINGE BENEFITS	34,482	33,421	615		446	
OTHER CONTRACT SERVICES STATE	585,945	582,344	621		2,980	
COMPUTER SERVICES STATE	7,880	1,982	5,898			
OTHER CONTRACT SERVICES	265,032	234,824	29,813		395	
RENTS	86,954	86,704	250			
COMMODITIES	528,128	489,801	38,006		321	
INTEREST-DEBT RETIREMENT	7	7				
TRANSFER TO OTHER FUNDS	997		780		217	
TOTAL EXPENDITURES	5,165,228	4,970,970	151,965		42,293	

MAINE CORRECTIONAL CENTER

SCOTT V. BURNHEIMER, 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: 264.000

FAX: (207) 893-7001

Telephone: (207) 893-7000

Legislative Count: 264.00

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 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE CORRECTIONAL CENTER	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	8,313,623	8,226,065	67,691		19,867	
HEALTH BENEFITS	2,075,128	2,056,853	16,174		2,101	
RETIREMENTS	1,755,936	1,737,375	15,021		3,540	
OTHER FRINGE BENEFITS	112,435	111,286	726		423	
OTHER CONTRACT SERVICES STATE	2,459,356	1,995,191	89		464,076	
COMPUTER SERVICES STATE	571	571				
OTHER CONTRACT SERVICES	849,502	800,559	48,867		76	
RENTS	135,503	135,503				
COMMODITIES	1,762,067	1,548,979	213,088			
EQUIPMENT	72,219	68,384	3,835			
INTEREST-DEBT RETIREMENT	256	93	163			
TRANSFER TO OTHER FUNDS	22,618		9,746		12,872	
TOTAL EXPENDITURES	17,559,214	16,680,859	375,400		502,955	

DOWNEAST CORRECTIONAL FACILITY

C. MARK CATON, DIRECTOR
SANDRA ALTMANNBERGER, BUSINESS SERVICES MANAGER

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

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

Established: 1984

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

Average Count--All Positions: 71.000

Telephone: (207) 255-1100

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 150.

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. We have instituted a NovaNet program which allows prisoners to enroll in college courses via a closed circuit of the Internet. The vocational programs are staffed with instructors in the following career fields: Upholstery, Welding and Building Trades.

The Community Restitution Program provides other State Agencies, local municipalities and non-profit organizations with assistance in maintaining their facilities. The new Industries building is set to begin stitching jeans for all Dept. of Corrections prisoners. The Prison Pup Program utilizes facility based training by prisoners to prepare service dogs to help deaf or physically disabled lead more mobile and independent lives.

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. A Caseworker assists prisoners and their families in making recommendations for treatment programs within the community and in therapeutic and rehabilitative settings.

FINANCES, FISCAL YEAR 2001: The 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	2,420,080	2,420,080				
HEALTH BENEFITS	664,135	664,135				
RETIREMENTS	501,400	501,400				
OTHER FRINGE BENEFITS	32,130	32,130				
OTHER CONTRACT SERVICES STATE	343,464	343,464				
COMPUTER SERVICES STATE	1,492	1,449	43			
OTHER CONTRACT SERVICES	229,920	217,472	12,448			
RENTS	47,082	46,448	634			
COMMODITIES	364,778	352,510	11,445		823	
EQUIPMENT	50,736	50,736				
TRANSFER TO OTHER FUNDS	111		107		4	
TOTAL EXPENDITURES	4,655,328	4,629,824	24,677		827	

NORTHERN MAINE REGIONAL JUVENILE DETENTION FACILITY

ERIC HANSEN, SUPERINTENDENT
DAVID LOVEJOY, DIRECTOR OF SUPPORT SRV.

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: 176.000

FAX: (207) 285-0881

Telephone: (207) 285-0880

Legislative Count: 176.00

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.

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PROGRAM:

The facility offers educational programming, psychological and substance abuse evaluations/assessments and a behavioral management program designed to 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 2001: The 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	1,877,820	1,877,820				
HEALTH BENEFITS	531,951	531,951				
RETIREMENTS	383,721	383,721				
OTHER FRINGE BENEFITS	28,890	28,890				
OTHER CONTRACT SERVICES STATE	325,962	325,962				
COMPUTER SERVICES STATE	1,324	1,324				
OTHER CONTRACT SERVICES	182,349	182,349				
RENTS	14,973	14,973				
COMMODITIES	287,400	287,400				
GRANTS, SUBSIDIES, PENSIONS	100	100				
INTEREST-DEBT RETIREMENT	1	1				
TOTAL EXPENDITURES	3,634,491	3,634,491				

JUVENILE JUSTICE ADVISORY GROUP

PAUL VESTAL, CHAIRPERSON

TTY: (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: 2011 ; 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

DEPARTMENT OF CORRECTIONS

October 5, 1979, and authorized by statute in 1984 (34-A M.R.S.A., Section 1209). Since July 1, 1982, the Department of Corrections (DOC) has acted as the JJAG's administrative and fiscal agent.

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

Neither a majority of members, nor the chairman, may be full-time employees of a governmental entity. At least one fifth of the members must be under the age of 24 at the time of appointment, and at least three members must have been or currently be under the jurisdiction of the juvenile justice system.

PROGRAM:

The 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 2001 is \$707,000. Up to 10% of the award is available for planning and program administration, determined by need and available state matching funds, and \$30,000 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 FY2001 allocation of \$155,000 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF CORRECTIONS

JUVENILE COMMUNITY CORRECTIONS

BARTLETT STOODLEY JR., 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: 73.500

Legislative Count: 73.50

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 2001: The 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	2,319,648	2,319,648				
HEALTH BENEFITS	603,647	603,647				
RETIREMENTS	415,911	415,911				
OTHER FRINGE BENEFITS	37,624	37,624				
OTHER CONTRACT SERVICES STATE	425,725	354,773	70,952			
COMPUTER SERVICES STATE	2,425	2,425				
OTHER CONTRACT SERVICES	361,553	361,354	199			
RENTS	191,005	184,405	6,600			
COMMODITIES	519,317	519,317				
GRANTS, SUBSIDIES, PENSIONS	3,472,261	3,441,344	30,917			
INTEREST-DEBT RETIREMENT	22	22				
TRANSFER TO OTHER FUNDS	1,196		1,196			
TOTAL EXPENDITURES	8,350,334	8,240,470	109,864			

DEPARTMENT OF CORRECTIONS

STATE PAROLE BOARD

MARTIN MAGNUSSON, COMMISSIONER

TTY: (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 2001: The 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	1,100	1,100				
OTHER CONTRACT SERVICES	3,950	3,950				
COMMODITIES	3,353	3,353				
TOTAL EXPENDITURES	8,403	8,403				

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: 439.000

FAX: (207) 354-3004

Telephone: (207) 354-2535

Legislative Count: 439.00

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. Construction continues for the new Maine State Prison in Warren and it is scheduled to be complete in the fall of 2001. This facility is built to house 916 medium and close security prisoners with an additional 150 minimum security prisoners housed at the Bolduc Correctional Facility. The new facility was designed and constructed with Unit Management philosophy in mind. Staff are currently being trained in its concept which is an approach to inmate and institutional administration designed to improve control and relationships by dividing a large population into smaller, more manageable groups, in order to improve the delivery of correctional services.

PROGRAM:

A 31 bed mental health stabilization unit opened in 1998. Mental Health Services assures assessment and treatment planning for all prisoners with major mental illnesses or behavioral disorders. Treatment includes supportive counseling, cognitive-behavioral psychotherapy, group therapy, and discharge planning. Staff work closely with security and medical personnel, as well as with other agencies to provide consistency and continuity of patient-prisoner care and treatment. Substance abuse services are provided through individual counseling, group counseling, education and sponsorship. Social services provides varied services to the population. All prisoners sentenced are assigned to one of the licensed caseworkers who sees the new prisoner after his arrival. They act as advocates and serve on the Classification Committee and frequently play a role in defusing potentially disruptive situations. This serves to control institutional tensions and provide a more stable environment.

DEPARTMENT OF CORRECTIONS

Educational programs at the prison include literacy/remedial reading with individual instruction. GED preparation is offered on computer or through the prison teacher. Typing, bookkeeping, computer writing, music, literature, and languages are offered, depending on the prisoner interest. Religious, psychological and substance abuse services are also offered on an individual and group basis.

Expansion of the Bolduc Correctional Facility increased the need for programs. Support programs such as, aids awareness, impact on crime, mediation and sex offender therapy were added to treatment services. 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. Together with the Department of Transportation the cooperative work program is successful and assists both organizations with a means to accomplish their missions. The farm continues to provide potatoes and in season fresh produce and community restitution has grown into a significant activity.

FINANCES, FISCAL YEAR 2001: The 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	14,315,972	14,116,188	7,333			192,451
HEALTH BENEFITS	3,745,246	3,689,098	1,987			54,161
RETIREMENTS	3,109,196	3,068,137	1,627			39,432
OTHER FRINGE BENEFITS	195,930	193,582	116			2,232
OTHER CONTRACT SERVICES STATE	1,712,891	1,497,960	345		6,600	207,986
COMPUTER SERVICES STATE	2,412	2,412				
OTHER CONTRACT SERVICES	1,872,792	1,813,768	4,536		2,032	52,456
RENTS	225,529	225,529				
COMMODITIES	2,055,131	1,990,002	111			65,018
GRANTS, SUBSIDIES, PENSIONS	295	295				
EQUIPMENT	54,373	54,373				
TRANSFER TO OTHER FUNDS	2,344		69		24	2,251
TOTAL EXPENDITURES	27,292,111	26,651,344	16,124		8,656	615,987

DIVISION OF PROBATION AND PAROLE

NANCY BOUCHARD, ASSOC COMM ADULT SERVICES

TTY: (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: 94.000

Legislative Count: 94.00

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 and included adult and juvenile offenders. In 1984 the juvenile intake function was developed and incorporated into part the Divisions philosophy. In 1976 Parole was abolished in the State of Maine and the only available post-release supervision was split sentences ordered by the Courts. In 1986 an Intensive Supervision statute was

DEPARTMENT OF CORRECTIONS

passed and in 1991 the Supervised Community Confinement Program was legislated. Both these programs were directed at providing effective adjustment in the community under the supervision of a Probation/Parole Officer.

In 1996 the Division was reorganized and there was a split in adult and juvenile services and adult Probation and Parole become the Division of Adult Community Corrections with the pre-release centers included in community corrections.

Adult Community Corrections consists of 4 primary regional offices, 20 sub offices and numerous reporting sites. Each is administered by a Regional Correctional Administrator, with two assistants in the larger regions and Probation Officers, Supervised Community Confinement Officers, Sex Offender Program Specialists and Domestic Violence Specialists.

PROGRAM:

The Division of Adult Community Corrections is dedicated to balancing the needs of public safety, victim and community restoration, offender accountability and using effective approaches to reduce re-offending and to enhance effective reintegration into communities.

Under community supervision, offenders receive services that include monitoring through surveillance and personal contact based on risk of re-offending, and treatment intervention based on needs assessments. Both strategies incorporate the philosophies of community policing, networking and collaboration.

Pre-release services are designed to prepare inmates to return to their communities by utilizing a model of mandated program participation, community service work and employment. Inmates are able to select from a wide range of relevant programs including life skills, remedial reading, anger management, substance abuse treatment and a vast curriculum developed in conjunction with the local adult education.

In addition to direct services Probation Officers also prepare reports and investigations for the Governor's Office, for Courts, in compliance with the Interstate Compact Agreement and for institutions.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,278,965	3,018,072			260,893	
HEALTH BENEFITS	831,846	767,760			64,086	
RETIREMENTS	586,122	539,025			47,097	
OTHER FRINGE BENEFITS	42,908	38,144			4,764	
OTHER CONTRACT SERVICES STATE	136,813	136,802			11	
COMPUTER SERVICES STATE	960	960				
OTHER CONTRACT SERVICES	335,983	314,252			21,731	
RENTS	185,942	185,514			428	
COMMODITIES	607,261	600,648			6,613	
GRANTS, SUBSIDIES, PENSIONS	270,212	302,885	- 55,121		22,448	
TRANSFER TO OTHER FUNDS	6,261				6,261	
TOTAL EXPENDITURES	6,283,273	5,904,062	- 55,121		434,332	

DEPARTMENT OF CORRECTIONS

LONG CREEK YOUTH DEVELOPMENT 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: 208.725

Legislative Count: 205.00

PURPOSE:

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

DEPARTMENT OF CORRECTIONS

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LONG CREEK YOUTH DEVELOPMENT CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	8,399,509	8,324,219			75,290	
HEALTH BENEFITS	1,914,036	1,898,443			15,593	
RETIREMENTS	1,647,407	1,634,788	- 11		12,630	
OTHER FRINGE BENEFITS	111,617	110,142			1,475	
OTHER CONTRACT SERVICES STATE	1,714,242	1,621,130	34,929		58,183	
COMPUTER SERVICES STATE	3,358	3,358				
OTHER CONTRACT SERVICES	521,855	503,030	1,677		17,148	
RENTS	99,755	81,229	18,180		346	
COMMODITIES	963,496	884,394	39,009		40,093	
EQUIPMENT	9,287	600			8,687	
INTEREST-DEBT RETIREMENT	2,167	2,142			25	
TRANSFER TO OTHER FUNDS	1,290	35	373		882	
TOTAL EXPENDITURES	15,388,019	15,063,510	94,157		230,352	

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: 349,500

Legislative Count: 349.00

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 legislation in 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 Deputy 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 its 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:

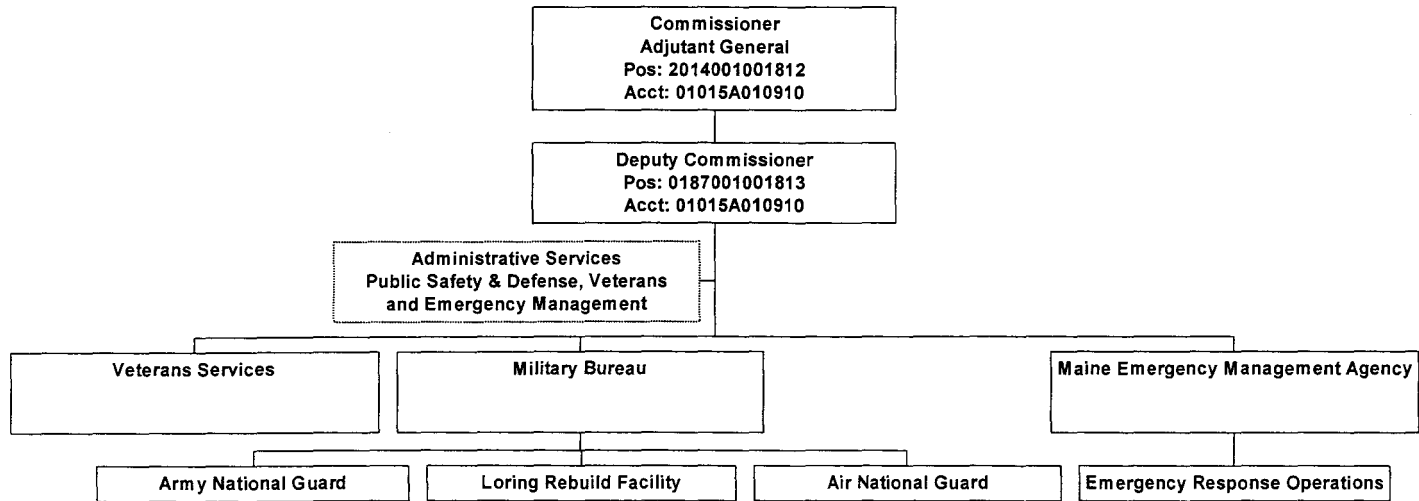
The Adjutant General's Report is a biennial publication that highlights the significant events, accomplishments and highlights of the Department during the previous two years.

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

FINANCES, FISCAL YEAR 2001: The 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	8,831,580	2,027,099	392,045		6,412,436	
HEALTH BENEFITS	2,591,097	623,409	64,912		1,902,776	
RETIREMENTS	1,207,068	283,543	13,465		910,060	
OTHER FRINGE BENEFITS	134,626	31,405	804		102,417	
OTHER CONTRACT SERVICES STATE	904,211	152,579	129,492		622,140	
COMPUTER SERVICES STATE	111,750	1,065			110,685	
OTHER CONTRACT SERVICES	4,833,514	1,108,307	433,923		3,291,284	
RENTS	323,939	22,258	9,892		291,789	
COMMODITIES	1,884,249	460,372	149,503		1,274,374	
GRANTS, SUBSIDIES, PENSIONS	5,918,649	278,003	287,884		5,352,762	
PURCHASE OF LAND	3,510,468	385,886			3,124,582	
BUILDING IMPROVEMENTS	7,107		7,107			
EQUIPMENT	803,192		57,258		745,934	
INTEREST-DEBT RETIREMENT	2,498	2,117	337		44	
TRANSFER TO OTHER FUNDS	6,990		5,749		1,241	
TOTAL EXPENDITURES	31,070,938	5,376,043	1,552,371		24,142,524	
 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	3,523,112				3,523,112	
HEALTH BENEFITS	1,166,087				1,166,087	
RETIREMENTS	465,846				465,846	
OTHER FRINGE BENEFITS	58,406				58,406	
OTHER CONTRACT SERVICES STATE	63,705				63,705	
COMPUTER SERVICES STATE	110				110	
OTHER CONTRACT SERVICES	1,448,104				1,448,104	
RENTS	230,091				230,091	
COMMODITIES	839,562				839,562	
GRANTS, SUBSIDIES, PENSIONS	342				342	
EQUIPMENT	226,422				226,422	
INTEREST-DEBT RETIREMENT	44				44	
TOTAL EXPENDITURES	8,021,831				8,021,831	

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?

FINANCES, FISCAL YEAR 2001: The 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	652,152	291,837	80,668		279,647	
HEALTH BENEFITS	169,172	77,678	21,405		70,089	
RETIREMENTS	103,651	45,414	13,465		44,772	
OTHER FRINGE BENEFITS	7,982	3,707	804		3,471	
OTHER CONTRACT SERVICES STATE	56,050	1,209	24,759		30,082	
COMPUTER SERVICES STATE	350	175			175	
OTHER CONTRACT SERVICES	244,537	68,389	24,056		152,092	
RENTS	51,643	8,427	5,589		37,627	
COMMODITIES	70,897	16,875	8,950		45,072	
GRANTS, SUBSIDIES, PENSIONS	5,888,307	248,003	287,884		5,352,420	
EQUIPMENT	55,183				55,183	
TOTAL EXPENDITURES	7,299,924	761,714	467,580		6,070,630	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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 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 supplement 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
Guard ME

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

FINANCES, FISCAL YEAR 2001: The 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	3,802,235	896,087	311,377		2,594,771	
HEALTH BENEFITS	1,019,018	311,520	43,507		663,991	
RETIREMENTS	536,601	139,481			397,120	
OTHER FRINGE BENEFITS	51,721	11,449			40,272	
OTHER CONTRACT SERVICES STATE	760,999	138,895	103,797		518,307	
OTHER CONTRACT SERVICES	3,030,763	951,738	402,672		1,676,353	
RENTS	28,007	-7	4,303		23,711	
COMMODITIES	806,087	371,314	140,553		294,220	
BUILDING IMPROVEMENTS	7,107		7,107			
EQUIPMENT	82,113		57,258		24,855	
INTEREST-DEBT RETIREMENT	2,450	2,113	337			
TRANSFER TO OTHER FUNDS	5,709		5,709			
TOTAL EXPENDITURES	10,132,810	2,822,590	1,076,620		6,233,600	

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's 148,000 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 USDVA claims offices at Togus and Vet Centers at Lewiston and Springvale. The Bureau's regional offices also provide support to bedridden veterans. The State Claims Office, located at Togus, administers the claims support and appeals advocate program.

The Central Office, located at Camp Keyes in Augusta, administers the Financial Aid program for needy veterans, awards educational benefits to dependents of totally disabled veterans, maintains records of military service, and provides for the burial and perpetual care of eligible veterans and their dependents at the Maine Veterans Cemetery, and issues certificates of eligibility for Veterans' Small Business Loans. The Maine Veterans Memorial Cemetery System serves veterans throughout Maine with two cemeteries in Augusta and in Caribou.

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

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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 30,284 clients during the past Fiscal Year. These offices also received 909 requests to represent them to the USDVA. The Claims Office at Togus, acting as the veterans advocate, filed 1,793 claims on the behalf of veterans or their dependents. Actions taken by Maine Veterans' Services have resulted in new awards of \$21,782,111 by USDVA.

Approximately \$120 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 460,000 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, 604 burials were made. 12,827 persons have been buried in the cemetery since its inception. Two hundred and seventy four reservations for burial were made. At the end of the year there were 5,034 reservations for future burials on file. There were 407 Certificates of Eligibility issued. New cemeteries in Augusta and Caribou will add over 90,000 more burial plots to the system. A planned cemetery in Springvale will add approximately 35,000 additional burial plots.

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.

FINANCES, FISCAL YEAR 2001: The 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	702,336	687,430			14,906	
HEALTH BENEFITS	224,236	221,627			2,609	
RETIREMENTS	100,970	98,648			2,322	
OTHER FRINGE BENEFITS	10,101	9,833			268	
OTHER CONTRACT SERVICES STATE	23,457	12,475	936		10,046	
COMPUTER SERVICES STATE	111,290	890			110,400	
OTHER CONTRACT SERVICES	104,202	82,272	7,195		14,735	
RENTS	14,198	13,838			360	
COMMODITIES	164,523	69,003			95,520	
GRANTS, SUBSIDIES, PENSIONS	5,000	5,000				
PURCHASE OF LAND	3,510,468	385,886			3,124,582	
EQUIPMENT	439,474				439,474	
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	1,281		40		1,241	
TOTAL EXPENDITURES	5,411,540	1,586,906	8,171		3,816,463	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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

TTY: (207) 287-2656

Central Office: CROSS STATE OFFICE BUILDING, AUGUSTA, ME, 04333

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

Established: 1987

Telephone: (207) 624-9800

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

Average Count--All Positions: 49.000

Legislative Count: 49.00

Units:

APPLIED TECHNOLOGY DEVELOPMENT CENTER SYSTEM
OFFICE OF BUSINESS DEVELOPMENT
ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING
PERFORMANCE STANDARDS

MAINE SMALL BUSINESS COMMISSION
OFFICE OF TOURISM AND COMMUNITY DEVELOPMENT

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; the development and implementation of the State Economic Development Strategic Plan, The Applied Technology Development Center System, The Biomedical Research Fund and several grant programs.

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.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

PROGRAM:

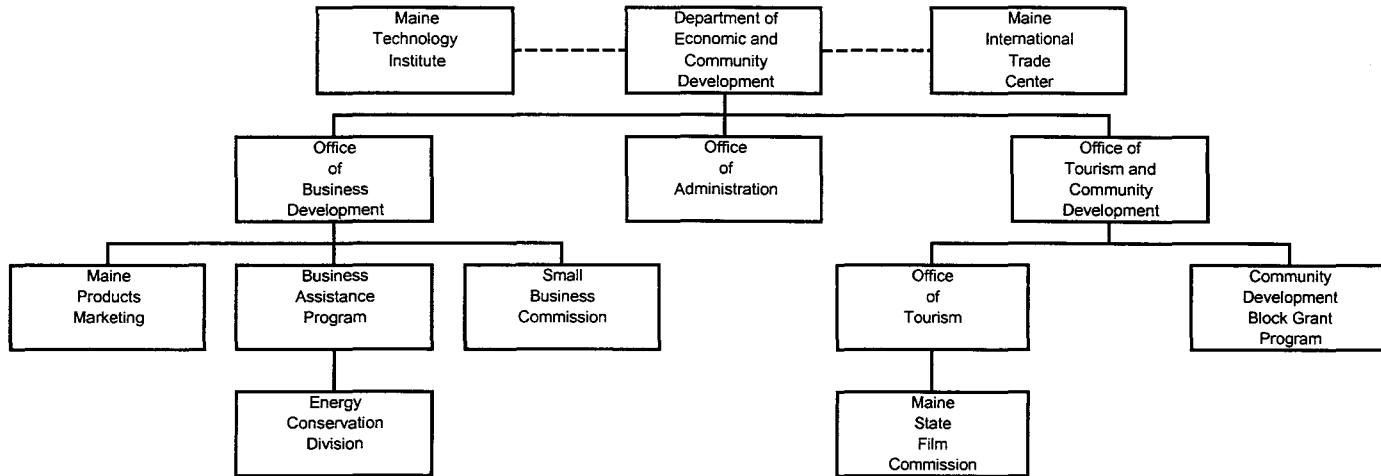
For more program information, see portions of this report dealing with specific divisions within the Department of Economic & Community Development or visit the department's web site at www.econdevmaine.com.

FINANCES, FISCAL YEAR 2001: The 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	2,107,174	1,712,398			394,776	
HEALTH BENEFITS	377,284	284,005			93,279	
RETIREMENTS	221,804	158,067			63,737	
OTHER FRINGE BENEFITS	36,512	30,697			5,815	
OTHER CONTRACT SERVICES STATE	4,971,069	4,877,881	65,302		27,886	
COMPUTER SERVICES STATE	909	189	720			
OTHER CONTRACT SERVICES	462,152	419,049	16,827		26,276	
RENTS	254,235	248,654	3,255		2,326	
COMMODITIES	315,568	281,778	5,490		28,300	
GRANTS, SUBSIDIES, PENSIONS	32,418,219	13,899,338	1,338,273		17,180,608	
EQUIPMENT	18,150	18,150				
INTEREST-DEBT RETIREMENT	52		2		50	
TRANSFER TO OTHER FUNDS	3,202		311		2,891	
TOTAL EXPENDITURES	41,186,330	21,930,206	1,430,180		17,825,944	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	534,111	534,111				
HEALTH BENEFITS	64,171	64,171				
RETIREMENTS	33,555	33,555				
OTHER FRINGE BENEFITS	8,907	8,907				
OTHER CONTRACT SERVICES STATE	97,211	94,339	2,872			
OTHER CONTRACT SERVICES	102,254	98,957	3,297			
RENTS	194,077	190,947	3,130			
COMMODITIES	70,192	68,122	2,070			
GRANTS, SUBSIDIES, PENSIONS	11,933,246	11,662,246	271,000			
EQUIPMENT	5,000	5,000				
TOTAL EXPENDITURES	13,042,724	12,760,355	282,369			

ORGANIZATION CHART
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

APPLIED TECHNOLOGY DEVELOPMENT CENTER SYSTEM

PHILIP HELGERSON, DIRECTOR

TTY: (207) 287-2656

Central Office: CROSS STATE OFFICE BUILDING, AUGUSTA, ME 04333-0059

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 FAX: (207) 287-8461

Established: 2000

Telephone: (207) 624-9800

Reference: Policy Area: 01 ; Umbrella: 19 Unit: 607 ; Citation: T0005 M.R.S.A., Sect. 000015321

PURPOSE:

The Applied Technology Development Center System seeks to accelerate the early-stage development of technology-based businesses through continual and focused business assistance, information exchange, established technical relationships, shared business services and reduced overhead expenses at seven technology development centers that deliver business incubator services.

ORGANIZATION:

The System is an integral component of the State's efforts to further develop its technology-based economy. The Applied Technology Development Center System supports the State Economic Development Strategic Plan, which calls for the development of business clusters in seven targeted technology-based economic sectors. The System consists of a network of self-managed, state-coordinated centers, located strategically throughout the State. Each center is a part of, or a stand-alone IRS 501 (c) 3 corporation.

Four centers were designated by 5 MRSA ss 15321 sub c II: The Thomas M. Teague Biotechnology Park in Fairfield, (biotechnology); The Target Technology Center in Orono, (information technology); The Center for Environmental Enterprise in South Portland (environmental technology); and The Loring Applied Technology Center in Limestone, (agriculture and forestry technology). Three additional centers were competitively selected in the three other targeted technology sectors: The Precision Manufacturing Applied Technology Center in Rumford, (precision manufacturing and electronics); The Aquaculture Technology Development Center, located in Eastport, Franklin, and Walpole, (aquaculture and marine sciences); and The Sanford Composite Materials Applied Technology Development Center, in Sanford, with satellite offices in Greenville and Orono (composite materials).

A Director, who is an employee of the Department of Economic and Community Development, manages the Applied Technology Development Center System. The System is served by a Coordinating Board that provides advisory assistance to the Director and to the Commissioner of Economic and Community Development. Members of the Coordinating Board include representatives of each of the participating centers, plus representatives from the University of Maine System, the Maine Technical College System, the Maine Manufacturing Extension Partnership, the Maine Technology Institute, a financial expert, and a legal expert.

PROGRAM:

Each Center is designed to complement the State's other investments in research and development by providing a supportive environment to incubate new technology intensive businesses. The goals for these centers include retention of successful start-up businesses, improvement of opportunities for workers through the creation of technologically advanced jobs, encouragement of private sector-initiatives, renovation and/or utilization of vacant commercial buildings and generation of new sources of public revenue.

Centers provide educational programs, coaching and mentoring services, workshops, and rapid access to resources and expertise in relevant disciplines for their client firms. Close affiliation with an academic institution and with the business association(s) for the technology sector provide critical networking opportunities.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Centers provide shared low cost space and services, and are required to provide access to video-conferencing services. Centers assist client firms with business plan development, marketing, and product development and production as components of their commercialization plans, and assist in attaining access to early stage capital.

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

APPLIED TECHNOLOGY DEVELOPMENT CENTER SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	200,000	200,000				
TOTAL EXPENDITURES	200,000	200,000				

OFFICE OF BUSINESS DEVELOPMENT

JOHN BUTERA, DIRECTOR

TTY: (207) 287-2656

Central Office: CROSS STATE OFFICE BUILDING, AUGUSTA, ME 04333

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

Established: 1987

Telephone: (207) 624-9804

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

Average Count--All Positions: 19.500

Legislative Count: 19.50

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: Small Business Assistance and Business Development. The Maine Small Business Commission also functions within the Office.

PROGRAM:

SMALL 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.

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.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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 Attraction Brochure
- 4) State of Maine Programs for Small Businesses
- 5) State of Maine Business Resource Guide

FINANCES, FISCAL YEAR 2001: The 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	773,722	669,320			104,402	
HEALTH BENEFITS	154,333	128,935			25,398	
RETIREMENTS	87,787	71,522			16,265	
OTHER FRINGE BENEFITS	11,611	9,804			1,807	
OTHER CONTRACT SERVICES STATE	481,163	455,534			25,629	
COMPUTER SERVICES STATE	909	189	720			
OTHER CONTRACT SERVICES	193,801	173,543	3,780		16,478	
RENTS	45,959	44,677			1,282	
COMMODITIES	141,523	124,332			17,191	
GRANTS, SUBSIDIES, PENSIONS	2,504,887	1,918,186	174,032		412,669	
TRANSFER TO OTHER FUNDS	1,090		23		1,067	
TOTAL EXPENDITURES	4,396,785	3,596,042	178,555		622,188	

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

DANCAUSE BRIAN, SUPVR, ENERGY CONSERV DIV

TTY: (207) 287-2656

Central Office: CROSS STATE OFFICE BUILDING, AUGUSTA, ME 04333

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 FAX: (207) 287-8461

Established: 1979

Telephone: (207) 624-7494

Reference: Policy Area: 01 ; Umbrella: 19 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.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

PROGRAM:

The Advisory Council developed rules for "Energy Efficiency in Subsidized Multi-Family Housing," in 1993. The Council did not meet during FY2001, as no changes to the Energy Efficiency Standards were proposed. The Council will be reconfirmed and meet in FY2002 to review the energy standards of the upgraded State Model Building Code, once the code is revised by the State Planning Office.

MAINE SMALL BUSINESS COMMISSION

JOHN BUTERA, DIRECTOR
BRIAN DANCAUSE, MANAGER, SM BUSINESS ASSISTANCE

TTY: (207) 287-2656

Central Office: 33 STONE STREET, AUGUSTA, ME 04333

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

FAX: (207) 287-5701

Established: 1990

Telephone: (207) 624-9804

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 FY2001 was \$1,410,917, of which \$743,709 was provided by the State. During FY2001, the Maine Small Business Development Centers provided 11,199 hours of business counseling to 2,195 clients for an average of 5.1 hours per client. In addition to its business counseling services, the MSBDC program conducted 96 workshops and seminars covering a wide range of business topics, with 1,919 attendees. For more information, call the MSBDC's State Administrative Office, at (207) 780-4420.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

FINANCES, FISCAL YEAR 2001: The 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	680,470	680,470				
OTHER CONTRACT SERVICES	1,054	1,054				
RENTS	1	1				
COMMODITIES	66	66				
TOTAL EXPENDITURES	681,591	681,591				

OFFICE OF TOURISM AND COMMUNITY DEVELOPMENT

DANN LEWIS, DIRECTOR

TTY: (207) 287-2656

Central Office: CROSS STATE OFFICE BUILDING, AUGUSTA, ME 04330

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

Established: 1987

Telephone: (207) 624-7483

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.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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 media groups, and fulfillment associated with the promotional efforts. Local outreach programs were instituted and included seminars and conferences with elements of the Maine tourism industry. The Office operated six year-round and one seasonal State of Maine visitor information centers.

MAINE FILM OFFICE: The Maine Film Office has three primary objectives: to attract film, television, photographic and other media projects to Maine; to expand and improve Maine's indigenous film and TV industries; and to ensure that local and imported film and TV projects succeed in the State. To accomplish these objectives, the Film Office responds to requests from producers for information on locations and film personnel and other supporting services. The Office also publishes Internet and printed materials that market Maine as a location and provide resource information. Marketing is also conducted through trade shows, film festivals and meetings with production executives. The Maine Film Office is the primary liaison between productions and the people, communities, businesses and officials of Maine.

COMMUNITY DEVELOPMENT BLOCK GRANT: The Program distributes funds to municipalities in three areas: Community Development, Economic Development, and Planning. The primary focus is to benefit low and moderate income persons but may address deteriorated residential/business districts and community emergencies. Community Development programs include Public Infrastructure, Public Facilities, Housing Assistance, Public Service, Downtown Revitalization and Urgent Need. Economic Development programs include the Development Fund, Regional Assistance Fund, Micro-Loan, Economic Development Infrastructure and Business Assistance. Planning programs include Community Planning and Housing Assessment Planning. In addition, a Technical Assistance program develops community access to programs, funding partnerships and program administration training.

PUBLICATIONS:

Program materials may be obtained from the Office of Community Development or from our web site at: www.meocd.org

FINANCES, FISCAL YEAR 2001: The 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	799,341	508,967			290,374	
HEALTH BENEFITS	158,780	90,899			67,881	
RETIREMENTS	100,462	52,990			47,472	
OTHER FRINGE BENEFITS	15,994	11,986			4,008	
OTHER CONTRACT SERVICES STATE	3,712,225	3,647,538	62,430		2,257	
OTHER CONTRACT SERVICES	165,043	145,495	9,750		9,798	
RENTS	14,198	13,029	125		1,044	
COMMODITIES	103,787	89,258	3,420		11,109	
GRANTS, SUBSIDIES, PENSIONS	17,780,086	118,906	893,241		16,767,939	
EQUIPMENT	13,150	13,150				
INTEREST-DEBT RETIREMENT	52		2		50	
TRANSFER TO OTHER FUNDS	2,112		288		1,824	
TOTAL EXPENDITURES	22,865,230	4,692,218	969,256		17,203,756	

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION

J. DUKE ALBANESE, COMMISSIONER OF EDUCATION

TTY: (287) 255-0

Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME, 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 FAX: (207) 624-6601

Established: 1931

Telephone: (207) 624-6620

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071 ; Citation: T0020A M.R.S.A., Sect. 000000201

Average Count--All Positions: 321.296

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 2001: The 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	10,124,879	7,312,888	183,031		2,628,960	
HEALTH BENEFITS	2,322,978	1,686,790	33,242		602,946	
RETIREMENTS	1,585,124	1,148,794	28,249		408,081	
OTHER FRINGE BENEFITS	127,562	95,385	2,303		29,874	
OTHER CONTRACT SERVICES STATE	9,019,001	5,771,665	233,670		2,983,924	29,742
COMPUTER SERVICES STATE	150,417	8,472			141,945	
OTHER CONTRACT SERVICES	7,629,282	6,856,867	91,216		678,788	2,411
RENTS	202,199	84,948	11,478		105,448	325
COMMODITIES	1,846,064	1,147,719	33,569		612,812	51,964
GRANTS, SUBSIDIES, PENSIONS	1038,043,193	928,545,464	200,979		109,296,750	
EQUIPMENT	1,179,142	568,081	2,720		19,956	588,385
INTEREST-DEBT RETIREMENT	45	37			8	
TRANSFER TO OTHER FUNDS	204,033	850	12,281		190,902	
TOTAL EXPENDITURES	1072,433,919	953,227,960	832,738		117,700,394	672,827

GOVERNOR BAXTER SCHOOL FOR THE DEAF

LARRY S. TAUB, 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

TTY: (207) 781-3165

FAX: (207) 781-6319

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

DEPARTMENT OF EDUCATION

for the construction of a new residential facility for the deaf on Mackworth Island. In 1957, the Legislature honored the Governor by officially changing the name of the school to Governor Baxter School for the Deaf. 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 2001: The 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	2,842,251	2,842,251				
HEALTH BENEFITS	690,596	690,596				
RETIREMENTS	450,876	450,876				
OTHER FRINGE BENEFITS	38,449	38,449				
OTHER CONTRACT SERVICES STATE	220,877	170,259	10,724		39,894	
OTHER CONTRACT SERVICES	258,964	248,292	9,492		1,180	
RENTS	49,860	49,574	286			
COMMODITIES	548,106	509,344	17,032		21,730	
TRANSFER TO OTHER FUNDS	634		237		397	
TOTAL EXPENDITURES	5,100,613	4,999,641	37,771		63,201	

(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 2000-2001 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 very popular.

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2001: The 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	11	11				
TOTAL EXPENDITURES	11	11				

LEARNING SYSTEMS TEAM

PAUL RANDY WALKER, TEAM LEADER

Central Office: BURTON M. CROSS BLDG, 5TH FLR, AUGUSTA, ME 04333-0023
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6731
Established: 1996 *Telephone:* (207) 624-6730
Reference: Policy Area: 02 ; *Umbrella:* 05 *Unit:* 071L; *Citation:* T0020A M.R.S.A., Sect. 000000202
Average Count--All Positions: 74.962 *Legislative Count:* 74.00

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 2001: The 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,476,367	531,006	40,898		1,904,463	
HEALTH BENEFITS	552,261	104,536	8,819		438,906	
RETIREMENTS	386,978	84,700	6,372		295,906	
OTHER FRINGE BENEFITS	30,500	8,623	546		21,331	
OTHER CONTRACT SERVICES STATE	7,021,571	4,829,576	5		2,191,990	
COMPUTER SERVICES STATE	139,340	450			138,890	
OTHER CONTRACT SERVICES	835,419	277,113	4,458		553,848	
RENTS	121,292	21,344	26		99,922	
COMMODITIES	369,642	93,433	1,632		274,577	
GRANTS, SUBSIDIES, PENSIONS	95,003,362	18,560,521	22,000		76,420,841	
EQUIPMENT	6,709		2,720		3,989	
INTEREST-DEBT RETIREMENT	8				8	
TRANSFER TO OTHER FUNDS	140,652		1,465		139,187	
TOTAL EXPENDITURES	107,084,101	24,511,302	88,941		82,483,858	

LEADERSHIP TEAM

J. DUKE ALBANESE, COMMISSIONER OF EDUCATION

TTY: (287) 255-0

Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 FAX: (207) 624-6601

Established: 1996

Telephone: (207) 624-6620

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

DEPARTMENT OF EDUCATION

representing the Department within these areas of responsibility.

ORGANIZATION:

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

PROGRAM:

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

Legislative Liaison. Oversees legislative activity 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 2001: The 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	563,387	502,611			60,776	
HEALTH BENEFITS	118,806	103,291			15,515	
RETIREMENTS	86,337	76,868			9,469	
OTHER FRINGE BENEFITS	7,142	6,056			1,086	
OTHER CONTRACT SERVICES STATE	166,438	34,971	54,910		46,815	29,742
COMPUTER SERVICES STATE	8,025	5,025			3,000	
OTHER CONTRACT SERVICES	132,264	79,839	7,739		42,275	2,411
RENTS	9,611	986	7,675		625	325
COMMODITIES	78,153	14,609	66		11,514	51,964
GRANTS, SUBSIDIES, PENSIONS	52,715,601	52,111,999	156,929		446,673	
EQUIPMENT	588,385					588,385
TRANSFER TO OTHER FUNDS	5,823		1,643		4,180	
TOTAL EXPENDITURES	54,479,972	52,936,255	228,962		641,928	672,827

DEPARTMENT OF EDUCATION

MANAGEMENT INFORMATION SYSTEMS TEAM

JAMES E. WATKINS, JR., TEAM LEADER

Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6791

Established: 1993

Telephone: (207) 624-6790

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 2000-01, the Team had a legislative count of twelve 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 2000-01 school subsidies was processed and analysis and management information were prepared and distributed for the 2001-02 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

High School Graduation Rates

Dropout Rates

Student Demographics

Graduates on to Post Secondary Schools

Per Pupil Costs

Educational Staff Data

School Profiles

School Finance Act of 1985

School Finance Act of 1995

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2001: The 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	741,192	480,091			261,101	
HEALTH BENEFITS	151,906	103,193			48,713	
RETIREMENTS	117,392	76,712			40,680	
OTHER FRINGE BENEFITS	7,444	5,000			2,444	
OTHER CONTRACT SERVICES STATE	272,699	272,609			90	
COMPUTER SERVICES STATE	25	25				
OTHER CONTRACT SERVICES	77,274	68,480			8,794	
RENTS	1,355	1,068			287	
COMMODITIES	206,046	199,648			6,398	
GRANTS, SUBSIDIES, PENSIONS	674,144,327	664,478,485			9,665,842	
EQUIPMENT	36,103	36,103				
INTEREST-DEBT RETIREMENT	22	22				
TRANSFER TO OTHER FUNDS	8,603				8,603	
TOTAL EXPENDITURES	675,764,388	665,721,436			10,042,952	

REGIONAL SERVICES TEAM

VALERIE SEABERG, TEAM LEADER/POLICY DIRECTOR

Central Office: BURTON M. CROSS BLDG - 5 FLR, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6820

Established: 1996

Telephone: (207) 624-6834

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

M.R.S.A., Sect.

Average Count--All Positions: 10.000

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 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.

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

DEPARTMENT OF EDUCATION

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., Maine Center for Inquiry on Secondary Education; the Maine Commission on Middle Level Education among others; 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 2001: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	502,702	502,702				
HEALTH BENEFITS	86,306	86,306				
RETIREMENTS	73,846	73,846				
OTHER FRINGE BENEFITS	6,568	6,568				
OTHER CONTRACT SERVICES STATE	608,061	8,429			599,632	
COMPUTER SERVICES STATE	25	25				
OTHER CONTRACT SERVICES	97,339	75,371			21,968	
RENTS	9,171	6,091			3,080	
COMMODITIES	55,929	45,100			10,829	
GRANTS, SUBSIDIES, PENSIONS	1,797,406	300,300			1,497,106	
TRANSFER TO OTHER FUNDS	14,837				14,837	
TOTAL EXPENDITURES	3,252,190	1,104,738			2,147,452	

SUPPORT SYSTEMS TEAM

JUDITH MALCOLM, TEAM LEADER/POLICY DIR.

TTY: (0) -

Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 FAX: (207) 624-6841

Established: 1996

Telephone: (207) 684-6842

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 and approves 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

DEPARTMENT OF EDUCATION

training needs of Maine citizens. School Construction & Transportation Sub-Team approves all major school construction projects, school renovations, school maintenance programs, 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 for the provision of breakfast, lunch, and after school snack programs 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, monitor and assist school systems, and criminal history checks on educational personnel under Title 20-A, Section 6103. 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 nine 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 37 degree-granting institutions, 40 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 2001 fiscal year, there were 5 construction projects approved for final funding at a total cost of \$33,132,993. There were 90 bus purchase approvals issued, 104 lease and lease/purchase approvals issued, and the expenditure of \$5 million school bus purchases and bus note payments. A State school bus purchasing program was initiated for the first time. Five regional school bus safety conferences were conducted throughout the State. The annual pupil transportation conference is held in July with over 400 drivers and supervisors participating annually.

The School Nutrition Sub-Team reimbursed \$21,211,083 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 17,359,447 school lunches; 4,384,190 school breakfast, and 946,553 half pints of milk. The Summer Food Service Program made available \$803,923 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 410,464. Through a private storage and transportation contract, USDA commodity foods valued at \$2,517,274 were allocated and distributed.

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2001: The 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	1,156,315	741,935	142,133		272,247	
HEALTH BENEFITS	271,887	178,385	24,423		69,079	
RETIREMENTS	187,829	123,894	21,877		42,058	
OTHER FRINGE BENEFITS	14,204	9,387	1,757		3,060	
OTHER CONTRACT SERVICES STATE	314,199	69,045	168,031		77,123	
COMPUTER SERVICES STATE	290	235			55	
OTHER CONTRACT SERVICES	400,577	296,321	69,527		34,729	
RENTS	6,395	1,370	3,491		1,534	
COMMODITIES	354,628	103,247	14,839		236,542	
GRANTS, SUBSIDIES, PENSIONS	50,274,353	28,986,015	22,050		21,266,288	
EQUIPMENT	15,967				15,967	
TRANSFER TO OTHER FUNDS	26,979	850	8,936		17,193	
TOTAL EXPENDITURES	53,023,623	30,510,684	477,064		22,035,875	

EDUCATION UNORGANIZED TERRITORY

RICHARD MOREAU, DIR OF STATE SCHOOLS-EUT

Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6891

Established: 1993

Telephone: (207) 624-6890

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

Average Count--All Positions: 74.105

Legislative Count: 37.00

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 1,250 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 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, 1,000 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.

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2001: The 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	1,842,665	1,712,292			130,373	
HEALTH BENEFITS	451,216	420,483			30,733	
RETIREMENTS	281,866	261,898			19,968	
OTHER FRINGE BENEFITS	23,255	21,302			1,953	
OTHER CONTRACT SERVICES STATE	415,156	386,776			28,380	
COMPUTER SERVICES STATE	2,712	2,712				
OTHER CONTRACT SERVICES	5,827,434	5,811,440			15,994	
RENTS	4,515	4,515				
COMMODITIES	233,560	182,338			51,222	
GRANTS, SUBSIDIES, PENSIONS	4,228	4,228				
EQUIPMENT	531,978	531,978				
INTEREST-DEBT RETIREMENT	15	15				
TRANSFER TO OTHER FUNDS	6,505				6,505	
TOTAL EXPENDITURES	9,625,105	9,339,977			285,128	

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: 455.365

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: 449.50

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.

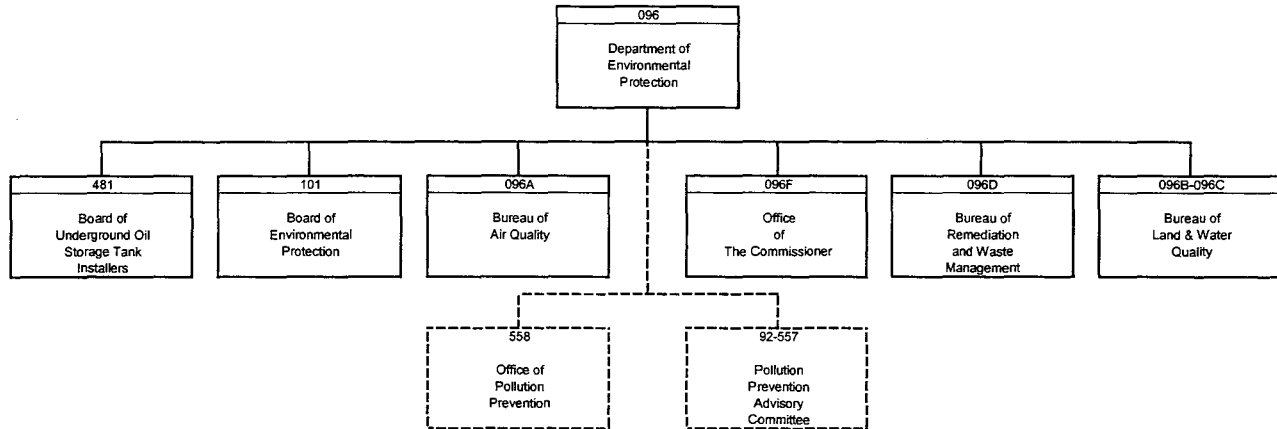
FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	16,580,707	3,426,506	9,172,785		3,981,416	
HEALTH BENEFITS	3,912,908	795,207	2,191,015		926,686	
RETIREMENTS	2,648,063	552,120	1,464,694		631,249	
OTHER FRINGE BENEFITS	215,465	37,771	121,459		56,235	
OTHER CONTRACT SERVICES STATE	11,896,878	994,075	7,618,055	1,000	1,513,626	1,770,122
COMPUTER SERVICES STATE	1,508,828	580,271	548,527		278,712	101,318
OTHER CONTRACT SERVICES	3,307,002	242,274	2,645,322	12,305	369,564	37,537
RENTS	1,285,277	123,185	1,021,856	13	121,460	18,763
COMMODITIES	2,377,489	354,924	1,671,307	14,342	335,003	1,913
GRANTS, SUBSIDIES, PENSIONS	19,751,632	2,512,055	6,350,838		440,239	10,448,500
EQUIPMENT	828,084	387,658	396,750	4,683	38,993	
INTEREST-DEBT RETIREMENT	427	63	348		15	1
TRANSFER TO OTHER FUNDS	382,549		305,241	257	77,051	
TOTAL EXPENDITURES	64,695,309	10,006,109	33,508,197	32,600	8,770,249	12,378,154

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	4,589,346		2,364,621		2,224,725	
HEALTH BENEFITS	1,080,192		558,492		521,700	
RETIREMENTS	722,679		371,397		351,282	
OTHER FRINGE BENEFITS	63,743		33,026		30,717	
OTHER CONTRACT SERVICES STATE	1,363,886		149,406		1,214,480	
COMPUTER SERVICES STATE	173,734		2,047		171,687	
OTHER CONTRACT SERVICES	342,873		134,655		208,218	
RENTS	133,225		60,336		72,889	
COMMODITIES	329,610		155,831		173,779	
GRANTS, SUBSIDIES, PENSIONS	307,557		20,389		287,168	
EQUIPMENT	16,718		10,105		6,613	
INTEREST-DEBT RETIREMENT	54		39		15	
TRANSFER TO OTHER FUNDS	81,887		35,753		46,134	
TOTAL EXPENDITURES	9,205,504		3,896,097		5,309,407	

ORGANIZATION CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06



DEPARTMENT OF ENVIRONMENTAL PROTECTION

ACE SERVICE CENTER

J. HARPER, DIR OF ACE SERVICE CENTR
GARY PALMER, DIR SPECIAL PROJECTS

Central Office: AMHI TYSON 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

Average Count--All Positions: 24.000

FAX: (207) 287-8341

Telephone: (207) 287-2113

M.R.S.A., Sect. 000002451

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 develops and participates in the State's emerging E-Business processes. The Center is under the joint authority and direction of the commissioners who function as a Board of Directors.

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 2001: The 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	728,881		728,881			
HEALTH BENEFITS	197,450		197,450			
RETIREMENTS	128,417		128,417			
OTHER FRINGE BENEFITS	9,061		9,061			
OTHER CONTRACT SERVICES STATE	52,238		52,238			
OTHER CONTRACT SERVICES	24,328		24,328			
RENTS	70		70			
COMMODITIES	69,892		69,892			
TRANSFER TO OTHER FUNDS	63,909		63,909			
TOTAL EXPENDITURES	1,274,246		1,274,246			

BUREAU OF AIR QUALITY

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

Central Office: AMHI TYSON 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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

PURPOSE:

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

ORGANIZATION:

The Division of Field Services which is comprised of the Monitoring Unit and the Compliance unit, is responsible for maintaining 70 monitors that analyze the levels of pollutants in the air around the state. The Division is also responsible for monitoring industrial compliance with license conditions, state statutes, and federal laws.

The Division of Licensing is comprised of a Licensing Unit, Meteorology, and Enforcement Unit. The Licensing Unit reviews and processes applications for air emission licenses, transfers, renewals, and/or modifications. The Meteorological Unit uses a variety of meteorological models to evaluate ambient air quality impacts from stationary sources in support of air emission license applications, submit federal air quality attainment demonstrations, and perform season ozone forecasting. Finally, the Enforcement Unit, coordinates enforcement activities once a violation has occurred, and pursues enforcement options that range from administrative resolutions to court action.

The Division of Program Planning is comprised of the Monitoring and Emissions Assessment unit, the Mobile Sources Unit, the Air Toxics Unit, and the Standards Evaluation Unit, is responsible for regulatory and program development, education and outreach, and maintaining the Bureau's air emission inventory.

PROGRAM:

The Monitoring Section of the Field Services Division maintains the State's ambient monitoring networks, conducts audits of state-owned and industry-owned monitors, and assists with reports on air quality in the state. This unit operates and maintains 40 monitoring sites, 38 of which require weekly visits. The Compliance Unit conducts inspection of air emission sources to determine their compliance status. In FY2000, approximately 311 inspections were conducted on 230 regulated facilities. This unit also inspects some 90-100 gas stations each year.

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. In FY2000, the unit processed 255 licenses, renewals and/or transfers, seventeen that were Title V. The Enforcement Unit issued 8 notices of violations and resolved 9 Consent Agreements. The unit also 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 Program Planning Div participates in the development of regional strategies to reduce the transport of pollutants into the state, to the development and implementation of strategies to reduce the contribution of industrial, mobile, and area sources to Maine's air quality. Program Planning continued to implement the heavy-duty diesel-testing program, developed a mechanic's training program for automobile emissions and maintenance in Cumberland County. Rulemaking initiatives undertaken in 2000 include the adoption of low volatility gas as a substitute for reformulated gas 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. National /regional models, monitoring, and the Bureau's air toxics inventory are being used to evaluate inhalation risks in Maine.

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
Ozone Level Advisories Issue Profile

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Cleaning the Air - the Ozone Transport Committee
 OFC Compliance Informational Resource Guide
 State II Gasoline Vapor Recovery
 Open Burning Guidelines
 Global Energy Game
 Climate Change Action Plan Brochure
 Changing Earth Times Mercury
 Changing Earth Times Acid Rain
 Onboard Diagnostic Brochure

FINANCES, FISCAL YEAR 2001: The 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	774,497	638,631			135,866	
HEALTH BENEFITS	182,519	152,172			30,347	
RETIREMENTS	130,139	109,015			21,124	
OTHER FRINGE BENEFITS	8,059	6,211			1,848	
OTHER CONTRACT SERVICES STATE	34,964	2,543		1,000	31,421	
COMPUTER SERVICES STATE	66,135	49,252			16,883	
OTHER CONTRACT SERVICES	42,705	17,334		12,305	13,066	
RENTS	18,442	18,429		13		
COMMODITIES	83,854	62,467		14,342	7,045	
GRANTS, SUBSIDIES, PENSIONS	16,000				16,000	
EQUIPMENT	388,873	384,190		4,683		
TRANSFER TO OTHER FUNDS	4,377			257	4,120	
TOTAL EXPENDITURES	1,750,564	1,440,244		32,600	277,720	

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: 40.500

FAX: (207) 287-2814

Telephone: (207) 287-2812

M.R.S.A. Sect. 000000341

Legislative Count: 40.50

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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

in the areas of health, safety, staff development and other Department training initiatives.

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 2001: The 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	1,654,707	349,400	976,159		329,148	
HEALTH BENEFITS	361,863	63,952	232,267		65,644	
RETIREMENTS	284,723	64,071	164,006		56,646	
OTHER FRINGE BENEFITS	24,014	5,287	14,626		4,101	
OTHER CONTRACT SERVICES STATE	142,938	75,388	66,361		1,189	
COMPUTER SERVICES STATE	522,500	465,932	56,500		68	
OTHER CONTRACT SERVICES	248,260	42,982	150,671		54,607	
RENTS	404,942	3,680	387,152		14,110	
COMMODITIES	762,061	54,026	644,507		63,528	
EQUIPMENT	85,491		85,491			
INTEREST-DEBT RETIREMENT	11		11			
TRANSFER TO OTHER FUNDS	34,285		28,817		5,468	
TOTAL EXPENDITURES	4,525,795	1,124,718	2,806,568		594,509	

BOARD OF ENVIRONMENTAL PROTECTION

JOHN D. TEWHEY, CHAIRMAN

CYNTHIA S.. BERTOCCHI, EXECUTIVE ANALYST

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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

credible, fair and responsible public participation in department decisions. The Board fulfills its purpose through rulemaking, decisions on selected permit applications, review of the Commissioner's licensing and enforcement actions and recommending changes in the law to the Legislature.

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 2: a Financial Analyst and an Administrative Assistant. 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 2001: The 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	72,719		72,719			
HEALTH BENEFITS	15,549		15,549			
RETIREMENTS	11,665		11,665			
OTHER FRINGE BENEFITS	611		611			
OTHER CONTRACT SERVICES STATE	93		93			
COMPUTER SERVICES STATE	325		325			
OTHER CONTRACT SERVICES	45,709		45,709			
RENTS	6,207		6,207			
COMMODITIES	6,166		6,166			
TRANSFER TO OTHER FUNDS	1,610		1,610			
TOTAL EXPENDITURES	160,654		160,654			

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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

PURPOSE:

The Bureau of Land and Water Quality 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, Compliance 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, Compliance 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 Env Assessment is responsible for monitoring and assessing ground/surface water quality to provide the scientific foundation for the land and water programs, for developing environmental indicators to evaluate program effectiveness. The Division oversees the Surface Water Ambient Toxics Monitoring Program, the Dioxin Monitoring Program, the Lakes Program, and the Invasive Aquatic Species Program, and does Quality Assurance & Control of the Volunteer Monitoring Program. Special services include biological and toxicological lab analysis, specialized computer modeling of wastewater impacts, complete ambient monitoring and investigative capabilities. The Division of Watershed Management looks at water resources holistically, coordinates regulatory/ nonregulatory approaches that are tailored to problems in specific watersheds, 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 2001)
 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)
 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)
 A Field Guide to Laws Pertaining to Timber Harvesting in Organized Areas of Maine (Revised 2000)

FINANCES, FISCAL YEAR 2001: The 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	2,953,313	2,169,352	347,990		435,971	
HEALTH BENEFITS	695,237	516,485	77,345		101,407	
RETIREMENTS	461,691	337,105	57,075		67,511	
OTHER FRINGE BENEFITS	32,772	23,440	2,697		6,635	
OTHER CONTRACT SERVICES STATE	933,921	838,002	262		69,707	25,950
COMPUTER SERVICES STATE	44,302	44,302				
OTHER CONTRACT SERVICES	204,792	168,131	14,920		21,741	
RENTS	137,501	98,306	12,455		26,740	
COMMODITIES	217,155	194,713	8,801		13,641	
GRANTS, SUBSIDIES, PENSIONS	11,866,780	1,365,580	40,115		137,071	10,324,014
EQUIPMENT	3,468	3,468				
INTEREST-DEBT RETIREMENT	63	63				
TRANSFER TO OTHER FUNDS	11,746		4,845		6,901	
TOTAL EXPENDITURES	17,562,741	5,758,947	566,505		887,325	10,349,964

OFFICE OF POLLUTION PREVENTION

RON DYER, DIRECTOR
JULIE CHURCHILL, 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

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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: 151.423

FAX: (207) 287-7826

Telephone: (207) 287-2651

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

Legislative Count: 150.00

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 further reorganized to include 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 drinking water supplies. The Division of Response Services responds to reports of spills and releases of petroleum products 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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

lead abatement workers. The Division of Program Services is responsible for various environmental programs; 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

FINANCES, FISCAL YEAR 2001: The 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	5,807,244	269,123	4,682,415		855,706	
HEALTH BENEFITS	1,380,098	62,598	1,109,912		207,588	
RETIREMENTS	908,749	41,929	732,134		134,686	
OTHER FRINGE BENEFITS	77,205	2,833	61,438		12,934	
OTHER CONTRACT SERVICES STATE	9,368,838	78,142	7,349,695		196,829	1,744,172
COMPUTER SERVICES STATE	701,832	20,785	489,655		90,074	101,318
OTHER CONTRACT SERVICES	2,398,335	13,827	2,275,039		71,932	37,537
RENTS	584,890	2,770	555,636		7,721	18,763
COMMODITIES	908,751	43,718	786,110		77,010	1,913
GRANTS, SUBSIDIES, PENSIONS	7,561,295	1,146,475	6,290,334			124,486
EQUIPMENT	333,534		301,154		32,380	
INTEREST-DEBT RETIREMENT	299		298			1
TRANSFER TO OTHER FUNDS	184,735		170,307		14,428	
TOTAL EXPENDITURES	30,215,805	1,682,200	24,804,127		1,701,288	2,028,190

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

RAYMOND POULIN, CHAIR
JAMES R. HYNSON, ENV SPEC IV

Central Office: AMH RAY BLDG, AUGUSTA, ME 04330

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

Established: 1985

Reference: Policy Area: 05 ; Umbrella: 06 Unit: 481 ; Citation: T0032

FAX: (207) 287-2651

Telephone: (207) 287-2651

M.R.S.A., Sect. 000010003

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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, (Maine Oil Dealers Association)-term expired 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; Vacant (Maine Chamber of Commerce)-term expires 12/31/01; Raymond Poulin, Chair (Maine Fire Chiefs Association)-term expires 12/31/02.

The DEP provides staff support to the board.

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

PROGRAM:

During 2001, the Board of Underground Storage Tank Installers continued to offer its certification procedures. One application for a final Class 2 exam was received and an exam given. All examinations are available to applicants. These include the final exams for classes 2 and 3 underground oil tank installers, as well as initial exams for underground gasoline tank removers and an on-site examination checklist for underground gasoline tank removers.

A total of 369 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 113.

The Board sponsored or approved 21 continuing education workshops, totaling 71 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. Seven (7) complaints against installers, apprentices, or applicants were received and investigated in FY 01. Nine (9) complaints against installers were resolved in FY 2001, including four (4) which had carried over from FY00. Two (2) remain active into the next Fiscal Year. The 120th Legislature extended the Board's authority to begin certifying underground oil storage tank inspectors in the private sector. Program development for this undertaking will begin next 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 2001: 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: 96.685

Legislative Count: 96.00

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 2001: The 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	4,089,573	2,283,840	930,369		875,364	
HEALTH BENEFITS	746,044	395,696	166,797		183,551	
RETIREMENTS	513,299	266,728	128,591		117,980	
OTHER FRINGE BENEFITS	58,657	31,830	10,757		16,070	
OTHER CONTRACT SERVICES STATE	1,387,895	271,848	709,564		406,483	
COMPUTER SERVICES STATE	10,735	7,996	1,330		1,409	
OTHER CONTRACT SERVICES	797,073	371,150	263,145		162,778	
RENTS	98,547	30,296	59,751		8,500	
COMMODITIES	570,462	359,943	104,015		106,504	
GRANTS, SUBSIDIES, PENSIONS	2,209,059	469,656	29,329		1,655,814	54,260
PURCHASE OF LAND	1,760,930	347,033	7,250			1,406,647
EQUIPMENT	7,348				7,348	
INTEREST-DEBT RETIREMENT	36	36				
TRANSFER TO OTHER FUNDS	114,022		46,737		67,285	
TOTAL EXPENDITURES	12,363,680	4,836,052	2,457,635		3,609,086	1,460,907

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,271,579	1,271,579				
HEALTH BENEFITS	198,590	198,590				
RETIREMENTS	130,823	130,823				
OTHER FRINGE BENEFITS	21,803	21,803				
OTHER CONTRACT SERVICES STATE	54,621	54,621				
OTHER CONTRACT SERVICES	211,731	211,731				
RENTS	18,143	18,143				
COMMODITIES	191,384	191,384				
INTEREST-DEBT RETIREMENT	36	36				
TOTAL EXPENDITURES	2,098,710	2,098,710				

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

ANNE H. JORDAN, CHAIRMAN

Central Office: 1 STATE HOUSE 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.

EXECUTIVE DEPARTMENT

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 2001: 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: 1 STATE HOUSE STATION, 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LAND FOR MAINE'S FUTURE BOARD

MARK DESMEULES, DIRECTOR

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

Average Count--All Positions: 1.000

Legislative Count: 1.00

PURPOSE:

The Land for Maine's Future program functions as the primary vehicle for public land acquisition in Maine. Originally established in November 1987 by referendum, when voters overwhelmingly approved a \$35 million bond, the program administers funds to acquire land and interest in land for conservation, water access, outdoor recreation, fish and wildlife habitat protection, and farmland preservation.

It's legislative mandate is to acquire lands of state, regional, or local significance that "make a substantial and lasting contribution towards assuring all of Maine citizens, present and future, the traditional Maine heritage of public access to Maine's land and water resources or continued quality and availability of natural resources important to the interests and continued heritage of Maine people."

EXECUTIVE DEPARTMENT

Since the creation of the fund in 1987, nearly 100,000 acres have been acquired entirely from willing sellers, including about 25,000 acres in conservation easements. These acquisitions include mountain summits, farmland, river shore, lakes, ponds, coastal islands, pristine beaches, and wetlands. Permanent protection has also been provided to many irreplaceable natural areas including eagle nesting sites, spotted turtle habitat, critical spawning habitat for Atlantic and landlocked salmon, and rare natural communities. The state's dollars have been matched by \$8.5 million, largely from private sources.

ORGANIZATION:

The Land for Maine's Future Board manages the Land for Maine Future's Fund; the two together comprise the Land for Maine's Future Program. The Board consists of eleven members, including the commissioners of the departments of Agriculture, Food and Rural Resources, Conservation, Inland Fisheries and Wildlife, and Marine Resources and the Director of the State Planning Office, who serves as chair. The remaining six are private citizens appointed by the Governor. The program director is a staff member of the State Planning Office. SPO also provides technical staff and clerical support to the program.

The Board meets regularly to provide policy direction, oversee the Land for Maine's Future Fund, and pursue its land acquisition strategy under its legislative authority (5 MRSA section 6202). The Land for Maine's Future Program's initial funding of \$35 million jump-started the program in 1987 and the Board worked with citizens, land trusts, nonprofit conservation organizations, and federal and state agencies to identify special lands of statewide significance to accomplish the State's goals.

In 1996, the Governor established the Land Acquisition Priorities Advisory Committee to review the state's land acquisition policies. The Committee outlined a comprehensive set of goals (including targeting farmland for preservation), applauded the Program's effectiveness, and recommended continued funding for it. The Legislature approved the policy recommendations and appropriated \$3 million and, of that, set aside funds for farmland protection. It also created the Public Access to Maine Waters Fund that was funded for the first time in 1999 when Maine voters approved a \$50 million bond for the Land for Maine's Future Program. Following voter approval of the \$50 million bond, the Land for Maine's Future Board streamlined the program's application process and made improvements envisioned by the Legislature, including setting aside funds for farmland and water access projects, requiring a local match, and expanding projects to include regional and local, as well as, statewide significance.

PROGRAM:

The Board has established a process for the public to nominate lands and a scoring system to evaluate proposals based on criteria in keeping with the Legislature's directives. There are three proposal categories: 1) Conservation and Recreation Lands; 2) Farmlands; and 3) Water Access Lands. Conservation and recreation land proposals are further divided into three sub-categories; those of statewide, regional, or local significance. Only projects in each sub-category compete against one another.

All of the original 1987 bond funds have been spent on 43 protection projects representing all 16 Maine counties. The Legislature's \$3 million appropriation in 1997 generated the Board's largest slate of proposals ever. The Board approved 14 projects as finalists, three of which seek to preserve farmland, and it continues a rigorous process to acquire the approved parcels representing nearly 25,000 acres in fee and easements. The \$50 million approved by voters in 1999 revitalized the program and enabled 29 projects to be selected as finalists in 2001 with the first \$12.5 million of the bond. The Board's target is to acquire 15,000 acres of land per year through acquisition or easement over the next five years.

Citizens can learn more about submitting proposals for funding by attending the Land for Maine's Future Program's public outreach workshops or land protection conferences or via the State Planning Office's web site, Your Land On Line, at www.state.me.us/spo/lmf. The Program also encourages citizens to become involved in stewardship activities for LMF-funded properties.

EXECUTIVE DEPARTMENT

PUBLICATIONS:

Proposal Workbook 2001
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; LMFP 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
Citizens can also access the Land for Maine's Future Program in a variety of ways: through the program's outreach meetings and workshops; Program sponsorship of land protection conferences; and the Program's Internet website Your Land On Line.

FINANCES, FISCAL YEAR 2001: The 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						
SALARIES & WAGES	29,249		29,249			
HEALTH BENEFITS	5,035		5,035			
RETIREMENTS	4,557		4,557			
OTHER CONTRACT SERVICES STATE	2,615		2,615			
OTHER CONTRACT SERVICES	402		402			
RENTS	183		183			
PURCHASE OF LAND	1,760,930	347,033	7,250			1,406,647
TOTAL EXPENDITURES	1,802,971	347,033	49,291			1,406,647

MAINE LAND AND WATER RESOURCES COUNCIL

EVAN D. RICHERT, COUNCIL CHAIR
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.

EXECUTIVE DEPARTMENT

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 Section 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 as requested by the Atlantic salmon Commission; 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
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, 1999, and 2000 Annual Reports to the Governor and the Maine Legislature

FINANCES, FISCAL YEAR 2001: 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.

EXECUTIVE DEPARTMENT

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.

These teams also 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);

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 promote volunteerism.

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:

Strategic Plan 2000, annual reports for the Land for Maine's Future Board, Land & Water Resources Council, Maine Commission for Community Service, and State Nuclear Safety Advisor; state plans for waste management and recycling, wetlands and energy; Maine Heating Fuels Inventory; Climate Change Action Plan; East-West Highway Report; Fishing, Farming & Forestry: Resources for the Future; Golden Opportunity II; MaineGraph (on-line economic data); The Maine Economy: Year-end Review & Outlook; Maine Census Data (on-line); a variety of technical assistance

EXECUTIVE DEPARTMENT

publications to assist communities with flood plain management, waste management recycling, code enforcement administration, and community planning and land use management; Resources 2001 (a guide to publications available through the Maine Coastal Program); Coastweek Poster; Maine's Guide to Performance Measurement; and AmeriCorps on-line information.

FINANCES, FISCAL YEAR 2001: The 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	2,316,354	1,012,261	428,729		875,364	
HEALTH BENEFITS	458,459	197,106	77,802		183,551	
RETIREMENTS	302,732	135,905	48,847		117,980	
OTHER FRINGE BENEFITS	32,282	10,027	6,185		16,070	
OTHER CONTRACT SERVICES STATE	1,089,366	217,227	465,656		406,483	
COMPUTER SERVICES STATE	10,735	7,996	1,330		1,409	
OTHER CONTRACT SERVICES	464,084	159,419	141,887		162,778	
RENTS	29,430	12,153	8,777		8,500	
COMMODITIES	337,418	168,559	62,355		106,504	
GRANTS, SUBSIDIES, PENSIONS	2,209,059	469,656	29,329		1,655,814	54,260
EQUIPMENT	7,348				7,348	
TRANSFER TO OTHER FUNDS	114,022		46,737		67,285	
TOTAL EXPENDITURES	7,371,289	2,390,309	1,317,634		3,609,086	54,260

(OFFICE OF) PUBLIC ADVOCATE

STEPHEN G WARD, PUBLIC ADVOCATE

TTY: (207) 287-8849

Central Office: 103 WATER ST, 3RD FLOOR, HALLOWELL, ME 04347

Mail Address: 112 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1981

FAX: (207) 287-4317

Telephone: (207) 287-2445

Reference: Policy Area: 00 ; Umbrella: 07; Unit: 413 ; Citation: T0035A M.R.S.A., Sect. 000001701

Average Count--All Positions: 10.000

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 nineteenth 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 generators of this waste in Maine.

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.

EXECUTIVE DEPARTMENT

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, March 2001) - (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, January 2001, July 2001) - (no charge)

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	472,391		472,391			
HEALTH BENEFITS	83,960		83,960			
RETIREMENTS	75,187		75,187			
OTHER FRINGE BENEFITS	4,572		4,572			
OTHER CONTRACT SERVICES STATE	241,293		241,293			
OTHER CONTRACT SERVICES	120,856		120,856			
RENTS	50,791		50,791			
COMMODITIES	41,660		41,660			
TOTAL EXPENDITURES	1,090,710		1,090,710			

DEPARTMENT OF HUMAN SERVICES

DEPARTMENT OF HUMAN SERVICES

KEVIN W. CONCANNON, COMMISSIONER

TTY: (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: 2554.000

Legislative Count: 2551.50

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
SVCS)

HEALTH AND ENVIRONMENTAL TESTING LABORATORY (HUI
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 Office of Administrative Hearings unit. The Deputy Commissioner for Management & Budget is responsible for the Department's Budget Development and Administration, Regional OMB Operations, Financial Services, Human Resources, Technology Services, and

DEPARTMENT OF HUMAN SERVICES

Equal Opportunity and Affirmative Action, 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 2001: The 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	79,030,186	39,409,992	4,825,892		34,794,302	
HEALTH BENEFITS	19,781,802	9,469,617	1,240,421		9,071,764	
RETIREMENTS	12,189,354	6,240,414	759,972		5,188,968	
OTHER FRINGE BENEFITS	993,537	513,062	61,249		419,226	
OTHER CONTRACT SERVICES STATE	46,483,842	15,969,192	13,219,325		17,295,325	
COMPUTER SERVICES STATE	7,280,016	1,399,738	5,029,362		850,916	
OTHER CONTRACT SERVICES	13,692,236	6,080,401	726,872		6,884,963	
RENTS	7,400,571	3,959,572	103,119		3,337,880	
COMMODITIES	33,082,243	9,182,098	4,938,208		18,961,937	
GRANTS, SUBSIDIES, PENSIONS	1564,646,950	454,273,996	95,223,153		1015,149,801	
EQUIPMENT	1,248,187	512,410	518,775		217,002	
INTEREST-DEBT RETIREMENT	7,653	5,833	303		1,517	
TRANSFER TO OTHER FUNDS	1,292,193	50	331,367		960,776	
TOTAL EXPENDITURES	1787,128,770	547,016,375	126,978,018		1113,134,377	

DEPARTMENT OF HUMAN SERVICES

DEPARTMENT OF HUMAN SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,366				6,366	
HEALTH BENEFITS	2,733				2,733	
RETIREMENTS	992				992	
OTHER FRINGE BENEFITS	104				104	
OTHER CONTRACT SERVICES STATE	162,458				162,458	
OTHER CONTRACT SERVICES	10,669	745			9,924	
RENTS	16	16				
COMMODITIES	2,861	165			2,696	
GRANTS, SUBSIDIES, PENSIONS	27,761	27,761				
TRANSFER TO OTHER FUNDS	1,679				1,679	
TOTAL EXPENDITURES	215,639	28,687			186,952	

CERTIFICATE OF NEED ADVISORY COMMITTEE

SALLY WAGLEY, 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF HUMAN SERVICES

BUREAU OF CHILD AND FAMILY SERVICES

KAREN M WESTBURG, 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 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 placement or other permanent placement including relative placements if the custodial family cannot be preserved without serious harm to the child.

Studies on child abuse and neglect 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 district offices direct service, management and administrative staff. The Licensing Unit is responsible for the licensing of foster homes and reports to the District Program Administrator. District 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

DEPARTMENT OF HUMAN SERVICES

Treatment Resource Guide

FINANCES, FISCAL YEAR 2001: The 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	1,959,485	983,414	32,001		944,070	
HEALTH BENEFITS	417,233	211,068	5,051		201,114	
RETIREMENTS	306,398	157,725	6,424		142,249	
OTHER FRINGE BENEFITS	22,005	12,201	99		9,705	
OTHER CONTRACT SERVICES STATE	4,405,167	3,549,463	446,054		409,650	
COMPUTER SERVICES STATE	486,524	133,095	257,601		95,828	
OTHER CONTRACT SERVICES	1,014,859	703,107	66,089		245,663	
RENTS	51,414	9,516	3,046		38,852	
COMMODITIES	4,800,726	541,150	1,280,952		2,978,624	
GRANTS, SUBSIDIES, PENSIONS	104,732,076	58,907,179	5,388,255		40,436,642	
EQUIPMENT	72,660		72,660			
INTEREST-DEBT RETIREMENT	526	526				
TRANSFER TO OTHER FUNDS	134,091		42,078		92,013	
TOTAL EXPENDITURES	118,403,164	65,208,444	7,600,310		45,594,410	

DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)

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: 38.000

Legislative Count: 38.00

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 and Children's Preventative Health Services Program.

DEPARTMENT OF HUMAN SERVICES

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 2001: The 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	1,358,672				1,358,672	
HEALTH BENEFITS	312,108				312,108	
RETIREMENTS	213,871				213,871	
OTHER FRINGE BENEFITS	20,577				20,577	
OTHER CONTRACT SERVICES STATE	420,212				420,212	
COMPUTER SERVICES STATE	216,037				216,037	
OTHER CONTRACT SERVICES	225,526				225,526	
RENTS	156,505				156,505	
COMMODITIES	140,978				140,978	
GRANTS, SUBSIDIES, PENSIONS	86,030	4,902			81,128	
TRANSFER TO OTHER FUNDS	27,986				27,986	
TOTAL EXPENDITURES	3,178,502	4,902			3,173,600	

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: 86.000 *Legislative Count:* 86.00

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.

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 HUMAN SERVICES

Department of Mental Health and Mental Retardation in procuring, distributing and monitoring all state and federal funds.

FINANCES, FISCAL YEAR 2001: The 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	2,888,466	1,430,547	157,467		1,300,452	
HEALTH BENEFITS	647,688	305,827	41,442		300,419	
RETIREMENTS	462,234	232,305	24,573		205,356	
OTHER FRINGE BENEFITS	26,573	10,975	2,350		13,248	
OTHER CONTRACT SERVICES STATE	39,667		14,916		24,751	
COMPUTER SERVICES STATE	5,038	110	4,928			
OTHER CONTRACT SERVICES	138,881	50,556	20,667		67,658	
RENTS	88,772	72,357			16,415	
COMMODITIES	121,477	40,014	29,208		52,255	
GRANTS, SUBSIDIES, PENSIONS	-299,954		-300,000		46	
TRANSFER TO OTHER FUNDS	10,980		1,461		9,519	
TOTAL EXPENDITURES	4,129,822	2,142,691	-2,988		1,990,119	

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

Telephone: (207) 287-7968

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

M.R.S.A., Sect.

Average Count--All Positions: 63.500

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.

FINANCES, FISCAL YEAR 2001: The 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	2,141,646				2,141,646	
HEALTH BENEFITS	529,598				529,598	
RETIREMENTS	328,874				328,874	
OTHER FRINGE BENEFITS	21,421				21,421	
OTHER CONTRACT SERVICES STATE	683,920				683,920	
OTHER CONTRACT SERVICES	316,483				316,483	
RENTS	1,613				1,613	
COMMODITIES	223,368				223,368	
GRANTS, SUBSIDIES, PENSIONS	1,595,452				1,595,452	
TRANSFER TO OTHER FUNDS	9,097				9,097	
TOTAL EXPENDITURES	5,851,472				5,851,472	

DEPARTMENT OF HUMAN SERVICES

DIVISION OF DISEASE CONTROL (HUMAN SERVICES)

PAUL L. KUEHNERT, RN, MS, 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) 287-6865

Established: 1972

Telephone: (207) 287-5179

Reference: Policy Area: 03 ; *Umbrella:* 10 *Unit:* 144V; *Citation:* T0022 *M.R.S.A., Sect.* 000001019

PURPOSE:

The Division of Disease Control promotes and protects 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 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF HUMAN SERVICES

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: 86.000

Legislative Count: 86.00

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; develops, 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.

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 \$36

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million. Community programs include home delivered meals; community dining sites; nutrition education; information and assistance with benefits and services; legal services, transportation, money management, 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 and/or conservator for incapacitated and dependent adults who have no friend or family member able to serve in those capacities. 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 (3/01)
- * 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
- * Adult Guardianship Conservatorship Questions and Answers (1/01)
- * Prescription Drug Assistance Guide for Maine Elders & Adults with Disabilities
- * A Consumer's Guide to Long Term Care Insurance (10/98)
- * Aging: Taking Care of Business (5/01)
- * Home Care: Where to Find It (8/01)
- * Reporting for Financial Institutions: Fighting Financial Exploitation
- * Health Benefits Information and Resources: A Resource Directory for People who help Medicare and Medicaid Beneficiaries in Maine (3/01)
- * Medicare & You 2001
- * A Consumer's Guide to...Long-Term Care Insurance
- * 2001 Guide To Health Insurance For People With Medicare: Choosing A Medigap Policy

FINANCES, FISCAL YEAR 2001: The 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	3,244,646	2,806,442	37,628		400,576	
HEALTH BENEFITS	723,891	629,840	6,397		87,654	
RETIREMENTS	502,626	434,669	5,862		62,095	
OTHER FRINGE BENEFITS	36,312	32,404	669		3,239	
OTHER CONTRACT SERVICES STATE	337,341	135,566			201,775	
COMPUTER SERVICES STATE	18,494	13,220			5,274	
OTHER CONTRACT SERVICES	295,707	239,454	1,465		54,788	
RENT'S	114,937	136,235	-23,307		2,009	
COMMODITIES	285,918	280,373			5,545	
GRANTS, SUBSIDIES, PENSIONS	12,862,238	7,225,906			5,636,332	
INTEREST-DEBT RETIREMENT	158	131			27	
TRANSFER TO OTHER FUNDS	5,238		177		5,061	
TOTAL EXPENDITURES	18,427,506	11,934,240	28,891		6,464,375	

DEPARTMENT OF HUMAN SERVICES

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 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 \$100. million

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was collected in State Fiscal Year 2001, 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 2001: The 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	12,444,124	3,099,292	1,529,351		7,815,481	
HEALTH BENEFITS	3,283,047	747,230	403,074		2,132,743	
RETIREMENTS	1,960,668	489,838	245,458		1,225,372	
OTHER FRINGE BENEFITS	139,449	28,972	17,851		92,626	
OTHER CONTRACT SERVICES STATE	5,757,114	985,176	351,060		4,420,878	
COMPUTER SERVICES STATE	1,788,021	247,927	1,142,405		397,689	
OTHER CONTRACT SERVICES	3,596,245	1,587,116	221,530		1,787,599	
RENTS	488,675	187,494	820		300,361	
COMMODITIES	9,629,061	2,547,839	3,004,811		4,076,411	
GRANTS, SUBSIDIES, PENSIONS	220,039,450	57,338,880	79,865,092		82,835,478	
EQUIPMENT	512,410	512,410				
INTEREST-DEBT RETIREMENT	5,481	4,175			1,306	
TRANSFER TO OTHER FUNDS	255,665		61,101		194,564	
TOTAL EXPENDITURES	259,899,410	67,776,349	86,842,553		105,280,508	

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: 295.500 *Legislative Count:* 293.00

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 Health; the Division of 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.

DEPARTMENT OF HUMAN SERVICES

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 2010
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 2010 Goals with BRFSS
Sexually Transmitted Disease in Maine: Annual Reports

FINANCES, FISCAL YEAR 2001: The 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	9,477,698	3,074,266	2,153,770		4,249,662	
HEALTH BENEFITS	2,263,905	683,290	548,923		1,031,692	
RETIREMENTS	1,475,646	473,975	337,814		663,857	
OTHER FRINGE BENEFITS	118,305	36,096	27,457		54,752	
OTHER CONTRACT SERVICES STATE	5,039,917	327,869	1,642,162		3,069,886	
COMPUTER SERVICES STATE	3,744,171	22,637	3,582,572		138,962	
OTHER CONTRACT SERVICES	1,785,599	421,085	303,562		1,060,952	
RENTS	495,107	140,263	57,480		297,364	
COMMODITIES	3,516,822	776,440	439,722		2,300,660	
GRANTS, SUBSIDIES, PENSIONS	21,360,945	2,836,937	6,735,971		11,788,037	
EQUIPMENT	580,992		446,115		134,877	
INTEREST-DEBT RETIREMENT	937	676	261			
TRANSFER TO OTHER FUNDS	219,623	50	91,512		128,061	
TOTAL EXPENDITURES	50,079,667	8,793,584	16,367,321		24,918,762	

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) 287-5686

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

DEPARTMENT OF HUMAN SERVICES

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. 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 (DWP) is responsible for protecting human health by insuring that public water supplies provide safe drinking water. The DWP administers the Federal Safe Drinking Water Act and the State's rules relating to drinking water. The DWP 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

DEPARTMENT OF HUMAN SERVICES

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
Trailor & 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

FINANCES, FISCAL YEAR 2001: The 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	207,506		207,506			
HEALTH BENEFITS	49,534		49,534			
RETIREMENTS	32,150		32,150			
OTHER FRINGE BENEFITS	2,804		2,804			
OTHER CONTRACT SERVICES STATE	11,564		11,564			
COMPUTER SERVICES STATE	39,347		39,347			
OTHER CONTRACT SERVICES	32,266		32,266			
RENTS	24,708		24,708			
COMMODITIES	12,350		12,350			
TRANSFER TO OTHER FUNDS	3,734		3,734			
TOTAL EXPENDITURES	415,963		415,963			

OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES)

RUDOLPH NAPLES, DEPUTY COMMISSIONER

TTY: (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) 287-1921

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

DEPARTMENT OF HUMAN SERVICES

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 18 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, including managing accommodation 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 Business services to all DHS program units housed in 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 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS System

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	4,103,037	2,492,654	83,734		1,526,649	
HEALTH BENEFITS	849,001	393,486	16,955		438,560	
RETIREMENTS	646,076	483,015	11,162		151,899	
OTHER FRINGE BENEFITS	38,198	13,129	609		24,460	
OTHER CONTRACT SERVICES STATE	189,487	57,737	6,732		125,018	
COMPUTER SERVICES STATE	-169,726	37,529	-11,967		-195,288	
OTHER CONTRACT SERVICES	1,954,064	180,188	5,388		1,768,488	
RENTS	155,319	75,307	-121		80,133	
COMMODITIES	1,129,109	231,281	101		897,727	
GRANTS, SUBSIDIES, PENSIONS	1,770	703			1,067	
EQUIPMENT	49,140				49,140	
INTEREST-DEBT RETIREMENT	132	14			118	
TRANSFER TO OTHER FUNDS	51,241		1,185		50,056	
TOTAL EXPENDITURES	8,996,848	3,965,043	113,778		4,918,027	

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BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)

EUGENE I. GESSOW, DIRECTOR

Central Office: BUILDING 205, VA TOGUS, TOGUS, ME 04333

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

Established: 1978

Telephone: (207) 287-2093

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

Average Count--All Positions: 276.000

Legislative Count: 276.00

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, Maine Eye Care, Maine Rx 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 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 Research and Resource Development 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 with emphasis on promoting the healthy development of children and young adults. This Division contains the Policy Unit, the Cub Care Unit, and the Provider and Consumer Relations Unit.

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 and the Early, Periodic, Screening, Diagnosis and treatment (EPSDT) benefit. 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.

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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,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.

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS System

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	8,590,781	2,797,920	18,922		5,773,939	
HEALTH BENEFITS	2,042,364	670,090	3,116		1,369,158	
RETIREMENTS	1,359,781	438,024	2,308		919,449	
OTHER FRINGE BENEFITS	110,525	36,672	74		73,779	
OTHER CONTRACT SERVICES STATE	29,227,110	10,860,872	10,651,191		7,715,047	
COMPUTER SERVICES STATE	1,126,122	938,350	2,476		185,296	
OTHER CONTRACT SERVICES	2,094,392	1,294,511	-11,776		811,657	
RENTS	602,966	171,427			431,539	
COMMODITIES	9,478,690	2,744,200	85,701		6,648,789	
GRANTS, SUBSIDIES, PENSIONS	1204,126,919	327,831,956	3,528,940		872,766,023	
EQUIPMENT	32,985				32,985	
INTEREST-DEBT RETIREMENT	182	116			66	
TRANSFER TO OTHER FUNDS	401,957		120,071		281,886	
TOTAL EXPENDITURES	1259,194,774	347,784,138	14,401,023		897,009,613	

PUBLICATIONS:

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

Annual Medicaid Report (Free)

Maine Medical Assistance Manual Chapters I and II (\$65.00) All Chapters (\$85.00)

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)

Regulations Governing the Licensing and Functioning of Assisted Living Facilities (\$12.00)

Regulations Governing the Licensing and Functioning of Adult Day Services Programs (\$5.00)

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

TTY: (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: 10 Unit: 144S ; Citation: T0022 M.R.S.A., Sect. 000000003

ORGANIZATION:

The Office of Programs (Human Services) includes the Bureau of Child and Family Services, Bureau of Family Independence, Bureau of Elder and Adult Services, Bureau of Health and Bureau of Medical Services. 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE PUBLIC DRINKING WATER COMMISSION

RICHARD GERRY, CHAIRPERSON

Central Office: 157 CAPITOL STREET, AUGUSTA, ME 04333

Mail Address: 10 STATE HOUSE STATION, AUGUSTA, ME 04333-0010

Established: 1993

Reference: Policy Area: 03 ; Umbrella: 10 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

DEPARTMENT OF HUMAN SERVICES

Water were adopted for the first time in 1977. These rules are updated at least once 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 2001: The 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	504,555		504,555			
HEALTH BENEFITS	126,633		126,633			
RETIREMENTS	78,534		78,534			
OTHER FRINGE BENEFITS	7,690		7,690			
OTHER CONTRACT SERVICES STATE	95,545		95,545			
COMPUTER SERVICES STATE	12,000		12,000			
OTHER CONTRACT SERVICES	59,069		59,069			
RENTS	40,252		40,252			
COMMODITIES	77,873		77,873			
TRANSFER TO OTHER FUNDS	7,970		7,970			
TOTAL EXPENDITURES	1,010,121		1,010,121			

OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SVCS)

DAVID S. WINSLOW, DIRECTOR

TTY: (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: 1Q Unit: 144C; Citation: T0022 M.R.S.A., Sect. 000000003

PURPOSE:

The purpose of the Office of Public and Legislative Affairs is to maintain a liaison with the Office of the Governor, the Maine State Legislature, and the public in order to monitor legislation affecting the department to prepare departmental information for legislative issues and represent the department at the local, state and national levels, to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of departmentwide newsletter, as well as client and agency directed magazines.

DEPARTMENT OF HUMAN SERVICES

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 2001: 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:* 10 *Unit:* 144Y; *Citation:* T0022 *M.R.S.A., Sect.* 000000561

PURPOSE:

The primary function of the Health and Environmental Testing Laboratory is to provide comprehensive public health and environmental testing for the Department of Human Services and the Department of Environmental Protection, as well as to other state agencies and the people of Maine for the protection of their health and their environment. Provision of cost-effective and affordable analytical services to state agencies and to the public continues to be a major challenge. The Fee-for-Service system now funds 88% of the cost of the Lab's operation, with state funds supplying 10% and federal funds supplying 2%.

ORGANIZATION:

The Health and Environmental Testing Laboratory was established by legislation in 1991 through merger of the Department of Environmental Protection Laboratory (established in 1971) with the Public Health Laboratory (originally established in 1902) of the Department of Human Services. This combined laboratory significantly strengthened the State's laboratory capabilities while increasing efficiency and reducing costs. It is the State's resource for monitoring and diagnosing infectious diseases of public health importance, testing public and private water supplies for chemical and microbial contaminants for protection of health and for regulatory purposes, for monitoring all classes of environmental markers and contaminants, regulatory and health monitoring of radiation, detecting and preventing childhood lead poisoning, and performing forensic testing.

The Health and Environmental Testing Laboratory is organized in the following sections:

- Public Health Microbiology
 - Virology, including serology
 - Bacteriology/Parasitology
 - Mycobacteriology (TB)/Mycology/Rabies
- Forensic Chemistry/Toxicology
- 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 been tuberculosis, food-borne illness, sexually transmitted diseases, vaccine

DEPARTMENT OF HUMAN SERVICES

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 2001: 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 Business services to all DHS program units housed in regional offices. These Business 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 focuses its efforts on providing an appropriate workplace where services can be delivered. This includes building leases, space planning, space management, janitorial services, air quality, telecommunication services, accessibility, and security for the regional office buildings which the Division manages. Also included are reception and telephone services, personnel services, fiscal services, mail, supplies, equipment, and clerical support for all DHS programs.

Offices are maintained in Portland, Biddeford, Sanford, Lewiston, Farmington, South Paris, Augusta, Rockland, Bath, Skowhegan, Bangor, Ellsworth, Machias, Calais, Dover-Foxcroft, Houlton, Caribou, and Fort Kent. There are approximately 1,530 DHS employees in these offices, serving the public.

The position counts (above) and the finances (below) include the Bureau of Family Independence and the Bureau of Child and Family Services regional operations. The Division of Regional OMB Operations staff number 279.5 and its finances are approximately \$19 million.

FINANCES, FISCAL YEAR 2001: The 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	32,103,204	22,725,457	100,958		9,276,789	
HEALTH BENEFITS	8,534,067	5,828,786	39,296		2,665,985	
RETIREMENTS	4,821,504	3,530,863	15,687		1,274,954	
OTHER FRINGE BENEFITS	449,574	342,613	1,646		105,315	
OTHER CONTRACT SERVICES STATE	114,340	52,509	101		61,730	
COMPUTER SERVICES STATE	13,988	6,870			7,118	
OTHER CONTRACT SERVICES	2,168,476	1,603,639	28,612		536,225	
RENTS	5,180,287	3,166,957	241		2,013,089	
COMMODITIES	3,663,010	2,020,636	7,490		1,634,884	
GRANTS, SUBSIDIES, PENSIONS	114,263	99,772	4,895		9,596	
INTEREST-DEBT RETIREMENT	237	195	42			
TRANSFER TO OTHER FUNDS	162,932		2,078		160,854	
TOTAL EXPENDITURES	57,325,882	39,378,297	201,046		17,746,539	

DEPARTMENT OF HUMAN SERVICES

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 FAX: (207) 287-9058

Established: 1992

Telephone: (207) 287-3264

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

PURPOSE:

The Office of Health Data and Program Management (OHDPM) collects, maintains, updates and disseminates population-based health data, and manages 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 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 (established in 1997).

PROGRAM:

The Office of Health Data and Program Management houses a variety of programs. The major function of the Office of Data, Research and Vital Statistics is 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. An 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 Coordinated School Health Program, with staff in the DHS and the DED, provides an infrastructure which facilitates interagency collaboration among governmental agencies and organizations providing services to school-aged children.

The Office of Rural Health and Primary 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 and manages the Rural Medical Access program.

DEPARTMENT OF HUMAN SERVICES

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 2001: A Health Planning Resource

FINANCES, FISCAL YEAR 2001: 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: 320.589

Legislative Count: 312.50

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-\$5.00 per copy

Publications Catalogue (free)

Maine Boat Laws (free)

All-Terrain Vehicle Laws (free)

Snowmobile Laws (free)

FINANCES, FISCAL YEAR 2001: The 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	11,317,593	8,777,266	476,764		2,063,563	
HEALTH BENEFITS	2,971,824	2,406,917	117,357		447,550	
RETIREMENTS	2,205,183	1,696,579	70,986		437,618	
OTHER FRINGE BENEFITS	162,953	154,697	6,870		1,386	
OTHER CONTRACT SERVICES STATE	2,090,418	1,209,989	606,967		273,462	
COMPUTER SERVICES STATE	63,539	26,150	25,922		11,467	
OTHER CONTRACT SERVICES	2,519,620	2,052,706	154,006		312,908	
RENTS	1,509,320	891,572	35,545		582,203	
COMMODITIES	1,797,639	1,231,347	203,886		362,406	
GRANTS, SUBSIDIES, PENSIONS	645,684		638,684		7,000	
PURCHASE OF LAND	1,863,265	5,616	734,436		1,123,213	
BUILDING IMPROVEMENTS	8,650		8,650			
EQUIPMENT	744,617	413,348	98,810		232,459	
INTEREST-DEBT RETIREMENT	161	141	20			
TRANSFER TO OTHER FUNDS	39,340	181	9,572		29,587	
TOTAL EXPENDITURES	27,939,806	18,866,509	3,188,475		5,884,822	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	534,302	461,747			72,555	
HEALTH BENEFITS	81,788	66,110			15,678	
RETIREMENTS	88,130	72,685			15,445	
OTHER FRINGE BENEFITS	2,595	2,595				
OTHER CONTRACT SERVICES STATE	80,750	21,990	12,271		46,489	
COMPUTER SERVICES STATE	374	24			350	
OTHER CONTRACT SERVICES	174,811	162,864	9,901		2,046	
RENTS	91,778	91,435			343	
COMMODITIES	142,308	41,355	100,283		670	
EQUIPMENT	9,400	9,400				
TRANSFER TO OTHER FUNDS	3,546	181	797		2,568	
TOTAL EXPENDITURES	1,209,782	930,386	123,252		156,144	

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 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS System

BUREAU OF ADMINISTRATIVE SERVICES (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,150,448	1,090,179	52,008		8,261	
HEALTH BENEFITS	341,660	333,111	8,097		452	
RETIREMENTS	187,027	177,553	8,187		1,287	
OTHER FRINGE BENEFITS	12,946	12,387	559			
OTHER CONTRACT SERVICES STATE	881,909	837,534	44,375			
COMPUTER SERVICES STATE	1,125	1,025	100			
OTHER CONTRACT SERVICES	806,137	796,855	9,282			
RENTS	155,760	155,760				
COMMODITIES	457,610	391,039	2,220		64,351	
EQUIPMENT	2,500		2,500			
INTEREST-DEBT RETIREMENT	38	38				
TRANSFER TO OTHER FUNDS	1,232		772		460	
TOTAL EXPENDITURES	3,998,392	3,795,481	128,100		74,811	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

HAROLD BROWN, 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 10 times during FY 01.

FINANCES, FISCAL YEAR 2001: 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 M.R.S.A., 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 M.R.S.A., sections 7302-7303
Associated forms and application blanks
Issue License
Course summary sheets
Trip Itinerary Cards
Information packer-free

FINANCES, FISCAL YEAR 2001: 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 2001: 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, SECRETARIAT

Central Office: 67 LEIGHTON ROAD, POWNAL, ME 04069

Mail Address: ,,

Established: 1995

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

Average Count--All Positions: 1.000

FAX: (207) 688-4860

Telephone: (207) 688-4191

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 \$7.9 million to 289 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 four months. The current ticket is titled "Road Kill Cash". The subsequent ticket will be titled "Bear Bucks".

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 2001: The 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	715		715			
OTHER FRINGE BENEFITS	55		55			
OTHER CONTRACT SERVICES STATE	249,069		249,069			
COMPUTER SERVICES STATE	3,308		3,308			
OTHER CONTRACT SERVICES	23,894		23,894			
RENTS	7,416		7,416			
COMMODITIES	42,024		42,024			
GRANTS, SUBSIDIES, PENSIONS	152,606		152,606			
PURCHASE OF LAND	164,730		164,730			
EQUIPMENT	51,134		51,134			
TOTAL EXPENDITURES	694,951		694,951			

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 2001: 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 80,000 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 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 printed material about the department and its programs.

FINANCES, FISCAL YEAR 2001: The 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	424,532	335,360	89,172			
HEALTH BENEFITS	109,633	85,029	24,604			
RETIREMENTS	57,538	44,079	13,459			
OTHER FRINGE BENEFITS	8,301	8,082	219			
OTHER CONTRACT SERVICES STATE	262,403	186,003	76,400			
COMPUTER SERVICES STATE	405	368	37			
OTHER CONTRACT SERVICES	168,374	125,432	42,942			
RENTS	31,411	26,129	5,282			
COMMODITIES	106,825	78,495	28,330			
BUILDING IMPROVEMENTS	8,650		8,650			
EQUIPMENT	45,176		45,176			
INTEREST-DEBT RETIREMENT	108	88	20			
TRANSFER TO OTHER FUNDS	2,480		2,480			
TOTAL EXPENDITURES	1,225,836	889,065	336,771			

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: 116.815 *Legislative Count:* 113.00

PURPOSE:

The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources and the development of rules governing the effective management of these resources.

ORGANIZATION:

The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

Division of Wildlife Management
Division of Fisheries and Hatcheries
Computer Services Section
Environmental Coordination Section
Animal Damage Control

PROGRAM:

Division of Wildlife Management. Wildlife Management - The abundance and use of the major wildlife species are monitored utilizing the latest tools,

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 2001: The 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	4,103,076	1,901,891	284,786		1,916,399	
HEALTH BENEFITS	1,054,566	555,752	76,538		422,276	
RETIREMENTS	657,599	208,733	41,602		407,264	
OTHER FRINGE BENEFITS	40,655	34,057	5,212		1,386	
OTHER CONTRACT SERVICES STATE	551,655	105,482	224,841		221,332	
COMPUTER SERVICES STATE	51,807	18,213	22,477		11,117	
OTHER CONTRACT SERVICES	622,735	312,161	67,571		243,003	
RENTS	322,438	153,703	13,050		155,685	
COMMODITIES	641,909	325,376	30,637		285,896	
GRANTS, SUBSIDIES, PENSIONS	493,078		486,078		7,000	
PURCHASE OF LAND	1,698,535	5,616	569,706		1,123,213	
EQUIPMENT	241,522	146,331			95,191	
INTEREST-DEBT RETIREMENT	10	10				
TRANSFER TO OTHER FUNDS	29,152		5,167		23,985	
TOTAL EXPENDITURES	10,508,737	3,767,325	1,827,665		4,913,747	

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: 141,966 *Legislative Count: 138.00*

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 2001: The 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	5,104,520	4,988,089	50,083		66,348	
HEALTH BENEFITS	1,384,177	1,366,915	8,118		9,144	
RETIREMENTS	1,214,889	1,193,529	7,738		13,622	
OTHER FRINGE BENEFITS	98,401	97,576	825			
OTHER CONTRACT SERVICES STATE	64,632	58,980	11		5,641	
COMPUTER SERVICES STATE	6,520	6,520				
OTHER CONTRACT SERVICES	723,669	655,394	416		67,859	
RENTS	900,517	464,545	9,797		426,175	
COMMODITIES	406,963	395,082	392		11,489	
EQUIPMENT	394,885	257,617			137,268	
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	2,930		356		2,574	
TOTAL EXPENDITURES	10,302,108	9,484,252	77,736		740,120	

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 M.R.S.A., Sect. 000000001

Average Count--All Positions: 429.500

Telephone: (207) 822-0792

Legislative Count: 429.50

Units:

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 2001: The 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	17,523,787	16,308,146	303,398		912,243	
HEALTH BENEFITS	3,649,941	3,398,275	61,293		190,373	
RETIREMENTS	3,249,973	3,010,242	54,138		185,593	
OTHER FRINGE BENEFITS	220,328	202,197	4,354		13,777	
OTHER CONTRACT SERVICES STATE	11,525,172	11,065,844	252,486		206,842	
OTHER CONTRACT SERVICES	5,109,238	4,326,524	591,098		191,616	
RENTS	3,850,281	3,676,610	150,326		23,345	
COMMODITIES	1,780,899	1,565,395	173,260		42,244	
GRANTS, SUBSIDIES, PENSIONS	3,081,596	1,626,789	1,454,807			
BUILDING IMPROVEMENTS	172,107	172,107				
EQUIPMENT	198,508	198,508				
INTEREST-DEBT RETIREMENT	48	48				
TRANSFER TO OTHER FUNDS	15,744	898	6,766		8,080	
TOTAL EXPENDITURES	50,377,622	45,551,583	3,051,926		1,774,113	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	17,523,787	16,308,146	303,398		912,243	
HEALTH BENEFITS	3,649,941	3,398,275	61,293		190,373	
RETIREMENTS	3,249,973	3,010,242	54,138		185,593	
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GRANTS, SUBSIDIES, PENSIONS	3,081,596	1,626,789	1,454,807			
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TOTAL EXPENDITURES	50,377,622	45,551,583	3,051,926		1,774,113	

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 M.R.S.A., Sect. 000000015

FAX: (207) 822-0781

Telephone: (207) 822-0792

PURPOSE:

The State Court Administrator, under the supervision of the Chief Justice of the Supreme Judicial Court, is required by statute to: survey and study Judicial Department operations to improve administration and management of the court system; develop and recommend long-range plans for the Judicial Department; examine the status of all court dockets and make recommendations concerning the assignment of personnel; investigate complaints about the operation of the courts; examine and maintain court statistical systems, and collect and analyze statistical data relating to court operations; prescribe uniform policies and business methods to be used in all courts; implement standards and policies set by the Chief Justice regarding court hours and the

JUDICIAL DEPARTMENT

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)
"Traverse Juror Handbook" (free)
"A Guide to Protection From Abuse And Harrassment Actions" (free)

FINANCES, FISCAL YEAR 2001: 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 were twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION:

The Administrative Court was created by the Legislature in 1973 and became a part of the Judicial Department in 1978. Prior thereto, the Administrative Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies. Pursuant to P.L. 1977 Chapter 551, the

JUDICIAL DEPARTMENT

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 had 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 are lawyers and were 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 sat 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 "abolished" 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, were 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 formalized this practice.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF BAR EXAMINERS

LAURIE A. GILSON, 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

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

FAX: (207) 622-0059

Telephone: (207) 623-2464

PURPOSE:

The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys. After passing the examination and compliance with the statutes has been accomplished, the Board issues a certificate of 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.

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

JUDICIAL DEPARTMENT

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 2001: 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 17 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.

Cumberland and Penobscot serve as regional court library centers. All other law libraries receive equal services and have access to the regional court library centers for resources not available locally.

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 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 computer-assisted legal research.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

JUDICIAL DEPARTMENT

**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

FAX: (207) 442-0228

Telephone: (207) 442-0227

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

PURPOSE:

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

ORGANIZATION:

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

The operation and policies of the Service are overseen by the Court Alternative Resolution Service Committee. Members of the Committee are appointed by the Chief Justice of the Supreme Judicial Court pursuant to 4 MRSA Section 18-B. The Director of the Service is appointed by the State Court Administrator, with the advice of the Committee, and the Director coordinates the work of mediators, who are independent contractors. The mediators provide the actual mediation services as required in each of the State's 50 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DISTRICT COURT FOR THE STATE OF MAINE

HON. JON D. LEVY, CHIEF JUDGE

Central Office: 205 NEWBURY STREET, PORTLAND, ME

Mail Address: P.O. BOX 66, PORTLAND, ME 04112-0066

Established: 1961

Telephone: (207) 822-4171

Reference: Policy Area: 00 ; *Umbrella:* 40 *Unit:* 279 ; *Citation:* T0004 *M.R.S.A., Sect.* 000000151

PURPOSE:

The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION:

The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court has original jurisdiction in non-felony cases and conducts probable cause and bail hearings in felony cases. Until March 15, 2001, the Court had concurrent jurisdiction with the Superior Court in divorce, non-equitable civil cases involving not more than \$30,000. As of March 15, 2001, the monetary claim limit for civil cases was eliminated, and District Court was assigned exclusive jurisdiction of divorce and family cases. The District Court 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 to sit in any district

JUDICIAL DEPARTMENT

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 33 judges in the District Court including the chief judge, who is designated by the Chief Justice of the Supreme Judicial Court. In March 2001, the remaining judge of the Administrative Court was transferred to the District Court, bringing the number of judges from 32 to 33. 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 2001: 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: 40 Unit: 276J ; Citation: J1978 M.R.S.A., Sect. SJC-00109

PURPOSE:

The Committee on Judicial Responsibility and Disability was created by the Supreme Judicial Court by court order in 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, as set forth in the Code and the Court's order.

JUDICIAL DEPARTMENT

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 Superior Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF OVERSEERS OF THE BAR

MARY C. TOUSIGNANT, ESQ., CHAIR

Central Office: 97 WINTHROP STREET, AUGUSTA, ME 04330

Mail Address: PO BOX 527, AUGUSTA, ME 04332-0527

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.

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

JUDICIAL DEPARTMENT

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 2001: 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. As of January 1, 2001, the appeal function of the Superior Court was limited, and most civil and criminal appeals are filed directly to the Law 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 2001: 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. As of January 1, 2001, the Law Court hears appeals of civil and criminal cases from District and Superior Courts; 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.

A justice of the Supreme Judicial Court has jurisdiction to hear, with his or her 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 2001: 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: 855.462

Legislative Count: 833.50

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 labor resources in the State by developing and maintaining an effective State employment and training policy, by ensuring 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 is authorized to provide services for workers and employers in the State who desire assistance through the establishment of free public employment offices; the administering of unemployment benefits; the enforcement of state laws that protect the health and safety of workers and that regulate the payment of wages and employment of minors; the enhancement of labor management relations; the provision for employment and independent living services for people with disabilities; and the analysis and distribution of labor, economic, demographic, and occupational safety data.

ORGANIZATION:

Effective September 24, 1971, the Department of Labor was created by State Government reorganization legislation, which 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.

In 1996, the Department's organizational structure was revised further with the goal of reducing fragmentation of employment programs and increasing organization efficiency. 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 by attracting and retaining a wide range of employment opportunities, promoting independence and lifelong learning, providing assistance during times of unemployment, and ensuring the safe and fair treatment of all people on the job.

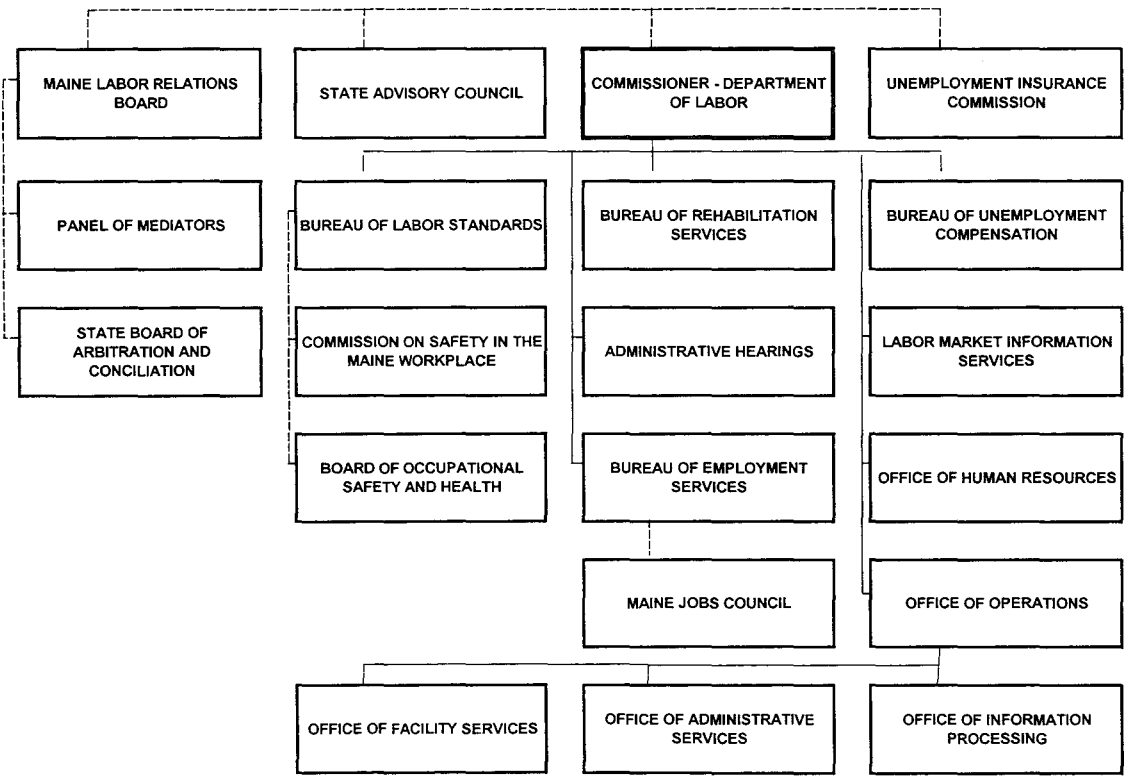
DEPARTMENT OF LABOR

FINANCES, FISCAL YEAR 2001: The 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 FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	22,221,827	2,246,669	1,514,534		18,460,624	
HEALTH BENEFITS	5,293,041	500,245	272,376		4,520,420	
RETIREMENTS	3,498,548	384,975	283,406		2,830,167	
OTHER FRINGE BENEFITS	230,854	22,867	13,444		194,543	
OTHER CONTRACT SERVICES STATE	921,549	216,487	201,503		503,559	
COMPUTER SERVICES STATE	442,265	77,282	11,639		353,344	
OTHER CONTRACT SERVICES	2,533,420	188,052	370,778		1,974,590	
RENTS	2,388,649	13,909	292,911		2,081,829	
COMMODITIES	4,992,759	467,395	784,614		3,740,911	- 161
GRANTS, SUBSIDIES, PENSIONS	121,840,033	8,294,176	359,786		26,020,556	87,165,515
EQUIPMENT	152,210		24,872		127,338	
INTEREST-DEBT RETIREMENT	560				560	
TRANSFER TO OTHER FUNDS	296,307		65,271		231,036	
TOTAL EXPENDITURES	164,812,022	12,412,057	4,195,134		61,039,477	87,165,354

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, coordination and management 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 2001: The 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	3,602,728	125,466	416,588		3,060,674	
HEALTH BENEFITS	741,062	21,232	30,536		689,294	
RETIREMENTS	568,633	25,922	115,411		427,300	
OTHER FRINGE BENEFITS	39,736	1,824	2,449		35,463	
OTHER CONTRACT SERVICES STATE	37,437	7,490	5,085		24,862	
COMPUTER SERVICES STATE	-3,129	1			-3,130	
OTHER CONTRACT SERVICES	386,388	6,670	20,746		358,972	
RENTS	122,363	1,178	12,967		108,218	
COMMODITIES	482,699	19,192	40,030		423,477	
GRANTS, SUBSIDIES, PENSIONS	361				361	
EQUIPMENT	43,878		7,344		36,534	
TRANSFER TO OTHER FUNDS	934				934	
TOTAL EXPENDITURES	6,023,090	208,975	651,156		5,162,959	

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 *Telephone:* (207) 287-3788
Established: 1936
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 2001: 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 primarily to the Bureau of Unemployment Compensation and additionally to other departments of State government. 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, seven Administrative Hearing Officers, and eight administrative positions. In FY2001, the Division issued over 6,000 decisions.

Hearings are held in locations throughout the State and by telephone.

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 at CareerCenters, 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 2001: 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, thus providing employers with 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 the public welfare program 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 Council Chair must be named by the members of the Council. The Council budget 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 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.

LICENSES:

Certificates of Completion to apprentices and pre-apprentices.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

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 originally was 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 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 FY2001, requests for Board services were higher than in FY2000. In FY2001, 31 requests for services were received, compared with 30 requests in FY2000. 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 FY2001, there were 13 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 FY2000 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 31 filings in FY2001, 24 were grievance arbitration requests, 6 were requests for fact finding services, and 1 was for interest arbitration. 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 9 formal Decisions and Awards during FY2001.

In addition to the matters proceeding to hearing and formal Decision and Award, 4 other issues were conciliated with the assistance of Board panel members or were settled at the hearing. The number of actual hearings and meetings convened and held and the per diem and related expenses disbursed are reported in the annual report to the Secretary of State's office at the end of the calendar year, as is required by statute. The above review shows that panels of the Board or one of its members convened to hear 18 matters, 9 concluded by formal Decision and Award and 4 resolved at hearing, 2 more than the number of cases disposed of through the hearing process in FY2000. Several matters were withdrawn or are scheduled for withdrawal. Withdrawals usually indicate settlement on the issues by the parties, often after a hearing has been scheduled.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

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: 36.500

Legislative Count: 36.50

PURPOSE:

The Division for the Blind and Visually Impaired was established to provide services to people who are blind or visually impaired. These services include: the prevention of blindness; the location and registration of people who are blind or visually impaired; the provisions of certain education services to children who are blind and visually-impaired from birth to age 21; vocational rehabilitation services to accomplish job placement; independent living services; and the provision of other social services.

ORGANIZATION:

The Division was established in 1941 as the Division for the Blind in the Department of Health and Welfare. As a unit of the Bureau of Rehabilitation, the Division for the Blind and Visually Impaired became part of the Department of Labor in July 1996. The division provides direct services from eight offices in CareerCenters 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 to assist older people in achieving or maintaining 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 adults in FY2001.

The Vocational Rehabilitation Program provides services to enable people who are blind or visually impaired 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 individuals in self-employment within the food-service industry in state and federal installations.

PUBLICATIONS:

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

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FINANCES, FISCAL YEAR 2001: The 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	1,091,980	326,062	3,130		762,788	
HEALTH BENEFITS	261,744	69,544	933		191,267	
RETIREMENTS	169,758	50,908	488		118,362	
OTHER FRINGE BENEFITS	10,747	3,068	55		7,624	
OTHER CONTRACT SERVICES STATE	7,592	615	4,093		2,884	
COMPUTER SERVICES STATE	3,555				3,555	
OTHER CONTRACT SERVICES	144,268	11,472	29,948		102,848	
RENTS	131,567	10			131,557	
COMMODITIES	212,920	55,879	94,031		63,010	
GRANTS, SUBSIDIES, PENSIONS	3,608,382	1,993,047	35,417		1,579,918	
EQUIPMENT	11,425		11,425			
TRANSFER TO OTHER FUNDS	13,612		1,191		12,421	
TOTAL EXPENDITURES	5,667,550	2,510,605	180,711		2,976,234	

DIVISION OF DEAFNESS

JAN DEVINNEY, DIRECTOR

TTY: (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) 624-5954

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

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works with five Rehabilitation Counselors for the Deaf who assist eligible individuals who are deaf or hard of hearing 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS

JONATHAN CONNICK, CHAIR

TTY: (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) 624-5954

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, emergency services, 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

BUREAU OF EMPLOYMENT SERVICES

TIM MCLELLAN, ACTING 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: 231.115

FAX: (207) 624-6499

Telephone: (207) 624-6390

M.R.S.A., Sect. 000001401A

Legislative Count: 216.50

PURPOSE:

The Bureau of Employment Services delivers directly or contracts services to help people find employment. This includes job placement, career guidance, education and training, layoff assistance, and reliable workforce development. These services are available through the statewide location of CareerCenters. In addition, technical assistance is available to employers for topics such as job safety, affirmative action, licensing and job analysis. Also, occupational information and training is provided to educators, employment training program managers, and policy makers.

ORGANIZATION:

As a bureau within the Maine Department of Labor, services are funded through State and Federal Job Training funds and Federal Employment Security funds. Services are provided in each County and have been 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. In addition, the Bureau provides funds for worker 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. Planning instructions for the operation of programs are issued to Maine's three Service Delivery Areas and other contracted providers. Various 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 2001: The 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	4,794,401	454,702			4,339,699	
HEALTH BENEFITS	1,178,339	81,826			1,096,513	
RETIREMENTS	757,364	89,856			667,508	
OTHER FRINGE BENEFITS	46,923	3,740			43,183	
OTHER CONTRACT SERVICES STATE	156,550	1,261	450		154,839	
COMPUTER SERVICES STATE	45,339				45,339	
OTHER CONTRACT SERVICES	388,215	41,104	8,589		338,522	
RENTS	645,962	10,518	5,775		629,669	
COMMODITIES	1,142,076	109,671	66,149		966,256	
GRANTS, SUBSIDIES, PENSIONS	16,990,792	3,474,170	6,105		13,510,517	
EQUIPMENT	19,924				19,924	
INTEREST-DEBT RETIREMENT	248				248	
TRANSFER TO OTHER FUNDS	140,859		1,348		139,511	
TOTAL EXPENDITURES	26,306,992	4,266,848	88,416		21,951,728	

BUREAU OF UNEMPLOYMENT COMPENSATION

LAURA L. BOYETT, DIRECTOR

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 FY2001. 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 Programs 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 Quality Control Program audits. In addition, a Benefit Quality Control Program has been established for post review of benefits through a random selection of active claims. The audit is designed to detect any claims which were improperly filed.

The results of these audits are used to further improve operational procedures.

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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 FY2001 was 37,829, and payroll data submitted by these employers generated a total of 2,716,686 wage items processed. Tax Field and Administrative office activities produced 10,891 employer startup determinations, of which 6,012 involved newly liable employer accounts. A total of 696 tax field audits conducted resulted in a net receipt due of \$55,595 in under-reported contributions. Net contributions received in FY2001 totaled \$138,855,877, and the Unemployment Trust Fund balance was \$322,916,989 as of April 30, 2001. The administrative expenditures of the Unemployment Compensation program amounted to approximately \$13,969,000 in FY2001.

FINANCES, FISCAL YEAR 2001: The 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
	ALL FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	7,025,069		109,185		6,915,884	
HEALTH BENEFITS	1,742,809		19,315		1,723,494	
RETIREMENTS	1,112,702		23,452		1,089,250	
OTHER FRINGE BENEFITS	70,896		1,260		69,636	
OTHER CONTRACT SERVICES STATE	284,301		72,232		212,069	
COMPUTER SERVICES STATE	292,771		4,001		288,770	
OTHER CONTRACT SERVICES	877,450		143,298		734,152	
RENTS	928,884		271,306		657,578	
COMMODITIES	2,501,775		497,956		2,003,980	- 161
GRANTS, SUBSIDIES, PENSIONS	91,577,013		120,043		4,291,455	87,165,515
EQUIPMENT	72,070		6,103		65,967	
INTEREST-DEBT RETIREMENT	300				300	
TRANSFER TO OTHER FUNDS	27,207		2,094		25,113	
TOTAL EXPENDITURES	106,513,247		1,270,245		18,077,648	87,165,354

MAINE JOBS COUNCIL

ALAN CARDINAL, 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.

Investment in the education and training of Maine workers is one of the most important issues affecting the quality of economic development. 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, the Council created a Strategic Plan, visited worksites, and listened to presentations from State economists and service providers.

The Council provided an overall framework for all stakeholders in the implementation of the Workforce Investment Act. Through many meetings and public forums, the Council convened County Commissioners, State officials, and local service providers to redesign the existing governance system. As a result, four regional service delivery areas were created, each of which is managed by a local Workforce Development Board with oversight by County Commissioners. A State Plan under this Act was approved on June 27, 2000.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF LABOR STANDARDS

MICHAEL FRETT, DIRECTOR

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

Mail Address: 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045

Established: 1973

Telephone: (207) 624-6400

Reference: Policy Area: 04 ; *Umbrella:* 12 *Unit:* 170 ; *Citation:* T0026 *M.R.S.A., Sect.* 000000041

Average Count--All Positions: 54.000

Legislative Count: 54.00

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 safety certificate program for

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vocational students, and the Safetee kit and website. The Unit also 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. The Research and Statistics Unit collects and publishes statistical data concerning labor and industry, and it performs epidemiological studies to determine the prevalence and causes of occupational injuries and illnesses and to evaluate interventions towards lessening their number and effect. Regular data series prepared by this Unit include the Census of Fatal Occupational Injuries in Maine, the Construction Wage Rate Survey, the 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, and statistical surveys.

The Wage and Hour Division enforces State laws relating to child labor, equal pay, 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.

PUBLICATIONS:

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 2001: The 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	1,806,804	523,694	938,981		344,129	
HEALTH BENEFITS	429,638	126,672	221,592		81,374	
RETIREMENTS	277,843	79,169	144,055		54,619	
OTHER FRINGE BENEFITS	18,311	3,961	9,680		4,670	
OTHER CONTRACT SERVICES STATE	90,112	10,576	49,313		30,223	
COMPUTER SERVICES STATE	84,034	76,396	7,638			
OTHER CONTRACT SERVICES	353,821	80,269	153,528		120,024	
RENTS	6,702	779	2,863		3,060	
COMMODITIES	263,304	87,558	86,448		89,298	
GRANTS, SUBSIDIES, PENSIONS	165,793		163,111		2,682	
EQUIPMENT	4,913				4,913	
TRANSFER TO OTHER FUNDS	74,049		54,441		19,608	
TOTAL EXPENDITURES	3,575,324	989,074	1,831,650		754,600	

DEPARTMENT OF LABOR

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 information, and provides the Department with economic, management, and actuarial analysis for overall program planning and delivery.

ORGANIZATION:

The Program activities involve data collection and analysis. Demographic and economic research are conducted using social science disciplines. 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, 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, nursery, broccoli, 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://www.state.me.us/labor/lmis>).

FINANCES, FISCAL YEAR 2001: 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 *M.R.S.A., Sect.* 000000968

Average Count--All Positions: 6,000

FAX: (207) 287-4416

Telephone: (207) 287-2015

Legislative Count: 6.00

PURPOSE:

The Maine Labor Relations Board was established to improve the relationship between public employers and their employees by providing a uniform basis for recognizing the right of public employees to join labor organizations of their 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 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

DEPARTMENT OF LABOR

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 FY2001, 21 voluntary or joint agreements relative to bargaining units were received, down from 34 in the prior fiscal year, demonstrating that organizational efforts may have saturated much of the municipal, educational and state sectors. During FY2001, 10 unit determination or clarification petitions were filed, compared with 13 such filings in FY2000.

There were 7 election requests received by the Board in FY2001. In addition to this, the Board received 2 decertification/certification requests and 2 straight decertification election requests. With respect to election activities, there were 17 election requests in all requiring attention during the fiscal year; this compares with 30 requests in FY2000 and 33 in FY1999. In all, Board officials conducted 13 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 61, compared with 73 last year. There were 23 carry-over matters from the FY2000 filings which required mediation activity in FY2001. 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 FY2001 increased to 85.9 percent for mediations, including carry-overs, that were concluded in FY2001.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Fact-finding requests decreased in FY2001 to 13, down from 15 requests in FY2000. The range in Fiscal Years 1996 through 2000 has been a low of 14 filings in FY1997 to a high of 22 in FY1999.

The Board received 24 prohibited practice complaints in FY2001. This compares to 26 in FY2000, 19 in FY1999, and 20 in FY1998. 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 2001: The 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	275,321	228,671	46,650			
HEALTH BENEFITS	49,479	49,479				
RETIREMENTS	45,802	45,802				
OTHER FRINGE BENEFITS	2,249	2,249				
OTHER CONTRACT SERVICES	26,761	12,092	14,669			
COMMODITIES	18,979	18,979				
TRANSFER TO OTHER FUNDS	5,765		5,765			
TOTAL EXPENDITURES	424,356	357,272	67,084			

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 declined from the high level experienced last year. New mediation requests received during FY2001 numbered 61(73 last year). In addition, there were 23 matters carried over from FY2000 that required mediation activity in FY2001. Thus, the number of matters filed, pending, and requiring attention in FY2001 reached a total of 84, down from 93 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 85.9% for matters concluded this year, including those carried forward from FY2000. 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 successful, achieving a 78% settlement rate this year.

The most difficult issues in Maine public sector negotiations in FY2001 were those having no fiscal impact. This shift in emphasis reflects the

DEPARTMENT OF LABOR

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 2001: 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 five times in FY2001 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 2001: 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

ARTHUR JACOBSON, ACTING 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 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 2001: The 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	3,625,524	588,074			3,037,450	
HEALTH BENEFITS	889,970	151,492			738,478	
RETIREMENTS	566,446	93,318			473,128	
OTHER FRINGE BENEFITS	41,992	8,025			33,967	
OTHER CONTRACT SERVICES STATE	345,557	196,545	70,330		78,682	
COMPUTER SERVICES STATE	19,695	885			18,810	
OTHER CONTRACT SERVICES	356,517	36,445			320,072	
RENTS	553,171	1,424			551,747	
COMMODITIES	371,006	176,116			194,890	
GRANTS, SUBSIDIES, PENSIONS	9,497,692	2,826,959	35,110		6,635,623	
INTEREST-DEBT RETIREMENT	12				12	
TRANSFER TO OTHER FUNDS	33,881		432		33,449	
TOTAL EXPENDITURES	16,301,463	4,079,283	105,872		12,116,308	

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 exceeded the Federal timeliness standards.

DEPARTMENT OF LABOR

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 2001: 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

TTY: (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: 3MRSA M.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, via e-mail, through the mail and in person. 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 are being added to the URSUS system. 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 2001: The 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	724,934	724,934				
HEALTH BENEFITS	117,644	117,644				
RETIREMENTS	112,945	112,945				
OTHER FRINGE BENEFITS	7,105	7,105				
OTHER CONTRACT SERVICES	284,840	284,840				
RENTS	78	78				
COMMODITIES	33,373	33,373				
TOTAL EXPENDITURES	1,280,919	1,280,919				

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	724,934	724,934				
HEALTH BENEFITS	117,644	117,644				
RETIREMENTS	112,945	112,945				
OTHER FRINGE BENEFITS	7,105	7,105				
OTHER CONTRACT SERVICES	284,840	284,840				
RENTS	78	78				
COMMODITIES	33,373	33,373				
TOTAL EXPENDITURES	1,280,919	1,280,919				

LEGISLATURE

LEGISLATURE

MICHAEL H. MICHAUD, PRESIDENT OF THE SENATE MICHAEL V. SAXL, SPEAKER OF THE HOUSE

Central Office: STATE HOUSE, AUGUSTA, ME,

Mail Address: 3 STATE HOUSE STATION, AUGUSTA, ME, 04333-0003

Established: 1820

Reference: Policy Area: 00 ; Umbrella: 30 Unit: 260 ; Citation: C0004 M.R.S.A., Sect. 001-00001

Average Count--All Positions: 186.800

Telephone: (207) 287-1615

Units:

Legislative Count: 141.50

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 120th Legislature is organized into 17 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 120th Legislature are: Agriculture, Conservation and Forestry; Appropriations and Financial Affairs; Banking and Insurance; Business and Economic Development; Criminal Justice; Education and Cultural Affairs; Health and Human Services; Inland Fisheries and Wildlife; Judiciary; Labor; Legal and Veterans Affairs; Marine Resources; Natural Resources; State and Local Government; Taxation; Transportation; Utilities and Energy.

PROGRAM:

The First Regular Session of the 120th Legislature was convened on December 6, 2000 and adjourned sine die on June 22, 2001.

In the First Regular Session, the Legislature considered 1,831 legislative instruments, including bills, resolves, constitutional resolutions and initiated bills. 514 bills and 69 Resolves were chaptered into law. The Governor vetoed 4 bills, which were sustained by the Legislature. Pursuant to Joint Order, 122 remaining items before the Legislature were held over to the Second Regular Session.

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

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charge.

FINANCES, FISCAL YEAR 2001: The 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 FOR	SPECIAL				
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	9,538,454	9,538,454				
HEALTH BENEFITS	2,420,193	2,420,193				
RETIREMENTS	1,181,888	1,181,888				
OTHER FRINGE BENEFITS	120,470	120,470				
OTHER CONTRACT SERVICES STATE	620,624	620,624				
OTHER CONTRACT SERVICES	3,843,287	3,843,284	3			
RENTS	400,689	400,689				
COMMODITIES	6,391,304	6,391,304				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
EQUIPMENT	69,308	69,308				
INTEREST-DEBT RETIREMENT	647	647				
TOTAL EXPENDITURES	24,786,129	24,786,126	3			

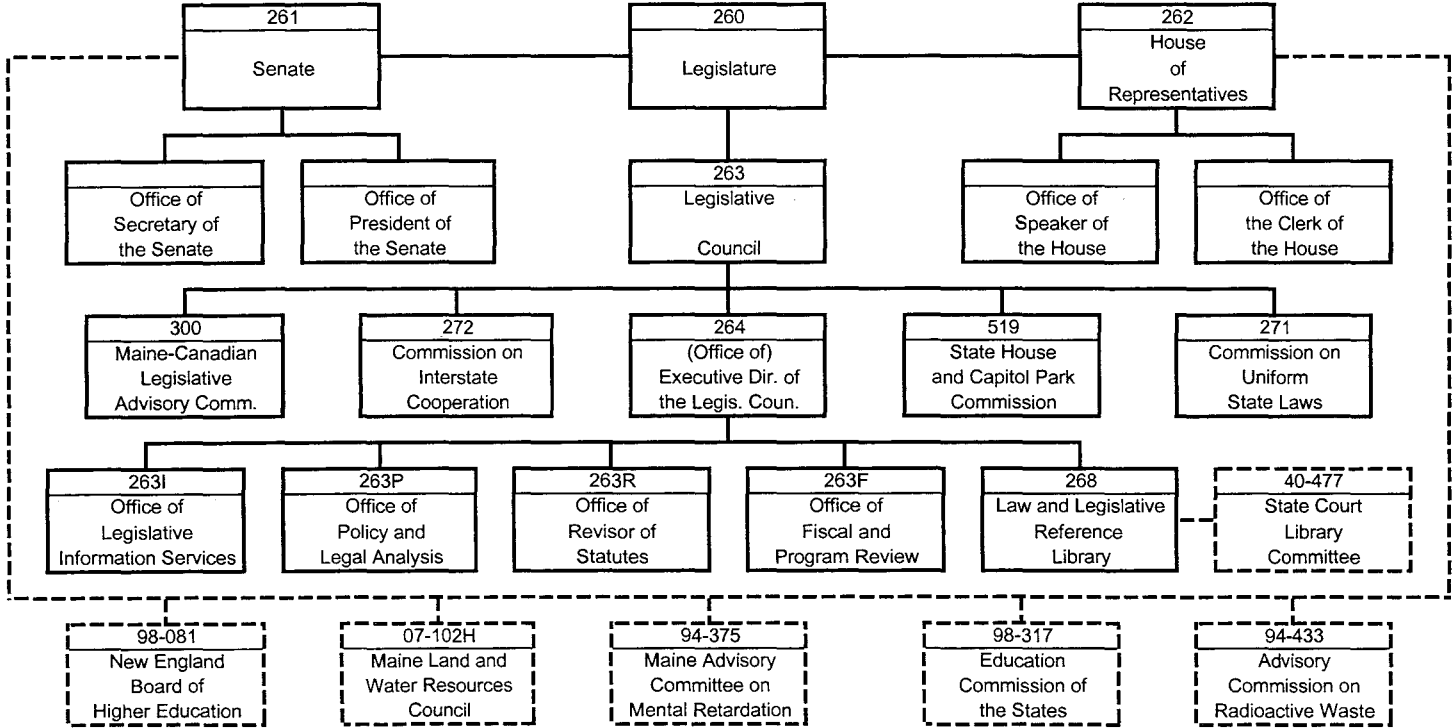


Michael H. Michaud
President of the Senate



Michael V. Saxl
*Speaker of the House
of Representatives*

ORGANIZATIONAL CHART LEGISLATIVE DEPARTMENT



LEGISLATURE

SENATE

MICHAEL H. MICHAUD, 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: 1820

Telephone: (207) 287-1540

Reference: Policy Area:00 ; Umbrella: 3Q Unit: 261 ; Citation: C0004 M.R.S.A., Sect. 002-00001

PURPOSE:

The Senate is the upper chamber of the Maine Legislature, and serves as the final enacting 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 new matter, which does not relate to raising a 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 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 MRSA, Section 168), are permitted to hire their own staff assistants, with the approval of the presiding officer.

PROGRAM:

The Second Confirmation Session of the 119th Maine Legislature convened on Thursday, August 31, 2000. During this session, the Senate considered 58 Gubernatorial Nominations.

Under Article IV, Part Third, Section 1 of the Constitution of Maine, the First Regular Session of the 120th Maine Legislature convened on Wednesday, December 6, 2000. There were 1,831 Legislative Documents, 56 Senate-sponsored Joint Orders, 16 Senate-sponsored Joint Resolutions and 33 Gubernatorial Nominations considered. The Senators submitted 401 proposed Amendments for reproduction prior to consideration by the Senate. After completing all its business, the Senate adjourned at 1:30 a.m. on Friday, June 22, 2001, after meeting a total of 73 legislative days.

The Second Regular Session of the 120th Maine Legislature will convene on Wednesday, January 2, 2002.

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).

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*SENATE AND HOUSE REGISTER - (see listing under "Legislature").

*HOUSE AND SENATE ROSTER AND SEATING ARRANGEMENT - (see listing under "Legislature").

*LEGISLATIVE RECORD - (see listing under "Legislature").

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

HOUSE OF REPRESENTATIVES

MICHAEL V. SAXL, SPEAKER OF THE HOUSE
MILLICENT M. MACFARLAND, CLERK OF THE HOUSE

Central Office: STATE HOUSE, AUGUSTA, ME 04333

Mail Address: 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002

Established: 1820

Telephone: (207) 287-1400

Reference: Policy Area: 00 ; Umbrella: 30 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.

PROGRAM:

The House convened its first regular session of the 120th Maine Legislature on Wednesday, December 6, 2000. During the first regular session 1,831 Legislative Documents, 33 House Orders, 75 House-sponsored Joint Orders, and 31 House-sponsored Joint Resolutions were considered. House members submitted 757 amendments to the Clerk for reproduction. The House adjourned "sine die" (without day) on Friday, June 22, 2001, after meeting for 71 legislative days and carried-over 122 legislative documents to the next regular or special session.

The second regular session of the 120th Maine Legislature will be convened on January 2, 2002.

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

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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.

*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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LEGISLATIVE COUNCIL

MICHAEL V. SAXL, CHAIR
JAMES A. CLAIR, 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) 287-1300

Reference: Policy Area: 00 ; *Umbrella:* 30 *Unit:* 263 ; *Citation:* T0003 *M.R.S.A., Sect.* 000000161

Average Count--All Positions: 186.800

Legislative Count: 141.50

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 the House and the Democratic and Republican Floor Leaders and Democratic and Republican Assistant Floor Leaders for 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.

For the 120th Legislature, due to the unique power sharing agreement developed between the parties in the Senate, the President Pro Tempore serves as a member of the Legislative Council in lieu of the President of the Senate.

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

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policy, legal and fiscal research and analysis; fiscal note preparation; committee staffing; computer support services; public information; library and reference services and support; and general administrative services.

Further responsibilities of the Council include consideration of all bills submitted after cloture (after deadline bills) during any legislative session. In addition, the Council screens all bill requests prior to their introduction in the Legislature's Second Regular Session and all Special Sessions.

PUBLICATIONS:

See Publications listing for each office.

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS System

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	9,538,454	9,538,454				
HEALTH BENEFITS	2,420,193	2,420,193				
RETIREMENTS	1,181,888	1,181,888				
OTHER FRINGE BENEFITS	120,470	120,470				
OTHER CONTRACT SERVICES STATE	613,662	613,662				
OTHER CONTRACT SERVICES	3,668,238	3,668,235	3			
RENTS	400,689	400,689				
COMMODITIES	6,389,526	6,389,526				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
EQUIPMENT	69,308	69,308				
INTEREST-DEBT RETIREMENT	647	647				
TOTAL EXPENDITURES	24,602,340	24,602,337	3			

(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

JAMES A. CLAIR, EXECUTIVE DIRECTOR

Central Office: STATE HOUSE, AUGUSTA, ME

Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 FAX: (207) 287-1621

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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OFFICE OF FISCAL AND PROGRAM REVIEW

GRANT T. PENNOYER, 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: 3Q Unit: 263F ; Citation: T0003 M.R.S.A., Sect. 000000161

PURPOSE:

The Office of Fiscal and Program Review collects, researches and analyzes fiscal and program information related to the operation of state government. The Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, analyzes appropriation and allocation requests.

The Office provides staff support for the Joint Standing Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Taxation; the Joint Standing Committee on Transportation in its review of the Highway Fund; and other legislative committees and commissions as requested.

PUBLICATIONS:

*INTERNET SITE - <http://www.state.me.us/legis/ofpr/>

"Compendium of Fiscal Information", Publication #32, December 2000 (Free; available upon request).

"Summary of Major State Funding Disbursed to Municipalities and Counties", Publication #11, December 2000 (Free; available upon request).

FINANCES, FISCAL YEAR 2001: 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: 2ND FLOOR, CROSS BLDG, RM 215, 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.

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PUBLICATIONS:

The following general reference publications are available for no or nominal charge:

"Legislators' Handbook; A Guide for Maine Legislators," November 2000.

"Enacted Law Digest," 120th Legislature, 1st Regular Session, July 2001.

"A Summary of Legislation considered by the Joint Standing Committees of the Legislature," 120th Legislature; 1st Regular Session, July 2001.

"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

*INTERNET SITE - <http://www.state.me.us/legis/opla/>

FINANCES, FISCAL YEAR 2001: 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

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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 2001: The Bureau of the Budget does not maintain 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: 3Q 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 2001.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE HOUSE AND CAPITOL PARK COMMISSION

JAMES A. CLAIR, 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: 3Q 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,

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and 2 by the Governor); the Governor, Speaker of the House, President of the Senate or their representatives; and the Director of the State House and Capitol Park Commission.

Ex officio, non-voting members include the Director of the Maine State Museum; the Director of the Maine Arts Commission, the Director of the Bureau of General Services; the Chair of the Capitol Planning Commission; and the Executive Director of the Legislative Council.

PROGRAM:

The Commission 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 refurbished 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 2001: The 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	6,962	6,962				
OTHER CONTRACT SERVICES	351	351				
COMMODITIES	1,778	1,778				
TOTAL EXPENDITURES	9,091	9,091				

COMMISSION ON INTERSTATE COOPERATION

JAMES A. CLAIR, EXECUTIVE DIRECTOR

Central Office: STATE HOUSE, AUGUSTA, ME

Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621

Established: 1939

Telephone: (207) 287-1615

Reference: Policy Area:00 ; Umbrella: 30 Unit: 272 ; Citation: T0003 M.R.S.A., Sect. 000000201

PURPOSE:

The Commission on Interstate Cooperation was originally established in 1939 to carry forward Maine's participation in the Council of State Governments and to advance cooperation between the State of Maine 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.

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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.

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 2001: The 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	155,738	155,738				
TOTAL EXPENDITURES	155,738	155,738				

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

Reference: Policy Area: 00 ; *Umbrella:* 30 *Unit:* 271 ; *Citation:* T0003 *M.R.S.A., Sect.* 000000241

FAX: (207) 772-6565

Telephone: (201) 772-6565

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 and others, having an interest in the particular uniform act 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.

LEGISLATURE

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

FINANCES, FISCAL YEAR 2001: The 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	18,960	18,960				
TOTAL EXPENDITURES	18,960	18,960				

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: 263I ; 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:

Development of a new bill drafting system continued and moved into the acceptance-testing phase with implementation planned for the fall of 2001.

During Fiscal Year 2001, the Office of Legislative Information Services extended the Legislature's local area network to support the expansion of Legislative operations in the Cross State Office Building. Upgrades to the State House network continued as renovations were made to the West Wing, and a new computer/network based security system was activated. A new State House Computer Center was brought online in December.

Systems operations focused on providing reliable systems performance during the legislative session. A new fault tolerant e-mail system was implemented.

PUBLICATIONS:

*INTERNET SITE - <http://www.state.me.us/legis/lcio/>

FINANCES, FISCAL YEAR 2001: 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

Reference: Policy Area: 01 ; *Umbrella:* 13 *Unit:* 188 ; *Citation:* T0012

Average Count--All Positions: 171.392

Units:

DIVISION OF ADMINISTRATIVE SERVICES

ADVISORY COUNCIL (TO MARINE RESOURCES)

DIVISION OF COMMUNITY RESOURCE DEVELOPMENT

FAX: (207) 624-6024

Telephone: (207) 624-6550

M.R.S.A., Sect. 000006021

Legislative Count: 163.00

BUREAU OF MARINE PATROL

BUREAU OF RESOURCE MANAGEMENT

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 2001: The 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	5,787,675	4,357,423	873,035		557,217	
HEALTH BENEFITS	1,476,219	1,086,593	246,692		142,934	
RETIREMENTS	1,106,006	911,285	141,151		53,570	
OTHER FRINGE BENEFITS	89,448	64,246	15,246		9,956	
OTHER CONTRACT SERVICES STATE	1,105,096	242,049	543,040		320,007	
COMPUTER SERVICES STATE	35,686	31,662	3,718		306	
OTHER CONTRACT SERVICES	1,009,944	639,635	296,204		74,105	
RENTS	670,978	605,657	61,795		3,526	
COMMODITIES	1,372,323	871,402	429,678		71,243	
GRANTS, SUBSIDIES, PENSIONS	713,026	515,848	78,394		118,784	
EQUIPMENT	497,706	440,878	51,078		5,750	
INTEREST-DEBT RETIREMENT	125	60	65			
TRANSFER TO OTHER FUNDS	65,571		49,348		16,223	
TOTAL EXPENDITURES	13,929,803	9,766,738	2,789,444		1,373,621	

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: 24.500

FAX: (207) 624-6024

Telephone: (207) 624-6569

Legislative Count: 24.50

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 waters. Its primary responsibilities are to receive, control and expend funds

DEPARTMENT OF MARINE RESOURCES

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 2001: The 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	835,088	597,674	177,266		60,148	
HEALTH BENEFITS	182,852	120,720	51,341		10,791	
RETIREMENTS	127,803	91,646	29,191		6,966	
OTHER FRINGE BENEFITS	14,661	11,215	2,884		562	
OTHER CONTRACT SERVICES STATE	58,959	1,490	30,541		26,928	
COMPUTER SERVICES STATE	1,957	1,942	15			
OTHER CONTRACT SERVICES	140,662	109,910	17,305		13,447	
RENTS	13,545	11,915	1,247		383	
COMMODITIES	425,695	338,471	78,506		8,718	
GRANTS, SUBSIDIES, PENSIONS	55,448	47,512	7,936			
EQUIPMENT	143,022	102,081	40,941			
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	6,995		5,254		1,741	
TOTAL EXPENDITURES	2,006,692	1,434,581	442,427		129,684	

DEPARTMENT OF MARINE RESOURCES

ADVISORY COUNCIL (TO MARINE RESOURCES)

LAURIE HOWELL, CHAIR

Central Office: BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-6024

Established: 1947

Telephone: (207) 624-6550

Reference: Policy Area: 01 ; Umbrella: 13 Unit: 190 ; Citation: T0012 M.R.S.A., Sect. 000006024

PURPOSE:

The Marine Resources Advisory Council, established by Title 5, section 12004-G, consists of fifteen members and provides advice to the commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent.

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 2001: 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

FAX: (207) 624-6024

Established: 1957

Telephone: (207) 624-6550

Reference: Policy Area: 01 ; Umbrella: 13 Unit: 188D; Citation: T0012 M.R.S.A., Sect. 000006051

Average Count--All Positions: 9.000

Legislative Count: 9.00

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 2001: The 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	344,474	318,497	25,977			
HEALTH BENEFITS	92,212	82,028	10,184			
RETIREMENTS	56,214	52,167	4,047			
OTHER FRINGE BENEFITS	3,277	3,185	92			
COMPUTER SERVICES STATE	881	181	700			
OTHER CONTRACT SERVICES	28,456	19,395	9,061			
RENTS	19,672	19,482	190			
COMMODITIES	31,003	18,093	12,910			
GRANTS, SUBSIDIES, PENSIONS	15,000	15,000				
TRANSFER TO OTHER FUNDS	828		828			
TOTAL EXPENDITURES	592,017	528,028	63,989			

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: 56.892

FAX: (207) 624-6024

Telephone: (207) 624-6550

M.R.S.A., Sect. 000006025

Legislative Count: 55.00

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 Lamoine. Office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday.

PROGRAM:

The Bureau enforces the state's marine fisheries laws, boating registration and safety laws, and environmental laws in cooperation with the Department of Environmental Protection; conducts search and rescue operations on coastal waters; enforces all marine-related criminal laws; and, serves as a general service agency to coastal residents and visitors.

During 2000, Bureau of Marine Patrol personnel patrolled 941,448 miles in vehicles and spent 17,880 hours on patrol boats. Patrol Officers received 1,178 complaints and encountered 3,516 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 2001: The 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	2,076,143	1,858,480	217,663			
HEALTH BENEFITS	554,045	494,468	59,577			
RETIREMENTS	533,054	497,073	35,981			
OTHER FRINGE BENEFITS	41,368	35,847	5,521			
OTHER CONTRACT SERVICES STATE	19,435	4,402	15,033			
COMPUTER SERVICES STATE	25,390	25,390				
OTHER CONTRACT SERVICES	279,181	100,046	179,135			
RENTS	419,323	375,838	43,485			
COMMODITIES	367,960	92,105	275,855			
EQUIPMENT	126,745	126,745				
INTEREST-DEBT RETIREMENT	71	6	65			
TRANSFER TO OTHER FUNDS	10,048		10,048			
TOTAL EXPENDITURES	4,452,763	3,610,400	842,363			

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

Average Count--All Positions: 81.000

FAX: (207) 633-9579

Telephone: (207) 633-9500

M.R.S.A., Sect. 000006021

Legislative Count: 74.50

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 Lamaine.

PROGRAM:

BIOLOGICAL MONITORING AND ASSESSMENT: Information was collected on American lobster, northern shrimp, green sea urchin, and Atlantic herring was collected to assess the status of the stocks. Detailed catch, effort, and biological data were collected from harvesters along the entire Maine coast. Samples were processed for length, weight, sex, state of maturity, and age composition. The collection of commercial landings from seafood dealers continued. Data were analyzed for management decisions and used in state, interstate, and federal stock assessments. Participation in a cooperative herring acoustic study continued to assess the size of the herring population. New studies included implementation of an electronic logbook used by harvesters to record data in the lobster fishery, a study of bycatch in the shrimp fishery in a closed area, and a diver/video survey of sea urchins along the coast. Scientists participated in Atlantic States Marine Fisheries Commission.

DEPARTMENT OF MARINE RESOURCES

ECOLOGY: A fishery-independent trawl survey was initiated in the Spring and Fall to collect information on the spatial and temporal distribution and relative abundance of marine resources along the coast. Studies were conducted to characterize the nearshore distribution of fishes and their habitats. The collection of recreational catch statistics along the coast continued. Aquaculture permit site reviews and the multi-agency Finfish Aquaculture Monitoring Program were conducted.

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. Biotxin 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 to Columbus Day to provide school children and visitors with the opportunity to learn about Maine's marine resources. Work continued on the development of Burnt Island as a natural resource center. The education program focused on marine education in classrooms.

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,531,970	1,582,772	452,129		497,069	
HEALTH BENEFITS	647,110	389,377	125,590		132,143	
RETIREMENTS	388,935	270,399	71,932		46,604	
OTHER FRINGE BENEFITS	30,142	13,999	6,749		9,394	
OTHER CONTRACT SERVICES STATE	1,026,702	236,157	497,466		293,079	
COMPUTER SERVICES STATE	7,458	4,149	3,003		306	
OTHER CONTRACT SERVICES	561,645	410,284	90,703		60,658	
RENTS	218,438	198,422	16,873		3,143	
COMMODITIES	547,665	422,733	62,407		62,525	
GRANTS, SUBSIDIES, PENSIONS	642,578	453,336	70,458		118,784	
EQUIPMENT	227,939	212,052	10,137		5,750	
INTEREST-DEBT RETIREMENT	49	49				
TRANSFER TO OTHER FUNDS	47,700		33,218		14,482	
TOTAL EXPENDITURES	6,878,331	4,193,729	1,440,665		1,243,937	

MAINE MARITIME ACADEMY

MAINE MARITIME ACADEMY

LEONARD H. TYLER, JR., PRESIDENT

Central Office: , CASTINE, ME, 04420

Mail Address: , CASTINE, ME, 04420

Established: 1941

FAX: (207) 326-2218

Telephone: (207) 326-4311

Reference: Policy Area: 02 ; Umbrella: 75 Unit: 370 ; Citation: S1941 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 2001

is now professionally employed in a wide range of marine and non-marine related professions. A number of members of the Class of 2001 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 fourth 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 2001: The 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	11,389,677	11,389,677				
TOTAL EXPENDITURES	11,389,677	11,389,677				

MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	11,389,677	11,389,677				
TOTAL EXPENDITURES	11,389,677	11,389,677				

**DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE SERVICES**

LYNN DUBAY, COMMISSIONER

TTY: (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: 1298.957

Legislative Count: 1296.00

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 Deputy Commissioner is responsible for overseeing day to day operations. The Associate Commissioner of Administration is responsible for all of the Department's financial affairs, personnel and employee relations, management information systems and regulatory activities. 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 2001: The 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	43,599,633	28,517,647	14,571,669		510,317	
HEALTH BENEFITS	10,606,233	6,935,732	3,537,758		132,743	
RETIREMENTS	7,387,197	4,770,450	2,533,784		82,963	
OTHER FRINGE BENEFITS	571,914	382,074	183,426		6,414	
OTHER CONTRACT SERVICES STATE	9,057,014	4,219,220	3,626,477		1,211,317	
COMPUTER SERVICES STATE	29,150	26,991	1,406		753	
OTHER CONTRACT SERVICES	4,592,561	3,097,972	1,352,215		142,374	
RENTS	1,054,376	888,281	156,294		9,801	
COMMODITIES	7,392,535	4,546,196	1,903,107		943,232	
GRANTS, SUBSIDIES, PENSIONS	172,187,006	156,011,422	3,290,839		12,884,745	
BUILDING IMPROVEMENTS	10,801	3,640	7,161			
EQUIPMENT	199,522	77,447	122,075			
INTEREST-DEBT RETIREMENT	8,673	3,337	5,233		103	
TRANSFER TO OTHER FUNDS	280,917	5,070	154,919		120,928	
TOTAL EXPENDITURES	256,977,532	209,485,479	31,446,363		16,045,690	

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	4,096,320	4,096,320				
HEALTH BENEFITS	907,066	907,066				
RETIREMENTS	665,458	665,458				
OTHER FRINGE BENEFITS	52,876	52,876				
OTHER CONTRACT SERVICES STATE	278,318	278,318				
COMPUTER SERVICES STATE	10,138	10,138				
OTHER CONTRACT SERVICES	1,179,672	1,179,672				
RENTS	516,599	516,599				
COMMODITIES	1,951,849	1,951,849				
GRANTS, SUBSIDIES, PENSIONS	18,741	18,741				
EQUIPMENT	51,106	51,106				
INTEREST-DEBT RETIREMENT	67	67				
TOTAL EXPENDITURES	9,728,210	9,728,210				

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

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 207 ; Citation: T0034B M.R.S.A., Sect. 000001205

Average Count--All Positions: 13.500

Telephone: (207) 287-2205

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 DMHMRASAS

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 2001: The 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	503,113	503,113				
HEALTH BENEFITS	124,225	124,225				
RETIREMENTS	80,846	80,846				
OTHER FRINGE BENEFITS	6,738	6,738				
OTHER CONTRACT SERVICES STATE	503	503				
OTHER CONTRACT SERVICES	30,482	30,482				
RENTS	4,018	4,018				
COMMODITIES	19,863	19,863				
TOTAL EXPENDITURES	769,788	769,788				

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.

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

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 2001: The 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	642,825	642,825				
HEALTH BENEFITS	159,192	159,192				
RETIREMENTS	119,205	119,205				
OTHER FRINGE BENEFITS	8,450	8,450				
OTHER CONTRACT SERVICES STATE	121,320	121,320				
OTHER CONTRACT SERVICES	52,325	52,325				
RENTS	23,768	23,768				
COMMODITIES	84,528	84,528				
GRANTS, SUBSIDIES, PENSIONS	1,209	1,209				
TOTAL EXPENDITURES	1,212,822	1,212,822				

AUGUSTA MENTAL HEALTH INSTITUTE

LISA KAVANAUGH, FACHE, SUPERINTENDENT

TTY: (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: 313.322

Legislative Count: 312.00

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 acute civil 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

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

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 Castellanos Medical Library Holdings

FINANCES, FISCAL YEAR 2001: The 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	10,254,285	3,463,255	6,791,030			
HEALTH BENEFITS	2,541,247	854,404	1,686,843			
RETIREMENTS	1,835,684	620,079	1,215,605			
OTHER FRINGE BENEFITS	131,031	44,174	86,857			
OTHER CONTRACT SERVICES STATE	3,298,166	944,406	2,353,760			
OTHER CONTRACT SERVICES	1,164,063	389,599	774,464			
RENTS	109,724	35,614	74,110			
COMMODITIES	737,409	236,927	500,482			
GRANTS, SUBSIDIES, PENSIONS	267,508	90,557	176,951			
EQUIPMENT	105,042	12,406	92,636			
INTEREST-DEBT RETIREMENT	7,337	2,480	4,857			
TRANSFER TO OTHER FUNDS	69,146	5,056	64,090			
TOTAL EXPENDITURES	20,520,642	6,698,957	13,821,685			

BANGOR MENTAL HEALTH INSTITUTE

MARY LOUISE MC EWEN, ACTING 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: 352.740

Telephone: (207) 941-4000

Legislative Count: 352.50

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.

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

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, Quality Improvement, Utilization Review, and Medical Records.

Ancillary Medical and Support Services include the Pharmacy, 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 Geropsychiatric Assessment and Resocialization Unit specialize 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)

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE
 -Bi-Weekly Newsletter (free to citizens, patients and staff)

FINANCES, FISCAL YEAR 2001: The 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	11,782,404	3,990,725	7,780,639		11,040	
HEALTH BENEFITS	2,793,836	941,860	1,850,915		1,061	
RETIREMENTS	1,996,878	676,979	1,318,179		1,720	
OTHER FRINGE BENEFITS	145,909	49,154	96,569		186	
OTHER CONTRACT SERVICES STATE	1,001,521	338,207	663,314			
COMPUTER SERVICES STATE	2,130	724	1,406			
OTHER CONTRACT SERVICES	818,626	279,898	538,502		226	
RENTS	101,038	34,876	66,162			
COMMODITIES	2,083,109	859,226	1,223,788		95	
GRANTS, SUBSIDIES, PENSIONS	6,518	370	6,148			
BUILDING IMPROVEMENTS	10,801	3,640	7,161			
EQUIPMENT	43,374	13,935	29,439			
INTEREST-DEBT RETIREMENT	1,004	628	376			
TRANSFER TO OTHER FUNDS	27,368	14	27,344		10	
TOTAL EXPENDITURES	20,814,516	7,190,236	13,609,942		14,338	

BUREAU OF CHILDREN WITH SPECIAL NEEDS (MH & MR)

LISA BURGESS, CH SERVICES DIRECTOR

TTY: (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

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

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 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF CHILDREN WITH SPECIAL NEEDS (MH & MR)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,178,822	2,178,822				
HEALTH BENEFITS	511,755	511,755				
RETIREMENTS	347,565	347,565				
OTHER FRINGE BENEFITS	30,308	30,308				
OTHER CONTRACT SERVICES STATE	504,092	422,191			81,901	
COMPUTER SERVICES STATE	700	700				
OTHER CONTRACT SERVICES	101,640	101,640				
RENTS	19,839	19,839				
COMMODITIES	165,074	165,074				
GRANTS, SUBSIDIES, PENSIONS	30,466,426	29,217,707	420,157		828,562	
TRANSFER TO OTHER FUNDS	719				719	
TOTAL EXPENDITURES	34,326,940	32,995,601	420,157		911,182	

DEVELOPMENTAL DISABILITIES OFFICE (MH&MR)

VACANT , 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 Act is to assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports and other forms of assistance that promote self-determination, independence, productivity, and intergration and inclusion in all facets of community life, through culturally competent programs.

The Developmental Disabilities Council (funded through the Federal Developmental Disabilities Act grant) provides referral and information services to callers, funds projects to create systems wide changes to improve the quality of life for people with developmental disabilities, educates legislators and other government officials on issues important to people with developmental disabilities, serves as a voice for people with developmental disabilities and their families, works with other state and private agencies and on boards in issues pertinent to people with developmental disabilities.

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 implementing its State Plan and carrying out the mandates of the Federal Developmental Disabilities Act of 2000.

PROGRAM:

Please reference the Maine Development Disabilities Council.

PUBLICATIONS:

All FREE (asterisked items currently not available)

-DD Dispatch (published three times a year)

-Five-year State Plan

-Why Bother? (Educating Maine's Legislators)

-Breaking Diagnostic News to Parents (Booklet)

-Breaking Diagnostic News to Parents (Checklist)? -"What About Lindsay" (video)

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ELIZABETH LEVINSON CENTER

CAROL A. TROTTER, DIRECTOR/ADMINISTRATOR

Central Office: 159 HOGAN RD, BANGOR, ME 04401-5697

Mail Address: 159 HOGAN RD, BANGOR, ME 04401-5697

Established: 1971

TTY: (287) 941-4409

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: 47.394

Legislative Count: 46.00

PURPOSE:

The Elizabeth Levinson Center serves medically fragile children with severe and profound mental retardation ages birth through twenty in a combined

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

residential and medical/nursing program.

The primary purpose of the Center is evaluation and treatment for children who meet the criteria for ICF/MR Nursing level care. The secondary purpose of the facility is to offer respite care to those in the community who meet the same criteria.

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:

Referrals for admission are accepted from the Department's three regional office, pediatricians, other professionals and parents and guardians. The children are accepted to the facility through the Interdisciplinary Team (IDT) process and approved by the Medicaid criteria. All children receive court certification for one to twenty-four months.

Upon approval, the parent and child attend a pre-admission meeting at the Center. An active treatment plan is developed with goals, objectives, responsibilities and discharge plans. Families are encouraged to participate in the child's program plan development and to attend review meetings held by the 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 2001: The 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	1,252,968	1,252,968				
HEALTH BENEFITS	344,352	344,352				
RETIREMENTS	223,570	223,570				
OTHER FRINGE BENEFITS	15,609	15,609				
OTHER CONTRACT SERVICES STATE	132,940	132,940				
COMPUTER SERVICES STATE	335	335				
OTHER CONTRACT SERVICES	65,448	65,448				
RENTS	5,580	5,580				
COMMODITIES	169,301	169,301				
INTEREST-DEBT RETIREMENT	6	6				
TOTAL EXPENDITURES	2,210,109	2,210,109				

DIVISION OF MENTAL HEALTH

SUSAN WYGAL, DIRECTOR, ADULT MH SERV

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 M.R.S.A., Sect. 000003001

Average Count--All Positions: 116.000

TTY: (207) 287-2000

FAX: (207) 287-4268

Telephone: (207) 287-8084

Legislative Count: 116.00

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

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 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 FY01, the department continued its focus on the implementation of the AMHI Consent Decree, consideration of strategies to manage Medicaid expenditure and continued its mental health systems change process from a centralized statewide structure to one that is locally managed through three regional structures, which have the responsibility and accountability for planning, service delivery, resource allocation and evaluation/monitoring within their regions. Each region has a Mental Health Team Leader. This process also means 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 -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 1999.
-Annual Center for Mental Health Services block grant application.

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

FINANCES, FISCAL YEAR 2001: The 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	3,918,942	3,918,942				
HEALTH BENEFITS	939,966	939,966				
RETIREMENTS	636,650	636,650				
OTHER FRINGE BENEFITS	61,066	61,066				
OTHER CONTRACT SERVICES STATE	1,466,610	730,532	14,070		722,008	
OTHER CONTRACT SERVICES	235,152	229,380	1,352		4,420	
RENTS	26,982	26,982				
COMMODITIES	1,256,982	260,765	139,700		856,517	
GRANTS, SUBSIDIES, PENSIONS	57,432,850	54,326,798	237,040		2,869,012	
INTEREST-DEBT RETIREMENT	71	71				
TRANSFER TO OTHER FUNDS	13,450		1,200		12,250	
TOTAL EXPENDITURES	65,988,721	61,131,152	393,362		4,464,207	

DIVISION OF MENTAL RETARDATION

JANE GALLIVAN, PROG. MGR., MR SERVICES

TTY: (207) 287-2000

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1969

FAX: (207) 287-9915

Telephone: (207) 287-4212

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 197 ; Citation: T0034B M.R.S.A., Sect. 000005201

Average Count--All Positions: 204.500

Legislative Count: 204.50

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 provided.

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

PUBLICATIONS:

- Directory of Programs Serving Maine Citizens with Mental Retardation
- Community Consent Decree
- Questions and Answers on Guardianship
- DMHMRAS 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 2001: The 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	7,051,726	6,916,603			135,123	
HEALTH BENEFITS	1,788,036	1,757,061			30,975	
RETIREMENTS	1,164,609	1,140,200			24,409	
OTHER FRINGE BENEFITS	99,660	97,458			2,202	
OTHER CONTRACT SERVICES STATE	689,090	586,249	7,965		94,876	
OTHER CONTRACT SERVICES	659,339	566,851	14,340		78,148	
RENTS	76,176	66,621			9,555	
COMMODITIES	391,327	381,703	2,173		7,451	
GRANTS, SUBSIDIES, PENSIONS	68,019,666	66,818,854			1,200,812	
INTEREST-DEBT RETIREMENT	131	28			103	
TRANSFER TO OTHER FUNDS	9,391		541		8,850	
TOTAL EXPENDITURES	79,949,151	78,331,628	25,019		1,592,504	

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 is responsible for developing a comprehensive plan for combating alcohol and drug abuse. It administers service through contracts with community service providers. It establishes statewide standards for substance abuse prevention and treatment. OSA regularly assesses the extent of substance abuse through a variety of data collection methods, including required reporting from all providers and regular surveys of a variety of populations.

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 2001: The 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	1,248,346	884,192			364,154	
HEALTH BENEFITS	329,006	228,299			100,707	
RETIREMENTS	190,679	133,845			56,834	
OTHER FRINGE BENEFITS	16,972	12,946			4,026	
OTHER CONTRACT SERVICES STATE	1,514,108	655,809	545,767		312,532	
COMPUTER SERVICES STATE	15,847	15,094			753	
OTHER CONTRACT SERVICES	247,285	172,861	14,844		59,580	
RENTS	160,957	145,422	15,289		246	
COMMODITIES	467,555	355,916	32,470		79,169	
GRANTS, SUBSIDIES, PENSIONS	15,974,088	5,537,186	2,450,543		7,986,359	
TRANSFER TO OTHER FUNDS	160,744		61,645		99,099	
TOTAL EXPENDITURES	20,325,587	8,141,570	3,120,558		9,063,459	

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL
REGULATION**

S. CATHERINE LONGLEY, COMMISSIONER

TTY: (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: 218.436

Legislative Count: 217.00

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

STATE BOARD OF NURSING

STATE BOARD OF OPTOMETRY

BOARD OF OSTEOPATHIC LICENSURE

OFFICE OF SECURITIES

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 Dental Examiners, State Board of Registration of Professional Engineers, State Board of Optometry and Board of Osteopathic Licensure.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM:

The Commissioner is the administrative head of the Department and, as such, budgets for the Department, initiates and coordinates all 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 2001: The 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	7,718,250		7,718,250			
HEALTH BENEFITS	1,674,015		1,674,015			
RETIREMENTS	1,196,172		1,196,172			
OTHER FRINGE BENEFITS	106,846		106,846			
OTHER CONTRACT SERVICES STATE	2,019,145		2,019,145			
COMPUTER SERVICES STATE	688,500		688,500			
OTHER CONTRACT SERVICES	1,571,782		1,571,782			
RENTS	762,453		762,453			
COMMODITIES	979,536		979,536			
GRANTS, SUBSIDIES, PENSIONS	64,135		64,135			
TRANSFER TO OTHER FUNDS	75,478		75,478			
TOTAL EXPENDITURES	16,856,312		16,856,312			

DIVISION OF ADMINISTRATIVE SERVICES

S. CATHERINE LONGLEY, COMMISSIONER
LINDA S. GILSON, DIR., FINANCE/PERSONNEL

TTY: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1974

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 028 ; Citation: T0010

Average Count--All Positions: 17.000

FAX: (207) 624-8690

Telephone: (207) 624-8500

M.R.S.A., Sect. 000008003

Legislative Count: 17.00

PURPOSE:

The Division of Administrative Services was established to provide administrative support services for all of the bureaus, boards and commissions within the Department and for the Department itself.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 2001: The 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	667,541		667,541			
HEALTH BENEFITS	119,330		119,330			
RETIREMENTS	97,002		97,002			
OTHER FRINGE BENEFITS	8,261		8,261			
OTHER CONTRACT SERVICES STATE	139,461		139,461			
COMPUTER SERVICES STATE	2,362		2,362			
OTHER CONTRACT SERVICES	266,522		266,522			
RENTS	84,591		84,591			
COMMODITIES	567,001		567,001			
TRANSFER TO OTHER FUNDS	4,115		4,115			
TOTAL EXPENDITURES	1,956,186		1,956,186			

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.

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; 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. Legislation enacted during the 1st Regular Session of the 120th Maine Legislature changes the name of the

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

agency to the Bureau of Financial Institutions effective January 1, 2002.

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 field examination staff, coordinates and monitors examinations and supervision of problem institutions. 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 compliance review. During Fiscal Year 01, 19 safety and soundness examinations, 19 specialized examinations, 11 Internet Web site compliance reviews were completed. In addition, one joint examination was conducted with the Federal Deposit Insurance Corporation. A computer based system also monitored bank performance between on-site visits.

In fiscal year 2001, the Bureau processed 21 notifications effecting 22 branch establishments, relocations or closings. Other applications processed by the Bureau included the merger of two Maine financial institutions; the purchase of eight branches by another bank; the change in control of a limited purpose bank; the conversion of a federally chartered credit union to a state-chartered credit union; and the acquisition of a Maine financial institution by an out-of-state bank holding company. Applications received during fiscal year 2001 and still pending a decision include the establishment of a credit union service corporation to engage in the sale of investment and insurance products; the acquisition of a nondepository trust company by a Maine bank holding company, the merger of two Maine financial institutions; and the establishment of a nondepository trust company.

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 2001, the Bureau responded to 1,244 consumer complaints and inquiries and assisted Maine consumers in obtaining \$15,288 in restitution and other projected savings. Consumer Outreach produces and distributes educational booklets, videos and makes educational presentations to consumer groups.

Internet Addresses: <http://www.MaineBankingReg.org>

[Http://www.VentureintoMaine.com](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,
Business Person's Guide to Banking in Maine,

Free video rentals:

Applying for a Loan,
Adventures in Money Management,
Students Ask Questions I and II,
The Real World...Part I

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2001: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,260,855		1,260,855			
HEALTH BENEFITS	244,760		244,760			
RETIREMENTS	192,763		192,763			
OTHER FRINGE BENEFITS	16,206		16,206			
OTHER CONTRACT SERVICES STATE	17,028		17,028			
COMPUTER SERVICES STATE	58,138		58,138			
OTHER CONTRACT SERVICES	186,284		186,284			
RENTS	94,245		94,245			
COMMODITIES	56,287		56,287			
TRANSFER TO OTHER FUNDS	10,693		10,693			
TOTAL EXPENDITURES	2,137,259		2,137,259			

OFFICE OF CONSUMER CREDIT REGULATION

WILLIAM N LUND, DIRECTOR

WATS: (800) 332-8529
TTY: (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: 9.00

PURPOSE:

The Office of Consumer Credit Regulation was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Agency is to protect Maine consumers through implementation of the Maine Consumer Credit Code. The Code requires the Agency to promote the development of equitable consumer credit practices; encourage competition among credit grantors; and assure that the regulation of consumer credit transactions in Maine conforms to the policies of the federal Truth-in-Lending Act.

In addition, the Agency is responsible for administration of consumer-related State Acts concerning collection agencies, simplified consumer loan contracts, credit reporting agencies, credit services organizations, rent-to-own companies, pawnbrokers, mortgage companies, personal finance companies, money order issuers, check cashers, foreign currency exchangers, 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 01, 353 creditors, 17 collection agencies, 19 credit services organizations and 6 credit reporting agencies were examined. During this period, creditors refunded \$66,390.66 to consumers as a result of violations discovered during the examination process. The Bureau cited 519 violations of

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Truth-in-Lending Laws and 277 Consumer Credit Code violations after reviewing 11,839 transactions. The Agency's Complaint Division responded to approximately 2,655 consumer grievances, including 668 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 \$161,396.51 was credited or refunded to consumers.

The Agency licensed or registered the following creditors and businesses in FY 01:

Supervised Lenders (301 main offices, 318 branches): 619; Other Creditors (excluding branches)*: 779; Sales Finance Companies: 113; Collection Agencies: (207 main offices, 130 branches): 337; Credit Services Organizations: 121; Credit Reporting Agencies: 20; Money Order Issuers: 17; non-bank ATM Machine Operators: 416; Debt Management Service Providers: 17. This results in a grand total of 2,429 licensees and registrants.

*This year's "Other Creditor" tally includes the following categories: Insurance Premium Finance Companies: 7; Mobile Home Dealers: 38; New Car Dealers: 143; Used Car Dealers: 173; Rent-to-Own Merchants: 15; Pawnbrokers: 51.

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.)

Maine Creditor Update-Quarterly Newsletter for businesses, and "Do You Need a License? Business Guide" (Both free to interested parties).

FINANCES, FISCAL YEAR 2001: The 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	372,917		372,917			
HEALTH BENEFITS	76,612		76,612			
RETIREMENTS	61,375		61,375			
OTHER FRINGE BENEFITS	3,573		3,573			
OTHER CONTRACT SERVICES STATE	2,301		2,301			
COMPUTER SERVICES STATE	71,043		71,043			
OTHER CONTRACT SERVICES	57,806		57,806			
COMMODITIES	20,861		20,861			
TRANSFER TO OTHER FUNDS	3,579		3,579			
TOTAL EXPENDITURES	670,067		670,067			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF DENTAL EXAMINERS

WILLIAM C.. CADDOO, D.M.D., PRESIDENT

Central Office: 2 BANGOR STREET, AUGUSTA, ME 04330

Mail Address: 143 STATEHOUSE STATION, AUGUSTA, ME 04333-0143

Established: 1991

Telephone: (207) 287-3333

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 313 ; *Citation:* T0032 *M.R.S.A., Sect.* 000001071

Average Count--All Positions: 1.000

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 2001, 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.

Thirty five dentists became newly licensed in the State of Maine for a total of 898 dentists currently registered for the biennium 2000-2001. Of these 267 list out of state residences and/or practices. The Board issued 41 new dental hygiene licenses during this fiscal year, bringing the total of Maine licensed hygienists to 1129 of which 156 are out of state. The Board issued 2 new denturist licenses this fiscal year, bringing the total number of Maine licensed denturists to 22. Registered dental radiographers now number 904. Forty-one dentists hold permits to administer anesthesia/sedation.

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Clinical and written exams were administered for the purpose of licensing denturists.

The Board issued 34 new local anesthesia permits to Maine-licensed hygienists this fiscal year which brings the total number to 207. 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

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 2001: The 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	50,283		50,283			
HEALTH BENEFITS	9,264		9,264			
RETIREMENTS	6,482		6,482			
OTHER FRINGE BENEFITS	730		730			
OTHER CONTRACT SERVICES STATE	18,924		18,924			
COMPUTER SERVICES STATE	8,020		8,020			
OTHER CONTRACT SERVICES	24,510		24,510			
RENTS	525		525			
COMMODITIES	13,401		13,401			
GRANTS, SUBSIDIES, PENSIONS	6,500		6,500			
TRANSFER TO OTHER FUNDS	2,373		2,373			
TOTAL EXPENDITURES	141,012		141,012			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

RALPH F. SWEET, 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

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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 2001, 298 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 65 qualified through written examination, 224 by Comity with other jurisdictions, and 9 by oral examination. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 30, 2001, a total of 5,894 engineers were regtered. Approximately 65% reside out of state. During FY 2001, 198 applicants were examined for certification as Engineer-Interns. Of those examined, 122 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 27, 2000 for 54 Professional Engineer candidates. On October 28, 2000 for 81 Engineer-Intern candidates. Of those taking the P.E. exam, 27 passed. Of those taking the EI exam, 53 passed. Spring examinations were given at Augusta, on April 20, 2001, 72 candidates sat for the P.E. exam in Augusta. Also on April 21, 2001, 117 candidates sat for the EI exam at either Augusta or Orono. Of those taking the P.E. exam, 29 passed. Of those taking the EI exam, 69 passed. Of the 12 oral candidates who sat in FY2001 for the examination, 9 were found qualified. The Board held 4 meetings during FY 01. These were held September 7, 2000, January 18, March 22, and June 21, 2001.

LICENSES:

Registration:

- Professional Engineer Registration
- Engineer-Intern Certification

PUBLICATIONS:

- "Fifty-Fourth Report With Roster of Professional Engineers" as of December 31, 1999 (\$10.00)
- "Suppliment to the Fifty-Fourth 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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2001: The 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	36,526		36,526			
HEALTH BENEFITS	7,199		7,199			
RETIREMENTS	4,964		4,964			
OTHER FRINGE BENEFITS	564		564			
OTHER CONTRACT SERVICES STATE	48,406		48,406			
OTHER CONTRACT SERVICES	56,844		56,844			
RENTS	9,108		9,108			
COMMODITIES	4,324		4,324			
GRANTS, SUBSIDIES, PENSIONS	135		135			
TRANSFER TO OTHER FUNDS	2,721		2,721			
TOTAL EXPENDITURES	170,791		170,791			

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

Established: 1970

FAX: (207) 624-8599

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

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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 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.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2001: The 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	2,873,953		2,873,953			
HEALTH BENEFITS	612,534		612,534			
RETIREMENTS	465,967		465,967			
OTHER FRINGE BENEFITS	41,832		41,832			
OTHER CONTRACT SERVICES STATE	1,650,524		1,650,524			
COMPUTER SERVICES STATE	186,095		186,095			
OTHER CONTRACT SERVICES	342,451		342,451			
RENTS	205,007		205,007			
COMMODITIES	109,463		109,463			
TRANSFER TO OTHER FUNDS	45,172		45,172			
TOTAL EXPENDITURES	6,532,998		6,532,998			

OFFICE OF LICENSING AND REGISTRATION

ANNE HEAD, DIRECTOR

TTY: (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: 60.228

Legislative Count: 60.00

PURPOSE:

The Office of Licensing and Registration (OLR) is the headquarters for 41 professional and occupational licensing boards and registration programs. The statutory mission of the licensing boards and OLR is to ensure that the public is served by competent and honest practitioners who have demonstrated a minimum level of proficiency in their field. The licensing boards establish qualifications for licensure, set standards of practice and ethical behavior, and conduct disciplinary proceedings.

ORGANIZATION:

The staff of the Office consists of 59 individuals 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, staff attorney, Health Board Investigator, and four administrators who provide administrative assistance to the occupational boards and commissions under the jurisdiction of the Office.

PROGRAM:

Licensing: The Office of Licensing and Registration is an umbrella agency consisting of 41 boards, commissions and registrations.

Complaints: During FY 01, 389 new complaints were opened, 155 were dismissed, 6 were referred to the Office of the Attorney General, 184 are pending resolution, and 52 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 01, the Office of Licensing and Registration maintained 91,783 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 01, the Office of Licensing and Registration

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 3,257.

PUBLICATIONS:

Consumer Guide to occupational licensing in Maine. The Office of Licensing and Registration maintains a comprehensive website that offers on-line renewal service for any professions, as well as information on license requirements, continuing education requirements and disciplinary actions taken by boards and commissions. In addition, several of the regulatory boards periodically issue their own newsletters to convey information specific to their areas of regulation.

FINANCES, FISCAL YEAR 2001: The 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	1,808,965		1,808,965			
HEALTH BENEFITS	447,017		447,017			
RETIREMENTS	265,915		265,915			
OTHER FRINGE BENEFITS	26,726		26,726			
OTHER CONTRACT SERVICES STATE	74,848		74,848			
COMPUTER SERVICES STATE	260,393		260,393			
OTHER CONTRACT SERVICES	472,433		472,433			
RENTS	267,774		267,774			
COMMODITIES	110,968		110,968			
TOTAL EXPENDITURES	3,735,039		3,735,039			

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
Athletic Trainers (registration) Dianne Sawyer, Administrator	624-8617
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
Charities/Professional Fund Raisers (registration) Dianne Sawyer, Administrator	624-8617
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
Door-to-Door Home Repair (registration) Dianne Sawyer, Administrator	624-8617
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

Itinerant Vendors/Transient Sellers (registration) Dianne Sawyer, Administrator	624-8617
Board of Licensure for Professional Land Surveyors Carol Leighton, Administrator	624-8520
Manufactured Housing Board Robert LeClair, Executive Director	624-8678
Massage Therapists (registration) Dianne Sawyer, Administrator	624-8617
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, Director	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-Language 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

RANDAL C. MANNING, EXECUTIVE DIRECTOR

Central Office: 2 BANGOR STREET, AUGUSTA, ME 04330

Mail Address: 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137

Established: 1994

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 to maintain high professional standards and quality of medical practice. 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: 1) LICENSE-determine the qualifications of, examine, and certify candidates desiring admission to medical practice in Maine; 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;

set standards of practice for physicians and surgeons and promulgate rules and regulations deemed necessary; 2) EDUCATE - conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs for financial assistance to medical students; 3) DISCIPLINE - 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 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:

When 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 last 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 appointment. Public members or an immediate household member, may earn no income from activities related to the practice of medicine.

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To aid in the formulation of rules and regulations governing physician assistants/physician extenders, the Board appointed a Physician Assistant Advisory Committee. 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. This Council was dissolved by the 119th Legislature. 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. A new written examination will be implemented in 2001. An oral examination is currently conducted with every applicant before permanent licensure is granted. During the past year the following licenses were issued:

- Permanent Licensures - 308
- Intern/Resident Certificate - 231
- Camp physician - 43
- Temporary/Locum Tenens - 126

In July 2001 licenses totaled: - 5528

- Physicians - 4,854
- Certified Physician Assistants Licensed - 419
- Certified Advanced Practice Nurses Registered - 255

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 2000 the Board received 153 new complaints and carried forward 68 from previous years. Of these:

- Disciplinary sanctions imposed (may include multiple complaints) - 16
- Dismissed for lack of merit or insufficient grounds - 135
- Remaining under investigation or pending final action - 70
- Initial License applications - 1

License and discipline information is available at the Board office, by telephone, and at the Board's 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
- Temporary License to Practice Medicine and Surgery
- Temporary Educational Certificate
- 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.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2001: The 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	365,602		365,602			
HEALTH BENEFITS	86,466		86,466			
RETIREMENTS	56,312		56,312			
OTHER FRINGE BENEFITS	4,786		4,786			
OTHER CONTRACT SERVICES STATE	56,811		56,811			
COMPUTER SERVICES STATE	51,114		51,114			
OTHER CONTRACT SERVICES	74,549		74,549			
RENTS	68,485		68,485			
COMMODITIES	58,216		58,216			
GRANTS, SUBSIDIES, PENSIONS	57,500		57,500			
TOTAL EXPENDITURES	879,841		879,841			

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

Telephone: (207) 287-1133

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 380 ; *Citation:* T0032 *M.R.S.A., Sect.* 000002151

Average Count--All Positions: 7.000

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.

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In 1991, the Board of Nursing was affiliated with the Department of Professional and Financial Regulation.

In 1995, an advanced practice registered professional nurse was added to the Board of Nursing, which changed the composition of the Board as follows: six registered professional nurses, one licensed practical nurse, and two representatives of the public. All members are appointed by the Governor for terms of four years. The Board annually elects from its membership a Chairperson and a secretary. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM:

During the fiscal year 2001, the Board met in six regular sessions for a total of twelve 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 2001, the Board received 133 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in FY 2001: letter of concern (26); terminated probation (7); took no action/dismissed complaint (97); warned, censured, reprimanded or fined (8); placed license on probation (10); license renewal denied (2); fined for unlicensed practice (89); accepted voluntary surrender of license (12); and revocation of license (2).

LICENSES:

Nurses licensed by endorsement during Fiscal Year 2001:

Registered Nurses from other states: 821 from other countries with examination: 2 and without examination: 0; Licensed Practical Nurses: from other states (102), from other countries with examination (3) and without examination (0). Registered Nurses licensind by: examination (406), endorsement (823), renewal (8,189), reinstatement (332), for a total of 9,750 Registered Nurses; Practical Nurses by examination (17), endorsement (105), renewal (1,526), reinstatement (89), for a total of 1,737 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 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	229,909		229,909			
HEALTH BENEFITS	52,713		52,713			
RETIREMENTS	37,389		37,389			
OTHER FRINGE BENEFITS	3,397		3,397			
COMPUTER SERVICES STATE	5,915		5,915			
OTHER CONTRACT SERVICES	66,777		66,777			
RENTS	25,868		25,868			
COMMODITIES	32,394		32,394			
TRANSFER TO OTHER FUNDS	4,526		4,526			
TOTAL EXPENDITURES	458,888		458,888			

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

Established: 1909

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 382 ; Citation: T0032

Average Count--All Positions: 1.000

FAX: (207) 624-8692

Telephone: (207) 624-8691

M.R.S.A., Sect. 000002415

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 6 meetings in FY'01.

The Board held two examinations for licensure in FY'01. In August, 2000, five(5) optometrists took the exam and all five (5) passed; in February, 2001, six (6) optometrists took the exam and four (4) passed and two (2) failed.

During 2001, the Board issued 185 active licenses and 5 non-active license.

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LICENSES:

The Board issues five different licenses: Basic, Diagnostic, Therapeutic, Therapeutic Advanced, and Therapeutic Advanced Glaucoma. All new licenses issued after October, 1996 are "Therapeutic Advanced" and can be upgraded to "Therapeutic Advanced Glaucoma" after the requirements are met.

PUBLICATIONS:

"The Maine Optometry Law" - free upon request

"Rules of Practice" - free upon request

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	14,186		14,186			
HEALTH BENEFITS	9,173		9,173			
RETIREMENTS	2,827		2,827			
OTHER FRINGE BENEFITS	315		315			
OTHER CONTRACT SERVICES STATE	314		314			
COMPUTER SERVICES STATE	452		452			
OTHER CONTRACT SERVICES	5,355		5,355			
RENTS	2,186		2,186			
COMMODITIES	1,409		1,409			
TRANSFER TO OTHER FUNDS	694		694			
TOTAL EXPENDITURES	36,911		36,911			

BOARD OF OSTEOPATHIC LICENSURE

MARIE GUAY, 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

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from the members of the Board.

PROGRAM:

Revision of statutes relating to the Board of Osteopathic Licensure in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in the June, 1982 meeting to become effective January, 1983. The Board, at its meeting on July 8, 1987, made plans for increasing the registration fee to increase the revenue to meet increased expenses. Revised statutes also specify one annual meeting instead of the two meetings as required previously, with special meetings authorized as called by the Chairman of the Board. Relicensure fees have been increased to \$400 biennially.

Continuing medical education requirements have been increased to 100 hours biennially. The Board insists that at least forty percent of the credit hours must be 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: Marie Guay, D.O., Chair, Gary Palmar, D. O., Vice Chair; Charles Pernice, D. O., Board 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 2001: The 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	37,513		37,513			
HEALTH BENEFITS	8,947		8,947			
RETIREMENTS	5,176		5,176			
OTHER FRINGE BENEFITS	456		456			
OTHER CONTRACT SERVICES STATE	10,528		10,528			
COMPUTER SERVICES STATE	44,968		44,968			
OTHER CONTRACT SERVICES	18,251		18,251			
RENTS	4,664		4,664			
COMMODITIES	5,212		5,212			
TRANSFER TO OTHER FUNDS	1,605		1,605			
TOTAL EXPENDITURES	137,320		137,320			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

OFFICE OF SECURITIES

CHRISTINE A. BRUENN, SECURITIES ADMINISTRATOR

TTY: (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 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 15,903 applications to register securities or notice filings for federally covered securities (increase of 7% over fiscal year 2000), 322 private placement filings (14% decrease), and 8 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 (5% increase over 2000), 62,193 licensed sales representatives (increase of 11%), and 633 investment adviser licenses or notice filers (99% increase over 2000). In connection with the Division's review of licensing applications, the Division processed 25,482 broker applications and 234 broker-dealer applications of which 1,527 sales representative applications, and 57 broker-dealer applications were withdrawn as a result of questions or objections raised by the Division.

Through its enforcement actions, the Division obtained \$170,478 in restitution, issued 9 orders and agreements for violations of RMSA, and obtained \$22,422 in penalties. The Division investigated and referred 2 large and complex cases for criminal prosecution, one involving a large national ponzi scheme and the other an affinity fraud that use religion to claim its victims.

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 2001: 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

Central Office: 18 MEADOW ROAD, AUGUSTA, ME, 043303
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME, 04333
Established: 1971
Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219 ; Citation: T0025
Average Count--All Positions: 663.000
Units:

TTY: (207) 287-3659

FAX: (207) 287-3042
Telephone: (207) 287-3619
M.R.S.A., Sect. 000002901
Legislative Count: 663.00

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
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.

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 2001: The 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	25,257,126	9,389,590	6,100,636	9,523,292	243,608	
HEALTH BENEFITS	6,564,786	1,074,680	1,528,133	3,889,322	72,651	
RETIREMENTS	6,479,370	2,302,274	1,585,135	2,536,575	55,386	
OTHER FRINGE BENEFITS	560,434	35,351	119,567	403,211	2,305	
OTHER CONTRACT SERVICES STATE	3,322,242	1,572,684	1,469,286	116,853	163,419	
COMPUTER SERVICES STATE	392,947	157,152	24,505	209,085	2,205	
OTHER CONTRACT SERVICES	5,419,788	1,677,173	1,248,777	1,185,720	1,308,118	
RENTS	911,838	485,646	235,990	182,795	7,407	
COMMODITIES	5,625,198	1,311,004	1,633,745	1,782,057	898,392	
GRANTS, SUBSIDIES, PENSIONS	2,531,533	62,208	60,151	277,651	2,131,523	
PURCHASE OF LAND	145,058				145,058	
EQUIPMENT	3,620,014	996,896	600,493	1,414,689	257,936	350,000
INTEREST-DEBT RETIREMENT	443	27		416		
TRANSFER TO OTHER FUNDS	439,610	108	172,174	247,921	19,407	
TOTAL EXPENDITURES	61,270,387	19,064,793	14,778,592	21,769,587	5,307,415	350,000

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	995,992	426,789	178,746	335,607	54,850	
HEALTH BENEFITS	258,836	83,217	43,002	113,119	19,498	
RETIREMENTS	145,478	61,530	17,698	57,704	8,546	
OTHER FRINGE BENEFITS	12,805	6,386	2,306	3,172	941	
OTHER CONTRACT SERVICES STATE	841,872	645,764	56,149	230	139,729	
COMPUTER SERVICES STATE	5,002	4,867	110	25		
OTHER CONTRACT SERVICES	133,479	80,368	23,257	28,412	1,442	
RENTS	69,766	68,303	174	1,289		
COMMODITIES	133,846	63,788	32,155	28,085	9,818	
EQUIPMENT	350,000					350,000
TRANSFER TO OTHER FUNDS	8,733	108	3,056	4,435	1,134	
TOTAL EXPENDITURES	2,955,809	1,441,120	356,653	572,078	235,958	350,000

BUREAU OF CAPITOL SECURITY

DONALD SUITTER, DIRECTOR

Central Office: CROSS 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: 13.000

Telephone: (207) 287-4357

M.R.S.A., Sect. 000002904

Legislative Count: 13.00

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 2001, the Bureau processed over 2,900 incidents, investigated 26 automobile accidents, issued over 1,700 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".

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 2001: The 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	317,261	317,261				
HEALTH BENEFITS	111,560	111,560				
RETIREMENTS	51,363	51,363				
OTHER FRINGE BENEFITS	7,126	7,126				
OTHER CONTRACT SERVICES STATE	130	130				
COMPUTER SERVICES STATE	50	50				
OTHER CONTRACT SERVICES	19,715	19,715				
RENTS	942	942				
COMMODITIES	16,869	16,869				
TOTAL EXPENDITURES	525,016	525,016				

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE CRIMINAL JUSTICE ACADEMY

STEVEN GIORGETTI, DIRECTOR

Central Office: 15 OAK GROVE ROAD, VASSALBORO, ME 04989

Mail Address: 15 OAK GROVE ROAD, VASSALBORO, ME 04989

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 2001 the Trustees certified 125 Municipal/County Law Enforcement Officers, 150 Corrections Officers, 22 State Police Troopers, 72 Harbor Masters, and 291 Pre-Service Officers. They waived 6 law enforcement training requirements and issued 58 Instructor Certificates, recognized 12 Chiefs and Sheriffs, and approved 22 new courses. The Academy sponsored 453 specialized and in-service courses that were conducted for 12,355 law enforcement and corrections officers. The MCJA Board of Trustees suspended 4 Law Enforcement Officer Certificates and 1 Correctional Officer Certificate.

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 2001: The 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	455,309	245,761	172,093		37,455	
HEALTH BENEFITS	136,104	74,200	48,249		13,655	
RETIREMENTS	89,196	40,782	26,815		21,599	
OTHER FRINGE BENEFITS	5,053	2,616	2,711		-274	
OTHER CONTRACT SERVICES STATE	313,399	163,074	132,175		18,150	
COMPUTER SERVICES STATE	1,514	1,489	25			
OTHER CONTRACT SERVICES	215,818	111,361	85,085		19,372	
RENTS	14,549	7,892	6,567		90	
COMMODITIES	305,943	94,941	63,558		147,444	
GRANTS, SUBSIDIES, PENSIONS	37,651		37,651			
PURCHASE OF LAND	145,058				145,058	
EQUIPMENT	176,520				176,520	
INTEREST-DEBT RETIREMENT	19	19				
TRANSFER TO OTHER FUNDS	11,605		7,793		3,812	
TOTAL EXPENDITURES	1,907,738	742,135	582,722		582,881	

DEPARTMENT OF PUBLIC SAFETY

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

BRIAN MACMASTER, CHAIRPERSON

Central Office: 15 OAK GROVE ROAD, VASSALBORO, ME 04989

Mail Address: 15 OAK GROVE ROAD, VASSALBORO, ME 04989

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 2001 the Trustees certified 125 Municipal/County Law Enforcement Officers, 150 Corrections Officers, 72 Harbor Masters, 22 State Police Troopers, and 291 Pre-Service Officers. They waived 6 law enforcement training requirements and issued 58 Instructor Certificates, recognized 12 Chiefs and Sheriffs, and approved 22 new courses. The Academy sponsored 453 specialized and in-service courses that were conducted for 12,355 law enforcement and corrections officers. The MCJA Board of Trustees suspended 4 Law Enforcement Officer Certificates and one Correctional Officer Certificate.

LICENSES:

See the Maine Criminal Justice Academy

PUBLICATIONS:

See the Maine Criminal Justice Academy

FINANCES, FISCAL YEAR 2001: 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:

MDEA's goals are to: reduce the availability of drugs; protect the State's borders by stemming the flow of drugs into and through Maine; strengthen the State's drug law enforcement infrastructure; strengthen intelligence and information sharing; enhance collaboration and coordination with all law enforcement agencies; and establish effective partnerships with the State Legislature and other State agencies.

FINANCES, FISCAL YEAR 2001: The 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	123,753	123,753				
HEALTH BENEFITS	22,437	22,437				
RETIREMENTS	8,887	8,887				
OTHER FRINGE BENEFITS	1,390	1,390				
OTHER CONTRACT SERVICES STATE	14,385	7,921	1,210		5,254	
COMPUTER SERVICES STATE	71,700	65,920	3,575		2,205	
OTHER CONTRACT SERVICES	1,474,400	137,576	84,115		1,252,709	
RENTS	301,814	255,175	46,235		404	
COMMODITIES	325,215	182,779	135,728		6,708	
EQUIPMENT	83,960	14,921	51,845		17,194	
INTEREST-DEBT RETIREMENT	8	8				
TRANSFER TO OTHER FUNDS	3,996		704		3,292	
TOTAL EXPENDITURES	2,431,945	820,767	323,412		1,287,766	

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:

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 163 ; Citation: T0032

FAX: (207) 287-6251

Telephone: (207) 287-3953

M.R.S.A., Sect. 000000088

PURPOSE:

Maine Emergency Medical Services is responsible for training, licensing and the coordination of all ambulance services and the emergency medical technicians who staff them.

ORGANIZATION:

The 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.

DEPARTMENT OF PUBLIC SAFETY

Maine has 280 ambulance and first responder services providing emergency medical care through Paramedic levels, special air medical and rescue transportation services, 4,500 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.

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 2001: 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 MRSA, Section 2925.

PROGRAM:

The Committee shall advise and assist the Emergency Services Communication Bureau in the implementation of the E-9-1-1 system.

FINANCES, FISCAL YEAR 2001: 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

TTY: (207) 877-8058

Central Office: 15 OAK GROVE ROAD, VASSALBORO, ME 04989

Mail Address: 15 OAK GROVE ROAD, VASSALBORO, ME 04989

Established: 1994

FAX: (207) 877-8060

Telephone: (207) 877-8010

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 surcharge on each telephone exchange line.

PROGRAM:

The Bureau has focused on implementing a statewide Enhanced 9-1-1 single access emergency telephone reporting system. Verizon was the successful bidder with statewide implementation to be completed by August 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 (PSAP'S) and the Verizon E-9-1-1 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.maine911.com

Maine Enhanced 9-1-1 Addressing Officer Manual, First Edition

FINANCES, FISCAL YEAR 2001: The 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	219,649		219,649			
HEALTH BENEFITS	54,713		54,713			
RETIREMENTS	39,422		39,422			
OTHER FRINGE BENEFITS	3,790		3,790			
OTHER CONTRACT SERVICES STATE	1,208,438		1,208,438			
COMPUTER SERVICES STATE	9,439		9,439			
OTHER CONTRACT SERVICES	46,002		46,002			
RENTS	30,402		30,402			
COMMODITIES	1,049,974		1,049,974			
TRANSFER TO OTHER FUNDS	58,103		58,103			
TOTAL EXPENDITURES	2,719,932		2,719,932			

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: 41.000

FAX: (207) 624-8968

Telephone: (207) 624-8957

M.R.S.A., Sect. 000002396

Legislative Count: 41.00

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 2001: The 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	1,484,000		1,484,000			
HEALTH BENEFITS	383,994		383,994			
RETIREMENTS	256,746		256,746			
OTHER FRINGE BENEFITS	25,847		25,847			
OTHER CONTRACT SERVICES STATE	47,458		47,458			
COMPUTER SERVICES STATE	5,560		5,560			
OTHER CONTRACT SERVICES	222,537		222,537			
RENTS	97,137		97,137			
COMMODITIES	140,448		140,448			
EQUIPMENT	276,182		276,182			
TRANSFER TO OTHER FUNDS	19,617		19,617			
TOTAL EXPENDITURES	2,959,526		2,959,526			

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 is responsible 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.

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.

PROGRAM:

The Highway Safety component consists of the planning, development, implementation, and evaluation of Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. The Bureau is involved in motor vehicle occupant restraint, child restraint, speed enforcement, enforcement training programs, alcohol and other drug countermeasures, emergency medical services, driver training, motorcycle and bicycle safety, pedestrian safety, pupil transportation

DEPARTMENT OF PUBLIC SAFETY

safety, and traffic records systems. The Bureau also directs the Defensive Driving program in Maine. 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 2001: The 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	294,555		13,848	143,921	136,786	
HEALTH BENEFITS	80,511		4,688	36,687	39,136	
RETIREMENTS	49,063		1,292	24,306	23,465	
OTHER FRINGE BENEFITS	4,065		257	2,170	1,638	
OTHER CONTRACT SERVICES STATE	13,985		13,566	133	286	
COMPUTER SERVICES STATE	179,695			179,695		
OTHER CONTRACT SERVICES	63,867		10,822	24,988	28,057	
RENTS	20,025		90	13,022	6,913	
COMMODITIES	65,001		7,079	15,339	42,583	
GRANTS, SUBSIDIES, PENSIONS	2,154,023		22,500		2,131,523	
TRANSFER TO OTHER FUNDS	19,623		492	15,518	3,613	
TOTAL EXPENDITURES	2,944,413		74,634	455,779	2,414,000	

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

Established: 1937

FAX: (207) 624-7068

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PUBLIC SAFETY

BUREAU OF LIQUOR ENFORCEMENT

LYNN CAYFORD, DIRECTOR

Central Office: 397 WATER STREET, GARDINER, ME 04345

Mail Address: 87 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1972

Reference: Policy Area: 06 ; *Umbrella:* 16 *Unit:* 226 ; *Citation:* T0025 *M.R.S.A., Sect.* 000003901

Average Count--All Positions: 29.000

FAX: (207) 624-8979

Telephone: (207) 624-8973

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 5,000 liquor establishments and 195 agency stores.

Liquor Enforcement Officers investigate a variety of liquor law violations, to include 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 sixteen approved courses with three more courses under design.

The "Officers as Agents" is a 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. This program, which requires working with licensees, is well received and has become part of the Bureau's regular duties.

LICENSES:

B.A.S.I.C. Program Certification

A number of different types of liquor licenses, permits, and registrations.

PUBLICATIONS:

New Licensee Quick Reference Booklet

Retail Licensee List

Lawbook and Rules

Liquor and Tobacco Quick Reference Guide for Law Enforcement Officers

DEPARTMENT OF PUBLIC SAFETY

FINANCES, FISCAL YEAR 2001: The 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	1,013,551	1,013,551				
HEALTH BENEFITS	279,955	279,955				
RETIREMENTS	184,038	184,038				
OTHER FRINGE BENEFITS	16,706	16,706				
OTHER CONTRACT SERVICES STATE	371	371				
COMPUTER SERVICES STATE	665	665				
OTHER CONTRACT SERVICES	96,450	83,829	7,877		4,744	
RENTS	67,893	66,712	1,181			
COMMODITIES	55,446	53,912	1,534			
TOTAL EXPENDITURES	1,715,075	1,699,739	10,592		4,744	

BUREAU OF STATE POLICE

MICHAEL SPERRY, CHIEF, MAINE STATE POLICE
JEFFREY HARMON, DEPUTY CHIEF

WATS: (800) 452-4664

Central Office: 36 HOSPITAL ST, AUGUSTA, ME 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1925

FAX: (207) 624-7068

Telephone: (207) 624-7088

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 222 ; Citation: T0025 M.R.S.A., Sect. 000001501

Average Count--All Positions: 521.000

Legislative Count: 521.00

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 2001: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	20,353,056	7,262,475	4,032,300	9,043,764	14,517	
HEALTH BENEFITS	5,236,676	503,311	993,487	3,739,516	362	
RETIREMENTS	5,655,177	1,955,674	1,243,162	2,454,565	1,776	
OTHER FRINGE BENEFITS	483,652	1,127	84,656	397,869		
OTHER CONTRACT SERVICES STATE	882,204	755,424	10,290	116,490		
COMPUTER SERVICES STATE	119,322	84,161	5,796	29,365		
OTHER CONTRACT SERVICES	3,147,520	1,244,324	769,082	1,132,320	1,794	
RENTS	309,310	86,622	54,204	168,484		
COMMODITIES	3,532,456	898,715	203,269	1,738,633	691,839	
GRANTS, SUBSIDIES, PENSIONS	339,859	62,208		277,651		
EQUIPMENT	2,733,352	981,975	272,466	1,414,689	64,222	
INTEREST-DEBT RETIREMENT	416			416		
TRANSFER TO OTHER FUNDS	317,933		82,409	227,968	7,556	
TOTAL EXPENDITURES	43,110,933	13,836,016	7,751,121	20,741,730	782,066	

PUBLIC UTILITIES COMMISSION

PUBLIC UTILITIES COMMISSION

DENNIS L. KESCHL, ADMIN DIR PUC
RAYMOND J. ROBICHAUD, ASST ADMIN DIR PUC

Central Office: 242 STATE ST (OLD MV BLDG), AUGUSTA, ME,
Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME, 04333
Established: 1913
Reference: Policy Area: 01 ; *Umbrella:* 65 *Unit:* 407 ; *Citation:* T0035A M.R.S.A., Sect. 000000103
Average Count--All Positions: 63.500

WATS: (800) 452-4664

FAX: (207) 287-1039

Telephone: (207) 287-3831

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 23 local telephone utilities, 10 water carriers, 139 COCOTS, 34 competitive electricity providers and 325 competitive local and 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 transmission and distribution companies, 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, 2001, 898 cases were filed with the Commission and 848 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 Bangor Hydro Electric Co., telecommunication interconnect agreements, continued implementation of the Federal Telecommunications Act of 1996, and Electric Utility Industry Restructuring which began March 1, 2000, to include establishing standard offer electric supply rates.

Major decisions issued by the Commission during fiscal year 2000 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 of 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 2000, CAD handled 15,590 consumer contacts, including 12,659 information requests and 1,645 complaints. The vast majority of complaints (93%) were related to the electric and telephone utilities with more than half relating to actual or threatened disconnection and billing problems. CAD issued 182 decisions ordering over \$117,600 in abatements to customers. Finally, CAD received 1,286 requests from utilities to disconnect customers from service during the winter of 1999-2000.

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 transmission facilities; 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, others will be charged printing costs. 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 2001: The 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 FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES							
SALARIES & WAGES		2,888,881		2,888,881			
HEALTH BENEFITS		547,975		547,975			
RETIREMENTS		529,752		529,752			
OTHER FRINGE BENEFITS		32,329		32,329			
OTHER CONTRACT SERVICES STATE		431,014		431,014			
OTHER CONTRACT SERVICES		243,602		243,602			
RENTS		3,937		3,937			
COMMODITIES		199,618		199,618			
TRANSFER TO OTHER FUNDS		200,578		200,578			
TOTAL EXPENDITURES		5,077,686		5,077,686			
PUBLIC UTILITIES COMMISSION							
EXPENDITURES							
SALARIES & WAGES		2,888,881		2,888,881			
HEALTH BENEFITS		547,975		547,975			
RETIREMENTS		529,752		529,752			
OTHER FRINGE BENEFITS		32,329		32,329			
OTHER CONTRACT SERVICES STATE		431,014		431,014			
OTHER CONTRACT SERVICES		243,602		243,602			
RENTS		3,937		3,937			
COMMODITIES		199,618		199,618			
TRANSFER TO OTHER FUNDS		200,578		200,578			
TOTAL EXPENDITURES		5,077,686		5,077,686			

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)

MAINE STATE ARCHIVES

DIVISION OF ARCHIVES SERVICES

DIVISION OF CORPORATIONS

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

DIVISION OF DRIVER LICENSE SERVICES

DIVISION OF ELECTIONS AND COMMISSIONS

OFFICE OF INVESTIGATION

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

BUREAU OF MOTOR VEHICLES

DIVISION OF RECORDS MANAGEMENT SERVICES

DIVISION OF VEHICLE SERVICES

PURPOSE:

The purpose of the Office of the Secretary of State is to provide administrative and policy oversight for the Department of the Secretary of State. The Office of the Secretary of State is provided for in the Constitution of the State of Maine and is therein required to attend the Governor, the Senate and the House of Representatives as they shall respectively require, to keep and preserve the records of all their official acts and proceedings, and to perform such other duties as required by law.

Maine statute provides for additional duties of the Secretary of State as follows: Title 4 (notaries); Title 5 (archives, notaries, boards and commissions, executive disclosure, and the Administrative Procedures Act); Title 10 (service and trade marks); Title 11 (Uniform Commercial Code filings); Titles 13, 13-A, and 13-B (corporations); Title 21-A (elections and citizen initiated legislation); Title 29-A (motor vehicles); Title 30-A (election of county officers) and Title 31 (limited partnerships and limited liability companies). In all, 870 separate sections of Maine law make reference to duties of the Secretary of State.

Specifically, the Office of the Secretary of State is responsible for the overall administration, including finances, personnel and programs, of the Department of the Secretary of State's respective bureaus: the Maine State Archives; the Bureau of Corporations, Elections and Commissions; and the Bureau of Motor Vehicles.

ORGANIZATION:

The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Division originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties related to elections.

The Bureau of Motor Vehicles was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Division. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head.

The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

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

PROGRAM:

During FY01, the Department took an active role in promoting the concept of e-government and in collaboration with InforME, the Information Resource of Maine, announced two new web-based programs. Rapid Renewal, which allows for vehicle registration renewal over the Internet and Interactive Corporate Search, which provides 24/7 access to corporate information. Both programs have been well received by the citizens and businesses of Maine.

FINANCES, FISCAL YEAR 2001: The 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	12,274,349	1,710,110	459,828	10,104,411		
HEALTH BENEFITS	3,482,355	454,534	156,708	2,871,113		
RETIREMENTS	1,955,767	272,512	71,362	1,611,893		
OTHER FRINGE BENEFITS	175,602	18,115	9,316	148,171		
OTHER CONTRACT SERVICES STATE	744,049	50,259	39,178	654,612		
COMPUTER SERVICES STATE	101,614	92	535	100,987		
OTHER CONTRACT SERVICES	2,067,971	492,238	70,754	1,501,482	3,497	
RENTS	2,071,160	1,188	4,296	2,065,676		
COMMODITIES	3,235,729	330,716	52,794	2,846,967	5,252	
GRANTS, SUBSIDIES, PENSIONS	714,886		714,886			
EQUIPMENT	324,575	69,982	3,400	251,193		
INTEREST-DEBT RETIREMENT	411			411		
TRANSFER TO OTHER FUNDS	581,309		21,162	560,147		
TOTAL EXPENDITURES	27,729,777	3,399,746	1,604,219	22,717,063	8,749	

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, made up of 3 service units, provides those services that are supportive to the other organizational elements of the Bureau of Motor Vehicles. Audit, financial and management support services are provided 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 field operations unit provides registration and license services to the general public, through 13 motor vehicle branch offices, 2 mobile units and several third party agents.

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, field operations, and the audit unit. Data

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processing came within the organizational framework in 1976. Information Services, field operations 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 start of the Bureaus migration from an antiquated mainframe database to a state-of-the-art relational database. Additional efforts were made to better align the division with the 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 2001: 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

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over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of two operating divisions; the Division of Records Management Services, and the Division of Archives Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board together with the State Archivist is solely responsible for authorizing the destruction of government records.

PROGRAM:

Services were severely disrupted due to a flood caused by broken plumbing in March. All offices were evacuated for four months as asbestos was removed, new floors, ceilings, electrical, voice and data services were installed. The Research Room was closed during this period, though microfilm was accessible at the Maine State Library. Water damage to records were substantial in number but minimal in impact as special teams of regular and temporary staff dried, rehoused, and relocated affected materials.

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.

A disputed copy of the Declaration of Independence was returned to public custody after a two-year legal effort supported by the Attorney General's Office. 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. Grants for archival preservation and access projects to local communities continued.

PUBLICATIONS:

The Archives has a World Wide Web site which includes information about our collections, related cultural organizations, database and e-mail contacts. 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.

Lands and Forests: Maine and the Nation - A Select Bibliography,

Public Record Repositories in Maine,

Microfilm List - Maine Town and Census Records.

Archives of The Legislature of Maine: Legislative Index Series 1820-1825; 1826-1830; 1831-1835; 1841-1845.

Other Publications

Dubros Times: Selected Depositories of Maine Revolutionary War Veterans.

Preserving Your Collections: A Planning and Resource Manual

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FINANCES, FISCAL YEAR 2001: The 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	464,128	460,938	3,190			
HEALTH BENEFITS	123,638	123,602	36			
RETIREMENTS	75,030	74,359	671			
OTHER FRINGE BENEFITS	3,103	2,926	177			
OTHER CONTRACT SERVICES STATE	37,820	13,070	24,750			
COMPUTER SERVICES STATE	50	50				
OTHER CONTRACT SERVICES	37,661	34,423	3,238			
RENTS	110	110				
COMMODITIES	83,598	78,504	5,094			
GRANTS, SUBSIDIES, PENSIONS	250		250			
EQUIPMENT	47,682	47,682				
TOTAL EXPENDITURES	873,070	835,664	37,406			

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.

Due to flooding that occurred in March, the Research Room area was closed to patrons through the end of the reporting period. Staff were able to continue to serve patrons who requested information by telephoe, email, and regular mail, and copies of records were provided on an emergency basis. Due to the cooperation of the Maine State Library, Archives microfilm and several microfilm readers and reader-printers were removed to the Library where they could be utilized by the public. Volunteers who are regular patrons of the Archives took turns in assisting researchers with these microfilms. During this period staff were able to devote full time efforts to gaining better control of a backlog of maps and other materials that had hitherto been incompletely described and indexed. Materials that had been soaked during the flood were dried and rebound where necessary, and holdings were in some cases relocated to ensure they would not be vulnerable to water damage in the future.

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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 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 2001: 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: BURTON CROSS STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5425

Established: 1989

Telephone: (207) 624-7736

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 46,500 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 6,500 service and trade marks on file, and reviews the design and text of proposed marks against those on file for availability prior to filing. The division also annually files 82,000 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 two 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.

In FY 01 the bureau assisted in the development of Interactive Corporate Search, an internet based programs that allows for access to corporate information 24/7.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE SECRETARY OF STATE

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

JULIE FLYNN, DEPUTY SECRETARY OF STATE

Central Office: BURTON CROSS STATE OFFICE BLDG, AUGUSTA, ME 04333-0101

Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5428

Established: 1989

Telephone: (207) 624-7736

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

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 two 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

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Registered and Enrolled Voters Listing
An Agency guide to Rulemaking
World Wide Web: <http://www.state.me.us/sos/cec/>

FINANCES, FISCAL YEAR 2001: The 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	1,312,244	1,249,172	63,072			
HEALTH BENEFITS	350,674	330,932	19,742			
RETIREMENTS	207,526	198,153	9,373			
OTHER FRINGE BENEFITS	15,937	15,189	748			
OTHER CONTRACT SERVICES STATE	51,369	37,189	14,180			
COMPUTER SERVICES STATE	42	42				
OTHER CONTRACT SERVICES	483,517	457,815	25,702			
RENTS	1,078	1,078				
COMMODITIES	268,172	252,212	15,960			
EQUIPMENT	25,700	22,300	3,400			
TRANSFER TO OTHER FUNDS	3,804		3,804			
TOTAL EXPENDITURES	2,720,063	2,564,082	155,981			

DIVISION OF DRIVER LICENSE SERVICES

ROBERT E. O'CONNELL, JR., DIRECTOR
SUSAN COOKSON, ASSISTANT DIRECTOR

TTY: (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

World Wide Web: <http://www.state.me.us/sos/bmv>

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF ELECTIONS AND COMMISSIONS

DEBORAH CABANA, DIRECTOR
MELISSA PACKARD, ASSISTANT DIRECTOR

Central Office: BURTON CROSS STATE OFFICE BLDG, AUGUSTA, ME 04333-0101
Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 FAX: (207) 287-6545
Established: 1996 Telephone: (207) 624-7650
Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250M Citation: 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

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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 270 boards and commissions and publishes vacancy listings; maintains records of approximately 1,800 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 150 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF INVESTIGATION

DAVID W. GUILMETTE, 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 fraud, driver license and state identification card fraud and consumer

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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 2001: 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

TTY: (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 December of 2000.

PUBLICATIONS:

World Wide Web: <http://www.state.me.us/sos/bmv>

FINANCES, FISCAL YEAR 2001: 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

TTY: (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 named 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. In FY01, the functions of the Planning Office were transferred to the Administrative Services Division.

PROGRAM:

The Bureau continues to provide licensing, registration and title services through 13 branch office locations, 28 outreach stations, 2 mobile photo-licensing units, the main office and 465 municipal agents.

In FY01 the Bureau continued replacing the photo license program with a new digital license program. Full implementation of the digital license system is still underway.

In FY01, the bureau assisted with the development of Rapid Renewal, a web-based program that allows for registration renewal over the Internet.

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

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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/bmw_

FINANCES, FISCAL YEAR 2001: The 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	10,497,977		393,566	10,104,411		
HEALTH BENEFITS	3,008,043		136,930	2,871,113		
RETIREMENTS	1,673,211		61,318	1,611,893		
OTHER FRINGE BENEFITS	156,562		8,391	148,171		
OTHER CONTRACT SERVICES STATE	654,860		248	654,612		
COMPUTER SERVICES STATE	101,522		535	100,987		
OTHER CONTRACT SERVICES	1,546,793		41,814	1,501,482	3,497	
RENTS	2,069,972		4,296	2,065,676		
COMMODITIES	2,883,959		31,740	2,846,967	5,252	
GRANTS, SUBSIDIES, PENSIONS	714,636		714,636			
EQUIPMENT	251,193			251,193		
INTEREST-DEBT RETIREMENT	411			411		
TRANSFER TO OTHER FUNDS	577,505		17,358	560,147		
TOTAL EXPENDITURES	24,136,644		1,410,832	22,717,063	8,749	

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.

DEPARTMENT OF THE SECRETARY OF STATE

During Fiscal Year 2001, the State Records Center provided more than 15,000 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 2001 the Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies filming nearly 2 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF VEHICLE SERVICES

CATHERINE CURTIS, DIRECTOR

TTY: (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

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 FY01 and recommended 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.

DEPARTMENT OF THE SECRETARY OF STATE

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 FY01 the Division assisted with the implementation of Rapid Renewal, a web-based registration renewal program and also staffed and provided guidance to the Veterans' Commemorative Decal Task Force, created by the 119th Legislature.

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
- Fuel Tax Licensing Procedures

World Wide Web: <http://www.state.me.us/sos/bmv>

FINANCES, FISCAL YEAR 2001: 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
MAINE PILOTAGE COMMISSION
BUREAU OF PLANNING
OFFICE OF POLICY ANALYSIS
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.

PROGRAM:

The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are

DEPARTMENT OF TRANSPORTATION

individually reported in subsequent entries.

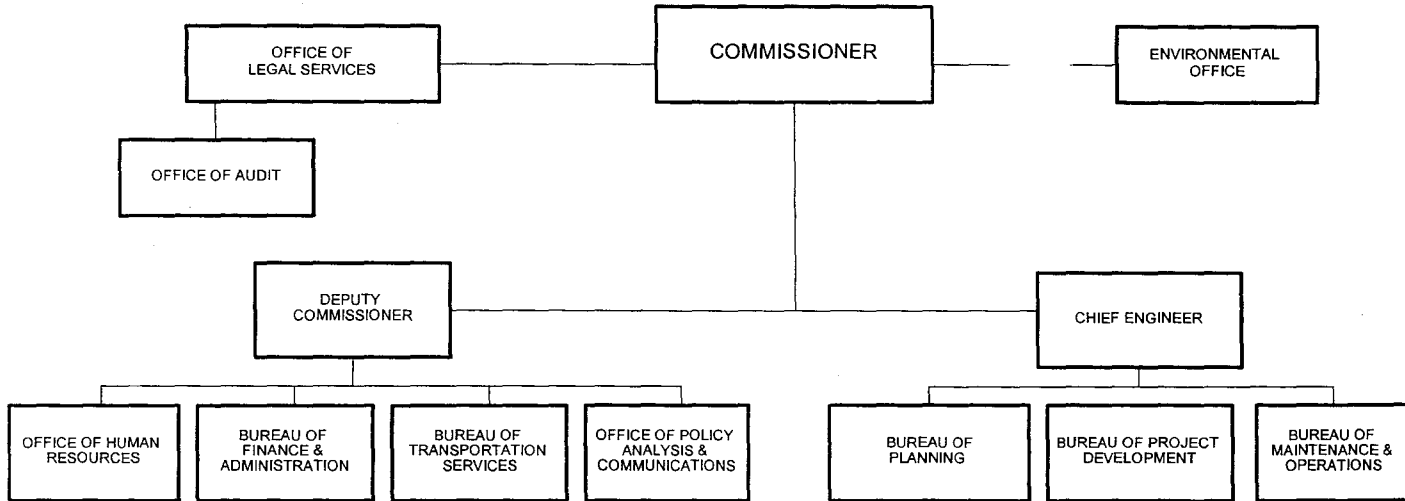
LICENSES:

Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 2001: The 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	76,543,045	145,423	174,738	55,220,507	11,628,389	9,373,988
HEALTH BENEFITS	22,940,138	30,676	39,708	17,761,985	2,183,105	2,924,664
RETIREMENTS	11,889,661	26,337	38,488	7,921,578	2,475,328	1,427,930
OTHER FRINGE BENEFITS	1,077,441	86	1,348	913,712		162,295
OTHER CONTRACT SERVICES STATE	17,400,755	580,427	1,051,156	3,584,097	10,412,197	1,772,878
COMPUTER SERVICES STATE	-11,050,564	2,271	4,710	304,585	203,986	-11,566,116
OTHER CONTRACT SERVICES	28,586,694	293,371	571,358	6,670,633	1,502,488	19,548,844
RENTS	32,423,631		387,405	28,143,145	1,637,928	2,255,153
COMMODITIES	26,916,374	43,736	475,338	20,683,479	3,246,298	2,467,523
GRANTS, SUBSIDIES, PENSIONS	51,344,045	1,847,240	16,710,726	24,543,305	5,771,849	2,470,925
PURCHASE OF LAND	8,000			6,936	1,064	
BUILDING IMPROVEMENTS	1,264,764			1,264,764		
EQUIPMENT	163,342,852		5,793,593	28,482,332	103,904,673	25,162,254
INTEREST-DEBT RETIREMENT	27,838,482			27,444,924	73	393,485
TRANSFER TO OTHER FUNDS	4,126,119	2,584,623	44,527	1,352,262	-199	144,906
TOTAL EXPENDITURES	454,651,437	5,554,190	25,293,095	224,298,244	142,967,179	56,538,729

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; Accounting, Administrative Services, and Information Systems.

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.

FINANCES, FISCAL YEAR 2001: The 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	5,588,064		174,738	5,413,325	1	
HEALTH BENEFITS	1,458,253		39,708	1,418,545		
RETIREMENTS	903,823		38,488	865,335		
OTHER FRINGE BENEFITS	62,191		1,348	60,843		
OTHER CONTRACT SERVICES STATE	1,063,659		164,748	898,911		
COMPUTER SERVICES STATE	2,952		12	2,940		
OTHER CONTRACT SERVICES	855,883		115,380	740,503		
RENTS	178,531		100,067	78,464		
COMMODITIES	3,147,873		260,300	2,887,573		
GRANTS, SUBSIDIES, PENSIONS	1,482		26,169	-24,687		
EQUIPMENT	202,358		23,284	179,074		
TRANSFER TO OTHER FUNDS	538,387		30,983	507,404		
TOTAL EXPENDITURES	14,003,456		975,225	13,028,230	1	

DEPARTMENT OF TRANSPORTATION

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF ENVIRONMENTAL SERVICES

ALAN B. STEARNS, DIRECTOR

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

Established: 1992

Telephone: (207) 287-5735

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 229E; Citation: M.R.S.A., Sect.

PURPOSE:

The Environmental Office leads the Department in proactively integrating transportation and environmental objectives and innovations as the Department plans, develops, operates, and maintains Maine's transportation systems.

ORGANIZATION:

The Environmental Office was restructured in calendar year 2000. The Office reports to the Commissioner, with functional connections to all other units and bureaus.

PROGRAM:

The Office provides policy and administrative leadership for the entire department on all environmental matters. Technical work by the Office supporting projects and programs of other Offices and Bureaus includes hydrology, water quality, groundwater, hazardous waste, environmental management systems, permits, historic and cultural resources, field biology, landscape, scenic resources, roadside vegetation management, and wetland mitigation. Air

DEPARTMENT OF TRANSPORTATION

quality, noise, and NEPA are handled by the Bureau of Planning, with coordination from the Office. The Office administers three capital programs: the Scenic Byways Program, the Community Gateways Program, and the Surface Water Quality Protection Program. Each of these programs includes external nominations or applications and resulting department-administered projects.

PUBLICATIONS:

None

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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 Maine State Ferry Service and three members appointed by the Commissioner of Transportation.

PROGRAM:

During the year, the Board was involved in the completion of a design of a new vessel. Recommendations from the Board were incorporated in the new design.

Construction of a new terminal at Bass Harbor is complete and construction is nearly complete on a new terminal at Lincolnville. The Board reviewed items in the Strategic Plan. All have been completed or are ongoing. The Plan will now be expanded for the next 5 year period. The Board addressed various issues such as eliminating non-business charge accounts, placing driverless vehicles on vessels, reservation fee policy, etc.

FINANCES, FISCAL YEAR 2001: 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.

DEPARTMENT OF TRANSPORTATION

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.

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 Manual (bi-annual), Free

D/WBE Directory (updated ongoingly), Free & on Website

OJT Program (Annual), Free

Contractor and Subcontractor Equal Employment Opportunity Handbook, (Annual), Free

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF INTERNAL AUDIT

JAMES E. SMITH, DIR TRANS AUDIT

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

Established: 1981

Telephone: (207) 287-2902

Reference: Policy Area:07 ; Umbrella: 17 Unit: 229A; Citation: T0023 M.R.S.A., Sect. 000004206

PURPOSE:

To 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.

DEPARTMENT OF TRANSPORTATION

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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 178 new State Claims Commission referrals; 12 cases were presented for hearing - 129 were settled and 104 were defaulted. The Office prepares & updates title abstracts for all Department acquisitions. In addition, the Office continues to provide support for real estate related projects for the Land for Maine's Future Board (Bur. of Planning); Departments of Inland Fisheries & Wildlife, Environmental Protection, Human Services & Public Safety; and Bureaus of General Services & Parks & Lands, Maine Forest Service, Marine Resources, Maine Atlantic Salmon Comm., State Planning Office & the Governor's Office.

Finances for this unit are included within other programs.

FINANCES, FISCAL YEAR 2001: 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 highway; 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

DEPARTMENT OF TRANSPORTATION

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 Transport Services, and seven regional divisions. The radio operation is part of Highway Maintenance.

PROGRAM:

HIGHWAY MAINTENANCE & MOTOR TRANSPORT SERVICES: Progress was begun on converting our method of fighting winter storms to salt priority. The trucks, on the interstate and at selected other locations, were retrofitted to better regulate the amount of material applied during snowstorms. A 2000 heavy truck and equipment purchase was bid and awarded last November. Preparation work was completed in the Augusta shop and the trucks and equipment are being issued to the field. A new software program, the Maintenance Activity Tracking System, was developed to provide electronic tracking of work accomplishments.

TRAFFIC ENGINEERING: This division striped 627 lane miles of Interstate System, 6,219 miles of centerline, and 5,000 miles of edgeline and maintained lighting and signing. The sign shop produces all the highway signs used on the state system. The division produced 27 signal, signing, and lighting projects and also provided a traffic operational & safety analysis on roads throughout the state. The Division's Right of Way Control staff processed 660 new applications and issued 875 permits for new Official Business Directional Signs bring the total to 10,599 signs in use. The Division reviewed 61 traffic movement permits and 85 site review projects, having taken this over from DEP. The Crash Records section processed more than 50,000 crash reports and generated over 150 collision diagrams. In Traffic Monitoring, there are now 44 continuous count sites and 7 continuous classification sites.

BRIDGE MAINTENANCE: Routine maintenance of approximately 2800 bridges included: bridge cleaning; rail, deck wearing surface, and curb repair; and channel maintenance. Major emphasis was placed on replacing wearing surfaces; bridge painting; 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 Division utilized 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. Maintenance of the Ferry Service facilities included 14 ferry transfer & docks. Inspected & maintained 300 miles of state-owned railroad lines.

DEPARTMENT OF TRANSPORTATION

FINANCES, FISCAL YEAR 2001: The 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	49,580,549			40,367,047	2,092,670	7,120,832
HEALTH BENEFITS	15,651,329			13,194,125	217,676	2,239,528
RETIREMENTS	7,498,582			6,046,704	376,401	1,075,477
OTHER FRINGE BENEFITS	767,439			646,708		120,731
OTHER CONTRACT SERVICES STATE	3,239,803		131,964	2,384,455	180,511	542,873
COMPUTER SERVICES STATE	- 11,530,851			82,312	- 3,931	- 11,609,232
OTHER CONTRACT SERVICES	23,259,381		213,458	5,150,676	296,237	17,599,010
RENTS	30,462,822		287,338	27,933,889	789,558	1,452,037
COMMODITIES	20,643,742		214,403	15,918,365	2,408,741	2,102,233
GRANTS, SUBSIDIES, PENSIONS	23,993,461		53	23,970,979	22,327	102
PURCHASE OF LAND	8,000			8,000		
BUILDING IMPROVEMENTS	1,170,159			1,170,159		
EQUIPMENT	23,274,494		1,849,997	14,130,737	6,130,706	1,163,054
INTEREST-DEBT RETIREMENT	398,802			5,317		393,485
TRANSFER TO OTHER FUNDS	620,251		3,519	525,659	275	90,798
TOTAL EXPENDITURES	189,037,963		2,700,732	151,535,132	12,511,171	22,290,928

MAINE PILOTAGE COMMISSION

BRIAN NUTTER, ADMINISTRATOR

TTY: (207) 287-3392

Central Office: TRANSPORTATION BLDG., AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 FAX: (207) 287-2032

Established: 1969

Telephone: (207) 287-2841

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 387 ; Citation: T0038 M.R.S.A., Sect. 000000089

PROGRAM:

Administrative responsibility for the Maine Pilotage Commission was transferred to the Department of Transportation in July 1998. Since that time the Office of Freight Transportation has served as the administrative arm of the Commission.

During the past year the Commission has undertaken a major revision to its rules. The new rules more clearly define the general requirements for acquiring and maintaining a license to serve as a marine pilot on waters under the jurisdiction of the Commission. The rules also increase the training requirements for new applicants, and require recency and continuing education for relicensing. They also outline general operational and safety requirements and define the procedures for disciplinary action.

LICENSES:

During FY01, no new licenses were issued and five renewals were issued.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

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 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 of Planning is comprised of four basic operating Divisions; Plan & Program Development Division, Transportation Research Division, Community Services Division and Systems Management Division.

PROGRAM:

The Plan and Program Development Division is primarily responsible for long-range transportation planning and capital improvement programming. In this regard, it develops the Department's 20-Year Transportation Plan, the 6-Year Transportation Improvement Plan, and Biennial Transportation Improvement Program. It also is responsible for public outreach in transportation planning through coordination with the State's Regional Transportation Advisory Committees (RTACs), Metropolitan Planning Organizations (MPOs), corridor committees, and other regional planning interests. The Division is also responsible for the preparation of project scoping and location studies consistent with the requirements of Maine's Sensible Transportation Policy Act and the National Environmental Policy Act.

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 Systems Management Division has six sections; a Pavement Management Section 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 Section responsible for overseeing the Dept.'s Highway Safety Improvement Program & safety management system; a Transportation Reporting, Inventory, and Mapping Section responsible for the management of transportation systems inventory databases, TINIS, GPS, HPMS, TIDE and for the development of transportation

DEPARTMENT OF TRANSPORTATION

planning GIS applications, and a Transportation Analysis Section responsible for traffic forecasting and technical studies associated with congestion management and traffic operations.

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF POLICY ANALYSIS

BRUCE A. VAN NOTE, DIR POLICY ANALYSIS

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

Established: 1980

Telephone: (207) 287-2827

Reference: Policy Area: 07 ; *Umbrella:* 17 *Unit:* 229P ; *Citation:* T0023 *M.R.S.A., Sect.* 000004206

PURPOSE:

To support the Deputy Commissioner of Transportation in matters of state and federal legislative liaison, public affairs, intensive policy analysis, and policy direction.

ORGANIZATION:

The Office was administratively established in early 1996, merging functions of the former Office of Policy Analysis, the former Office of Legislative and Governmental Affairs, and the Office of Public Affairs. The Director reports to the Deputy Commissioner. The Director of Public Affairs 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. 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.

FINANCES, FISCAL YEAR 2001: 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

DEPARTMENT OF TRANSPORTATION

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 more than 300 miles of roadway improvements, nearly 60 bridge projects and 40 other transportation improvements for a total project delivery effort valued at nearly \$200 million.

LICENSES:

Permit:
Utility Location

PUBLICATIONS:

Statewide Transportation Improvement Program (STIP)
Standard Specifications for Construction
Various Policy & Procedural Manuals

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	18,955,443	109,500		9,440,135	9,405,808	
HEALTH BENEFITS	5,105,545	19,500		3,149,315	1,936,730	
RETIREMENTS	3,101,396	21,000		1,009,539	2,070,857	
OTHER FRINGE BENEFITS	206,161			206,161		
OTHER CONTRACT SERVICES STATE	11,790,788		475,603	300,731	10,177,248	837,206
COMPUTER SERVICES STATE	428,957		216	219,333	208,556	852
OTHER CONTRACT SERVICES	2,283,339			779,454	1,186,378	317,507
RENTS	1,780,687			130,792	847,222	802,673
COMMODITIES	2,868,259			1,877,541	837,549	153,169
GRANTS, SUBSIDIES, PENSIONS	3,222,576		518,915	-7,987	2,558,260	153,388
BUILDING IMPROVEMENTS	94,605			94,605		
EQUIPMENT	134,348,242		3,695,159	14,172,521	97,539,498	18,941,064
INTEREST-DEBT RETIREMENT	27,439,680			27,439,607	73	
TRANSFER TO OTHER FUNDS	325,639		6,808	319,199	-368	
TOTAL EXPENDITURES	211,951,317	150,000	4,696,701	59,129,882	126,768,875	21,205,859

DEPARTMENT OF TRANSPORTATION

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:

The Office of Freight Transportation is charged with developing a free-flowing intermodal freight network that offers Maine shippers greater choice among modes, increased productivity, environmental benefits and reduced transportation costs.

The Office of Passenger Transportation is 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.

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 Matinicus 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 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 manages the Small Harbor Improvement and the Boating Infrastructure Grant Programs. These programs focus on improving coastal public marine facilities, such as wharves, boat ramps, floats, and moorings.

OPT is prioritizing Maine dredging projects for the U.S. Army Corps of Engineers and administering The Maine Pilotage Commission. OPT's motor carrier issues specialist is Maine's representative on the NASTO Highway Transport Subcommittee, which is implementing a regional oversize-overweight permitting system. The Office is also involved in several initiatives with the Bureau of Motor Vehicles and the Maine State Police to utilize intelligent transportation systems technology in commercial vehicle regulation and operations. OPT is currently updating the Integrated Freight Plan; this Plan provides policy and project guidance for the Office. 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

DEPARTMENT OF TRANSPORTATION

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

Many of the OPT efforts support the implementation of Explore Maine, the strategic plan to develop an intermodal transportation network to move people into, and throughout Maine without their automobiles. Explore Maine is creating integrated rail, ferry, air and motorcoach services to support tourism while reducing congestion on our highways. Through intermodal hubs, smart card and intelligent traveler information system technology, and partnering with the public and private sectors; we will build and promote a network of travel opportunities where the travel experience becomes the vacation experience.

The Office of Freight Transportation has the following publications available:
 Integrated Freight Plan, Free
 Intelligent Transportation Systems - Commercial Vehicle Operations Business Plan, Free

FINANCES, FISCAL YEAR 2001: The 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	2,418,989	35,923			129,910	2,253,156
HEALTH BENEFITS	725,011	11,176			28,699	685,136
RETIREMENTS	385,860	5,337			28,070	352,453
OTHER FRINGE BENEFITS	41,650	86				41,564
OTHER CONTRACT SERVICES STATE	1,306,505	580,427	278,841		54,438	392,799
COMPUTER SERVICES STATE	48,378	2,271	4,482		- 639	42,264
OTHER CONTRACT SERVICES	2,188,091	293,371	242,520		19,873	1,632,327
RENTS	1,591				1,148	443
COMMODITIES	256,500	43,736	635		8	212,121
GRANTS, SUBSIDIES, PENSIONS	24,126,526	1,847,240	16,165,589	605,000	3,191,262	2,317,435
EQUIPMENT	5,517,758		225,153		234,469	5,058,136
TRANSFER TO OTHER FUNDS	2,641,842	2,584,623	3,217		- 106	54,108
TOTAL EXPENDITURES	39,658,701	5,404,190	16,920,437	605,000	3,687,132	13,041,942

(OFFICE OF) TREASURER OF STATE

(OFFICE OF) TREASURER OF STATE

DALE MCCORMICK, TREASURER
HOLLY A. MAFFEI, DEPUTY TREASURER

TTY: (207) 624-7630

Central Office: BURTON M. CROSS BLDG, 3RD FL, AUGUSTA, ME,

Mail Address: 39 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1820

FAX: (207) 287-2367

Telephone: (207) 624-7477

Reference: Policy Area: 00 ; Umbrella: 28 Unit: 248 ; Citation: T0005 M.R.S.A., Sect. 000000121

Average Count--All Positions: 18,000

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, Northern Maine Transmission Corporation, 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--nearly 39,000 during FY 2001. 2.4+ million checks were distributed, as well as 147,000+ electronic fund transfers. Banking services provided to State agencies are coordinated by the Treasurer's Office--including deposit access to over 50 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 \$936 million, and was managed with safety, liquidity and yield in mind. \$47.8 million in earnings from investments, including over \$16 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 more than \$8.7 million in unclaimed property during FY01. 9,482 claims were paid, reuniting citizens with nearly \$4.2 million of lost property.

The Office of the State Treasurer distributes Municipal Revenue Sharing monthly to 493 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 \$109.5 million was distributed during FY2001. 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; 2000/2001 Report Forms & Instructions for Unclaimed Property; Newsletter of the Treasurer of State "Maine Interest"; Web-site "www.state.me.us/treasurer"

FINANCES, FISCAL YEAR 2001: The 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	551,610	551,610				
HEALTH BENEFITS	131,644	131,644				
RETIREMENTS	90,559	90,559				
OTHER FRINGE BENEFITS	8,177	8,177				
OTHER CONTRACT SERVICES STATE	166,176	13,852				152,324
OTHER CONTRACT SERVICES	237,557	136,144	3,687			97,726
COMMODITIES	123,939	98,313				25,626
GRANTS, SUBSIDIES, PENSIONS	109,581,753	3,700,000	105,881,753			
INTEREST-DEBT RETIREMENT	84,045,243	84,045,243				
TRANSFER TO OTHER FUNDS	446		446			
TOTAL EXPENDITURES	194,937,104	88,775,542	105,885,886			275,676

(OFFICE OF) TREASURER OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	551,610	551,610				
HEALTH BENEFITS	131,644	131,644				
RETIREMENTS	90,559	90,559				
OTHER FRINGE BENEFITS	8,177	8,177				
OTHER CONTRACT SERVICES STATE	166,176	13,852				152,324
OTHER CONTRACT SERVICES	237,557	136,144	3,687			97,726
COMMODITIES	123,939	98,313				25,626
GRANTS, SUBSIDIES, PENSIONS	109,581,753	3,700,000	105,881,753			
INTEREST-DEBT RETIREMENT	84,045,243	84,045,243				
TRANSFER TO OTHER FUNDS	446		446			
TOTAL EXPENDITURES	194,937,104	88,775,542	105,885,886			275,676

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-A, subsection 10902).

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 2000 enrollment totaled 32,372, including many part-time and adult learners, and 4,601 persons were awarded degrees in 1999/2000.

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 2001: The 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	2,357,853					2,357,853
GRANTS, SUBSIDIES, PENSIONS	187,935,509	187,560,510	374,999			
TOTAL EXPENDITURES	190,293,362	187,560,510	374,999			2,357,853
 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	2,357,853					2,357,853
GRANTS, SUBSIDIES, PENSIONS	187,935,509	187,560,510	374,999			
TOTAL EXPENDITURES	190,293,362	187,560,510	374,999			2,357,853

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 2000

BY EMPLOYEE CATEGORY

Faculty	1,322
Professional and Administrative	1,474
Classified	<u>1,666</u>
Total	4,462

BY SOURCE OF FUNDING

Educational and General	3,589
Auxiliary Enterprise	348
Restricted	<u>525</u>
Total	4,462

INDEPENDENT AGENCIES - REGULATORY

STATE BOARD OF EDUCATION

JEAN GULLIVER, CHAIR

Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME, 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 *FAX:* (207) 624-6618

Established: 1949

Telephone: (207) 624-6616

Reference: Policy Area: 02 ; *Umbrella:* 90 *Unit:* 077 ; *Citation:* T0020A M.R.S.A., Sect. 000000401

PURPOSE:

The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Education in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of applied technical centers; to approve standards for school construction; to approve 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 Cultural Affairs 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 2001: The 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	18,370	18,370				
OTHER CONTRACT SERVICES STATE	117,612	117,612				
OTHER CONTRACT SERVICES	56,613	56,613				
RENTS	1,951	1,951				
COMMODITIES	16,435	16,435				
TOTAL EXPENDITURES	210,981	210,981				

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 create and maintain a useful, objective, reliable and comprehensive health information data base to improve the health of Maine citizens. This data base is made publicly accessible while protecting patient confidentiality and respecting providers of care.

ORGANIZATION:

The Maine Health Data Organization was created in 1996 as an independent executive agency to maintain and expand the health information data base of its predecessor agency, the Maine Health Care Finance Commission. The Organization implements policies and procedures for the collection, processing, storage, and analysis of clinical, financial, and restructuring data.

The Maine Health Data Organization is governed by a stakeholder Board of Directors comprised of 18 members representing the following interests: two members are employees of the Department of Human Services; three members represent consumers; three members represent employers, with one being a representative of a health management coalition; two members represent third-party payers; eight members represent providers (two provider members represent hospitals, two provider members are either physicians or represent physicians, one provider member is a chiropractor, one provider member represents a federally qualified health center, one provider member is a representative of a home health care organization, and one provider member represents other health care providers). Legislation has been enacted authorizing pharmacy representation to the Board of Directors, one additional consumer member, and increasing the number of professional staff positions from five to eight.

PROGRAM:

The MHDO released hospital outpatient services data for calendar year 1998. Maine is one of the few states in the nation to collect hospital outpatient services data and this is the first time that such data has been released. To expedite the processing and release of its clinical data, the MHDO initiated a three-month pilot project with four Maine hospitals to evaluate utilizing in-hospital data editing systems in lieu of the current centralized approach for editing hospital inpatient and outpatient data. As a result of the positive response received from the participating hospitals, the MHDO has issued a Request for Proposal to Develop and Implement a Hospital Based Editing System for Clinical Data Generated in Maine Hospitals. The MHDO staff is performing

INDEPENDENT AGENCIES - REGULATORY

the inpatient and outpatient editing functions until such time that the successful bidder is awarded the contract and the system is fully operational.

The MHDO Board developed a strategic plan that has as its primary goal the expansion of the Organization's databases over a three-year period. The primary focus is to collect information on every patient level encounter from all medical care providers, followed by the collection of outcome data and additional organization and financial data. In moving to accomplish its goals the MHDO initiated and the Legislature enacted a bill which establishes the Maine Health Data Processing Center, a non-profit organization that will maintain an all-payer/all provider health care claims database system. In a companion piece of legislation, the Maine Legislature enacted a bill to amend the MHDO laws that expands the collection of assessments to include healthcare practitioners and third party administrators, and eliminates the restriction that the identification of healthcare practitioners be kept confidential in MHDO's public data sets except under certain medical circumstances.

In collaboration with the Maine Bureau of Health, the Maine Health Data Organization received the Maine Data Utilization and Enhancement grant from the United States Health Resources and Services Administration. The purpose of the grant is to provide for the linking of quantitative information such as hospital clinical data and vital records that can be used to assist in Federal reporting, health care policy development, and in community planning. The project will facilitate the delivery of public health services and allow for the expansion of HealthWeb of Maine to include data pertinent to the health of families and in particular that of women, infants, children and children with special health needs. The MHDO also continues its efforts in 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)

FINANCES, FISCAL YEAR 2001: The 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	230,996		230,996			
HEALTH BENEFITS	49,747		49,747			
RETIREMENTS	39,021		39,021			
OTHER FRINGE BENEFITS	2,341		2,341			
OTHER CONTRACT SERVICES STATE	15,072		15,072			
COMPUTER SERVICES STATE	28,176		28,176			
OTHER CONTRACT SERVICES	15,951		15,703		248	
RENTS	19,141		19,141			
COMMODITIES	247,462		235,371		12,091	
TOTAL EXPENDITURES	647,907		635,568		12,339	

WORK CENTER PURCHASES COMMITTEE

RICHARD THOMPSON, CHAIRMAN

Central Office: BURTON M CROSS BLDG, 4TH FLOOR, AUGUSTA, ME, 04333

Mail Address: 9 STATE HOUSE STATION, AUGUSTA, ME, 04333-0009 *FAX:* (207) 287-6578

Established: 1985 *Telephone:* (207) 624-7340

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.

INDEPENDENT AGENCIES - REGULATORY

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 structure has now changed to add more persons with disabilities and members will be appointed by and serve at the pleasure of the Governor early in Fiscal Year 2002. 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 29 awards made under the set aside totaled \$539,654 in FY 2001.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

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 labor and management 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 continue to have 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

INDEPENDENT AGENCIES - REGULATORY

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 has adopted standard operating procedures for all levels of dispute resolution that have eliminated backlogs and significantly reduced the length of time a case is in the system. The Board promotes the use of EDI to increase the electronic filing of data.

The Board promulgated rules on vocational rehabilitation, form filing and procedures for payment. 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 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. Additional analysis and programming will be scheduled in the Abuse and Advocate functional areas over the next year.

PUBLICATIONS:

Annual Report on the Status of the Maine Workers' Compensation System, February 2001(free)

Facts About Maine Workers' Compensation Laws, pamphlet, 50 cents each
Maine Workers' Compensation Act of 1992, updated through the Second Regular Session of the 119th Legislature, booklet, \$4.00 per copy

Medical Fee Schedule, booklet, \$25.00 each

Weekly Benefit Table, booklet, \$4.50 each

Workers' Compensation Board Rules and Regulations, booklet, \$3.00 each

Workers' Compensation Board Minutes, \$100.00 per year for minutes or \$150.00 per year for minutes and cumulative index.

Comp Quarterly, newsletter, no charge

Most Board publications are available at www.state.me.us/wcb

FINANCES, FISCAL YEAR 2001: The 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	4,207,866		4,207,866			
HEALTH BENEFITS	972,958		972,958			
RETIREMENTS	675,804		675,804			
OTHER FRINGE BENEFITS	65,315		65,315			
OTHER CONTRACT SERVICES STATE	72,884		72,884			
COMPUTER SERVICES STATE	1,255		1,255			
OTHER CONTRACT SERVICES	391,758		391,758			
RENTS	302,270		302,270			
COMMODITIES	373,486		373,486			
GRANTS, SUBSIDIES, PENSIONS	1,316,917		1,316,917			
TRANSFER TO OTHER FUNDS	108,963		108,963			
TOTAL EXPENDITURES	8,489,476		8,489,476			

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*	16,944
2000	16,928

*Reporting System Change

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
2000	9,442	9,426	789

	<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
2000	3,642	3,551	666

	<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
2000	2,433	2,417	1,110

Worker Advocate Division

The Worker Advocate Program has over 2100 open files as of June 30, 2001. The Advocates, from July 1, 2000 to June 30, 2001, have represented injured workers in over 500 formal hearings and in over 2,300 mediations. These numbers are extraordinary and have placed great demands on the Advocates and their staff.

Abuse Investigation Unit

The Abuse Investigation Unit investigates allegations of fraud, illegal or improper conduct, and violations of the Workers' Compensation Act. In 2000 the Abuse Investigation Unit received 2,283 complaints/requests for penalties (down slightly from 2,308 in 1999 but 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) 1,534 cases (up from 720 in 1999 and 580 in 1998).

Forms and Data Processed by Unit in Calendar Year 2000

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
2000	97,725	3,469	1,100	40	159

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
2000	14,481	13,886	16,602	3,567	12,376	7,552

	<u>Interim/Final Reports</u>	<u>Miscellaneous 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
2000	18,263	5,422	847	19,878

Office of Medical/Rehabilitation Services

1. **Vocational Rehabilitation**

- A. Vocational Rehabilitation process adopted.
- B. The Assistant Administrator of Vocational Rehabilitation was transferred to the Worker Advocate Program.

2. **Medical Fee Schedule**

The medical fee schedule was updated with the latest American Medical Association CPT codes and the most recent resource based relative value scale (RBRVU's).

3. **Independent Medical Examiner System**

As requests for independent medical examinations have increased, the Board appointed eleven new examiners. The independent medical examiners are all certified by a Board recognized by the American Board of Medical Specialties, experienced in their fields of expertise and are geographically located throughout the State.

Proposed amended regulations related to the IME process are under consideration by the Board of Directors.

MONITORING, AUDIT AND ENFORCEMENT PROGRAM

The Mae Program is having a significant impact on compliance in the State of Maine. The 2000 Annual Compliance Report continues to suggest positive trends in the filing of First Reports of Injury, payment of initial indemnity benefits, and the filing of Memoranda of Payment (see table below). In addition to monitoring claims adjusting performance, 47 entities have been audited since 1999. Consent Decrees, as a result of board audits, generated \$49,400 in penalties paid directly to injured employees and \$52,700 in penalties paid to the Board (total penalties paid to date is \$102,100). Several insurance entities are under Corrective Action Plans (CAP) in order to improve their compliance benchmarks. Enforcement of the questionable claims-handling techniques section of the Act resulted in a Complaint for Penalties being filed against an insurance entity. These positive trends will reduce the number of cases litigated and increase the number of lost-time cases that are paid timely and accurately.

Annual Compliance Report

01/01/00-12/31/00 2000 Quarterly Compliance Reports¹

	First Quarter		Second Quarter		Third Quarter		Fourth Quarter	
First Report of Injury Received within:	<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>
	71.96%	81.88%	72.60%	81.28%	68.29%	77.13%	71.28%	79.31%
Initial Indemnity Payment Made Within 14 Days	80.03%		80.42%		80.53%		80.18%	
Memoranda of Payment Received Within 17 Days	75.86%		73.85%		74.26%		75.02%	

Compliance Comparison

	Pilot Project 1997	Annual Compliance² 1999	Annual Compliance³ 2000	Percent of Change Since Pilot Since 1999	
First Report of Injury Received within 7 Days	36.74%	69.20%	78.33%	113.20%	13.19%
Initial Indemnity Payment Made Within 14 Days	59.39%	79.35%	80.26%	35.14%	1.15%
Memoranda of Payment Received Within 17 Days	56.78%	75.14%	74.26%	31.42%	-.69%

¹ Static results based upon data received by the deadline for each quarter.

² Dynamic results based upon data received by March 30, 2000.

³ Dynamic results based upon data received by March 20, 2001.

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 2001: 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 2001: 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 Families 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 2001: 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 2001: The 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 2001, the Commission met nineteen times.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS

JANET WALDRON, COMM DAFS

Central Office: BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME,

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

Established: 1973

Telephone: (207) 624-7800

Reference: Policy Area: 00 ; Umbrella: 92 Unit: 311 ; Citation: T0005 M.R.S.A., Sect. 000000884

PURPOSE:

Administration of the Deferred Compensation Plan (the Plan) for the State is the responsibility of the Bureau of Accounts and Control staff. The Tax Deferred Arrangements Council was established to work with the Plan providers, and to negotiate the best performing mutual funds and Plan fees. The Council is a Labor/ Management group made up of 6 members, 3 from the Unions and 3 from Management. A Union and Management representative serve as Co-chairs of the Council. Other duties of the Council include keeping the Plan document and the vendor contracts up to date, and maintaining a reasonable investment policy. To assist with this work, Buck Consultants has been hired as a performance and educational monitor.

ORGANIZATION:

The original Plan Council was established in 1973, however, subsequent legislation created the Tax Deferred Arrangements Council we know today. Six members, include the Commissioner of Administrative and Financial Services as Chair, the Insurance Superintendent and the Superintendent of Banking or their designees, 3 classified labor employees appointed by their particular Union: one employee from the Maine State Employee Association, one employee from 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 as needed.

PROGRAM:

Enrollment in the Plan is open at all times to permanent state employees. The Council hired Buck Consultants, an actuarial firm since 1916, to assist with modernizing all features of the Plan. They have negotiated lower provider fees, fewer and better performing investment options, and legally reviewed the original Plan document and provider contracts. Buck Consultants remains the performance monitor and educational source for the State's Plan. Publications by Buck Consultants help employees understand this important benefit.

In FY2001 Congress passed a Tax Relief Bill with a Pension Reform section attached. Deferred Compensation Plans nationwide benefit from positive changes like portability, ability to contribute more money to the Plan up to \$15,000 annually by 2006, catch up provisions for any participant over the age of 50 years to name a few. Full disclosure can be found on the Bureau of Accounts and Control web site.

PUBLICATIONS:

To be determined. (Please visit the Bureau of Accounts and Control home page).

FINANCES, FISCAL YEAR 2001: 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

FAX: (207) 623-3263

Telephone: (207) 623-0095

Reference: Policy Area: 02 ; Umbrella: 92 Unit: 604 ; Citation: T0020A M.R.S.A., Sect. 000012304

INDEPENDENT AGENCIES - ADVISORY

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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 Maine Developmental Disabilities Council engages in advocacy, capacity building and systemic change activities that will contribute or lead to a coordinated, consumer- and family-centered, consumer- and family-directed, comprehensive system that includes needed community services, individualized supports, and other forms of assistance that promote self-determination for individuals with developmental disabilities and their families.

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, 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 addresses several activities for its Five-Year State Plan for meeting the needs of people with developmental disabilities. Priority areas are Housing, Employment, Recreation, Early Childhood Intervention & Education, Formal and Informal Community Supports, Transportation, Health, Childcare, Quality Assurance, and Self-determination Advocacy.

Examples of activities are: (1) Working to create strong communities using the regional approach to improve alliances between family members, community members and people with disabilities ; (2) Contuning to provide capacity building, training, technical assistance, consultation, and support to early childhood providers, parents, and other appropriate personnel to encourage and facilitate the inclusion of young children with disabilities in early childhood settings; (3) Working with CDS sites without developmental therapy resources to enhance their capacity to provide specialized instruction and support in integrated settings; (4) Supporting the Technical Exploration Center (TEC)

INDEPENDENT AGENCIES - ADVISORY

assisting adults with developmental disabilities in using assistive technology (AT) in obtaining and keeping employment;

(5) Helping fund the self-advocacy project, Speaking Up For US (SUFU). The group has an active Board of Directors, has written its own bylaws, incorporated the organization, established regional groups throughout the state, sends delegates to national conferences, and holds a statewide conference every year.

PUBLICATIONS:

ALL FREE

- DD Dispatch (published three times a year)
- Five 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 2001: 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 2001: 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

INDEPENDENT AGENCIES - ADVISORY

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 collects and compiles 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

EDUCATIONAL LEAVE ADVISORY BOARD

DONALD A. WILLS, CHAIR

Central Office: BURTON M CROSS BLDG, 4TH FLOOR, AUGUSTA, ME, 04333

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

Established: 1973

Telephone: (207) 624-7761

Reference: Policy Area: 02 ; Umbrella: 92 Unit: 284 ; Citation: T0005 M.R.S.A., Sect. 000000723

PURPOSE:

The Educational Leave Advisory Board was established in 1973 to review and authorize requests from classified and unclassified employees for educational leave. From 1973 to 1991, all educational leave requests that had a duration of one work week or more required advance approval by the Board. In 1991, the Educational Leave Law was amended to require advance approval by the Board for educational programs that require position leave for thirty (30) days or more. With this amendment, educational leaves for less than thirty days may be approved by the employing agency. The Educational Leave Advisory Board is also responsible for establishing rules and administrative procedures for submitting and processing educational leave requests and for maintaining records of employee requests for educational leave and the terms and disposition of these requests.

ORGANIZATION:

In 1989, membership of the Educational Leave Advisory Board was increased from three to five members. The members of the Board are: the Director, Bureau of Human Resources as Chair, the Commissioner (or designee) of the Department of Education, the manager of Human Resource Development within the Bureau of Human Resources, and two State employee members, one of whom must be a bargaining unit employee. The State employee members are appointed by the Governor for a three-year term. Members of the Board receive no compensation for their services.

PUBLICATIONS:

Guidelines for Educational Leave (first issued 7/2/74)

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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 *FAX:* (207) 287-5096

Established: 1997

Telephone: (207) 287-3106

Reference: Policy Area:03 ; Umbrella: 92 Unit: 596 ; Citation: T0010 M.R.S.A., Sect. 000001079

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY COMMITTEE ON FAIR COMPETITION WITH PRIVATE ENTERPRISE

RICHARD THOMPSON, STATE PURCHASING AGENT

Central Office: BURTON M. CROSS BLDG, AUGUSTA, ME, 04333

Mail Address: 9 STATE HOUSE STATION, AUGUSTA, ME, 04333-0009

Established: 2000

Telephone: (207) 624-7340

Reference: Policy Area:00 ; Umbrella: 92 Unit: 612 ; Citation: T0005 M.R.S.A., Sect. 000000055

PURPOSE:

Government entities provide a wide variety of services to its constituency.

From time to time, some of those functions may adversely affect private enterprise. The 119th Legislature created the Advisory Committee on Fair Competition with Private Enterprise to review complaints where competition with private enterprise is potentially unfair.

ORGANIZATION:

The Advisory Committee consists of members appointed from both government employees and private sector representatives who meet to review complaints on government competition with private enterprise.

PROGRAM:

A form has been developed to capture key pieces of information about potentially unfair competition. Once submitted to the Committee, notification of the complaint will be forwarded to the government agency identified in the complaint and additional information will be sought. Information must be presented at least two weeks prior to the committee meeting to be considered on the agenda for that date.

The Committee will review the information and allow direct presentation by the person(s) making the complaint and the government agency. The presentations are limited to factual information by any number of persons, but the total time available will be 15 minutes. The Committee will then ask questions with no limit to the time for this purpose.

LICENSES:

The Committee has established a 5-step process to be used in their evaluation. A written summary of each complaint and recommendations (if any) will be forwarded within 30 days to all parties.

The Committee plans quarterly meetings.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain

INDEPENDENT AGENCIES - ADVISORY
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 reports to the Legislature regarding family related legislation. The Commission operates without a budget.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE FIRE PROTECTION SERVICES COMMISSION

JOHN DEAN, STATE FIRE MARSHAL

Central Office: 397 WATER STREET, GARDINER, ME, 04345

Mail Address: 52 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 2000

FAX: (207) 624-8968

Telephone: (207) 624-8957

Reference: Policy Area: 06 ; Umbrella: 92 Unit: 609 ; Citation:

M.R.S.A., Sect.

PURPOSE:

The Commission is established to monitor and evaluate the State's fire protection services system on a continuing basis and to provide recommendations to the appropriate State agencies and to the Legislature regarding necessary changes in the fire protection service system.

ORGANIZATION:

The Commission consists to 21 members appointed as follows: two members of the Senate and three members of the House who are members of the joint standing committee of the Legislature having jurisdiction over fire protection matters; the State Fire Marshal or designee; Director of the Forest Fire Control division or designee; Director Bureau of Labor Standards or designee; one municipal fire chief who is full-time; one municipal fire chief who is on call; one municipal fire chief who is a volunteer; six firefighters (two full-time, two on call, and two volunteer); the administrator of the Maine Fire Training and Education Program; one member representing the Governor's Office; one public member; and one member representing the insurance industry.

PROGRAM:

The Commission has met on a regular basis and will report and propose legislation to the second session of the 120th Legislature.

INDEPENDENT AGENCIES - ADVISORY

FINANCES, FISCAL YEAR 2001: The 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 FIRE PROTECTION SERVICES	TOTAL					
COMMISSION	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	204	204				
TOTAL EXPENDITURES	204	204				

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 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 01, 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 5 full-time administrators and service supervisors, 3 full-time secretaries, 4 half-time coordinators, 9 part-time field supervisors, and 100 part-time instructors and evaluators to help make citizens of Maine safer from fire. Courses offered range from basic, hands-on training for new fire department members, to college-level fire technology education for senior fire officers.

Additional courses and services offered include:

- Training teachers in the "Learn Not To Burn" fire safety education program
- Providing consultation services to municipal officials and fire chiefs on a variety of public fire protection issues
- Assisting fire departments in specifying new fire apparatus, and providing acceptance tests for newly-purchased fire trucks
- Testing local firefighters and awarding State Firefighter Certification, based on National Firefighter Qualification Standards
- Providing a wide range of industrial fire education programs to private industry in Maine, for a fee.

INDEPENDENT AGENCIES - ADVISORY

LICENSES:

Provisional Firefighter I
Firefighter I
Provisional Firefighter II
Firefighter II
Provisional Fire Instructor I
Fire Instructor I

PUBLICATIONS:

Firefighter I Curriculum - \$50.00
Driver/Operator Curriculum - \$30.00
Fire Fighter I Student Manual - \$25.00

FINANCES, FISCAL YEAR 2001: 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 (DHHS). In 1991, the Maine State Legislature by statute designated the AHEC Program and its related regional center(s) as the Maine Statewide AHEC System.

As stated in the enabling legislation: "The mission of the (AHEC) system is to improve the distribution, supply, quality, utilization and efficiency of the health personnel in underserved geographical, cultural or medical specialty areas of the state..."

This mission is accomplished through the development of clinical preceptorships in underserved areas; assistance in the recruitment of targeted health professionals; provision of continuing education opportunities to support retention of health professionals; and the development of collaborative support ventures with service delivery networks, educational resources and national/state health policy and planning agencies.

ORGANIZATION:

In 1985, the University of New England College of Osteopathic Medicine (UNECOM) contracted to develop the Maine AHEC Program. In 1987, UNECOM established the Maine AHEC Program Office and the Katahdin Health Education Center (KAHEC) was incorporated as a community-based non-profit education service organization, with four regional offices, serving Aroostook, Franklin, Hancock, Oxford, Penobscot, Piscataquis, Somerset, Waldo and Washington Counties.

In 1991, KAHEC and the Maine Consortium for Health Professions Education (MCHPE) merged forming the Acadia Health Education Coalition. The Acadia Coalition and the AHEC Program then constituted the Maine Statewide AHEC System as proscribed by law.

PROGRAM:

Since 1991, the Maine Statewide AHEC System has carried out its federal/state mandates through supporting clinical training opportunities for a variety of health professional students including Osteopathic and Allopathic physicians; physician assistants; nurse practitioners; registered nurses; occupational and physical therapists and clinical social workers.

INDEPENDENT AGENCIES - ADVISORY

The AHEC system also provides continuing health/medical education to these, and other health providers, administrative personnel and community leaders as part of meeting its health professional retention and health delivery systems development goals.

And finally, the AHEC system continues to collaborate with other related agencies/organizations (i.e. Bureau of Health; Office of Primary Care; Finance Authority of Maine; Health Care Reform Commission; Health Professions Regulations Task Force; Maine State Nurses Association; Maine Medical Association, Maine Osteopathic Association, and Maine Colleges and Universities) in helping to create and maintain designated underserved populations and communities of Maine.

PUBLICATIONS:

"Linking Health Professions Education to Rural Health Services," 1992
"Maine Health Careers: A Guide to Health Professional Education Programs,"
1993, 1996

FINANCES, FISCAL YEAR 2001: 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 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 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 the first deadline of June 1, 2001. The next deadline for this program which will continue through 2003 is October 1, 2001.

INDEPENDENT AGENCIES - ADVISORY

The Board reviewed several grant request 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.

LICENSES:

Recommendations to National Historical Publications and Records Commission regarding Maine grant proposals to the Commission.

FINANCES, FISCAL YEAR 2001: The 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	9,845				9,845	
HEALTH BENEFITS	1,507				1,507	
RETIREMENTS	1,909				1,909	
OTHER FRINGE BENEFITS	146				146	
TRANSFER TO OTHER FUNDS	1,079				1,079	
TOTAL EXPENDITURES	14,486				14,486	

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 and asset development.

ORGANIZATION:

The Maine Centers for Women, Work, and Community 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 FY2001, 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 two 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

INDEPENDENT AGENCIES - ADVISORY

offered in partnership with Community Action Agencies.

PUBLICATIONS:

Single copies of "Venturing Forth: A Guide for Women Considering Starting a Small Business"; "Women on the Job: Making It Work for You -- An Employer's Guide to Finding, Hiring, and Retaining Women in Highway and Bridge Construction"; and the Program's Annual Report, and bi-annual newsletters are available free of charge.

FINANCES, FISCAL YEAR 2001: 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 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 substantively 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 Corrections, and the Department of Mental Health, Mental Retardation, and Substance Abuse Services;

(2) The Director or Deputy Director 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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 2001: 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

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 advise 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

OIL SPILL ADVISORY COMMITTEE

VACANT, 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.

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, March 2001

Maine's Marine Oil Spill Response Framework, November 2000

Review of the Julie N Oil Spill, February 1998

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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 outlet.

FINANCES, FISCAL YEAR 2001: 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

BRYAN KNICELY, ASSISTANT DIRECTOR

TTY: (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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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 2000, 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 to the a small business assistance program.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PRESCRIPTION DRUG ADVISORY COMMISSION

JOHN MARVIN, CHAIRMAN

Central Office: 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011

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

Established: 2000

Telephone: (207) 287-2674

Reference: Policy Area: 03 ; *Umbrella:* 92 *Unit:* 610 ; *Citation:* T0022 *M.R.S.A., Sect.* 000002692

PURPOSE:

The Prescription Drug Advisory Commission was established by the cited statute to review access to and the pricing of prescription drugs for residents of the State, to advise the Commissioner on prescription drug pricing and to provide periodic reports to the Commissioner, the Governor and the Legislature.

ORGANIZATION:

The Commission consists of the following 12 members:

Three members of the public appointed by the President of the Senate, one of whom must represent the interests of senior citizens. Of the initial appointees, one must be appointed for a 2-year term and two for 3-year terms;

Three members of the public, appointed by the Speaker of the House, one of whom must represent the interests of senior citizens. Of the initial appointees, one

INDEPENDENT AGENCIES - ADVISORY

must be appointed for a 2-year term and two for 3-year terms;

Two members of the health care community who are authorized by the laws of this State to prescribe drugs, appointed by the Governor. Of the initial appointees, one must be appointed for a 2-year term and one for a 3-year term;

Two pharmacists, appointed by the Governor. Of the initial appointees, one must be appointed for a 2-year term and one for a 3-year term.

The Director of the Bureau of Medical Services and the Commissioner of Professional and Financial Regulation, or their designees, who shall serve as ex officio, non-voting members.

PUBLICATIONS:

Maine Rx Program First Annual Report to the Joint Standing Committee on Health & Human Services - Free of charge.

FINANCES, FISCAL YEAR 2001: 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.

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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 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 of 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

INDEPENDENT AGENCIES - ADVISORY

safety is threatened.

PUBLICATIONS:

When The Rivers Rise: Flood Awareness for Maine Public Officials
Annual Flood Forecast News Release

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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. Staff is provided by the Bureau of Labor Standards.

PROGRAM:

The Commission held eleven meetings during the year. The group reviewed two Occupational Safety Loan requests and recommended that the Commissioner of Labor approve them. Loans totaled \$77,800.

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Labor Standards, Department of Labor.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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.

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 2001: 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.

INDEPENDENT AGENCIES - ADVISORY

LICENSES:

General Taxidermy License
Mammal & Head Taxidermy License
Bird Taxidermy License
Fish Taxidermy License

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

BOARD OF VISITORS - MAINE CORRECTIONAL CENTER

LEONARD CUMMINGS, CHAIRMAN

TTY: (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.

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 2001: 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, 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

BOARD OF VISITORS - MAINE YOUTH CENTER

DAN REARDON, CHAIRPERSON

TTY: (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.
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 2001: 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.

INDEPENDENT AGENCIES - ADVISORY

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 2001: 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.
BRYAN KNICELY, ASSISTANT DIRECTOR

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

TTY: (207) 287-6740

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.

Partners 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 2001: The 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	363,920	257,804			106,116	
HEALTH BENEFITS	74,281	51,634			22,647	
RETIREMENTS	61,027	42,409			18,618	
OTHER FRINGE BENEFITS	5,759	3,021			2,738	
OTHER CONTRACT SERVICES STATE	41,240	29,145	1,500		10,595	
OTHER CONTRACT SERVICES	105,814	83,191			22,623	
RENTS	1,349	1,205			144	
COMMODITIES	42,041	37,410	15		4,616	
GRANTS, SUBSIDIES, PENSIONS	548,343	295,723	950		251,670	
TRANSFER TO OTHER FUNDS	6,003		18		5,985	
TOTAL EXPENDITURES	1,249,777	801,542	2,483		445,752	

INDEPENDENT AGENCIES - OTHER

ATLANTIC SALMON COMMISSION

FRED KIRCHEIS, EXECUTIVE DIRECTOR

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: 20.000

FAX: (207) 941-4443

Telephone: (207) 941-4449

M.R.S.A., Sect. 000009901

Legislative Count: 16.00

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 taking 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 appointed 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" was 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 2001: The 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	530,440	301,401	2,296		226,743	
HEALTH BENEFITS	123,232	68,116	643		54,473	
RETIREMENTS	86,018	50,865	358		34,795	
OTHER FRINGE BENEFITS	7,529	4,994	35		2,500	
OTHER CONTRACT SERVICES STATE	218,753	95,588			123,165	
COMPUTER SERVICES STATE	30,325	27,610			2,715	
OTHER CONTRACT SERVICES	100,610	72,554	1,214		26,842	
RENTS	74,321	35,820	1,868		36,633	
COMMODITIES	111,296	37,685	9,280		64,331	
GRANTS, SUBSIDIES, PENSIONS	220,297	220,297				
PURCHASE OF LAND	169,613		438		169,175	
EQUIPMENT	242,955		12,171		230,784	
INTEREST-DEBT RETIREMENT	74	74				
TRANSFER TO OTHER FUNDS	7,149		191		6,958	
TOTAL EXPENDITURES	1,922,612	915,004	28,494		979,114	

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 *M.R.S.A., Sect.* 000000901

Average Count--All Positions: 39.000

Telephone: (207) 723-9616

Legislative Count: 21.00

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, 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. 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 2001: The 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					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,115,951		1,115,951			
HEALTH BENEFITS	254,644		254,644			
RETIREMENTS	191,270		191,270			
OTHER FRINGE BENEFITS	15,685		15,685			
OTHER CONTRACT SERVICES STATE	199,554		199,554			
OTHER CONTRACT SERVICES	288,005		288,005			
RENTS	2,153		2,153			
COMMODITIES	180,574		180,574			
BUILDING IMPROVEMENTS	21,327		21,327			
EQUIPMENT	126,620		126,620			
TRANSFER TO OTHER FUNDS	10,208		10,208			
TOTAL EXPENDITURES	2,405,991		2,405,991			

STATISTICAL USE INFORMATION					
SUMMER SEASON (5/15-10/15)					
	2000	1999	1998	1997	1996
USE BY TYPE					
Day Use	47723	50513	48900	47813	49220
Transient	3748	3324	4141	3855	3474
Campers	23005	23269	23689	22717	24362
TOTAL PEOPLE	74476	77106	76730	74385	77056
MISCELLANEOUS					
Camper Days	61385	64656	62495	62984	68787
Average Stay (Days)	2.67	2.78	2.64	2.69	2.82
Number of Vehicles	27024	2905	32042	31923	31770
Recreation Visitor Days	138011	145667	141719	137674	145468
WINTER SEASON (12/1 - 4/1)					
USE BY TYPE					
Day use					
Campers	1900	1900	2161	2425	1913
TOTAL PEOPLE	1900	1900	2161	2425	1913

INDEPENDENT AGENCIES - OTHER

STATE CIVIL SERVICE APPEALS BOARD

JANET E. WALDRON, COMMISSIONER

Central Office: BURTON M CROSS BLDG, 3RD 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

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 2001: 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 in 1994 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 its duties are: 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),

INDEPENDENT AGENCIES - OTHER

Senior Companions, Foster Grandparents, and Retired Senior Volunteer Programs(RSVP). Together the three agencies oversaw just over \$3.8 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. 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 8,000 people of all ages and backgrounds are involved in projects throughout Maine through 30 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 FY2001, \$1,738,807 in grants were awarded by the Commission.

The Commission administered eight AmeriCorps programs throughout the State in FY2001. In FY2001, the 224 AmeriCorps members serving Maine recruited 8,179 community volunteers who, in turn, contributed 67,641 hours of service to projects AmeriCorps organized. Projects included: renovating and/or repairing 46 units of housing, providing safe shelter to 80 people with low income or special needs, the elderly and victims of domestic violence; cleaning and landscaping 40 parks, vacant lots, day care centers and housing developments in Lewiston, Bangor, and MidCoast communities; conducting STD/HIV prevention clinics that reached 1,200 high school students at risk; rehabilitating and repairing 12 community buildings that serve 3000 families; helping 50 first-time juvenile offenders complete community service work; and began construction of 5 homeless shelters for families and individuals in crisis. The Maine Service Corps, recruited 185 volunteers who put in 687 hours of service.

AmeriCorps members receive an education award of up to \$4,725 when they complete their service. This aid for higher education may be used to attend college or to help pay back college loans. In FY2001, more than 200 Maine residents qualified for education awards totaling \$1,978,593.

PUBLICATIONS:

Annual Report

Calculating the In-Kind Value of Volunteer Service

Achieving Mission

Conversations in the Field: The Status of Maine Community Service and Volunteer Programs

2000/01 National Service Programs in Maine

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE STATE CULTURAL AFFAIRS COUNCIL

THADIUS 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

INDEPENDENT AGENCIES - OTHER

PURPOSE:

The Maine State Cultural Affairs Council shall ensure a coordinated, integrated system of cultural resources programs and projects, and shall ensure the support of cultural heritage institutions and activities of the State (Title 5, section 12004-G, subsection 7-A)

ORGANIZATION:

The Maine State Cultural Affairs council shall consists of the chair of the State Cultural Affairs Council, the chair and vice-chair from the Maine Arts Commission, the Maine Historic Preservation Commission, the Maine Library Commission and the Maine State Museum Commission. Nonvoting members include a staff member of the Office of the Governor and the directors of the four cultural agencies.

PROGRAM:

The Cultural Affairs Council in its 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE ECONOMIC GROWTH COUNCIL

LEROY BARRY, CO-CHAIR
REPRESENTATIVE PAUL TESSIER, CO-CHAIR

TTY: (207) 287-2656

Central Office: CROSS STATE OFFICE BUILDING, AUGUSTA, ME, 04333

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME, 04333-0059 FAX: (207) 287-8461

Established: 1993

Telephone: (207) 624-9800

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 Representative Paul Tessier and Leroy Barry, Madison Paper Corporation.

INDEPENDENT AGENCIES - OTHER

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 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 2001: 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

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 434 ; Citation: T0020A M.R.S.A., Sect. 000011414

FAX: (207) 791-3616

Telephone: (207) 791-3616

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, \$14 million and \$10 million of tax exempt bonds were issued in June of 1996, July of 1997, January 1999 and September of 2000, 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.

INDEPENDENT AGENCIES - OTHER

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, 1999 and 2000
Educational Loan Information
Brochure - Free

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF EMERGENCY MUNICIPAL FINANCE

ANTHONY J. NEVES, ST TAX ASSESSOR

WATS: () -

Central Office: 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.

ORGANIZATION:

The Commissioner of the Department of Administrative and Financial Services, the Treasurer of State and the State Tax Assessor compose The Board of Emergency Municipal Finance.

PROGRAM:

Any municipality which is financially unable to provide for its direct relief and work programs or its contributory share of public assistance programs of any nature, may apply to the Department of Human Services for funds from the State for that purpose. The municipal officers must apply in writing and send a copy of the application to the Board.

If a municipality falls one year and six months behind in the payment of its taxes to the State in full or in part or defaults on any bond issue or payment of interest due, or neglects to pay school and other salaries due and has received funds from the State in support of its poor the board may audit or investigate the financial condition of the municipality. If after the audit or investigation the Board finds it necessary it may, by a majority vote, take over local government.

FINANCES, FISCAL YEAR 2001: 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: CAMP KEYES, AUGUSTA, ME, 04333-0072
Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME, 04333 FAX: (207) 626-4510
Established: 1987 Telephone: (207) 626-4258
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.

INDEPENDENT AGENCIES - OTHER

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 2001: 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 5 COMMUNITY DR., AUGUSTA, ME,

Mail Address: PO BOX 949, AUGUSTA, ME, 04332-0949

Established: 1988

FAX: (207) 623-0095

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 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 also serve on the Board.

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.

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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 laws; 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 2001, 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 Commission began the first-time implementation and administration of the Maine Clean Election Act during the

INDEPENDENT AGENCIES - OTHER

2000 election cycle and distributed approximately \$865,000 in public funds to certified MCEA candidates. 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.

Complaints, Late Filings, Penalties: During FY 2001, the Commission investigated complaints concerning candidate campaigns, lobbyists, and legislative ethics. The Commission also ruled on the lateness of the filings of candidates, political action committees, and lobbyist. The Commission referred cases to the Attorney General for appropriate action regarding failure to pay penalties for delinquent filing of reports or the failure to file reports. The Commission publishes a Biennial Report containing statistical data regarding its activities and annual financial activities of candidates, lobbyists, and political action committees.

Opinions, Lawsuits, Fees: The Commission considered requests for the waiver of certain requirements in 6 Maine Clean Election Act cases and issued opinions on the interpretation of the Maine Clean Election Act or its regulations. The Commission issued legislative ethics (conflict of interest) opinions. Lobbyist registrations, penalties, and the sale of publications for lobbying year ending November 30, 2000, resulted in a total of \$117,845 in revenue. Of that total, \$63,245 was credited to the Commission's dedicated fund and \$54,600 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 2001: The 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	185,139	81,099	104,040			
HEALTH BENEFITS	51,645	24,296	27,349			
RETIREMENTS	30,794	12,987	17,807			
OTHER FRINGE BENEFITS	2,701	748	1,953			
OTHER CONTRACT SERVICES	130,588	12,280	118,308			
COMMODITIES	190,865	7,340	183,525			
TRANSFER TO OTHER FUNDS	6,684		6,684			
TOTAL EXPENDITURES	598,416	138,750	459,666			

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) 623-3263

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:

Maine State Grant Program
Federal Family Education Loan 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 2001: The 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	17,750,011	16,375,551	374,460			1,000,000
TOTAL EXPENDITURES	17,750,011	16,375,551	374,460			1,000,000

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 Services
- Maine Seed Capital Tax Credit Program

INDEPENDENT AGENCIES - OTHER

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:

Maine State Grant Program
Federal Family Education Loan 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 2001: The 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 REVENUE FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	17,750,011	16,375,551	374,460			1,000,000
TOTAL EXPENDITURES	17,750,011	16,375,551	374,460			1,000,000

ADVISORY COMMITTEE ON MEDICAL EDUCATION

JOHN LACASSE, CHAIRMAN

Central Office: C/O FAME, 5 COMMUNITY DRIVE, AUGUSTA, ME 04332-0949

Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949

Established: 1992

FAX: (207) 623-3263

Telephone: (207) 623-0095

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 initiatives which address the medical education needs of the State of Maine. The committee provides guidance for the administration of the program including, but not limited to: 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; development of incentives to practice in under-served areas; and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: PO BOX 2268, AUGUSTA, ME, 04338

Mail Address: PO BOX 2268, AUGUSTA, ME, 04338

Established: 1971

Reference: Policy Area: 03 ; Umbrella: 94 Unit: 336 ; Citation: T0022

FAX: (207) 623-5359

Telephone: (207) 622-9386

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 FY01, the Authority issued \$128,740,000 in bonds on behalf of 11 hospitals, 2 community mental health facilities, 3 nursing and boarding homes, 3 institutions of higher education, and 1 community health facility.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HISTORIC PRESERVATION COMMISSION

EARLE G SHETTLEWORTH JR, EXEC DIR

Central Office: 55 CAPITOL ST, AUGUSTA, ME, 04333-0065

Mail Address: STATEHOUSE STA# 65, AUGUSTA, ME, 04333

Established: 1971

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 089 ; Citation: T0027

Average Count--All Positions: 19.000

TTY: (207) 287-6740

Telephone: (207) 287-2132

M.R.S.A., Sect. 000000502

Legislative Count: 12.00

INDEPENDENT AGENCIES - OTHER

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 2001 the Commission expanded the National Register of Historic Places by 21 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 Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally-funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

LICENSES:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed in the National Register of Historic Places which is state-owned or is subject to a preservation agreement between the landowner and the Commission, must apply in writing for an Excavation Permit to the Director of the Commission. If such a permit is granted, it must be co-signed by the Director of the Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Statehouse Station # 65, Augusta, Maine 04333-0065.

Beard, Frank A., 200 Years of Maine Houses: A Guide for the House Watcher (1981).

Shettleworth, Earle G., Jr. and Beard, Frank A., A Guide to the Maine State House (1981).

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2001: The 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	469,979	142,332	130,591		197,056	
HEALTH BENEFITS	112,505	30,428	34,158		47,919	
RETIREMENTS	76,454	25,457	17,922		33,075	
OTHER FRINGE BENEFITS	5,274	878	2,114		2,282	
OTHER CONTRACT SERVICES STATE	40,294	9,086	16,204		15,004	
COMPUTER SERVICES STATE	25		25			
OTHER CONTRACT SERVICES	98,544	11,147	28,051		59,346	
RENTS	2,335	317	23		1,995	
COMMODITIES	103,598	8,028	8,629		86,941	
GRANTS, SUBSIDIES, PENSIONS	171,457	51,140	-16,858		137,175	
TRANSFER TO OTHER FUNDS	15,135		5,501		9,634	
TOTAL EXPENDITURES	1,095,600	278,813	226,360		590,427	

MAINE HUMAN RIGHTS COMMISSION

PATRICIA RYAN, EXEC DIR

TTY: (207) 624-6064

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

FAX: (207) 624-6063

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 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 2001, 819 new complaints were filed with the Maine Human Rights Commission. In addition, 689 complaints were carried over from the previous fiscal year. The Commission closed 771 cases, leaving a total of 737 cases active at year end.

INDEPENDENT AGENCIES - OTHER

LITIGATION. The Commission is represented in the courts of the State of Maine by the Commission Counsel.

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 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	446,026	309,680			136,346	
HEALTH BENEFITS	97,660	59,623			38,037	
RETIREMENTS	71,025	48,143			22,882	
OTHER FRINGE BENEFITS	3,035	2,172			863	
OTHER CONTRACT SERVICES STATE	2,212	2,112			100	
COMPUTER SERVICES STATE	945	840			105	
OTHER CONTRACT SERVICES	31,040	25,015	40		5,985	
RENTS	2,084	1,653			431	
COMMODITIES	34,931	18,164			16,767	
TRANSFER TO OTHER FUNDS	10,988		2		10,986	
TOTAL EXPENDITURES	699,946	467,402	42		232,502	

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 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

INDEPENDENT AGENCIES - OTHER

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 2001: The 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	38,800	38,800				
TOTAL EXPENDITURES	38,800	38,800				

MAINE STATE LIBRARY

J. GARY NICHOLS, ST LIBRARIAN

TTY: (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

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.

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

INDEPENDENT AGENCIES - OTHER

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

FINANCES, FISCAL YEAR 2001: The 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	1,631,249	1,358,101			273,148	
HEALTH BENEFITS	397,079	328,326			68,753	
RETIREMENTS	262,688	219,507			43,181	
OTHER FRINGE BENEFITS	15,274	11,207			4,067	
OTHER CONTRACT SERVICES STATE	473,445	4,449	279		6,942	461,775
COMPUTER SERVICES STATE	245		180		65	
OTHER CONTRACT SERVICES	426,636	133,920	5,126		222,183	65,407
RENTS	5,051	236			4,815	
COMMODITIES	725,732	473,352	16,465		230,402	5,513
GRANTS, SUBSIDIES, PENSIONS	1,301,458	1,157,733	15,000		61,304	67,421
EQUIPMENT	18,530	18,530				
TRANSFER TO OTHER FUNDS	38,427		986		37,441	
TOTAL EXPENDITURES	5,295,814	3,705,361	38,036		952,301	600,116

INDEPENDENT AGENCIES - OTHER

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 2001: 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 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:

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 sixth year. A culinary competition for chefs culminated the promotion. The MLPC's public relations efforts included media publicity, feature stories, 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 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 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 02 (funding was approved). A proposal to expand the Council's chef competition in California was not funded by the Maine Department of Agriculture to build on this prestigious event in Maine.

INDEPENDENT AGENCIES - OTHER

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 continues to deal the overfishing issue and developed an educational fact sheet (in collaboration with DMR and MLA) dealing with the issue of mosquito control and the dangers of spraying. The MLPC responded to requests for information as follows: 416 SASE's, and 1,168 requests for general information. Hits at 'www.mainerlobsterpromo.com' for July 1, 2000 through June 30, 2001: 2,622,139.

FINANCES, FISCAL YEAR 2001: The 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		SPECIAL				
	FOR						
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.	
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS	
GRANTS, SUBSIDIES, PENSIONS	327,425		327,425				
TOTAL EXPENDITURES	327,425		327,425				

PUBLICATIONS:

Consumer Brochure*
Dipping Sauce Brochure*
Lobster Cutout Brochure*
New Shell Brochure*
Holiday Recipe Brochure*
Stovetop Lobster Bake Recipe Card*
Value Added Brochure*
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*
Retail Sell More*
Trade Show Piece*
Maine Lobster Recipes Cookbooklet - \$2.00 includes postage
Best of the Best Lobster Recipes Cookbooklet - \$2.00 includes postage
Cooking Maine Lobster... full color cookbook - \$16.95 plus shipping
Full Color Signature Poster—\$2.00 includes postage
Quality Poster
Lent Poster
Lobster Bake Kit—\$2.00
Supermarket & Restaurant training videos - \$9.95 each
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*
Nutrition Fact Sheet

*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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MOTOR CARRIER REVIEW BOARD

MARK HUTCHINS, CHAIRMAN

TTY: (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) 624-9000

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 the Federal Motor Carrier Safety Administration reviews and ratings.

The Motor Carrier Review Board's principal data source is adjudicated violations. In 1996, the Board developed and adopted its rules, which were amended in 1998, for conducting carrier review. In FY01, the Board reviewed 25 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, forest products 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 2001: 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, 2000 the Bond Bank issued \$39,560,000 which assisted 17 governmental units to finance their capital needs. This issuance was rated Aa2/A+ by Moody's and Standard & Poor's and insured by MBIA. In May of 2001 a second bond offering was issued in the amount of \$34,635,000 which helped 16 governmental units finance their capital projects. This issuance was rated Aa2 by Moody's and AAA by Standard & Poor's. 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 2001, the School Revolving Renovation program provided 23 loans totaling \$7,920,516.72 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 \$6,789,214 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 2001, the Clean Water State Revolving Loan Fund program provided 17 loans totaling \$35,757,621 to finance wastewater construction projects. The Drinking Water State Revolving Loan Fund program provided 9 loans totaling \$4,469,422 to public water systems.

PUBLICATIONS:

Annual Report

FINANCES, FISCAL YEAR 2001: The 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: () -
TTY: (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

Telephone: (207) 287-2301

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 educate and inspire Maine's people and visitors by collecting, preserving, researching and exhibiting objects of Maine's natural and cultural heritage. We do this to promote an understanding of, and respect for the past, which is essential for Maine's future.

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.

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

INDEPENDENT AGENCIES - OTHER

agencies.

PROGRAM:

EDUCATION: In FY 2001, Museum exhibits and programs attracted 84,783 visitors of whom 29,683 came in 970 groups from 271 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 OPSAIC 2000 in Portland, 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 118 groups of historic artifacts and scientific specimens consisting of 2,334 objects. Artifacts from three archaeological sites were also accessioned. These primarily constitute direct donations, combined with purchases assisted by financial gifts and generous bequests. Examples include: 1804 portraits of Capt. Samuel and Hannah Lilly of Dresden, mineral specimens from the Harvard Museum of Natural History, and financial documents related to the Revolutionary War vessel Margareta.

EXHIBITS: Continuing renovations of the State House required extensive work with the flag and portrait displays. "Aomori and Maine: Bridges through Time", ran through December. The elaborate "Reflections of Maine, Glass from the Maine State Museum" was constructed for a run of at least five years. "What's New!", a monthly changing exhibit case at the Museum entrance, was inaugurated.

OUTREACH: The New Century Community Program enabled the Museum and Maine Archives to continue the Cultural Resources Information Center which provides technical assistance to small collecting organizations. The Program also provided small 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 s371-378 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

Demerritt, 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.
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

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2001: The 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	748,091	748,091				
HEALTH BENEFITS	152,203	152,203				
RETIREMENTS	116,092	116,092				
OTHER FRINGE BENEFITS	6,188	6,188				
OTHER CONTRACT SERVICES STATE	4,056	3,868	188			
COMPUTER SERVICES STATE	1,182	1,182				
OTHER CONTRACT SERVICES	56,580	49,191	7,389			
RENTS	2,455	2,330	125			
COMMODITIES	132,508	62,334	67,874		2,300	
GRANTS, SUBSIDIES, PENSIONS	230,019	68,828	23,194		137,997	
TRANSFER TO OTHER FUNDS	94,768	566	93,892		310	
TOTAL EXPENDITURES	1,544,142	1,210,873	192,662		140,607	

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 2001: 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: 58 FORE STREET, BUILDING 30, PORTLAND, ME, 04101
Mail Address: 58 FORE STREET, BUILDING 30, PORTLAND, ME, 04101
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 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.

INDEPENDENT AGENCIES - OTHER

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 toward the establishment of intercity passenger rail service between Portland and Boston's North Station, as well as, between Portland and Brunswick.

FINANCES, FISCAL YEAR 2001: 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: BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME, 04333

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

Established: 1986

Telephone: (207) 624-7410

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:

Information relating to Fiscal Year 2001:

Petitions Received: 22

Written Decisions Issued: 10

Comprehensive Docket Information:

Cases Pending Hearing: 14

Cases Pending Appeal: 1

Cases pending written decisions for cases heard: 0

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 2001: The 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 GENERAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES					
SALARIES & WAGES	18,135	18,135			
HEALTH BENEFITS	2,727	2,727			
RETIREMENTS	1,423	1,423			
OTHER FRINGE BENEFITS	162	162			
OTHER CONTRACT SERVICES STATE	11,074	11,074			
COMPUTER SERVICES STATE	35,717	35,717			
OTHER CONTRACT SERVICES	6,452	6,452			
RENTS	4,849	4,849			
COMMODITIES	4,864	4,864			
TOTAL EXPENDITURES	85,403	85,403			

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 Financing 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.

In October of 2000 the Maine Public Utility Financing Bank issued \$9,000,000 on behalf of Maine Public Service Company to finance various capital improvements.

This issue was rated AA-/A1 by Standard and Poors.

PUBLICATIONS:

Audit Report

FINANCES, FISCAL YEAR 2001: 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: () -
TTY: (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 228 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/or PLD retirees. All prospective trustees are subject to legislative confirmation.

As of June 30, 2001, 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, which is made up of 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 managers 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, 2001, there are approximately 52,333 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, 2001, there are approximately 56,538 inactive members in the MSRS.

The MSRS benefits payroll comprises benefits paid to service retirees, beneficiaries of service retirees, disability retirees and survivors of members dying prior to retirement. At June 30, 2001, a total of 29,566 people receiving benefits. The total monthly benefits payroll as of June 30, 2001, was \$30,738,078. While this number fluctuates month to month, as does the number of benefit recipients, fluctuations are relatively small. Thus the June 30 numbers can be viewed as an approximate monthly average for FY2001.

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 2001: The 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	2,940,710	2,940,710				
TOTAL EXPENDITURES	2,940,710	2,940,710				

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

INDEPENDENT AGENCIES - OTHER

health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of the land and water within this area."

The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency with responsibility for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION:

The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, while the staff, presently consisting of an Executive Director, 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 6 public hearings and 13 regular meetings. Members considered a total of 67 applications for permits or variances for development activities within the Corridor and also considered 32 amendments to permits previously granted. Commission staff traveled 6,260 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

INDEPENDENT AGENCIES - OTHER

- 1976 - \$6.50

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	63,835	30,000	33,835			
TOTAL EXPENDITURES	63,835	30,000	33,835			

MAINE SCIENCE AND TECHNOLOGY FOUNDATION

JOEL RUSS, PRESIDENT

Central Office: 77 SEWALL STREET, AUGUSTA, ME, 04330

Mail Address: 20 FREE STREET, PORTLAND, ME, 04101

Established: 1993

Reference: Policy Area:00 ; Umbrella: 94 Unit: 112 ; Citation: T0005

FAX: (207) 772-5964

Telephone: (207) 772-9241

M.R.S.A., Sect. 00013122A

PURPOSE:

The Maine Science and Technology Foundation is a state-chartered not-for-profit organization that stimulates economic growth in Maine through the application of science and technology.

ORGANIZATION:

MSTF is governed by a board of directors appointed by the governor representing industry, research, education, labor 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 president of the Maine Senate and the speaker of the Maine House of Representatives jointly appoint two legislators from the joint standing committee having jurisdiction over economic development matters to serve as ex officio members.

PROGRAM:

MSTF performs the following core functions:

Policy advice -- provides advice to the governor and the legislature on major policy issues involving science and technology in Maine;

Planning -- develops a comprehensive state action plan that identifies strategies for building a strong infrastructure to support innovation and economic growth;

Measurement and assessment -- evaluates Maine's public investments in research and development and their impact on the state's economy;

Information resource -- provides reliable and easily accessible science and technology information, which includes maintaining the state's Web-based science and technology clearinghouse, www.mainescience.org;

Collaboration -- convenes science and technology stakeholders to foster collaboration among organizations;

New opportunities -- identifies new opportunities for science and technology-related activities;

Advocacy -- advocates for the support and advancement of science and technology in Maine;

Grants administration -- administers grants to organizations and individuals

INDEPENDENT AGENCIES - OTHER

whose work strengthens the state's research capacity and economic vitality;

Resource development -- pursues financial, physical and human resources for the advancement and improvement of science and technology-based education, research and commerce.

PUBLICATIONS:

Maine's Science and Technology Action Plan 2001;

Maine Innovation Index 2001;

Maine Science and Technology Report Card 1998;

Maine's Science and Technology Plan: Answering the Call for an Entrepreneurial State 1997;

Catalyst: a quarterly report of activities from the Maine Science and Technology Foundation;

"This Week on Mainescience" - a weekly electronic news alert of information on "WWW.MAINESCIENCE.ORG", the state's Web-based clearinghouse of science and technology information

FINANCES, FISCAL YEAR 2001: The 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	1,790,059	1,790,059				
TOTAL EXPENDITURES	1,790,059	1,790,059				

Maine Science and Technology Foundation

FINANCES, FISCAL YEAR 2000

Note: 2001 audited figures were not available at publication time.

The following are audited figures for Fiscal Year 2000:

Maine Science & Technology Foundation	Total for all Funds	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Expenditures:						
Contracts & Grants	\$4,862,155	\$2,751,144			\$1,812,022	\$ 298,989
General & Administrative	\$ 376,527	\$ 341,018			\$ 35,509	
Total Expenditures	\$5,238,682	\$3,092,162			\$1,847,531	\$ 298,989

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 M.R.S.A., Sect. 000015302

FAX: (207) 582-4772

Telephone: (207) 582-4790

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 12 voting members and 3 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, a communications specialist, 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.

All awards are directed at Maine's technology-related businesses to support research and development leading to the commercialization of new products and services in the State's targeted technology sectors. All MTI programs require a 1:1 cash match and are awarded based on scientific or technical merit, commercial feasibility and potential for economic impact to the State.

MTI offers three awards programs:

Development Awards are competitive awards of up to \$500,000 per project and are awarded twice a year. As of June 2001, 42 proposals have been received, 10 projects have been approved for funding, totaling approximately \$2,836,000.

Seed Grants, awarded four times per year, are competitive grants of up to \$10,000 per project to support very early activities for product development, commercialization, or business planning and development.

As of June 2001, MTI has received 223 Seed Grant proposals, and 71 projects have been approved for funding, totaling over \$646,000.

Cluster Enhancement Awards are competitive grants up to \$100,000 for collaborative projects that will stimulate and support the formation and growth of technology businesses and their infrastructure. These awards are considered on an ongoing basis. As of June 2001, MTI has approved funding for five Cluster Enhancement Awards totaling over \$350,000.

FINANCES, FISCAL YEAR 2001: 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

PAUL DEST, MANAGER

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.

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 2,500 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 Visitor 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.

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

INDEPENDENT AGENCIES - OTHER

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. The educational programs of the Wells Reserve are designed to inform the public and coastal management decision-makers about the significance of coastal environments and watersheds. The Education Program has a popular spring and fall guided program for school groups called Exploring Estuaries. The Reserve has several summer programs for children. The Junior Researcher Day Camp allows children ages 9-11 to assist scientists with ongoing research and to learn about the varied habitats of the Reserve. In the Advanced Junior Researchers Camp (ages 11 to 13), participants have the opportunity to design their own coastal research experiments and present their findings in a public forum. The Reserve also offers one-day exploration sessions introducing children ages 6 to 11 to science and nature. The Education Program also offers the following: guided walks, events, and lectures; internships and field studies for high school and college students; exhibits and self-guided interpretive tours.

FINANCES, FISCAL YEAR 2001: 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, 2000

	<u>Program Services</u>		<u>Supporting Services</u>		<u>December 31, 1999</u>
	<u>Education</u>	<u>Research</u>	<u>General and Administrative</u>	<u>Total</u>	<u>Total (Memorandum Only)</u>
EXPENSES					
Salaries	\$ 35,154	\$ 97,535	\$ 117,697	\$ 250,386	\$ 252,110
Payroll taxes and benefits	8,170	33,822	35,667	77,659	86,385
Contracted services	9,626	77,996	11,574	99,196	49,682
Docent and volunteer expenses	1,364	-	1,704	3,068	14,193
Insurance	-	-	3,336	3,336	5,291
Miscellaneous	910	157	39,240	40,307	1,704
Monitoring materials	-	7,024	-	7,024	6,543
Postage	-	-	1,533	1,533	3,382
Printing	3,213	-	3,915	7,128	1,549
Professional fees	-	-	13,828	13,828	5,925
Repairs and maintenance	103	1,005	17,044	18,152	19,548
Staff development	1,350	-	826	2,176	770
Subscriptions and memberships	113	1,775	1,292	3,180	2,982
Supplies	3,510	14,156	16,209	33,875	26,663
Travel	1,124	4,788	2,994	8,906	5,625
Utilities and Telephone	-	-	33,471	33,471	28,418
GPAC/Piping Plover/GIS	-	21,570	2,919	24,489	8,692
Total Expenses	<u>\$ 64,637</u>	<u>\$ 259,828</u>	<u>\$ 303,249</u>	<u>\$ 627,714</u>	<u>\$ 519,462</u>

Wells Reserve – Selected Publications 2000

The Wells Reserve employed or hosted researchers whose work on site has been shared through these articles, reports, and presentations.

Cameron C, Bowron TM, Hall J, Butler M, Graham J (editors). 2000. Getting dirty: the why and how of salt marsh restoration. Marine issues committee special publication 8. Ecology Action Center, Halifax, Nova Scotia. 24 p.

Claesson S. 2000. New England shipwreck survey initiative (NESSI): a tidal archaeological resources survey in Wells, Maine. Report submitted to the Maine Historic Preservation Commission. NESSI Survey Report No. 2. 63 p + appendices.

Dionne M. 2000. Ecosystem indicator: fish. Pages 15-17 in Regional standards to identify and evaluate tidal wetland restoration in the Gulf of Maine. HA Neckles and M Dionne, editors. Wells National Estuarine Research Reserve, Maine.

Dionne M. 2000. Coastal habitat function from a fisheye perspective: what can we learn from secondary consumers? Pages 39-40 in Using biology to signal ecological health. Final report of a regional conference, Massachusetts Bay National Estuary Program, Boston, Mass.

Kuo C-H. 1998. Quantitative assessment of hydrogeology in the Merriland River, Branch Brook, and Webhannet River watersheds, Wells, Maine. Dissertation, Boston University, Boston, Mass.

Morgan P, Short FT. 2000. Functions and values of salt marshes in northern New England: a comparison of fringing marshes and meadow marshes. Wells National Estuarine Research Reserve, Maine. 69 p + appendices.

Morgan PA. 2000. Conservation and ecology of fringing salt marshes along the southern Maine/New Hampshire coast. Dissertation, University of New Hampshire, Durham. 138 p + illustrations and maps.

Neckles HA, Dionne M, editors. 2000. Regional standards to identify and evaluate tidal wetland restoration in the Gulf of Maine. Wells National Estuarine Research Reserve, Maine. 21 p + appendices.

Vincent R. 2000. The Little River marsh: a survey of the plant communities along the upland border. Wells National Estuarine Research Reserve, Maine. 32 p + appendices.

Whitlow L. 2000. Native species response to invasion: effects of green crabs on soft-shell clam behavior and morphology. Ecological Society of America annual meeting program with abstracts, Snowbird, Utah.

Whitlow WL. 2000. How native species respond to invasion: the impact of green crabs on soft-shell clams. Benthic Ecology annual meeting program and abstracts, Wilmington, N.C.

INDEPENDENT AGENCIES - OTHER

CENTERS FOR INNOVATION

MICHAEL HASTINGS, ME AQUACULTURE INNOV CNTR CHERYL TIMBERLAKE, CTR INNOV BIOTECHNOLOGY

Central Office: RM 438, CORBETT HALL, U OF M, ORONO, ME, 04469

Mail Address: 5717 CORBETT HALL, U OF MAINE, ORONO, ME, 04469-5717 *FAX:* (207) 581-1479

Established: 1999

Telephone: (207) 581-2263

Reference: Policy Area: 00 ; Umbrella: 95 Unit: 606 ; Citation: P1999 M.R.S.A., Sect. CHAP 420

PROGRAM:

The State of Maine supports two innovation centers, one in biotechnology and one in aquaculture.

Maine Aquaculture Innovation Center (MAIC) sponsors and facilitates innovative research and development projects involving food, pharmaceuticals and other products from sustainable aquatic systems; invests in the enhancement of aquaculture capacity in Maine; serves as a clearing house of educational information; and encourages strategic alliances that promote research, technology transfers, and the commercialization of aquaculture research.

The Center for Innovation in Biotechnology (CIB) promotes the interaction of scientific excellence, commercial innovation, and business development. CIB carries out activities that pursue the following goals: 1) Expand the quality and amount of collaborative research and development initiatives among members of the biotechnology community in Maine; 2) Increase the capacity of the industry to transfer biologically derived technology from the laboratory to commercial opportunity; 3) Facilitate the formation and growth of biotechnology enterprises in Maine; 4) Enhance communications and interaction amount members of the biotechnology community re: opportunities for research, job creation, and investment in their work; 5) Increase understanding in state government and the public at large of the economic contribution and the potential of Maine's biotechnology community; and, 6) Improve the competitive position of the community at the regional, national and international levels.

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

CENTERS FOR INNOVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	308,000	308,000				
TOTAL EXPENDITURES	308,000	308,000				

MAINE RURAL DEVELOPMENT COUNCIL

ROBERT HO, DIRECTOR

Central Office: 5717 CORBETT, U OF M, ORONO, ME, 04469-5717

Mail Address: ...

Established: 2000

Reference: Policy Area: 01 ; Umbrella: 95 Unit: 608 ; Citation:

FAX: (207) 581-3212

Telephone: (207) 581-3192

M.R.S.A., Sect.

PURPOSE:

An affiliate of University of Maine Cooperative Extension, Maine Rural Development Council is committed by its mission to the building of vibrant rural communities in all parts of the state by supporting local strategic thinking and action; public policy education for all citizens; and public/private sector collaboration and partnerships.

ORGANIZATION:

The Council was established in 1991 by Executive Order of the Governor and later, by a memorandum of understanding, it became an affiliate of the University of Maine Cooperative Extension. Council members are federal and state agencies, as well as regional and community based organizations, with rural

INDEPENDENT AGENCIES - OTHER

development focus in their mission areas. A 24-member board provides policy guidance to the work of the Council.

PROGRAM:

The Maine Council undertook seven major capacity building projects during fiscal year 2001. These are summarized below:

Sponsored Rural-Urban Institute to provide training and technical assistance to four multi-community teams on strategic, long term solutions to regional growth and development issues.

Held two state-wide rural entrepreneurship policy academies for service providers and small business representatives; produced policy report.

Helped Conduct five regional focus groups of seniors and care givers on aging issues; produced policy report.

Supported the capacity building efforts of Hancock County Planning Commission and Schoodic area communities in the formulation of local strategies for growth management and regional development.

Supported the efforts of Piscataquis County's "rural workforce and entrepreneurship development" (RWED) coalition.

Inaugurated the island community outreach initiative.

Supported the tribal "Housing Circle" project in its aspiration for on-reservation ownership of affordable housing.

PUBLICATIONS:

"Entrepreneurship as a Rural Development Strategy - Defining a Policy Framework for Maine," a Report of the Maine Rural Development Council, January 2001.

"Getting Old in Maine," a Coalition for a Maine Aging Initiative (CMAI) Policy Report, January 2001.

"Where Community, Nature, and the Economy Meet: the Future of the Schoodic Region, " Workshop Proceedings, May 2001.

"Building Community Capacity and Providing Advocacy for Social and Economic Needs in Rural line (2000-2001)," an Interim Report of the Maine Rural Development Council to the 120th Maine Legislature.

FINANCES, FISCAL YEAR 2001: The 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 RURAL DEVELOPMENT COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	100,000	100,000				
TOTAL EXPENDITURES	100,000	100,000				

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

Coooperative 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 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	26,156	26,156				
TOTAL EXPENDITURES	26,156	26,156				

EDUCATION COMMISSION OF THE STATES

J. DUKE ALBANESE, COMMISSIONER OF EDUCATION

TTY: (287) 255-0

Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME, 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 FAX: (207) 624-6601

Established: 1966

Telephone: (207) 624-6620

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 2001: 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

TTY: (207) 287-2213

Central Office: 286 WATER ST. KEY TOWER, AUGUSTA, ME, 04330

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 2001: 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 2001: 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: BURTON M. CROSS BLDG, 5TH FLR, AUGUSTA, ME, 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 *FAX:* (207) 624-6601

Established: 1955

Telephone: (207) 624-6620

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 '01 is as follows: Representative Christina L. Baker, Natural Resources, Chairperson of the Maine Delegation, Bangor; Senator Mary R. Catheart, Vice Chair of NEBHE Board, Orono; 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 2001: 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 coordinate 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 all of the themes of the St. Croix international management plan. Of particular note in FY 2000-2001 were:

HERITAGE RECOGNITION. The Commission is taking an active role in the 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 assisted in the filming of a half hour St. Croix segment for a television series on river heritage which aired in 2001.

ENVIRONMENTAL QUALITY. At the request of New Brunswick, the Commission completed studies and proposals 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.

In addition, the Commission coordinated the region's volunteer lake monitoring program, collected water samples for Maine and New Brunswick agencies and provided information to governments, 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 that, in 2000, expanded to include the stocking of adult salmon as a potential restoration technique for Maine's endangered stocks. It continued to monitor anadromous fish runs in the St. Croix and supported studies on resident smallmouth bass, alewife and forage fish stocks.

CONSERVATION & RECREATION. The Commission was involved in two major land conservation projects: covering 40 miles of shoreland on Spednic Lake and the Upper St. Croix River and 300 acres at Devil's Head on the estuary. It continued to manage eight of the state's St. Croix campsites.

ECONOMIC DEVELOPMENT. In addition to the heritage tourism projects noted earlier, the Commission supplied input to bridge, shorefront quarry, power line and wastewater treatment plant projects affecting the St. Croix..

WATERWAY MANAGEMENT. Nearly 80% of the St. Croix watershed has changed ownership in the last two years, as corporate forestlands were sold to new

INDEPENDENT AGENCIES - INTERSTATE COMPACT

parties. The Commission has worked closely with the new owners to maintain high natural and recreational values along the water corridor. It has also worked closely with fisheries and water agencies in both countries to improve transboundary management of these mobile resources. During the year, it responded to more than 1050 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 2000 Annual Report. 2001. 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.

FINANCES, FISCAL YEAR 2001: The 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, VP, MEMBER OF EXEC COMM
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.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

PROGRAM:

Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Technical College in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC-A descriptive brochure

NEIWPCC Annual Report

Turn of Youth

The State of Maine WPCF Directory

Water Connection-newsletter

NEI Environmental Info. Catalogue-all publications and materials listed

The NEIETC-descriptive brochure

Maine's JETCC Training Bulletin

LUSTLine Bulletin

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

WILD BLUEBERRY COMMISSION OF MAINE

ROY ALLEN, 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: 99 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 quadrupled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 75 million pounds in 2000. 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 - NOT PART OF STATE GOVERNMENT

FINANCES, FISCAL YEAR 2001: The 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	1,211,756		1,211,756			
TOTAL EXPENDITURES	1,211,756		1,211,756			

UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE.

PAUL SWEETLAND, 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:* 99 *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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED

JAN CLARKIN, 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PURPOSE:

The Maine Children's Trust, Inc. is established to provide a mechanism for voluntary contribution 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 used to support statewide child abuse and neglect prevention activities and are allocated to interested parties who respond to and annual request for proposals.

ORGANIZATION:

Established on July 1, 1994, the Board is comprised of at least 17 members appointed as follows: 1 Maine State Senator, 1 Maine State Representative, 4 members from 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) Create public awareness in both the public and private sectors regarding prevention programs and prevention policies.
- b) Encourage active financial and in-kind participation from the public and private sectors carrying out our purposes.
- c) 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.
- d) 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 2001: The 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	47,265		47,265			
TOTAL EXPENDITURES	47,265		47,265			

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

FAX: (207) 626-7831

Telephone: (207) 626-7830

Reference: Policy Area: 06 ; Umbrella: 99 Unit: 238 ; Citation: T0006 M.R.S.A., Sect. 000000301

PURPOSE:

The Civil Air Patrol (CAP) provides an organization to aid United States citizens through voluntary contribution of their efforts, services and resources for the maintenance of aerospace education and to assist in meeting local, state and national emergencies, particularly air search and rescue, and disaster relief.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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.

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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DAIRY AND NUTRITION COUNCIL

CHERYL L. BEYELER, EXECUTIVE DIRECTOR

Central Office: 333 CONY RD, AUGUSTA, ME, 04330

Mail Address: 333 CONY ROAD, AUGUSTA, ME, 04330

Established: 1975

FAX: (207) 287-7161

Telephone: (207) 287-3621

Reference: Policy Area: 01 ; Umbrella: 99 Unit: 016 ; Citation: T0007 M.R.S.A., Sect. 000002998B

PURPOSE:

The Maine Dairy and Nutrition Council, an affiliate of National Dairy Council is a non-profit nutrition education and research organization whose mission is to contribute to optimal health of Maine citizens by providing leadership in nutrition research and education by encouraging food selection patterns that include dairy foods and other major food categories in accordance with scientific recommendations.

ORGANIZATION:

The Council was established in 1949 as the Maine Milk Advisory Committee and was later named the Maine Dairy Council. In 1975 the Council was renamed the Maine Dairy and Nutrition Council. In 1996 it became an unincorporated instrumentality of the State of Maine. The law provides for Council board appointments along marketing lines and limits the number of consecutive terms of service for the board members.

The Council is funded by the National Dairy Promotion and Research Order assessment paid by Maine dairy farmers and by the dealers fee paid by companies selling milk in the Maine market.

PROGRAM:

The Maine Dairy and Nutrition Council utilizes a sequential nutrition education program for children and educators developed by the National Dairy Council. The early childhood nutrition education activities in "Chef Combo" are used by Head Start, daycare centers and daycare providers. "Pyramid Cafe" and "Pyramid Explorations", the elementary nutrition activities, were developed for second and fourth grade students. A few of the other education programs and materials include: Milk From Cow To You, Eat the Five Food Group Way, and A Crash Course on Calcium.

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. In addition, the Council also provides nutrition education materials, research finding and reports, exhibits at conferences, and offers a free video lending library service. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by National Dairy Council in Rosemont, Illinois 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 well being of the citizens of Maine.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PUBLICATIONS:

A catalog and order form for nutrition education materials, posters, and brochures; a listing of videos available through the video lending library, complete with brief descriptions of each video and suggested grade level/age group appropriate for viewing.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DAIRY PROMOTION BOARD

CHERYL L. BEYELER, 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, an affiliate member of United Dairy Industry Association, a federation of state/regional dairy products promotional groups and Dairy Council units throughout the United States as well as Dairy Management Inc., was established to promote the consumption of dairy products by conducting public relations, education, advertising and research programs. The Board's goals are to promote Maine's dairy industry, fluid milk and other dairy products.

ORGANIZATION:

The Board was established in 1953 as the Maine Milk Tax Committee, later renamed the Maine Dairy Promotion Board, and in 1996 became an unincorporated public instrumentality of the State. The law provides for Board appointments along marketing lines and Board members term limits. 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, National Dairy Council, as well as Dairy Management, Inc. in Rosemont, Illinois.

Television and radio are nationally considered to be two of the most effective communication vehicles for promoting the use of milk and dairy products by consumers. The major part of the promotion budget is devoted to television and radio advertising, supplemented by special promotions designed to call attention to the dairy industry and encourage the consumption of milk and dairy products. Promotional events include consumer displays, conference exhibits, trade shows, dairy industry events, and school cafeteria programs. Print advertising supplements television and radio advertising and public relations programs.

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 programs.

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE DEVELOPMENT FOUNDATION

P. JAMES DOWE, CHAIRMAN

Central Office: 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

Mail Address: 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

Established: 1977

Reference: Policy Area:01 ; Umbrella: 99 Unit: 399 ; Citation: T0010 M.R.S.A., Sect. 000000916

FAX: (207) 622-6346

Telephone: (207) 622-6345

PURPOSE:

The Maine Development Foundation (MDF) is a nonprofit economic development corporation created by the Maine legislature in 1977 to capitalize on the interests, resources, and efforts of the public and private sectors.

MDF 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 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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PUBLICATIONS:

Annual 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 2001: 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

FAX: (207) 621-1419

Telephone: (207) 626-2774

Reference: Policy Area: 03 ; *Umbrella:* 99 *Unit:* 475 ; *Citation:* T0005 *M.R.S.A., Sect.* 000019501

PURPOSE:

To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, 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 2000, DRC represented individuals with disabilities by providing information and referral, individual representation, legal representation, rights training and through systemic advocacy.

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"

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

FINANCES, FISCAL YEAR 2001: The 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				

FOUNDATION FOR BLOOD RESEARCH

Dr. Robert Ritchie, PRESIDENT

Central Office: 69 U.S. ROUTE 1, SCARBOROUGH, ME, 04074

Mail Address: P.O. BOX 190, SCARBOROUGH, ME, 04070-0190

Established: 1999

Reference: Policy Area:03 ; Umbrella: 99 Unit: 603 ; Citation: P1999 M.R.S.A., Sect. 00000401TT

PURPOSE:

The Foundation for Blood Research (FBR) is a non-profit organization that finds more effective ways to identify, manage and treat human disease through clinical and laboratory investigation, epidemiology, education, and clinical testing.

ORGANIZATION:

The Foundation is governed by a board of trustees representing the biotechnology and professional communities, education, and business. The board consists of at least 11 trustees, but not more than 21.

PROGRAM:

FBR's scientific mission focuses on preventive medicine. The professional staff develops alliances with other organizations for carrying out collaborative clinical research studies and takes a leadership role in developing educational activities for health professionals, pre-college science teachers, and the public. The FBR senior scientific staff also has a role in public health policy-making at a national level.

ScienceWorks, FBR's outreach education program for Maine's precollege science teachers provides access for these teachers to the most current research and knowledge in biomedical science, and since the 1970s, Maine high school science teachers have been collaborators to convey biologically-based information to the community through their classes.

ScienceWorks has maintained a relationship with biology teachers from about 60% of the secondary schools throughout the state. The program includes teacher professional development (through content-specific institutes), a scientific equipment and distribution project (through which several million dollars worth of donated used or surplus laboratory equipment has been collected and distributed to 90% of Maine's secondary schools), and an interactive learning laboratory that allows teachers to bring classes to our research facility for hands-on laboratory experience as a supplement to classroom teaching. All activities are aligned with the National Science Education Standards and Maine's Learning Results.

PUBLICATIONS:

Key concepts in introducing human genetics to the high school student. The American Biology Teacher, 1988

Screening for hypothyroidism in adults: supporting data from two population studies. Journal of Medical Screening, 2000

Relation of severity of maternal hypothyroidism to cognitive development of offspring. Journal of Medical Screening, 2001

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

FINANCES, FISCAL YEAR 2001: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

FOUNDATION FOR BLOOD RESEARCH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	75,000	75,000				
TOTAL EXPENDITURES	75,000	75,000				

MAINE GOVERNMENTAL FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

WATS: () -

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:

During FY01, the Authority issued \$6,995,000 in bonds for District Court facilities projects in York and Springfield, and construction and/or renovation of a psychiatric treatment center in Augusta.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 2001: 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 432, BELGRADE, ME, 04917

Established: 1997

Telephone: (207) 893-6670

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 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 over see the day to day operations and carry out the

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2001: The 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	158,868		158,868			
TOTAL EXPENDITURES	158,868		158,868			

HEALTH STATION

JANET E. WALDRON, COMMISSIONER

Central Office: BURTON M CROSS BLDG, 3RD FLOOR, 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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2001: 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: 489 CONGRESS ST, PORTLAND, ME,

Mail Address: 489 CONGRESS ST, PORTLAND, ME, 04101

Established: 1822

FAX: (207) 775-4301

Telephone: (207) 774-1822

Reference: Policy Area: 02 ; Umbrella: 99 Unit: 176 ; Citation: S1822 M.R.S.A., Sect. 000000118

PURPOSE:

Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It promotes the understanding and enjoyment of Maine history. To carry out this mission the Society collects, preserves and exhibits important historical resources and treasures; facilitates research into family, local, regional, and national history; and provides educational opportunities that engage the public and make history accessible and meaningful. The Society is organized into three major areas: The Research Library, Wadsworth-Longfellow House and Center for Maine History Museum Gallery. A Board of Trustees, thirteen standing committees and eleven subcommittees advise and support the Society staff of ten full-time and twenty part-time in its work.

ORGANIZATION:

Two years after Maine achieved statehood, the Legislature passed a bill in 1822 incorporating the Maine Historical Society, charging it to collect and preserve Maine's history. Governor Albion K. Parris presided over the first meeting in Maine's first State House in Portland. The Society housed its collections at Bowdoin College until 1881 and coincided its Annual Meetings with the College's commencement into the early 20th century. 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 Museum, left to the Society through the bequest of Anne Longfellow Pierce. The House, childhood home of famed poet Henry Wadsworth Longfellow, became Maine's first historic house museum. During 1907, the Society finished its new library at 485 Congress Street, adjacent to the Wadsworth-Longfellow House. The Wadsworth-Longfellow House is currently under restoration thanks to a campaign launched in June 2000. The Society's capital campaign and 1992 purchase of 489 Congress Street allowed expansion of collections storage, exhibition and program space, and creation of the Center for Maine History. By July 1998 the campaign met its \$3.1 million dollar goal. In 1999 the Society built its 115-seat Earle G. Shettleworth, Jr. Lecture Hall.

Throughout the 19th century, special state appropriations have supported a variety of publication projects, including the "Documentary History of Maine." The Society has received an annual appropriation in support of the Society's historical and educational endeavors since 1940. The Editorial Office for 'Maine History' is at the University of Maine, Orono. Beginning in 1999, a special State appropriation helped MHS start development of the Maine Memory Network, an on-line museum of our collections networked to other museums and archives across the state. Staff members participate in collaborative efforts throughout Maine and New England 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 the New England Museum Association.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PROGRAM:

LIBRARY. The Society maintains a research library of 125,000 books and 2 million archival items spanning the 15th to 21st centuries. The Library is widely held to be the most comprehensive resource for studying Maine's past with all aspects of the state's social, economic, political, and cultural history 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. The Library is open five days per week and serves over 10,000 researchers each year.

MUSEUMS & COLLECTIONS. Open to the public since 1901, The Wadsworth-Longfellow House Museum, poet Henry Wadsworth Longfellow's boyhood home, is one of the oldest house museums in the country. The Center for Maine History Gallery houses temporary interpretive exhibitions from our 8,200 artifacts documenting Maine's material culture from colonial to modern times. Open year-round the Gallery housed last year's exhibitions: "E Pluribus Unum: Maine and the Making of a Nation," and "The Mirror of Maine: Four Centuries of Great Books" a celebration of one hundred books reflecting Maine's character. Guided tours of the Wadsworth-Longfellow House are offered June through October and during December. In 2000, about 16,000 visitors including 6,000 school children toured the House and Gallery. For information see the MHS website: www.mainehistory.org.

OTHER EDUCATIONAL SERVICES. The Maine Historical Society offers on-site and out-reach programs for students and teachers throughout Maine. Winter 2000 brought "The World Turned Upside Down: Talks on the American Revolution and The New Republic," including 5 lectures and an evening with the creator of award-winning Maine-based film, "A Midwife's Tale," as well as a children's 18th century needlework class. MHS hosted its annual Longfellow Birthday Poetry Program and an Independence Day Celebration. Commemorating the 225th anniversary of Falmouth's burning, Fall 2000 offered Revolutionary Portland Tours and lectures. Modeled in concept on the Library of Congress' American Memory site, our Maine Memory Network will provide Internet links to digitized historical and cultural primary materials from around the state. Now on-line at www.mainememory.com, this Web-based, virtual museum and educational resource will serve Maine libraries, schools, museums, and every Internet-ready home.

PUBLICATIONS:

- *"Maine History," quarterly journal, (\$4).
- *"Spirits in the Wood," exhibition catalog, Joyce Butler, (\$13.95).
- *"Rum, Riot and Reform: Maine and the History of American Drinking," exhibition catalog, Bill Barry and Nan Cumming, (\$7.95).
- *"First Light," exhibition catalog, Nan Cummings.
- *"The Indians of Maine: A Bibliographic Guide," Edited by Roger Ray and Gretchen Faulker (\$9).
- *"Mapping Portland," teacher's manual, Caitlin Osborne (\$29.95).
- *"The Wadsworth-Longfellow House," Edward Allen, 1995 (\$5).
- *"The Maine Bicentennial Atlas," (\$6) and various bibliographic guides, (\$4).
- *"Research Guide to Genealogical and Family History," for library patrons.
- *"A Maine Hamlet," Lura Beam, 1999, (\$14.95).
- *"Mirror of Maine," Edited by Laura Fecych Sprague, 2000 (\$14.95).

FINANCES, FISCAL YEAR 2001: The 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	24,761	24,761				
TOTAL EXPENDITURES	24,761	24,761				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE HOSPICE COUNCIL

KANDYCE POWELL, EXECUTIVE DIRECTOR

Central Office: 16 WINTHROP STREET, AUGUSTA, ME, 04330

Mail Address: P.O. BOX 2239, AUGUSTA, ME, 04338-2239

Established: 1984

Reference: Policy Area: 03 ; Umbrella: 99 Unit: 516 ; Citation: T0022 M.R.S.A., Sect. 000008611

FAX: (207) 622-1274

Telephone: (207) 626-0651

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; and television interviews; 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 December, 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 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".

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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MHC members/\$10 to others (+2 s/h)

"On Life and Living: The Hospice Experience" - \$35 hospices/\$50 other

"Helping to Control Cancer Pain" (Purdue Frederick) Video - 2 wk rental

AHCPR Guidelines for the Management of Cancer Pain - (free)

MHC's Newsletter, MAINELINK, published twice/yr - (free)

"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 2001: The 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 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 the year 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 \$125 million in

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

mortgages to help 1,800 Maine families purchase their first home. During the year it also financed the development of over 350 rental units for low income renters, and 150 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 provide nearly 200,000 bednights for the homeless. The agency in 2000 secured more than \$34 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 2000 the agency received \$48 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. In 2000 MSHA also assumed contract administration for 2,500 units formerly managed by the federal Department of Housing and Urban Development (HUD).

At the end of calendar year 2000 the Housing Authority had combined assets of \$1,707,979,000 and fund balances of \$213,528,000. The agency's financial strength has been recognized by the nation's two leading bond rating agencies, Moody's and Standard & Poor's.

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 2001: The 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 FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	9,333,053	762,500	8,570,553			
TOTAL EXPENDITURES	9,333,053	762,500	8,570,553			

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE INTERNATIONAL TRADE CENTER

RICHARD COYLE, PRESIDENT

WATS: () -

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

Mail Address: 511 CONGRESS STREET, PORTLAND, ME, 04101-3428

Established: 1996

FAX: (207) 541-7420

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 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, Bangor and Lewiston.

ORGANIZATION:

The Trade Center operates at three full-service locations in Portland, Bangor and Lewiston. The staff is comprised of a Controllor, a Manager of Programs and Membership Development, four Senior Trade Advisors, and two 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) c (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 to assist international businesses in making effective decisions concerning international trade.

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.

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

FINANCES, FISCAL YEAR 2001: The 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	505,000	505,000				
TOTAL EXPENDITURES	505,000	505,000				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 \$3.3 million in calendar 2001, 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 2000 its area offices and special units (including Volunteer Lawyers Project) closed 14,493 legal matters for eligible clients. Through the basic field offices, Farmworker Unit, Native American Unit, and other programs, 5,677 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 1,131 cases, including representation before the Maine District Court, the Maine Superior Court, the Maine Supreme Judicial Court and before local and state administrative agencies. The Volunteer Lawyers Project handled approximately 10,000 calls. Of those calls, 872 cases were referred to volunteer lawyers for representation. A total of 7,685 cases were closed by the VLP in 2000.

Because staffing shortages prevent PTLA from representing all eligible clients with legal needs, PTLA accepts cases based on a case acceptance priority plan. Of all cases closed by PTLA's local service offices in 2000, 29% were in the housing area; 8% were in the government benefits area; 41% were in the family law area; 8% were in the consumer law area; and the remaining 10% in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas. The case priorities for the Volunteer Lawyers Project complement those of PTLA. Of all cases closed by the VLP in 2000, 63% were in the family law area; 17% were in the consumer law area; 5% were in the housing area and the remaining 15% 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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

FINANCES, FISCAL YEAR 2001: The 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

Reference: Policy Area:01 ; Umbrella: 99 Unit: 330 ; Citation: T0036

FAX: (207) 764-4148

Telephone: (207) 769-5061

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.

PROGRAM:

Potato tax revenue for the twelve-month period ending June 30, 2001 was \$672,489. Maine growers harvested 64,500 acres, producing 18 million hundredweight of potatoes. The planted acreage was composed of 67% processing varieties, 10% table stock varieties and 23% seed varieties. Approximately 16,335 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 1999-2000 were used as follows: 21% for Administration (Board), 40% Advertising/Marketing, 20% Research, 19% 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 2001: The 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	674,225		674,225			
TOTAL EXPENDITURES	674,225		674,225			

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE PORT AUTHORITY

BRIAN NUTTER, ADMINISTRATOR

WATS: () -

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: 99 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.

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE POTATO QUALITY CONTROL BOARD

STEVEN BUCK, CHAIRMAN

Central Office: 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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 the Maine Public Broadcasting is to engage the minds and enrich the lives of people in our community.

ORGANIZATION:

Maine Public Broadcasting Corporation consists 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 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 22,000 radio members.

The year's activities and programs designed to better serve the people of Maine include public affairs coverage of local issues on Maine PBS and Maine Public Radio. "Capital Connection" is a monthly program that connects Maine's decision makers with the people. "MaineWatch," a weekly issues and debate program now in its 16th season, brings together public officials, activists, community leaders and parents. "Public Opinion" is a public affairs talk show designed to give the public-at-large a chance to air their perspectives.

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."

All of Maine PBS' offerings emphasize education like the premiere of "Teaching with ME," a program that profiles the state's Teacher of the Year nominees from York to Presque Isle. Also new this year, Maine PBS trained master teachers in the art of technology as part of a National Teacher Training Institute project. More than 100 teachers were educated throughout the state. Young people learned about alcohol issues, while producing mini-documentaries during the second season of "Youth Voices." Maine PBS worked with 12 community youth groups,

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

statewide substance abuse offices and provided online forums and Web sites.

Maine PBS also 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.

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
Website: www.mainepublicradio.org

FINANCES, FISCAL YEAR 2001: The 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	2,329,363	2,329,363				
TOTAL EXPENDITURES	2,329,363	2,329,363				

MAINE PUBLIC BROADCASTING CORPORATION

Summary Statement of Revenues and Expenses Changes in Net Assets For Year Ending June 30, 2001

	Operations	Investment and Endowment	Plant	Capital Campaign	Total
REVENUE AND GAINS					
State of Maine Appropriation	\$2,329,363				\$2,329,363
Auction	567,410				567,410
Corp. for Public Broadcasting	1,401,703				1,401,703
Contributions	624,636	38,500		648,452	1,311,588
Membership	4,424,579				4,424,579
Underwriting	987,608				987,608
Investment Income and Gains	146,553	(94,526)	189,853	(48,291)	193,589
Government Grants	298,459		76,313		374,772
Other	641,157				641,157
TOTAL REVENUE AND GAINS	\$11,421,468	(\$56,026)	\$266,166	\$600,161	\$12,231,769
EXPENSES					
Program Service					
Technical	\$2,494,347		\$580,690		\$3,075,037
Programming and Production	4,155,091		113,527		\$4,268,618
Public Information	1,190,062		40,712		\$1,230,774
Digital Television			248,080		\$248,080
	\$7,839,500		\$983,009		\$8,822,509
Support Service					
Development	1,589,319		58,368		1,647,687
Administration	1,280,351		77,189		1,357,540
Capital Campaign				166,653	
	\$2,869,670		\$135,557	166,653	\$3,171,880
TOTAL EXPENSES	\$10,709,170		\$1,118,566	\$166,653	\$11,994,389
INCREASE IN TOTAL NET ASSETS	\$712,298	(\$56,026)	(\$852,400)	\$433,508	\$237,380

This Financial Summary was prepared from final Audited Statements.
Chris F. Amann, Chief Financial Officer

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION

GEORGE W. CROCKETT, 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 guaranty supporting a community development block grant to the City of South Portland for the benefit of the Center For Environmental Enterprise. The Commission continues to monitor its investments and commitments related to the Narrow Gauge Railroad, North Atlantic Venture Fund II, CADCAM Associates, Lionel Plante Associates, Morpheus Technologies, Executive Pass and Envactec, LLC.

PUBLICATIONS:

Brochure describing the activities of the Commission. (No fee)

FINANCES, FISCAL YEAR 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF TRUSTEES OF THE MAINE TECHNICAL COLLEGE SYSTEM

JANA LAPOINT, 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

statewide network of vocational-technical institutes (up until then operated as 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 over 190 certificate, diploma, and associate degree programs designed to prepare students for careers and/or transfer to four-year colleges. Credentials are awarded in the following program areas - allied health and nursing, business, library studies, 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 and multi-media, 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. Off-campus centers are located in East Millinocket, Ellsworth, Belfast, Van Buren, South Paris, Caribou, Machias, Houlton, Bridgton, and Dover-Foxcroft.

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 2001: The 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	47,742,008	43,173,629	600,000			3,968,379
INTEREST-DEBT RETIREMENT	118,200					118,200
TOTAL EXPENDITURES	47,860,208	43,173,629	600,000			4,086,579

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: 99 Unit: 420 ; Citation: T0023 M.R.S.A., Sect. 000001965

PURPOSE:

The Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION:

The Authority consists of 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 2001: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES

STEVEN C. GAUDETTE, CHIEF EXECUTIVE DIRECTOR

Central Office: 5 COMMUNITY DRIVE, AUGUSTA, ME, 04330

Mail Address: 5 COMMUNITY DRIVE, 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 2001: The 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	128,375					128,375
TOTAL EXPENDITURES	128,375					128,375

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