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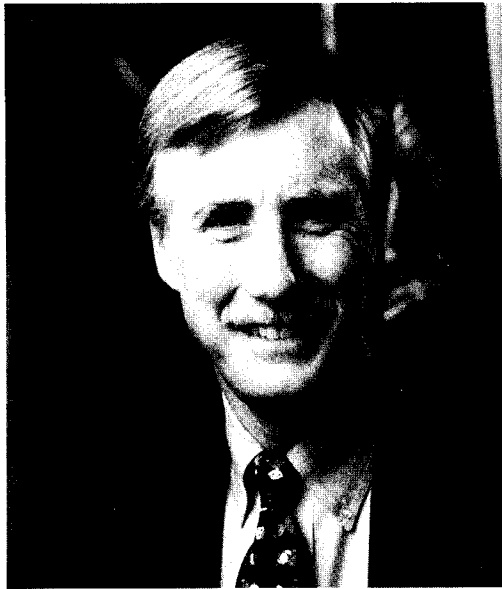
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MAINE STATE GOVERNMENT ANNUAL REPORT 2001-2002



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

*Published at
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2002*



Angus S. King, Jr.
Governor of Maine

Compiled and edited by the
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Bureau of the Budget**

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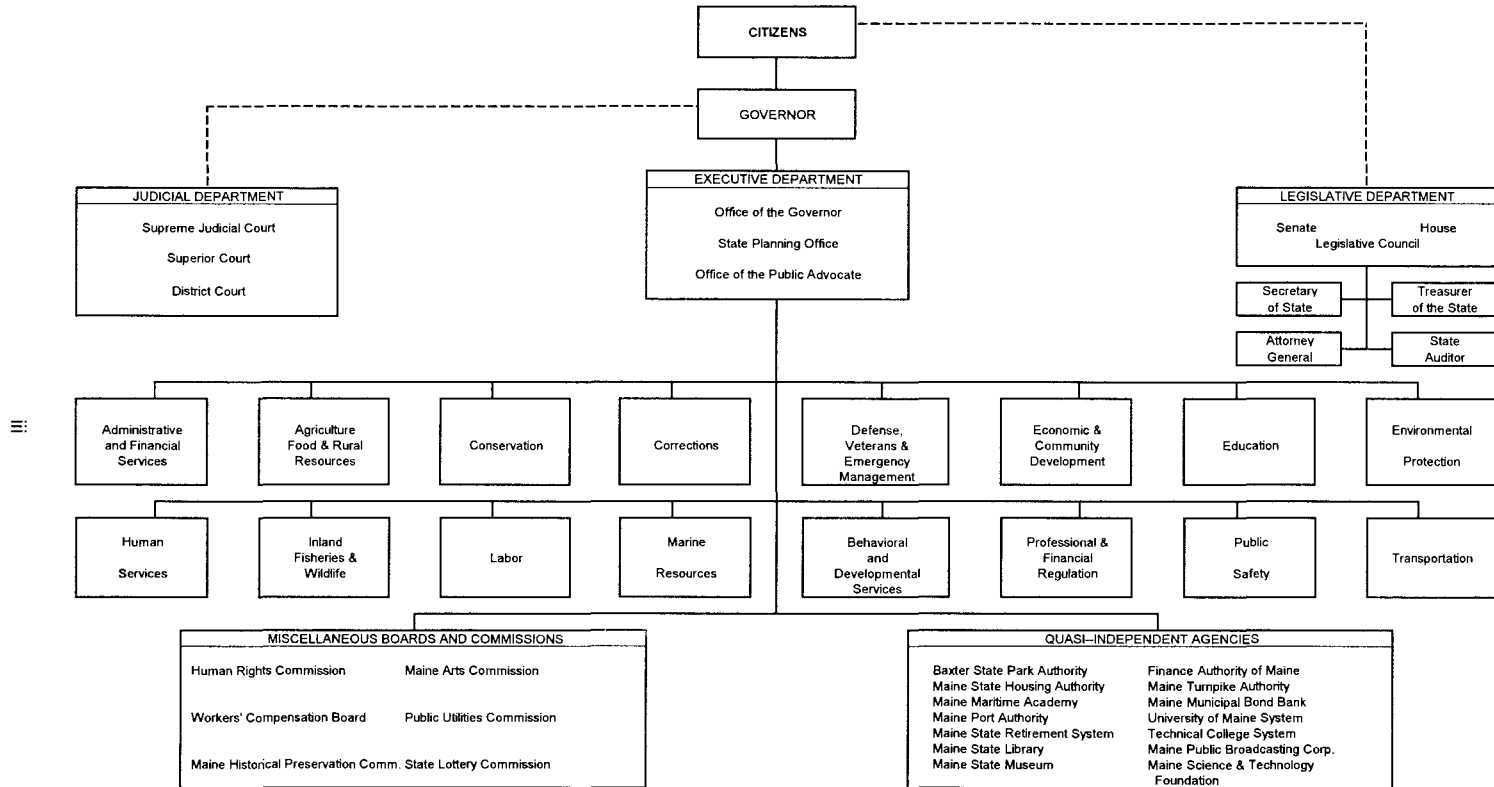
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

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 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 352 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 Behavioral and Developmental Services
 15 Department of Defense, and Emergency Services
 16 Department of Public Safety
 17 Department of Transportation
 18 Department of Administrative 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 locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

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

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

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of the agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through authority vested in its executive head. There are some reports, however, where this distinction is not noted.

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

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

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

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

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

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

This data is generated from the Bureau of the Budget's computer-based *MFAS/S* system supplemented by data not included in the State's accounting system or nor carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine System and the Maine Maritime Academy. Data relating to enterprise-type accounts reflect only those expenditure elements which are included in the work program process.

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

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

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

This Maine State Government Annual Report is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and 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 judgment of those who will use it.

THE EDITOR

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NEWLY CREATED UNITS

Unit	Name	Citation
618	Baxter Compensation Authority	c. 439, PL 2001, Part T
620	Maine Military Authority	c. 374, PL 2001
621	Maine Humanities Council	c. 439, PL 2001, Part DDDD

ABOLISHED UNITS

Unit	Name	Citation
001C	Office of Planning, Policy, Legislation and Information Services	c. 731, PL 1999, Part A-1
173	State Advisory Council	c. 352, PL of 2001, Part 13
181	State Apprenticeship and Training Council	c. 410, PL of 1997
244M	Municipal Bureau (Audit)	c. 731, PL 1999, Part A-3
251	Maine Transportation Capital Improvement Plan Commission	c. 420, PL of 1993
281	Administrative Court	c. 547, PL of 1999
326	Advisory Committee for the Training of Firefighters	c. 252, PL of 1993
347	Advisory Council on Energy Efficiency Building Performance Standards	c. 668, PL 1999 Part 81
400	Radiological Emergency Preparedness Committee	c. 174, PL 1999
408	Employee Suggestion System Board	c. 368, PL 1995, Part HH
458	Maine Education Assistance Board	c. 417, PL 2001, § 10
508	Interdepartmental Council Services to Children and Families	c. 738, PL 1993, Section B-5
559	Economic Conversion Division	T 5 § 13062-A
568	Great Pond Task Force	T 38 § 1842-A

INACTIVE UNITS

Unit	Name	Citation
229I	Office of Public Information and Mapping	T 23 § 4206
616	Sexual Assault Forensic Examiner Advisor	T 5, § 3360-N
468	Natural Resources Financing and Marketing Board	c. 417, PL 2001

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: 987.928

Legislative Count: 979.50

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. Public Laws of 1991, Chapter 780 merged the Department of Administration with the Department of Finance.

PROGRAM:

The programs of the Department are implemented through its bureaus, divisions, and other program 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 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	34,024,471	17,885,282	945,018	554,162		14,640,009
HEALTH BENEFITS	9,522,572	5,141,952	278,045	219,094		3,883,481
RETIREMENTS	4,501,756	2,412,773	131,494	67,683		1,889,806
OTHER FRINGE BENEFITS	423,884	220,351	11,959	7,702		183,872
OTHER CONTRACT SERVICES STATE	10,446,879	3,514,850	3,624,738	8,468		3,298,823
COMPUTER SERVICES STATE	2,752,426	597,215	24,629	18,274	71,381	2,040,927
OTHER CONTRACT SERVICES	48,049,273	9,487,875	435,215	653,585	4,453	37,468,145
RENTS	3,947,932	1,157,504	20,530	22,131		2,747,767
COMMODITIES	15,457,800	8,907,130	454,115	168,000		5,928,555
GRANTS, SUBSIDIES, PENSIONS	134,756,312	118,237,398	7,312,941		13,539	9,192,434
PURCHASE OF LAND	105,698	15,698	90,000			
EQUIPMENT	30,534,050	3,055,282	27,478,768			
INTEREST-DEBT RETIREMENT	2,535,361	2,052,267	609	32,590		449,895
TRANSFER TO OTHER FUNDS	324,336,997		197,672	6,186	421	324,132,718
COST OF GOODS SOLD	16,030,106	3,213,976		86,247		12,729,883
TOTAL EXPENDITURES	637,425,517	175,899,553	41,005,733	1,844,122	89,794	418,586,315

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	207,086	207,086				
HEALTH BENEFITS	39,539	39,539				
RETIREMENTS	35,850	35,850				
OTHER FRINGE BENEFITS	2,056	2,056				
OTHER CONTRACT SERVICES STATE	106,227	387	105,840			
OTHER CONTRACT SERVICES	11,562	11,120	442			
RENTS	1,192	1,192				
COMMODITIES	10,808	10,808				
GRANTS, SUBSIDIES, PENSIONS	52,567,496	52,567,496				
TOTAL EXPENDITURES	52,981,816	52,875,534	106,282			

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: 29.000 *Legislative Count:* 29.00

PURPOSE:

The Bureau of Accounts and Control maintains state government accounting policy and records according to Government Accounting Standards Board (GASB) rules. 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 and reporting all state financial transactions. Staff analyzes fiscal transactions and payrolls to ensure legality and correctness. Official financial records for all state agencies and programs are administered by the Bureau staff. The State's Deferred Compensation Plan is administered within the Bureau, assisted by a Performance Monitor. Policy oversight for the plan rests with a labor/management oversight council with the State Controller as Management Co-Chair. The Bureau's Financial Reporting unit prepares and publishes the state's Comprehensive Annual Financial Report (CAFR), based on Generally Accepted Accounting Principals (GAAP). The CAFR currently includes both blended and discretely presented Component Units. A recent GASB mandate calls for wider incorporation of the public sector, and more in-depth infrastructure disclosure. The State Auditor audits the CAFR that is delivered to a wide audience.

The Maine Financial and Administrative Statewide Information System (MFASIS) is the State's ERP or legacy IT system. Bureau staff work closely with the (BIS) MFASIS team and the MFASIS Steering Committee to maintain and enhance this system. Three production systems make up MFASIS: Accounting, Budget, and Human Resources. A data warehouse for all production systems is provided for statewide fiscal statements. Queries to the warehouse can provide ad hoc or regular management reports, valuable data sorts, or specific data required in the course of completing fiscal work. The accounting production system is used to process over 1.5 million payments and another 160,000 accounting transactions annually. All payments above \$2,500 are reviewed and approved by Bureau staff. Enhancements to the MFASIS systems completed in FY02 include: an internally built Budget production system; and an automated time and attendance system, also internally developed and implemented.

The Human Resource production system keeps current personnel, payroll and position control information. This system issues over 400,000 payroll payments annually, with about 77% via direct deposit (electronic) and the balance via paper checks. The Bureau's Payroll Unit audits agency payroll input and initiates statewide payroll weekly. Other system functionality key to the work of the Payroll Unit includes tax withholding data and W-2 production.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2002: The 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	1,034,480	1,034,480				
HEALTH BENEFITS	269,658	269,658				
RETIREMENTS	153,098	153,098				
OTHER FRINGE BENEFITS	13,872	13,872				
OTHER CONTRACT SERVICES STATE	324,227	324,227				
COMPUTER SERVICES STATE	14,058	14,058				
OTHER CONTRACT SERVICES	69,238	69,238				
RENTS	206	206				
COMMODITIES	3,112,826	3,112,826				
TOTAL EXPENDITURES	4,991,663	4,991,663				

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: 112.870

Legislative Count: 108.00

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.

Of the 27 State Liquor Stores, LD 300, Part V, Section V-3 mandated the closure of eight (8) by December 31, 2001 and another six (6) by October 31, 2002.

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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 2002: The 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	3,388,460					3,388,460
HEALTH BENEFITS	1,038,760					1,038,760
RETIREMENTS	425,071					425,071
OTHER FRINGE BENEFITS	28,698					28,698
OTHER CONTRACT SERVICES STATE	231,069					231,069
COMPUTER SERVICES STATE	364,593					364,593
OTHER CONTRACT SERVICES	2,426,898					2,426,898
RENTS	1,169,108					1,169,108
COMMODITIES	635,098					635,098
TRANSFER TO OTHER FUNDS	168,251,040					168,251,040
TOTAL EXPENDITURES	177,958,795					177,958,795

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: 12.000

Legislative Count: 12.00

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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

statements of the State's bond indebtedness.

After legislative appropriation, the Bureau reviews and considers requested allotments by quarter with respect to the work program of each entity of State government. Work programs are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor. During 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 2002: The 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	533,701	530,671		3,030		
HEALTH BENEFITS	112,318	111,508		810		
RETIREMENTS	88,592	88,067		525		
OTHER FRINGE BENEFITS	4,077	4,023		54		
OTHER CONTRACT SERVICES STATE	7,444	7,444				
COMPUTER SERVICES STATE	1,753	1,753				
OTHER CONTRACT SERVICES	24,200	24,200				
RENTS	311	311				
COMMODITIES	124,480	124,480				
TOTAL EXPENDITURES	896,876	892,457		4,419		

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 ensure the orderly development of the Capitol 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 met three times during fiscal year 2002: September 25, 2001; January 22, 2002; and April 8, 2002.

The Commission discussed the following:

Marquardt Building;
Capitol Street construction;
MDOT renovations to Child Street headquarters;
AMHI electrical loop/AMHI Campus;
DEP engineering/warehouse/laundry building (DEP Response relocation);
Green space at Cultural Building;
Credit Union Building on Sewall Street;
Hospital Street guard rails;
Psychiatric Treatment Center;
Laboratory propane tank at DHS;
National Geodetic Survey Monument at Maine State Archives;
Augusta Sanitary District Building addition;
Department of Labor ADA elevator addition;
Demolition of Locke House;
Demolition of Garage;
Temporary office space for State Planning Office;
Replacement siding of Supportive Living Center Buildings.

LICENSES:

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

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

CENTRAL MOTOR POOL

ELAINE CLARK, DIRECTOR

Central Office: COLUMBIA STREET, AUGUSTA, ME 04333

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

Established: 1991

Telephone: (207) 287-7113

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

Average Count--All Positions: 15.000

Legislative Count: 15.00

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.

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Central Fleet Management continues to work with the advisory group which offers feedback and recommendations to the management team. Improvements in specifications, availability of service and customer satisfaction have resulted.

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

FINANCES, FISCAL YEAR 2002: The 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	410,483					410,483
HEALTH BENEFITS	134,198					134,198
RETIREMENTS	52,755					52,755
OTHER FRINGE BENEFITS	7,734					7,734
OTHER CONTRACT SERVICES STATE	1,198					1,198
COMPUTER SERVICES STATE	138,691					138,691
OTHER CONTRACT SERVICES	2,820,075					2,820,075
RENTS	2,438					2,438
COMMODITIES	73,035					73,035
INTEREST-DEBT RETIREMENT	407,654					407,654
TRANSFER TO OTHER FUNDS	34,291					34,291
TOTAL EXPENDITURES	4,082,552					4,082,552

STATE CLAIMS COMMISSION

SIDNEY GELLER, ESQUIRE

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: 1.000 *Legislative Count:* 1.00

PURPOSE:

The State Claims Commission was established to ensure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and by the Maine Turnpike Authority, and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove certain claims against the State or any of it agents

ORGANIZATION:

Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under the Act Affecting the Organization of the Department of Business Regulation, effective September 23, 1983, the Board was placed under the supervision and direct control of the Commissioner of Finance and Administration.

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The Land Damage Board whose name was statutorily changed to the State Claims Board and most recently to the State Claims Commission consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Commission is appointed for each hearing or series of hearings within the county where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Commission.

PROGRAM:

FINANCES, FISCAL YEAR 2002: The 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	46,511			46,511		
HEALTH BENEFITS	8,491			8,491		
RETIREMENTS	2,904			2,904		
OTHER FRINGE BENEFITS	609			609		
OTHER CONTRACT SERVICES STATE	537			537		
COMPUTER SERVICES STATE	3,422			3,422		
OTHER CONTRACT SERVICES	4,775			4,775		
RENTS	63			63		
COMMODITIES	9,265			9,265		
TRANSFER TO OTHER FUNDS	1,387			1,387		
TOTAL EXPENDITURES	77,964			77,964		

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

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Director of Employee Health & Benefits, ex officio; one labor member from the Maine Technical College System faculty or administrative unit; and one member from the Maine Technical College System appointed by the President

PROGRAM:

The Commission 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, 2002. 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 404,000 covered lives. The Commission has renewed the dental insurance contract with Northeast Dental through FY2003.

The Commission has adopted the strategy of value-based purchasing in an effort to improve the quality of healthcare services provided to its members. In conjunction with this value-based purchasing strategy, the Commission is an active member of several state and national organizations including the Leapfrog Group, a national organization of health care purchasers committed to improving patient safety. The Commission is a founding member of the Maine Health Management Coalition, an organization of employers, providers, and health plans committed to improving the value of healthcare provided to Maine citizens. The Commission is also a founding member of the Maine Healthcare Purchasing Collaborative, a group of public and private purchasers of healthcare organized to implement value-based purchasing strategies.

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 2002: The 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	287,669					287,669
HEALTH BENEFITS	93,574					93,574
RETIREMENTS	43,953					43,953
OTHER FRINGE BENEFITS	3,389					3,389
OTHER CONTRACT SERVICES STATE	482,039					482,039
COMPUTER SERVICES STATE	67,229					67,229
OTHER CONTRACT SERVICES	29,542,793					29,542,793
RENTS	46,974					46,974
COMMODITIES	82,836					82,836
GRANTS, SUBSIDIES, PENSIONS	1,096					1,096
INTEREST-DEBT RETIREMENT	1					1
TRANSFER TO OTHER FUNDS	105,923,831					105,923,831
TOTAL EXPENDITURES	136,575,384					136,575,384

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 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 all seven bargaining units for contracts which will expire on June 30, 2003. 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 2002: The 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	391,117	391,117				
HEALTH BENEFITS	74,263	74,263				
RETIREMENTS	61,617	61,617				
OTHER FRINGE BENEFITS	3,631	3,631				
OTHER CONTRACT SERVICES STATE	31,897	31,897				
COMPUTER SERVICES STATE	1,753	1,753				
OTHER CONTRACT SERVICES	33,381	33,381				
RENTS	37,983	37,983				
COMMODITIES	26,471	26,471				
TOTAL EXPENDITURES	662,113	662,113				

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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: 33.000 *Legislative Count:* 33.00

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, the State Planning Office, the Department of Economic and Community Development, the Governor's Office and the Blaine House.

ORGANIZATION:

The Division of Financial and Personnel Services was established by statute on June 30, 1992.

PROGRAM:

The technical assistance and support provided bureaus within the Department of Administrative and Financial Services (and others as mentioned above) include accounting, auditing and budgetary functions, and departmental personnel functions.

PUBLICATIONS:

Affirmative Action - (Free)

Department Employee Information Booklet - (Free)

FINANCES, FISCAL YEAR 2002: The 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	1,097,005	337,550	759,455			
HEALTH BENEFITS	318,283	90,737	227,546			
RETIREMENTS	158,881	53,262	105,619			
OTHER FRINGE BENEFITS	13,553	3,290	10,263			
OTHER CONTRACT SERVICES STATE	147,607	29,455	118,152			
COMPUTER SERVICES STATE	18,022	18,000	22			
OTHER CONTRACT SERVICES	44,298	11,807	32,491			
RENTS	249	136	113			
COMMODITIES	296,505	37,704	258,801			
GRANTS, SUBSIDIES, PENSIONS	13,539				13,539	
INTEREST-DEBT RETIREMENT	1,965,613	1,965,013	600			
TRANSFER TO OTHER FUNDS	78,027		78,027			
COST OF GOODS SOLD	2,975,000	2,975,000				
TOTAL EXPENDITURES	7,126,582	5,521,954	1,591,089		13,539	

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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: 210.375

Legislative Count: 210.00

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 and supervises, controls and maintains land and buildings in the St. Capitol Complex. It manages and records the leasing of all grounds, buildings, facilities and office space required by all departments and agencies of state government, and records and manages asbestos in those state-owned bldgs.

ORGANIZATION:

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

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 organizations 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.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 2002: The 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	5,855,415	3,689,263	137,712	416,476		1,611,964
HEALTH BENEFITS	1,914,458	1,179,704	33,226	176,867		524,661
RETIREMENTS	748,590	478,990	17,587	52,998		199,015
OTHER FRINGE BENEFITS	80,658	50,583	1,266	5,592		23,217
OTHER CONTRACT SERVICES STATE	2,030,246	1,627,678	272,857	7,931		121,780
COMPUTER SERVICES STATE	432,381	105,157	14,390	14,159		298,675
OTHER CONTRACT SERVICES	7,191,847	6,038,960	339,000	643,142		170,745
RENTS	905,555	180,854	3,149	22,068		699,484
COMMODITIES	2,123,218	1,620,104	13,224	148,890		341,000
PURCHASE OF LAND	105,698	15,698	90,000			
EQUIPMENT	30,105,812	2,627,044	27,478,768			
INTEREST-DEBT RETIREMENT	116,580	86,804	9	32,590		-2,823
TRANSFER TO OTHER FUNDS	48,097,694		21,014			48,076,680
COST OF GOODS SOLD	919,577	238,976		86,247		594,354
TOTAL EXPENDITURES	100,627,729	17,939,815	28,422,202	1,606,960		52,658,752

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: 38.500 *Legislative Count:* 38.50

PURPOSE:

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

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

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 fosters an interactive relationship with agency HR divisions. The objective is a significant shift in organizational culture; to decentralize much of the day-to-day admin of the merit system to agencies by providing agency HR professionals with the skills and info they need to accept delegated responsibility. Important to this effort is implementing the comprehensive HR Policy/Practices Manual available and maintained on the Internet for access by managers, employees, and the public; periodic "issues & answers" sessions with agency HR managers; and programs to develop consulting skills. Our website provides state agencies, state employees and the public with access to information. Workforce demographics, job class specs, and key staffing reports are all available. The Bureau is exploring ways to make more available, such as recruitment and applications for State employment vacancies, via the Internet.

The State Employees' Health Insurance Program provides centralized admin of the State's health, dental, utilization review, prescription drug programs, and IRS 125 programs. This includes the coordination of payroll deductions, health and dental eligibility determinations and benefits communications. The Workers' Comp Division provides direction and technical assistance in the admin of workers' comp claims. The Employee Assistance Program utilized the services of Affiliated Health Care Systems to guide and assist participating employees, family members and retirees with financial, family, 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 1300 employees in safety-sensitive positions. The Equal Employment Opportunity Program continues to provide support and technical assistance to State agencies on EEO issues, complaint investigations and related training.

The EEO program headed a special project effort to increase the diversity of the State's workforce. The Bureau is a founding member of the Diversity Hiring Coalition, a coalition of some of Maine's largest employers sharing resources and expertise to promote diversity in Maine. The State Training and Development Division provided training and management consulting services to 3200 participants in core competency management and professional development programs. Services include: new employee orientation, computer training, workplace skills workshops, employee recognition, special events and organizational development including establishing and coordinating the Maine Management Service. The development and implementation of this innovative MMS program has been a key focus for the unit and the Bureau. The service emphasizes the use of core leadership competencies shared by managers across state agencies that are reflected in training and development programs and in a competency based selection process.

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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 2002: The 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	1,690,542	1,080,026	47,851			562,665
HEALTH BENEFITS	427,485	255,892	17,273			154,320
RETIREMENTS	276,455	182,953	8,288			85,214
OTHER FRINGE BENEFITS	14,949	9,325	430			5,194
OTHER CONTRACT SERVICES STATE	1,797,437	27,902	347,938			1,421,597
COMPUTER SERVICES STATE	273,809	1,772	7,532			264,505
OTHER CONTRACT SERVICES	145,707	61,702	50,911			33,094
RENTS	83,624	347	11,960			71,317
COMMODITIES	451,013	124,272	48,549			278,192
GRANTS, SUBSIDIES, PENSIONS	9,191,338					9,191,338
EQUIPMENT	8,490	8,490				
INTEREST-DEBT RETIREMENT	27,350					27,350
TRANSFER TO OTHER FUNDS	78,109		12,361			65,748
TOTAL EXPENDITURES	14,466,308	1,752,681	553,093			12,160,534

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: 185.457

Legislative Count: 185.00

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 provides a wide range of services for state agencies, including managing the state's telecommunications network and a Customer Support Center 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>

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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. Voice communication services support more than 15,000 full service phones deployed statewide of which approximately 8,200 include voice mail boxes. Also, BIS provides e-mail services to more than 4,000 employees statewide. The Desktop unit provides services to agencies interested in outsourcing their desktop PC support.

Production Services operates the Information Processing Center for the agencies of the Executive Branch. The Data Center is staffed 24 hours each day. It provides enterprise-level hosting for mainframe and shared database applications, and houses over 200 servers for enterprise services like email and network security, and for applications owned by individual state agencies. The Data Center also provides forms design and high-speed laser printing and finishing. The Systems Software Support Group maintains operating systems software on all computing platforms, and consults with customers to help ensure that technology meets business needs. The division has taken a leading role in coordinating Business Continuity Planning for its agencies. All servers are backed up nightly and tapes are sent each day to a secure off-site location. This past Fiscal Year, a diesel generator was installed to provide power to the computing environment in the event of an interruption to the commercial electrical service.

PUBLICATIONS:

Maine IS Technology (MIST) Newsletter

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FINANCES, FISCAL YEAR 2002: The 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	8,177,487					8,177,487
HEALTH BENEFITS	1,886,028					1,886,028
RETIREMENTS	1,052,743					1,052,743
OTHER FRINGE BENEFITS	112,451					112,451
OTHER CONTRACT SERVICES STATE	974,944					974,944
COMPUTER SERVICES STATE	519,738				71,084	448,654
OTHER CONTRACT SERVICES	1,428,818					1,428,818
RENTS	756,896					756,896
COMMODITIES	3,769,703					3,769,703
INTEREST-DEBT RETIREMENT	17,713					17,713
TRANSFER TO OTHER FUNDS	1,465,419				269	1,465,150
COST OF GOODS SOLD	12,135,529					12,135,529
TOTAL EXPENDITURES	32,297,469				71,353	32,226,116

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 citizens' 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 disseminating public information in their custody; to constantly improve access to and the utility of the public information available through InforME by

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 2002: 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.

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

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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 2002: 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: 323.365

Legislative Count: 321.00

PURPOSE:

The Bureau of Revenue Services, also known as 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 Real Estate Transfer Tax, the Maine Residents Property Tax & Rent Refund Program, the Maine Homestead Exemption Program, the Business Equipment Tax Reimbursement Program, Tree Growth Reimbursement, Veterans' Tax Reimbursement, and Waste Facilities Reimbursement; and exercises general supervision of local assessing officials.

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.

The duties of the Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance & Estate Taxes in 1947, Sales & Use Taxes in 1951 and Individual & Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax & Rent Refund Act of 1971 was assumed by the Bureau in 1972. Also in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Administrative & Financial Services appoints the State Tax Assessor, subject to the confirmation by the Governor.

Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. Effective September 19, 1997, the Bureau of Taxation became the Bureau of Revenue

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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; Sales, Fuel and Special Tax Division - Administers sales/use and excise tax law and various tax refund programs; Property Tax Division - Oversees municipal tax administration, administers the Homestead Exemption Program, determines the Municipal State Valuation, administers property and excise taxation in the Unorganized Territories, the Tree Growth Tax Law, and the Veteran's Exemption statute; General Counsel - 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: Data Processing Division - Provides mail processing and deposits tax revenues, operates, maintains and develops the Bureau's computer network, designs, maintains and operates automated systems within the Bureau, provides oversight of Bureau electronic data processing hardware, and provides Bureau-wide data entry services; Research Division - Provides research support to the Bureau, develops economic models for tax policy analysis, and monitors monthly tax revenues; Accounting Unit - Prepares budgets for the Bureau, monitors Bureau expenditures, provides bureau-wide business services.

COMPLIANCE: Sales, Fuel & Special Tax Division, Audit Unit - Audits various businesses and individuals to determine their tax liability and assists taxpayers in the understanding necessary to comply with Maine tax law; Enforcement Division - Serves as the Bureau's collection agency for delinquent taxes, pursues tax returns that are not filed in a timely fashion; Appellate Division - Drafts recommended decisions for 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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 2002: The 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	10,703,234	10,615,089		88,145		
HEALTH BENEFITS	3,153,577	3,120,651		32,926		
RETIREMENTS	1,370,192	1,358,936		11,256		
OTHER FRINGE BENEFITS	135,018	133,571		1,447		
OTHER CONTRACT SERVICES STATE	4,245,811	1,465,860	2,779,951			
COMPUTER SERVICES STATE	459,013	454,722	2,685	693	297	616
OTHER CONTRACT SERVICES	3,259,959	3,237,467	12,371	5,668	4,453	
RENTS	941,783	936,475	5,308			
COMMODITIES	4,726,872	3,850,465	133,541	9,845		733,021
GRANTS, SUBSIDIES, PENSIONS	72,982,843	65,669,902	7,312,941			
EQUIPMENT	419,748	419,748				
INTEREST-DEBT RETIREMENT	450	450				
TRANSFER TO OTHER FUNDS	114,697		86,270	4,799	152	23,476
TOTAL EXPENDITURES	102,513,197	91,263,336	10,333,067	154,779	4,902	757,113

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: 6.000 *Legislative Count:* 6.00

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.

LICENSES:

Licenses: not allowed by statute

PUBLICATIONS:

Publications: annual compilation of property values

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 2002: The 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	201,281					201,281
HEALTH BENEFITS	51,940					51,940
RETIREMENTS	31,055					31,055
OTHER FRINGE BENEFITS	3,189					3,189
OTHER CONTRACT SERVICES STATE	66,196					66,196
COMPUTER SERVICES STATE	457,964					457,964
OTHER CONTRACT SERVICES	1,045,722					1,045,722
RENTS	1,550					1,550
COMMODITIES	15,670					15,670
TRANSFER TO OTHER FUNDS	292,502					292,502
TOTAL EXPENDITURES	2,167,069					2,167,069

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: 192.271

Legislative Count: 140.50

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
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 improvement of the soil and cropland of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the sound development of the natural resources of the State.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and 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 the Commissioner.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 2002: The 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	5,409,519	2,807,780	1,789,101		548,663	263,975
HEALTH BENEFITS	1,545,384	758,300	518,982		171,714	96,388
RETIREMENTS	710,798	382,181	225,590		69,643	33,384
OTHER FRINGE BENEFITS	66,929	35,298	20,641		7,558	3,432
OTHER CONTRACT SERVICES STATE	960,210	250,411	529,500		176,805	3,494
COMPUTER SERVICES STATE	458,713	343,859	98,251		16,603	
OTHER CONTRACT SERVICES	997,775	516,897	326,426		96,200	58,252
RENTS	499,724	271,082	146,508		61,860	20,274
COMMODITIES	856,231	525,824	167,606		20,469	142,332
GRANTS, SUBSIDIES, PENSIONS	9,806,419	2,118,825	4,859,642		1,827,952	1,000,000
BUILDING IMPROVEMENTS	24,271	7,997	16,274			
EQUIPMENT	1,083,488	718,849	174,929		189,710	
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	427,861	306,388	83,238		32,365	5,870
TOTAL EXPENDITURES	22,847,327	9,043,696	8,956,688		3,219,542	1,627,401

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 it's 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 Officers respond 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 all aspects of the nutrient management program, which includes administering a \$4.5 million Nutrient Management Grant Program to build manure storages.

LICENSES:

Livestock Operation Permit

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 2002: The 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	312,291	312,291				
HEALTH BENEFITS	83,451	83,451				
RETIREMENTS	42,550	42,550				
OTHER FRINGE BENEFITS	3,254	3,254				
OTHER CONTRACT SERVICES STATE	10,705	1,705			9,000	
COMPUTER SERVICES STATE	2,659	2,659				
OTHER CONTRACT SERVICES	36,512	36,512				
RENTS	22,239	22,239				
COMMODITIES	14,565	14,565				
GRANTS, SUBSIDIES, PENSIONS	1,873,325	1,645,325			228,000	
TRANSFER TO OTHER FUNDS	314				314	
TOTAL EXPENDITURES	2,401,865	2,164,551			237,314	

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 *FAX:* (207) 287-7548

Established: 1973 *Telephone:* (207) 287-3871

Reference: Policy Area: 01 ; Umbrella: 01; Unit: 020 ; Citation: T0013 M.R.S.A., Sect. 000001956

PURPOSE:

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

ORGANIZATION:

The Agricultural Marketing and Bargaining Act was first enacted in 1973 by the 106th Legislature. The Act established the Agricultural Bargaining Board, made up of five members appointed by the Governor. One member represents the interests of producers, one member represents the interests of handlers, and three public members. Subsequent changes to the Act authorize an alternate to represent both the producer and handler interests.

PROGRAM:

From the enactment of the statute in 1973 until 1984, only one organization was certified, representing producers of potatoes used for processing. In 1984, the Board certified an organization representing producers of poultry. In 1988, the last remaining poultry handler closed its facilities in Maine leaving only the one organization representing the producers of potatoes and peas.

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

LICENSES:

Certification of qualified associations.

FINANCES, FISCAL YEAR 2002: 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: 18.382 *Legislative Count:* 16.50

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 and promote public health and food safety as it relates to diseases which are transmissible to humans. The Division is also responsible for the Dairy Inspection Program. The Animal Welfare Program was moved to the Office of Agricultural, Natural and Rural Resources in 2001.

ORGANIZATION:

Professional staff is comprised of one Chemist, two Lab Technicians, three Dairy Inspectors, two State Veterinarians, one Agriculture Specialist and the Division Director. Clerical/administrative support is comprised of one clerk typist. 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 Salmonella enteritidis monitored. The health of pet animals and birds entering the State for resale is regulated by the Division.

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.

LICENSES:

Licenses:

- Swine Garbage Feeders
- Livestock and Poultry Dealers
- Custom Slaughter Houses
- Livestock Auctions
- Milk Plant, Raw Milk, Fermented Milk & Frozen Desserts, and Bulk Tank

Drivers and Tankers

- Pulling Events

Permits:

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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 2002: The 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	632,989	424,765	202,610		5,614	
HEALTH BENEFITS	164,450	109,276	53,310		1,864	
RETIREMENTS	87,503	61,959	24,827		717	
OTHER FRINGE BENEFITS	8,955	5,653	3,283		19	
OTHER CONTRACT SERVICES STATE	68,106	1,094	67,012			
COMPUTER SERVICES STATE	4,803	2,335	2,468			
OTHER CONTRACT SERVICES	131,247	76,604	54,643			
RENTS	10,108	95	10,013			
COMMODITIES	75,205	43,589	31,616			
EQUIPMENT	6,634		6,634			
TRANSFER TO OTHER FUNDS	15,979		15,722		257	
TOTAL EXPENDITURES	1,205,979	725,370	472,138		8,471	

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 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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

completed the study in 1996 and submitted its final report. In 1999, the legislature reestablished the Board, and currently is involved in resolving issues involving irrigation.

PUBLICATIONS:

Irrigation Pump Noise Diagnostic Measurements-Aroostook County, 1993

FINANCES, FISCAL YEAR 2002: 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: 8.057

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 2002: The 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	304,856	304,856				
HEALTH BENEFITS	84,087	84,087				
RETIREMENTS	38,574	38,574				
OTHER FRINGE BENEFITS	3,264	3,264				
OTHER CONTRACT SERVICES STATE	141,534	31,153	110,381			
COMPUTER SERVICES STATE	143,693	128,093	15,600			
OTHER CONTRACT SERVICES	69,500	67,727	1,773			
RENTS	13,845	13,845				
COMMODITIES	112,111	62,678	49,433			
GRANTS, SUBSIDIES, PENSIONS	4,295,440	300,500	3,994,940			
TRANSFER TO OTHER FUNDS	1,914		1,914			
TOTAL EXPENDITURES	5,208,818	1,034,777	4,174,041			

(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 assists the Director, Division of Plant Industry, in the 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 1,750 inspections were made at nurseries, greenhouses and plant dealers in 2001. A variety of different diseases and insect pests were identified, including the Bilobed Looper on delphinium, the Lily Leaf Beetle, and a number of other common insects and diseases. The Hemlock Woolly Adelgid (HWA) was once again observed in 2001. This pest poses a serious threat to Maine's native hemlock resources. The state's HWA quarantine was strengthened during the winter of 2000-2001 and helped reduced the number of infested hemlock entering Maine. However, additional infestations were found in the spring of 2002. Significant staff hours will be devoted to surveying and inspecting for HWA in the coming year. In 2001, 1,612 lots of plant material were inspected and

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

certified using phytosanitary certificates to assist growers in marketing products to other states in the U.S. and foreign countries. The majority of these certificates were issued for 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 2001, indicating the great interest in growing this high-value crop for the export market. Resources are also being devoted to controlling the spread of invasive plants in Maine. A small biological control program is underway to control purple loosestrife, and literature is being distributed on alternatives to invasive plant species.

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF MARKET AND PRODUCTION DEVELOPMENT

MARY ELLEN JOHNSTON, DIRECTOR

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

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

Established: 1995

Telephone: (207) 287-3491

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

Average Count--All Positions: 9.000

Legislative Count: 9.00

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. It is responsible for the maintenance and operation of the Maine building at the Eastern States Exp in Massachusetts.

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 is responsible for the Department newsletter "Agriculture Today", which is published bi-weekly. Other public relations and communications activities are also handled by the Division's Information Officer.

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 advocacy, environmental regulations and land conservation. The Division evaluates issues and reviews legislation affecting agricultural production, marketing, and economic development and land conservation and represents

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agricultural interests in policy formulation and strategic planning. The Division provides information and technical support to farmland owners who want to protect their land from development. The Division sponsors applications to the Land for Maine's Future Program and assists farmers in accessing other tools and programs designed to help them remain viable.

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 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.

In July 2002, the Division added two positions, one Policy Development Specialist and one Information Officer by moving them from the Office of the Commissioner. 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 Agricultural Events Coordinator, one Agricultural Promotion Coordinator, one Policy Development Specialist, one Information Officer, one Planning and Research Associate and one Administrative Support Staff.

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. The Division oversees and licenses Agricultural Fairs and other special events held throughout the year.

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 conducts special research projects focused on production development. Staff organizes and facilitates business training for producers and manages several grant and loan programs.

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 natural resource issues, such as water use and land conservation. The Division provides staff support and technical assistance to agriculture and food marketing associations.

LICENSES:

Market and Production Development Division licenses the Agricultural Fairs in Maine as part of the role of the Agricultural Promotional coordinator position. The Division is also responsible for the "get real. get maine!" trademark for the identification of Maine grown or processed food and farm products.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

PUBLICATIONS:

The Division produces the following directories:

Wholesale Buyer's Guide

Mail Order Catalog

Pick Your Own Farms

CSA (Community Supported Agriculture)

Farm Stands

Farmers Markets

Maine Maple Producers

"Hey Kids" Follow Me

Water Management Blueprint

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

FINANCES, FISCAL YEAR 2002: The 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	386,482	296,351	89,591		540	
HEALTH BENEFITS	97,426	74,121	23,190		115	
RETIREMENTS	51,219	39,780	11,370		69	
OTHER FRINGE BENEFITS	6,089	4,526	1,555		8	
OTHER CONTRACT SERVICES STATE	306,412	194,603	20,985		90,824	
COMPUTER SERVICES STATE	2,468	2,468				
OTHER CONTRACT SERVICES	156,036	69,918	65,254		20,864	
RENTS	70,618	16,287	34,286		20,045	
COMMODITIES	27,721	18,002	9,631		88	
GRANTS, SUBSIDIES, PENSIONS	1,964,182	133,000	370,136		1,461,046	
BUILDING IMPROVEMENTS	24,271	7,997	16,274			
EQUIPMENT	793,025	624,730	168,295			
TRANSFER TO OTHER FUNDS	13,724		9,099		4,625	
TOTAL EXPENDITURES	3,899,673	1,481,783	819,666		1,598,224	

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

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economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

Effective October 2, 1975, the law was amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

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

Hearing Procedures for Maine Milk Commission (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 (free)

Milk Processing and Distribution Costs: The Maine Model (Fee--available in Milk Commission Office)

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FINANCES, FISCAL YEAR 2002: The 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	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES					
SALARIES & WAGES	74,797	74,797			
HEALTH BENEFITS	17,377	17,377			
RETIREMENTS	11,250	11,250			
OTHER FRINGE BENEFITS	361	361			
OTHER CONTRACT SERVICES STATE	52,732	52,732			
COMPUTER SERVICES STATE	39,744	39,744			
OTHER CONTRACT SERVICES	28,351	28,351			
RENTS	2,056	2,056			
COMMODITIES	5,515	5,515			
GRANTS, SUBSIDIES, PENSIONS	396,533	396,533			
TRANSFER TO OTHER FUNDS	3,153	3,153			
TOTAL EXPENDITURES	631,869	631,869			

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: 19.423

Legislative Count: 14.50

PURPOSE:

The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to register all 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 Commissioner of Agriculture to register pesticides. The original Board was composed of the commissioners of eight state agencies, but in 1980, the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be 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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 2001, the Board registered 7,323 products which represents a 0.52% decrease over 2000. 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 2001, 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.

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 website, 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

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FINANCES, FISCAL YEAR 2002: The 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	684,747		560,840		123,907	
HEALTH BENEFITS	179,288		146,445		32,843	
RETIREMENTS	84,201		68,832		15,369	
OTHER FRINGE BENEFITS	7,990		6,702		1,288	
OTHER CONTRACT SERVICES STATE	77,194		9,898		67,296	
COMPUTER SERVICES STATE	41,038		24,435		16,603	
OTHER CONTRACT SERVICES	86,618		51,005		35,613	
RENTS	23,916		15,379		8,537	
COMMODITIES	30,413		20,520		9,893	
GRANTS, SUBSIDIES, PENSIONS	41,431		40,233		1,198	
TRANSFER TO OTHER FUNDS	12,031		8,996		3,035	
TOTAL EXPENDITURES	1,268,867		953,285		315,582	

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: 23.327

Legislative Count: 16.50

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.

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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.

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 15,113 acres of potatoes in 2001, roughly 4.9% less than 2000. Of this total, 14,920 acres were certified by 164 seed growers. The certification staff also inspected and certified approximately 850 acres of grain. Barley comprised the majority of this acreage, replacing oats as the major grain certified by the Division.

The State Apiarist licensed 325 beekeepers who registered 6,025 colonies in the state. Approximately 3,580 colonies were inspected for regulated diseases and mites. Additionally, approximately 54,000 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 (12.7% of the hives inspected.) South African Hive Beetle was also found in several migratory operations. No evidence of Africanized Honey Bee was found through inspection of 34 migratory operations.

The Division established a quarantine on northern Oxford County for Pine Shoot Beetle, an insect impacts the growth of pine species. The Division, in conjunction with the Maine Forest Service, is regulating the movement of pine plants, logs, bark mulch, wood chips and other items which can cause the spread of this pest to other areas of the state. The U.S. Department of Agriculture has quarantined all of Oxford County to prevent the spread of this pest to other states.

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)

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF PLANT INDUSTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	529,685	142,417	387,268			
HEALTH BENEFITS	168,055	40,824	127,231			
RETIREMENTS	69,762	20,106	49,656			
OTHER FRINGE BENEFITS	4,614	1,391	3,223			
OTHER CONTRACT SERVICES STATE	12,474	3,060	9,414			
COMPUTER SERVICES STATE	11,076	2,468	8,608			
OTHER CONTRACT SERVICES	111,914	28,351	68,001		15,562	
RENTS	90,670	12,361	78,309			
COMMODITIES	51,824	8,159	43,665			
TRANSFER TO OTHER FUNDS	27,595		27,052		543	
TOTAL EXPENDITURES	1,077,669	259,137	802,427		16,105	

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: 23.471

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.

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 2001 was excellent. Due to good growing conditions in 2001, yields at the Porter Seed Farm were very good. Approximately 12,600 hundredweight of the 2001 crop was sold to Maine producers. Additionally, contract requests for 10,000 hundredweight have been received for the 2002 crop, indicating strong support for Porter Farm seed by Maine producers. This increase in sales resulted in a continued strong ending cash balance for the Seed Board.

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Over 1,340 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 74 percent of the samples had a total virus disease content of less than 0.5 percent and 96 percent had a total virus disease content of less than 5.0 percent. These figures represent an increase in the overall disease level of seed produced by Maine seed potato growers compared to 2000, and represent the first increase of virus disease several years.

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 it's 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 during FY01.

PUBLICATIONS:

The Maine Seed Potato Board (free)

FINANCES, FISCAL YEAR 2002: The 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	263,975					263,975
HEALTH BENEFITS	96,388					96,388
RETIREMENTS	33,384					33,384
OTHER FRINGE BENEFITS	3,432					3,432
OTHER CONTRACT SERVICES STATE	3,494					3,494
OTHER CONTRACT SERVICES	58,260	8				58,252
RENTS	20,274					20,274
COMMODITIES	138,225	832				137,393
TRANSFER TO OTHER FUNDS	261,008	255,138				5,870
TOTAL EXPENDITURES	878,440	255,978				622,462

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 Improvement Fund Program has three committees that help to stimulate the improvement of the potato industry. The Advisory Committee provides the Commissioner with overall policy and program guidance related to disposition of loan funds and eligibiltiy criteria. The Credit Committee is responsible for evaluation of each project from a credit viewpoint, and the Project Review Committee evaluates the projects from the technical and management view for overall feasibility and quality of the project.

ORGANIZATION:

Each committee has up to 10 members appointed by the Commissioner. The Advisory Committee has one member representing the University of Maine, one member representing the Farmers Home Administration, one member representing the Farm Credit System, one member representing the Department of Economic and

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Community Development, and at least one member representing the public.

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. The Commissioner adopted rules outlining the criteria for loans in these areas: storage facility construction, retrofits and expansions, and new packing sheds.

FINANCES, FISCAL YEAR 2002: 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 a Maine humane organization, a member of the general public, an individual representing the animal pulling industry, the Animal Welfare Advisory Council, and the Commissioner of the Maine Department of Agriculture.

PROGRAM:

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

LICENSES:

Pull Superintendent License

Pull Event License

FINANCES, FISCAL YEAR 2002: 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: 71.111

Legislative Count: 49.00

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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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, 2 Food Inspection Supervisors, 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 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 a mandatory quality 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 inspections of food shipped interstate and 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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

and Measures Sealers. It performs random inspections of packages packed prior to sale for correct labeling and correct net weight and measure. 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

FINANCES, FISCAL YEAR 2002: The 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	1,736,899	898,146	471,690		367,063	
HEALTH BENEFITS	532,929	262,286	150,819		119,824	
RETIREMENTS	221,832	117,674	59,361		44,797	
OTHER FRINGE BENEFITS	22,357	11,008	5,486		5,863	
OTHER CONTRACT SERVICES STATE	262,716	16,303	246,413			
COMPUTER SERVICES STATE	210,703	203,307	7,396			
OTHER CONTRACT SERVICES	194,949	153,121	41,025		803	
RENTS	113,079	106,614	6,465			
COMMODITIES	129,358	122,597	6,661		100	
EQUIPMENT	74,365	74,365				
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	86,374	51,250	16,338		18,786	
TOTAL EXPENDITURES	3,585,566	2,016,676	1,011,654		557,236	

(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

Reference: Policy Area: 01 ; Umbrella: 01; Unit: 005 ; Citation: T0010 *Telephone:* (207) 287-3841

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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

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 2002: 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: 278.000

Legislative Count: 278.00

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 eleven operating divisions overseeing the criminal, civil and investigatory responsibilities. The Divisions are General Government, Natural Resources, Community and Institutional Services, Child Protection, Child Support, Professional Regulatory, Investigations, Litigation, Public Protection, Criminal , and Financial Crimes and Civil Rights. The Divisions report to the Attorney General and the Chief Deputy Attorney General.

PROGRAM:

The Community and Institutional Services Division represents the Departments of Behavioral and Developmental Services, Corrections and Human Services. The Child Protection Division prosecutes child abuse cases. The Child Support Division enforces child support laws. The Criminal Division is principally concerned with prosecution of offenses defined in the Maine Criminal Code, has exclusive responsibility for the prosecution of all homicide cases in the State and handles appeals to the Supreme Judicial Court. In addition, the Division represents the State in petitions for post-conviction relief filed by convicted criminal defendants. The Division also assigns attorneys to work with the Maine Drug Enforcement Agency (MDEA). The 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. The Financial Crimes and Civil Rights 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 2002: The 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	14,069,502	8,642,624	3,394,375		2,032,503	
HEALTH BENEFITS	2,688,396	1,631,883	635,301		421,212	
RETIREMENTS	2,020,157	1,234,376	508,317		277,464	
OTHER FRINGE BENEFITS	210,184	125,663	53,006		31,515	
OTHER CONTRACT SERVICES STATE	304,683	208,364	55,936		40,383	
COMPUTER SERVICES STATE	254,234	184,128	3,120		66,986	
OTHER CONTRACT SERVICES	891,562	385,989	401,308		104,265	
RENTS	203,644	32,477	22,321		148,846	
COMMODITIES	567,382	348,436	78,744		140,202	
GRANTS, SUBSIDIES, PENSIONS	125,529				125,529	
EQUIPMENT	4,995				4,995	
TRANSFER TO OTHER FUNDS	58,646		36,771		21,875	
TOTAL EXPENDITURES	21,398,914	12,793,940	5,189,199		3,415,775	
 DEPARTMENT OF THE ATTORNEY GENERAL	 TOTAL FOR ALL FUNDS	 GENERAL FUND	 SPECIAL REVENUE FUNDS	 HIGHWAY FUND	 FEDERAL FUNDS	 MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	13,449,116	8,123,584	3,293,029		2,032,503	
HEALTH BENEFITS	2,577,477	1,539,495	616,770		421,212	
RETIREMENTS	1,942,113	1,164,858	499,791		277,464	
OTHER FRINGE BENEFITS	196,884	116,750	48,619		31,515	
OTHER CONTRACT SERVICES STATE	232,566	136,247	55,936		40,383	
COMPUTER SERVICES STATE	98,012	29,374	1,652		66,986	
OTHER CONTRACT SERVICES	391,035	281,483	56,642		52,910	
RENTS	202,597	31,625	22,126		148,846	
COMMODITIES	462,652	266,613	72,045		123,994	
GRANTS, SUBSIDIES, PENSIONS	125,529				125,529	
EQUIPMENT	4,995				4,995	
TRANSFER TO OTHER FUNDS	52,988		31,522		21,466	
TOTAL EXPENDITURES	19,735,964	11,690,029	4,698,132		3,347,803	

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 2002: 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 2002: The 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	519,040	519,040				
HEALTH BENEFITS	92,388	92,388				
RETIREMENTS	69,518	69,518				
OTHER FRINGE BENEFITS	8,913	8,913				
OTHER CONTRACT SERVICES STATE	72,117	72,117				
COMPUTER SERVICES STATE	154,754	154,754				
OTHER CONTRACT SERVICES	104,506	104,506				
RENTS	852	852				
COMMODITIES	98,031	81,823				16,208
TRANSFER TO OTHER FUNDS	1,366		1,367			-1
TOTAL EXPENDITURES	1,121,485	1,103,911	1,367			16,207

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 2002 the Board received 221 new compensation cases. Additionally, 155 forensic billing requests were made in the same period. Payments for both forensic and compensation cases equaled \$385,399.

PUBLICATIONS:

An informational pamphlet - free

DEPARTMENT OF THE ATTORNEY GENERAL

FINANCES, FISCAL YEAR 2002: The 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		SPECIAL			
	FOR					
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	101,346		101,346			
HEALTH BENEFITS	18,531		18,531			
RETIREMENTS	8,526		8,526			
OTHER FRINGE BENEFITS	4,387		4,387			
COMPUTER SERVICES STATE	1,468		1,468			
OTHER CONTRACT SERVICES	396,021		344,666		51,355	
RENTS	195		195			
COMMODITIES	6,699		6,699			
TRANSFER TO OTHER FUNDS	4,292		3,882		410	
TOTAL EXPENDITURES	541,465		489,700		51,765	

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)

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, 15 Auditor IIIs, 9 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 2002: The 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	1,503,283	982,424	520,859			
HEALTH BENEFITS	323,756	205,385	118,371			
RETIREMENTS	203,531	136,935	66,596			
OTHER FRINGE BENEFITS	20,405	10,558	9,847			
OTHER CONTRACT SERVICES STATE	21,377	6,141	15,236			
COMPUTER SERVICES STATE	955	955				
OTHER CONTRACT SERVICES	78,187	30,063	48,124			
COMMODITIES	102,287	41,189	61,098			
GRANTS, SUBSIDIES, PENSIONS	7,582		7,582			
TRANSFER TO OTHER FUNDS	23,389		23,389			
TOTAL EXPENDITURES	2,284,752	1,413,650	871,102			

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

Established: 1907

Reference: Policy Area:00 ; Umbrella: 27; Unit: 244D; Citation: T0005

Average Count--All Positions: 37.000

FAX: (207) 624-6273

Telephone: (207) 624-6250

M.R.S.A., Sect. 000000243

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, 15 Auditor III's, 9 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.

PUBLICATIONS:

State Auditor's Annual Report

DEPARTMENT OF AUDIT

FINANCES, FISCAL YEAR 2002: The 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	1,428,703	982,424	446,279			
HEALTH BENEFITS	307,716	205,385	102,331			
RETIREMENTS	194,004	136,935	57,069			
OTHER FRINGE BENEFITS	19,087	10,558	8,529			
OTHER CONTRACT SERVICES STATE	11,897	6,141	5,756			
COMPUTER SERVICES STATE	955	955				
OTHER CONTRACT SERVICES	59,980	30,063	29,917			
COMMODITIES	99,399	41,189	58,210			
TRANSFER TO OTHER FUNDS	19,713		19,713			
TOTAL EXPENDITURES	2,141,454	1,413,650	727,804			

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 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

UNORGANIZED TERRITORY (AUDIT)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	74,580		74,580			
HEALTH BENEFITS	16,040		16,040			
RETIREMENTS	9,527		9,527			
OTHER FRINGE BENEFITS	1,318		1,318			
OTHER CONTRACT SERVICES STATE	9,480		9,480			
OTHER CONTRACT SERVICES	18,207		18,207			
COMMODITIES	2,888		2,888			
GRANTS, SUBSIDIES, PENSIONS	7,582		7,582			
TRANSFER TO OTHER FUNDS	3,676		3,676			
TOTAL EXPENDITURES	143,298		143,298			

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

LYNN DUBY, COMMISSIONER

TTY: (207) 287-2000

Central Office: MARQUARDT BUILDING, AUGUSTA, ME, 04333

Mail Address: 40 STATEHOUSE STA, AUGUSTA, ME, 04333

Established: 1939

Reference: Policy Area:03 ; Umbrella: 14 Unit: 191 ; Citation: T0034B M.R.S.A., Sect. 000001201

Average Count--All Positions: 1349.457

Legislative Count: 1346.00

Units:

OFFICE OF ADVOCACY BDS

ARROSTOOK RESIDENTIAL CENTER

AUGUSTA MENTAL HEALTH INSTITUTE

BANGOR MENTAL HEALTH INSTITUTE

BUREAU OF CHILDREN WITH SPECIAL NEEDS BDS

DEVELOPMENTAL DISABILITIES OFFICE BDS

ELIZABETH LEVINSON CENTER

DIVISION OF MENTAL HEALTH

DIVISION OF MENTAL RETARDATION

OFFICE OF SUBSTANCE ABUSE

PURPOSE:

The Department of Behavioral and Developmental 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 Behavioral and Developmental 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.

PROGRAM:

Specific program information pertaining to FY00 is included in separate reports prepared by the Department's program areas.

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

LICENSES:

Mental Health Agency License

FINANCES, FISCAL YEAR 2002: The 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 BEHAVIORAL AND DEVELOPMENTAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	49,393,109	33,157,790	15,709,760		525,559	
HEALTH BENEFITS	13,120,191	8,827,775	4,144,955		147,461	
RETIREMENTS	6,920,101	4,602,847	2,248,943		68,311	
OTHER FRINGE BENEFITS	645,813	440,445	198,200		7,168	
OTHER CONTRACT SERVICES STATE	11,791,243	5,196,576	4,749,985		1,844,682	
COMPUTER SERVICES STATE	125,181	105,074	-391		20,498	
OTHER CONTRACT SERVICES	5,306,928	3,271,799	1,894,452		140,677	
RENTS	1,157,238	904,917	237,837		14,484	
COMMODITIES	8,110,203	3,989,793	2,023,557		2,096,853	
GRANTS, SUBSIDIES, PENSIONS	191,574,947	171,180,779	5,023,821		15,370,347	
EQUIPMENT	174,505	114,328	60,177			
INTEREST-DEBT RETIREMENT	10,460	3,652	6,808			
TRANSFER TO OTHER FUNDS	323,983	662	227,076		96,245	
TOTAL EXPENDITURES	288,653,902	231,796,437	36,525,180		20,332,285	

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,461,453	4,461,453				
HEALTH BENEFITS	1,130,355	1,130,355				
RETIREMENTS	603,679	603,679				
OTHER FRINGE BENEFITS	60,031	60,031				
OTHER CONTRACT SERVICES STATE	309,471	309,471				
COMPUTER SERVICES STATE	7,798	7,798				
OTHER CONTRACT SERVICES	1,297,224	1,297,224				
RENTS	602,099	602,099				
COMMODITIES	1,676,945	1,676,945				
GRANTS, SUBSIDIES, PENSIONS	81,595	81,595				
EQUIPMENT	83,870	83,870				
INTEREST-DEBT RETIREMENT	54	54				
TOTAL EXPENDITURES	10,314,574	10,314,574				

OFFICE OF ADVOCACY BDS

RICHARD A ESTABROOK, ESQ., CHIEF ADVOCATE

Central Office: CETA 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

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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 person centered planning 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 through upwards of 16,000 contacts with 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 DMHMRSAS 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.

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

FINANCES, FISCAL YEAR 2002: The 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 BDS	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	515,602	515,602				
HEALTH BENEFITS	143,153	143,153				
RETIREMENTS	68,429	68,429				
OTHER FRINGE BENEFITS	7,504	7,504				
OTHER CONTRACT SERVICES STATE	14	14				
OTHER CONTRACT SERVICES	39,827	39,827				
RENTS	296	296				
COMMODITIES	16,802	16,802				
TOTAL EXPENDITURES	791,627	791,627				

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.

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

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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 2002: The 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	690,352	690,352				
HEALTH BENEFITS	203,518	203,518				
RETIREMENTS	107,509	107,509				
OTHER FRINGE BENEFITS	9,326	9,326				
OTHER CONTRACT SERVICES STATE	145,408	145,408				
OTHER CONTRACT SERVICES	47,619	47,619				
RENTS	24,398	24,398				
COMMODITIES	88,886	88,886				
INTEREST-DEBT RETIREMENT	7	7				
TOTAL EXPENDITURES	1,317,023	1,317,023				

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: 326.322

Legislative Count: 325.00

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; those committed under the criminal statutes for observation, care and treatment; and those who require certain highly specialized programs not available elsewhere.

The demand for mandated services is such that every effort is made to divert voluntary admissions to more appropriate settings in an effort to assure suitable accommodations for those most in need. In some cases, the lack of appropriate community alternatives requires that AMHI accept 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

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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. A PhD level psychologist is assigned to each unit for patient testing, evaluation, and treatment.

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. AMHI has affiliated with Dartmouth Medical School, Dept. of Psychiatry for the provision of psychiatric leadership and care, and for the development as a center for education and research. 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

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

PUBLICATIONS:

- 1) "Guide"
- 2) Program Description Brochure
- 3) Mission Vision, Values Pamphlet
- 4) Jose Castellanos Medical Library Holdings

FINANCES, FISCAL YEAR 2002: The 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	11,551,337	4,143,871	7,407,466			
HEALTH BENEFITS	3,094,523	1,118,295	1,976,228			
RETIREMENTS	1,695,554	615,481	1,080,073			
OTHER FRINGE BENEFITS	151,108	54,075	97,033			
OTHER CONTRACT SERVICES STATE	4,382,966	1,409,484	2,973,482			
OTHER CONTRACT SERVICES	1,280,081	394,982	885,099			
RENTS	127,232	36,457	90,775			
COMMODITIES	906,047	264,406	641,641			
GRANTS, SUBSIDIES, PENSIONS	316,958	82,644	234,314			
EQUIPMENT	77,752	26,078	51,674			
INTEREST-DEBT RETIREMENT	8,882	2,913	5,969			
TRANSFER TO OTHER FUNDS	85,036		85,036			
TOTAL EXPENDITURES	23,677,476	8,148,686	15,528,790			

BANGOR MENTAL HEALTH INSTITUTE

MARY LOIUSE MC EWEN, SUPERINTENDENT

Central Office: 656 STATE STREET, BANGOR, ME 04401

Mail Address: PO BOX 926, BANGOR, ME 04401-0926

Established: 1985

Telephone: (207) 941-4000

Reference: Policy Area: 03 ; *Umbrella:* 14 *Unit:* 195 ; *Citation:* T0034B M.R.S.A., Sect. 000003201

Average Count--All Positions: 359.740

Legislative Count: 359.00

PURPOSE:

Bangor Mental Health Institute (BMHI) operates under laws established by the Maine Legislature to provide care and treatment for both voluntary and court committed and forensic patients as well as outpatients. The Institute has its own Governing Body with by-laws covering organization, purpose, duties, appointment process, committees and relationship to the Medical staff. The Governing Body provides the organizational link to the Department of Behavioral and Developmental 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 DBDS through its Regional Office.

BMHI is part of a comprehensive mental health system of services in Northern and Eastern Maine which includes community mental health centers with multiple branch offices, private psychiatric and community hospitals and private providers. It is the only public hospital serving two-thirds of the state's geographic area that provides services for people with severe mental illness who truly cannot be treated or get their needs met in other community settings. In addition to inpatient services, we provide 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

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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 Behavioral and Developmental 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. Three 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.

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)
- Bi-Weekly Newsletter (free to citizens, patients and staff)

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

FINANCES, FISCAL YEAR 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	12,994,246	4,682,117	8,302,294		9,835	
HEALTH BENEFITS	3,386,505	1,216,429	2,168,727		1,349	
RETIREMENTS	1,840,045	669,919	1,168,870		1,256	
OTHER FRINGE BENEFITS	157,739	56,431	101,167		141	
OTHER CONTRACT SERVICES STATE	1,232,111	381,072	850,814		225	
COMPUTER SERVICES STATE	1,290	433	857			
OTHER CONTRACT SERVICES	1,419,058	433,075	984,823		1,160	
RENTS	171,362	55,710	115,652			
COMMODITIES	2,020,926	667,261	1,353,647		18	
GRANTS, SUBSIDIES, PENSIONS	10,245	460	9,785			
EQUIPMENT	12,883	4,380	8,503			
INTEREST-DEBT RETIREMENT	1,259	422	837			
TRANSFER TO OTHER FUNDS	87,648		87,619		29	
TOTAL EXPENDITURES	23,335,317	8,167,709	15,153,595		14,013	

BUREAU OF CHILDREN WITH SPECIAL NEEDS BDS

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

Reference: Policy Area:03 ; Umbrella: 14 Unit: 472 ; Citation: T0034B M.R.S.A., Sect. 000006204

Average Count--All Positions: 68.500

FAX: (207) 287-9915

Telephone: (207) 287-4251

Legislative Count: 68.50

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 address three populations: (A) Early Childhood, Mental Retardation and Autism

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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 2002: The 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 BDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,687,091	2,687,091				
HEALTH BENEFITS	671,974	671,974				
RETIREMENTS	346,556	346,556				
OTHER FRINGE BENEFITS	37,302	37,302				
OTHER CONTRACT SERVICES STATE	557,067	419,174	65,000		72,893	
COMPUTER SERVICES STATE	92,545	92,545				
OTHER CONTRACT SERVICES	36,978	36,978				
RENTS	16,484	16,484				
COMMODITIES	15,617	15,617				
GRANTS, SUBSIDIES, PENSIONS	35,737,253	34,562,404	198,933		975,916	
TRANSFER TO OTHER FUNDS	1,404	662			742	
TOTAL EXPENDITURES	40,200,271	38,886,787	263,933		1,049,551	

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

DEVELOPMENTAL DISABILITIES OFFICE BDS

REBECCA WEINSTEIN, EXECUTIVE DIRECTOR

Central Office: 225 WESTERN AVE, 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 Decelopmental 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 Behavioral and Developmental 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ELIZABETH LEVINSON CENTER

CAROL A. TROTTIER, DIRECTOR/ADMINISTRATOR

TTY: (287) 941-4409

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

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

Established: 1971

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

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

residential and medical/nursing program.

The primary purpose of the Center is to evaluate and treat children who meet the criteria for ICF/MR Nursing level care. The secondary purpose of the facility is to offer respite care to children 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. The Center is operated by the Department of Behavioral and Developmental 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 offices, pediatricians, other professionals and families. Children are accepted into the facility through an admission screening process. Once accepted, an active treatment planning meeting is held with the child and family. At this meeting, objectives, goals, responsibilities and discharge plans are established. Families are encouraged to participate in their child's program plan development and all subsequent review meetings held by the team.

Educational programs for all Elizabeth Levinson Center residents are provided by local schools. ELC offers inservice education for Departmental and Center staff and training for area universities, colleges, technical programs, public schools, and community agencies.

PUBLICATIONS:

Elizabeth Levinson Center Brochure (free).

FINANCES, FISCAL YEAR 2002: The 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	1,331,085	1,331,085				
HEALTH BENEFITS	416,023	416,023				
RETIREMENTS	196,573	196,573				
OTHER FRINGE BENEFITS	16,704	16,704				
OTHER CONTRACT SERVICES STATE	109,879	109,879				
COMPUTER SERVICES STATE	620	620				
OTHER CONTRACT SERVICES	71,937	71,937				
RENTS	5,546	5,546				
COMMODITIES	139,075	139,075				
TOTAL EXPENDITURES	2,287,442	2,287,442				

DIVISION OF MENTAL HEALTH

LEYTON SEWELL, DIRECTOR, ADULT MH SERV

TTY: (207) 287-2000

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333

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

Established: 1959

FAX: (207) 287-7571

Telephone: (207) 287-8084

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 193 ; Citation: T0034B M.R.S.A., Sect. 000003001

Average Count--All Positions: 116.000

Legislative Count: 116.00

PURPOSE:

The department has primary responsibility for developing and maintaining a system of community mental health services and supports, including psychiatric inpatient services for persons age 18 years and older who have serious mental

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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. Application was made to the Judge to confirm we have complied with the Consent Decree and to be ruled in compliance with its terms. 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 Svcs for Regions I and II, March 1999.
-Annual Center for Mental Health Services block grant application.
-Grievance Process Guide For Recipients of Mental Health Services.

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

FINANCES, FISCAL YEAR 2002: The 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	4,553,382	4,529,657			23,725	
HEALTH BENEFITS	1,231,792	1,225,714			6,078	
RETIREMENTS	614,936	611,906			3,030	
OTHER FRINGE BENEFITS	71,188	70,845			343	
OTHER CONTRACT SERVICES STATE	2,458,763	1,009,035	2,540		1,447,188	
OTHER CONTRACT SERVICES	138,802	121,088	2,225		15,489	
RENTS	63,480	62,658			822	
COMMODITIES	2,634,397	592,863	8,635		2,032,899	
GRANTS, SUBSIDIES, PENSIONS	63,733,824	59,390,513	84,747		4,258,564	
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	40,554		4,341		36,213	
TOTAL EXPENDITURES	75,541,122	67,614,283	102,488		7,824,351	

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: 226.500

Legislative Count: 226.50

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 personal planning services for 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 FY02, the Department continued to work to develop programs to comply fully with the Community Consent Decree. Person Centered Planning, quality assurance, and the Crisis system were all improved. Conversion from sheltered employment to supported employment has begun in many parts of the state. A Quality of Life Interview for Consumers has been implemented and has begun to collect information on services provided.

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

PUBLICATIONS:

- Directory of Programs Serving Maine Citizens with Mental Retardation
- Community Consent Decree
- Questions and Answers on Guardianship
- DBDS 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
- 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
- PCP-Person Centered Planning Guide

FINANCES, FISCAL YEAR 2002: The 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 REVENUE			
EXPENDITURES	ALL FUNDS	GENERAL FUND	FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
SALARIES & WAGES	8,502,480	8,398,885			103,595	
HEALTH BENEFITS	2,243,036	2,214,576			28,460	
RETIREMENTS	1,156,018	1,141,042			14,976	
OTHER FRINGE BENEFITS	114,097	111,423			2,674	
OTHER CONTRACT SERVICES STATE	797,365	626,935	680		169,750	
OTHER CONTRACT SERVICES	663,129	628,236	6,155		28,738	
RENTS	84,001	71,865			12,136	
COMMODITIES	152,473	142,330	359		9,784	
GRANTS, SUBSIDIES, PENSIONS	72,946,284	71,937,563			1,008,721	
INTEREST-DEBT RETIREMENT	12	12				
TRANSFER TO OTHER FUNDS	10,225		195		10,030	
TOTAL EXPENDITURES	86,669,120	85,272,867	7,389		1,388,864	

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, now called the Department of Behavioral and Developmental 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.

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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 2002: The 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	1,342,829	954,425			388,404	
HEALTH BENEFITS	398,249	286,675			111,574	
RETIREMENTS	167,748	118,699			49,049	
OTHER FRINGE BENEFITS	16,927	12,917			4,010	
OTHER CONTRACT SERVICES STATE	1,759,105	773,812	830,667		154,626	
COMPUTER SERVICES STATE	22,928	3,678	-1,248		20,498	
OTHER CONTRACT SERVICES	272,445	168,750	8,405		95,290	
RENTS	53,108	20,272	31,310		1,526	
COMMODITIES	401,227	331,198	15,877		54,152	
GRANTS, SUBSIDIES, PENSIONS	18,747,989	5,124,801	4,496,042		9,127,146	
INTEREST-DEBT RETIREMENT	118	118				
TRANSFER TO OTHER FUNDS	98,791		49,560		49,231	
TOTAL EXPENDITURES	23,281,464	7,795,345	5,430,613		10,055,506	

DEPARTMENT OF CONSERVATION

DEPARTMENT OF CONSERVATION

RONALD B. LOVAGLIO, COMMISSIONER

TTY: (207) 287-2213

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

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

Established: 1973

FAX: (207) 287-2400

Telephone: (207) 287-2211

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

Average Count--All Positions: 443.474

Legislative Count: 326.50

Units:

BORSTALOGIPARKREXISTENDS

DIVISION OF FOREST HEALTH AND MONITORING

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)

DIVISION OF FOREST PROTECTION

DIVISION OF FOREST POLICY AND MANAGEMENT

GENERAL SERVICES (CONSERVATION)

MAINE LAND USE REGULATION COMMISSION

BUREAU OF GEOLOGY AND NATURAL AREAS

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:

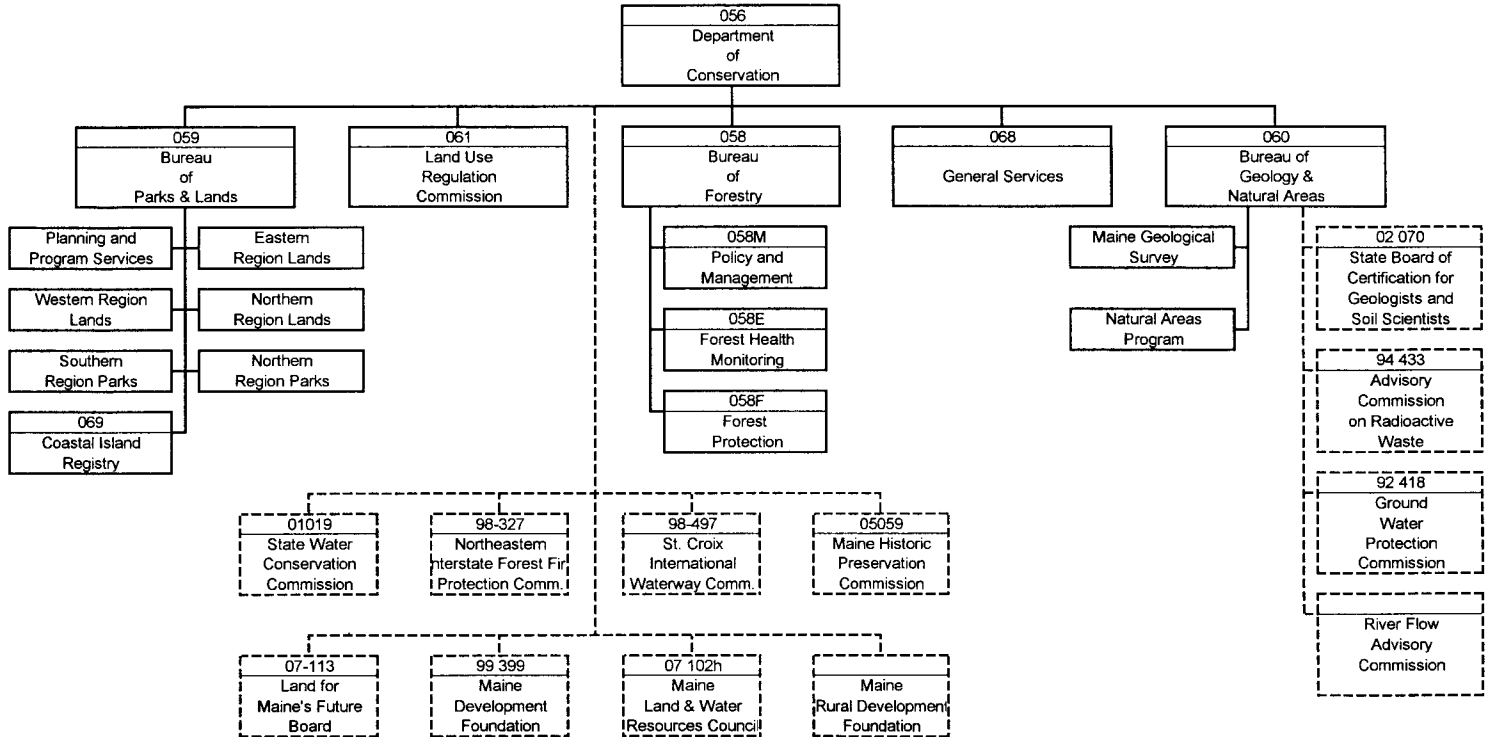
Listed separately by the Department's organizational units.

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 2002: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	15,117,436	12,058,088	2,298,791		760,557	
HEALTH BENEFITS	3,971,570	3,102,752	661,180		207,638	
RETIREMENTS	2,106,997	1,712,491	298,262		96,244	
OTHER FRINGE BENEFITS	200,692	155,869	33,857		10,966	
OTHER CONTRACT SERVICES STATE	1,762,079	502,065	475,904		782,519	1,591
COMPUTER SERVICES STATE	90,939	16,963	79,392		-6,500	1,084
OTHER CONTRACT SERVICES	3,069,825	1,452,573	772,560		805,457	39,235
RENTS	2,088,691	1,530,802	331,542		226,347	
COMMODITIES	3,135,960	1,255,452	639,070		1,224,079	17,359
GRANTS, SUBSIDIES, PENSIONS	4,488,002	134,349	2,997,343		1,356,310	
PURCHASE OF LAND	3,142,122		1,209,393		1,916,379	16,350
BUILDING IMPROVEMENTS	370,152	2,430	326,533			41,189
EQUIPMENT	1,889,649	373,293	1,250,363		33,330	232,663
INTEREST-DEBT RETIREMENT	606	509	40			57
TRANSFER TO OTHER FUNDS	122,972	20	83,484		39,468	
TOTAL EXPENDITURES	41,557,692	22,297,656	11,457,714		7,452,794	349,528

**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 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

COASTAL ISLAND REGISTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	11		11			
TOTAL EXPENDITURES	11		11			

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

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,

DEPARTMENT OF CONSERVATION

implementing control actions when justified, and administering state and federal laws pertaining to insect and disease quarantine.

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

ORGANIZATION:

The Division of 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, Pine Shoot Beetle, 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.

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LICENSES:

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

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 1986-2001.
Integrated Crop Management Schedule for Softwood Timber Plantations and Conifer Seed Orchards.
Reports of the Annual Inventory of Maine's Forests: 1999; 2000

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: 167.351

Legislative Count: 151.00

PURPOSE:

The Bureau of Forestry, also known as Maine Forest Service, was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State.

The responsibilities of the Bureau are: to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners; to produce, aid in accomplishment of forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; and to promote productivity and current use as the basis for forest land taxation.

Responsibilities also include: to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies; to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

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.

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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 2002: The 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	6,475,483	5,733,225			742,258	
HEALTH BENEFITS	1,786,291	1,584,561			201,730	
RETIREMENTS	1,007,483	913,806			93,677	
OTHER FRINGE BENEFITS	96,235	85,612			10,623	
OTHER CONTRACT SERVICES STATE	1,035,482	361,983	3,193		670,306	
COMPUTER SERVICES STATE	-8,026	1,385			-9,411	
OTHER CONTRACT SERVICES	1,783,388	990,311	1,144		791,933	
RENTS	1,177,163	967,821			209,342	
COMMODITIES	1,890,022	669,746	9,155		1,211,121	
GRANTS, SUBSIDIES, PENSIONS	1,002,291	116,824	84,666		800,801	
BUILDING IMPROVEMENTS	184,954	2,430	182,524			
EQUIPMENT	232,266	198,936			33,330	
INTEREST-DEBT RETIREMENT	459	459				
TRANSFER TO OTHER FUNDS	30,770		105		30,665	
TOTAL EXPENDITURES	16,694,261	11,627,099	280,787		4,786,375	

DIVISION OF FOREST PROTECTION

BILL WILLIAMS, 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

PURPOSE:

The primary objective of this Division is to provide forest fire and forest resource protection at the least cost with minimum damage to Maine's 17.7 million acres of forest land. This objective is accomplished by doing five major tasks (1) prevention - 25% to 30% of time and funds are expended in this effort, (2) detection - presently utilizing 12 contracted detection aircraft, (3) presuppression - training of municipal and Division employees and maintenance and development of specialized equipment, (4) suppression - extinguishing fires that do occur and (5) law enforcement.

ORGANIZATION:

In 1891 the Office of Forest Commissioner was established resulting from action by the legislature to establish a Forest Commission for the protection of the forest. Until this time this office has been known as the Land Office and the Land Agent.

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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 2001 there were 980 forest fires burning 2220 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 Forest Ranger and Law Enforcement Academy is conducted for new hires. 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)

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

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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 2002, staff provided technical and educational assistance on forest management and conservation laws to over 5,000 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 neared completion. Project Canopy, a program to enhance community forestry at the municipal level, got underway with the selection of two pilot communities, Biddeford and Corinna, and an outreach campaign. Wrap-up activities under the aegis of ice storm recovery included grants to third parties to improve logger safety and professionalism and a final round of grants to municipalities totaling over \$1 million.

The division's Forest Practices Act and water quality protection work focuses on preventing violations from occurring through educational outreach and active field intervention. Staff continue to spend significant time on this critical intervention work. The case backlog from earlier years has been eliminated, due in large part to the presence of Regional Enforcement Coordinators and streamlined case processing procedures that allow fairly quick settlement of violations. 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: outreach on water quality BMP's; and participation in numerous public education workshops and training sessions, including Envirothon, 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. Through a federal grant, MFS developed a curriculum geared toward educating women woodlot owners about the rights and responsibilities of owning woodland. 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 2003. The division also participates in the Atlantic Salmon Conservation Plan. The division obtained a federal grant to cost share the purchase of skidder bridges to assist loggers in using this important water quality protection tool. The division's policy team acquires, analyzes and publishes information about the forest resource to fulfill statutory requirements and 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

Report of the 2000 Annual Inventory of Maine's Forests

Forest Regeneration and Clearcutting Standards, MFS Rules Chapter 20

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The Impact of Timber Harvesting on Nonpoint Source Pollution
Timber Supply Outlook for Maine: 1995-2005
Bi-monthly community forestry newsletter and quarterly technical bulletin
Directory of Forestry and Natural Resource Consultants
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

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 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, which reflected a reduction from 26 to 16 recordable injuries for FY01, and long range departmental planning.

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 2002: The 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	878,318	755,975	122,343			
HEALTH BENEFITS	202,970	172,754	30,216			
RETIREMENTS	115,614	98,135	17,479			
OTHER FRINGE BENEFITS	12,116	10,494	1,622			
OTHER CONTRACT SERVICES STATE	45,303	5,341	39,962			
COMPUTER SERVICES STATE	125	125				
OTHER CONTRACT SERVICES	71,025	27,327	43,698			
RENTS	340,448	248,483	91,965			
COMMODITIES	173,413	22,205	151,208			
EQUIPMENT	25,710	8,920	16,790			
TRANSFER TO OTHER FUNDS	5,592		5,592			
TOTAL EXPENDITURES	1,870,634	1,349,759	520,875			

MAINE LAND USE REGULATION COMMISSION

CATHERINE CARROLL, ACTING 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: 27.000

Legislative Count: 27.00

PURPOSE:

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

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

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

ORGANIZATION:

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

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

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PROGRAM:

The Commission adopted a Resource Protection plan for the upper East Branch of the Penobscot River and a Concept Plan for First Road Pond. 1228 permit applications were accepted for processing, and 1216 applications were processed.

There were 87 applications pending at the end of the year, down from 105 the year before. Compliance staff investigated 402 complaints, made over 1,000 site inspections, including 289 public assistance visits, and resolved 195 enforcement cases. Rulemaking changes included changes in certain definitions, subdivision exemptions, and variance provisions, standards for mineral exploration and extraction, filling and grading, and timber harvesting. Land use guidance (zoning) maps for townships and plantations in Penobscot and southern Aroostook counties were updated and adopted.

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
Certificates of Compliance

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
Prospective Zoning for the Rangeley Lakes Region - No Charge
*No charge for individual copies; nominal charge for multiple copies

FINANCES, FISCAL YEAR 2002: The 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	954,574	948,064	6,510			
HEALTH BENEFITS	263,854	262,578	1,276			
RETIREMENTS	130,791	129,960	831			
OTHER FRINGE BENEFITS	12,796	12,702	94			
OTHER CONTRACT SERVICES STATE	17,370	17,370				
COMPUTER SERVICES STATE	387	387				
OTHER CONTRACT SERVICES	106,404	106,214	190			
RENTS	63,651	63,651				
COMMODITIES	172,150	172,150				
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	67	20	47			
TOTAL EXPENDITURES	1,722,048	1,713,100	8,948			

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.

DEPARTMENT OF CONSERVATION

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 300 new maps and reports were published during FY 2001. 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 2002: The 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	816,807	662,414	136,094		18,299	
HEALTH BENEFITS	194,158	150,359	37,891		5,908	
RETIREMENTS	109,581	89,945	17,069		2,567	
OTHER FRINGE BENEFITS	8,761	6,127	2,291		343	
OTHER CONTRACT SERVICES STATE	221,026	77,276	83,137		60,613	
COMPUTER SERVICES STATE	2,212	72	1,740		400	
OTHER CONTRACT SERVICES	71,164	37,262	22,346		11,556	
RENTS	32,745	6,731	9,678		16,336	
COMMODITIES	79,985	59,109	15,267		5,609	
GRANTS, SUBSIDIES, PENSIONS	92,372	15,000	77,372			
TRANSFER TO OTHER FUNDS	29,573		21,529		8,044	
TOTAL EXPENDITURES	1,658,384	1,104,295	424,414		129,675	

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: 211.623

Legislative Count: 111.00

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 485,000 acres of Public Reserved and Non-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

DEPARTMENT OF CONSERVATION

hazard marking, snowmobile and ATV trails, and the federal Land and Water Conservation Fund and Recreational Trail Program.

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

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

ORGANIZATION:

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

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, telecommunications, and agriculture 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 2,139,797 visitors, contributing \$1,930,814 in user fees and other revenue to the general fund and \$313,319 to municipalities in fee sharing in calendar year 2000. Projects initiated during FY 2002: Lake St Geo bathhouse, accessibility imps, water system & sanitary system \$505,000; Ft. Knox roof drainage & safety imps, \$114,900; Washburn Snow Trestle decking & rail replacement, \$102,000; various other improvements including electrical, paving and accessibility projects. 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, BGS environmental safety funds, ADA Bond funds, federal Land & Water Conservation fund grants, Historic Pres grants and donations from groups and individuals.

In calendar year 2001 the three Reserved Lands regional offices conducted sustained yield forest harvesting operations on 56,625 acres of the Bureau's 349,414 acres of operable timberland yielding 48,506 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 \$991,924 in federal grants for 54 Recreational Trail

DEPARTMENT OF CONSERVATION

Program projects, managed \$1,370,300 in federal Land and Water Conservation Fund projects, and provided technical assistance to municipalities, the Maine Trails Advisory Committee. The Boating Facilities Division, through grants and direct construction, provided new assured public boat access at 7 sites and improved public boat access at 7 other sites. The Navigational Aids Program maintained buoys on 24 waterbodies and worked with 16 lake associations and municipalities to mark another 16 waterbodies.

The Planning, Acquisition, & Special Services Division conducted surveys of users of Bureau lands and facilities, completed several Parks and Reserved Land brochures; completed 16 land transactions totaling approx 11,500 acres that included acquisition of one rail trail in Franklin County. The Off-Road Vehicle Division approved 369 snowmobile grants, totaling \$1,947,632 and managed five trail systems. The ATV Program awarded 45 club & municipal grants (\$105,692) and continued to develop abandoned railroad rights-of-way for a total of 1869 miles of ATV trail. The Administrative Services Division provided clerical support, managed the Bureau's finances, and campsite reservation system. In 2001, the submerged lands program reviewed 163 applications, resulting in 35 new leases, 7 dredging leases, 16 easements and 2 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 2002: The 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	5,992,254	3,958,410	2,033,844			
HEALTH BENEFITS	1,524,297	932,500	591,797			
RETIREMENTS	743,528	480,645	262,883			
OTHER FRINGE BENEFITS	70,784	40,934	29,850			
OTHER CONTRACT SERVICES STATE	442,898	40,095	349,612		51,600	1,591
COMPUTER SERVICES STATE	96,241	14,994	77,652		2,511	1,084
OTHER CONTRACT SERVICES	1,037,833	291,459	705,171		1,968	39,235
RENTS	474,684	244,116	229,899		669	
COMMODITIES	820,390	332,242	463,440		7,349	17,359
GRANTS, SUBSIDIES, PENSIONS	3,393,339	2,525	2,835,305		555,509	
PURCHASE OF LAND	3,142,122		1,209,393		1,916,379	16,350
BUILDING IMPROVEMENTS	185,198		144,009			41,189
EQUIPMENT	1,631,673	165,437	1,233,573			232,663
INTEREST-DEBT RETIREMENT	143	46	40			57
TRANSFER TO OTHER FUNDS	56,970		56,211		759	
TOTAL EXPENDITURES	19,612,354	6,503,403	10,222,679		2,536,744	349,528

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: 1418.701 Legislative Count: 1413.00
Units:

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

LONG CREEK YOUTH DEVELOPMENT CENTER
MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER
STATE PAROLE BOARD
STATE PRISON
DIVISION OF PROBATION AND PAROLE

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, Long Creek Youth Development Center, Mountain View Youth Development Center, and the Downeast Correctional Facility. 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 all county and municipal jails and detention centers.

DEPARTMENT OF CORRECTIONS

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 2002: The 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 CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	52,637,235	51,753,243	311,237		348,016	224,739
HEALTH BENEFITS	14,384,759	14,139,709	95,857		85,866	63,327
RETIREMENTS	9,230,500	9,085,476	54,371		52,644	38,009
OTHER FRINGE BENEFITS	738,179	726,460	3,269		5,918	2,532
OTHER CONTRACT SERVICES STATE	9,852,112	8,847,655	114,744		666,346	223,367
COMPUTER SERVICES STATE	254,267	24,847	6,785		222,635	
OTHER CONTRACT SERVICES	5,134,789	4,875,684	135,103		81,634	42,368
RENTS	1,050,011	1,036,911	1,738		6,107	5,255
COMMODITIES	10,930,367	9,279,330	418,776		1,120,032	112,229
GRANTS, SUBSIDIES, PENSIONS	10,814,296	8,741,932	281,070		1,791,294	
PURCHASE OF LAND	4,283					4,283
EQUIPMENT	2,005,336	361,518	54,276		1,500,965	88,577
INTEREST-DEBT RETIREMENT	4,760	4,706	40			14
TRANSFER TO OTHER FUNDS	75,978		17,063		55,656	3,259
TOTAL EXPENDITURES	117,116,872	108,877,471	1,494,329		5,937,113	807,959

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,154,025	1,840,844	134,734		178,447	
HEALTH BENEFITS	513,073	434,220	36,947		41,906	
RETIREMENTS	343,126	297,176	22,197		23,753	
OTHER FRINGE BENEFITS	25,791	22,575	1,190		2,026	
OTHER CONTRACT SERVICES STATE	6,696,677	6,485,617	9,420		200,352	1,288
COMPUTER SERVICES STATE	225,696	3,061			222,635	
OTHER CONTRACT SERVICES	236,520	160,380	22,356		53,784	
RENTS	29,183	22,878	514		5,671	120
COMMODITIES	1,551,678	495,858	2,905		1,039,000	13,915
GRANTS, SUBSIDIES, PENSIONS	7,093,036	5,221,244	80,498		1,791,294	
PURCHASE OF LAND	4,283					4,283
EQUIPMENT	1,753,371	166,853			1,500,965	85,553
TRANSFER TO OTHER FUNDS	53,041		6,113		46,928	
TOTAL EXPENDITURES	20,679,500	15,150,706	316,874		5,106,761	105,159

DEPARTMENT OF CORRECTIONS

OFFICE OF ADVOCACY (CORRECTIONS)

WES ANDRENYAK, 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) 287-4393
 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 2002: The 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	102,803	102,803				
HEALTH BENEFITS	31,256	31,256				
RETIREMENTS	15,162	15,162				
OTHER FRINGE BENEFITS	998	998				
OTHER CONTRACT SERVICES STATE	4,585	4,585				
OTHER CONTRACT SERVICES	5,582	5,582				
RENTS	101	101				
COMMODITIES	34,118	34,118				
TOTAL EXPENDITURES	194,605	194,605				

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: 1182 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 primary purposes of the Charleston Correctional Facility is to provide public safety by confining, containing, and controlling all assigned adult prisoners. All prisoners housed at Charleston Correctional Facility are classified as minimum or community security. The prisoners participate in education, treatment and vocational programs in addition to industries programs and a unique work release program.

ORGANIZATION:

The Charleston Correctional Facility is located on the site of the former Charleston Air Force Station in Charleston, Maine. The facility opened under the administrative control of the Maine Correctional Center in 1980. In 1985, the facility assumed primary responsibility for its own development and operation. During 2001, the facility was down sized through a major restructuring of the Maine Department of Corrections. This brought the facility under the oversight of Regional Superintendent Eric Hansen.

PROGRAM:

The Charleston Correctional Facility currently houses approximately 95 male prisoners. Prisoners are received from higher security level institutions, such as the Maine State Prison in Warren, the Maine Correctional Center in Windham and the Downeast Correctional Facility in Bucks Harbor. A comprehensive classification process reviews the prisoner's need for rehabilitative services such as education, vocation, psychological, and substance abuse. An educational learning center/library is located on facility grounds. Instruction is offered in GED preparation and testing, Adult Basic Education, and basic computer skills. Parenting skills, life skills, and employment skills training are available. Vocation programs and industries programs are provided in wood harvesting, small saw mill operation, and finished lumber production.

Finished lumber is sold to other Correctional and State Agencies in addition to being utilized in our industry program to manufacture fine furniture, woodcrafts, prefab shelters, and construction products. This program is accomplished through a cooperative agreement with the Department of Inland Fisheries and Wildlife. The cooperative agreement allows the Charleston Correctional Facility wood-harvesting program to provide land management services to the 7,000+ acre Bud Leavitt Wildlife Management Area that abuts the facility property. During Fiscal Year 2001 - 2002 the wood-harvesting program produced approximately 454 cords of fuel wood and slab wood for the facility's boiler plant to supplement the use of oil in order to provide heat and hot water for the entire facility. This has saved the facility considerable funds annually by reducing fuel oil costs. In addition, the industry program produced over 185,000 board feet of lumber.

Charleston Correctional Facility's total progressive corrections program has a strong public restitution element providing public restitution to communities, non profit agencies and State Agencies to include the Maine Department of Transportation. Last year 22,270 hours were expended on community restitution projects. The Facility supplies the Bangor Mental Health Institution a crew for an additional 6,253 hours during the year. Thousands of hours were expended during the construction of the new Mountain View Youth Development Center, which was just constructed on land abutting our facility. There are over 30 prisoners trained and ready to be utilized to fight forest fires. 14 prisoners that have earned that privilege are offered an opportunity to enter the Facility's unique work release program. Prisoners in the program are required to contribute to their living expenses, provide family support, pay victim restitution, pay unpaid fines and save money to utilize upon their

DEPARTMENT OF CORRECTIONS

release.

FINANCES, FISCAL YEAR 2002: The 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	1,134,284	1,005,257	100,811		28,216	
HEALTH BENEFITS	355,205	306,362	37,520		11,323	
RETIREMENTS	200,047	175,884	18,883		5,280	
OTHER FRINGE BENEFITS	13,535	11,869	1,205		461	
OTHER CONTRACT SERVICES STATE	36,720	28,435	8,285			
COMPUTER SERVICES STATE	7,946	1,161	6,785			
OTHER CONTRACT SERVICES	136,778	114,544	22,234			
RENTS	31,803	31,803				
COMMODITIES	250,855	181,747	56,343		12,765	
INTEREST-DEBT RETIREMENT	13	13				
TRANSFER TO OTHER FUNDS	1,988		1,616		372	
TOTAL EXPENDITURES	2,169,174	1,857,075	253,682		58,417	

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: 263.975

FAX: (207) 893-7001

Telephone: (207) 893-7000

Legislative Count: 263.00

PURPOSE:

It is the Mission of the Maine Correctional Center to improve public safety by decreasing the recidivism of both male and female prisoners by providing opportunities for correctional rehabilitation within a supervised and secure setting, while assuring the safety of the public, the staff, and the prisoners. While striving to complete this mission, the Maine Correctional Center recognizes the indispensable and valuable contributions of its security, program, and support staff and is committed to the ongoing development of a professional and skilled work force.

This mission is accomplished through the Correctional Center's responsibility as the Department of Corrections' (DOC) primary Reception Center, and the utilization of professional correctional practices, objective risk assessment, and the research-based rehabilitation programs, which have been proven to reduce the likelihood that an offender will re-offend. Within this mission, the Maine Correctional Center recognizes its responsibility to educate prisoners as to the harm criminal conduct causes to the victim and to the community, and to provide prisoners with opportunities to repay the community through participation in public service work and restitution.

Throughout their Maine Correctional Center commitment, prisoners are expected to accept increasing levels of personal responsibility for their conduct and for successful participation in rehabilitative programs. Acceptance of responsibility for their own behavior, for their family, and for their actions in the community is the basis of the Maine Correctional Center's mission. Maine Correctional Center is designated as a minimum, medium security institution with a maximum security capability for short duration confinement. The Women's Center is a separate, comprehensive housing and programming unit. The Correctional Center also lends accounting support for the Central Maine Pre Release Center in Hallowell.

DEPARTMENT OF CORRECTIONS

ORGANIZATION:

The Multi Purpose Unit (MPU) is a high custody correctional setting, which provides Reception and Orientation, Administrative Segregation, Disciplinary Segregation and Protective Custody for both male and female prisoners. In addition, it holds a limited number of prisoners awaiting trial in the Federal court. Unit One is primarily a medium custody housing area and includes a forty (40) bed Therapeutic Community which is separated from the general population and provides intensive residential substance abuse treatment. Unit Two is primarily a minimum custody housing area and includes the Infirmary for the Department of Corrections and a specialized housing environment for individuals with severe physical limitations. Unit Three is the Women's Center, which is a separate comprehensive housing and programming unit for females. It includes Industries, Education and Substance Abuse Treatment.

PROGRAM:

The Maine Correctional Center is the primary reception center for the Maine Department of Corrections (DOC). Prisoners with sentences of five (5) years or less, and all female prisoners, enter the department through the Maine Correctional Center. At the completion of the intake and orientation process, prisoners may be placed in a unit at Maine Correctional Center or transferred to another facility.

Programs for prisoners confined at MCC focus on teaching appropriate conduct, personal responsibility, and work skills. The Center has specialized programs to assist prisoners re-entering the community. Prisoners work various jobs within the institution to include kitchen, laundry, grounds maintenance and landscaping. Public restitution crews work in the community under the supervision of correctional trades instructors completing public service projects. Industry programs in upholstery, wood construction and garments provide basic work skills. Education programs include GED (preparation and testing), vocational training offers graphic arts and computer repair. Medical services outpatient and Infirmary placement is available to all prisoners. Prisoners are assigned to a unit team which monitors prisoner adjustment to include mental health services and case management. The substance abuse programs are provided through a partnership with the State Office of Substance Abuse.

The Women's Center is designed as a secure correctional community with focus on personal development, trauma recovery, substance abuse treatment and community re-entry. Through these programs the Maine Correctional Center strives toward its mission to improve community safety by teaching personal responsibility, involving prisoners in rehabilitation programs and lowering recidivism.

FINANCES, FISCAL YEAR 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE CORRECTIONAL CENTER	TOTAL					
	FOR	GENERAL	SPECIAL			
	ALL	FUND	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS		FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	9,640,528	9,548,423	70,829		21,276	
HEALTH BENEFITS	2,594,156	2,571,210	20,188		2,758	
RETIREMENTS	1,691,849	1,676,300	12,473		3,076	
OTHER FRINGE BENEFITS	133,204	131,969	805		430	
OTHER CONTRACT SERVICES STATE	537,036	223,937			313,099	
OTHER CONTRACT SERVICES	801,574	712,454	78,175		10,945	
RENTS	145,733	145,733				
COMMODITIES	1,985,649	1,674,271	307,175		4,203	
EQUIPMENT	107,223	52,947	54,276			
INTEREST-DEBT RETIREMENT	77	37	40			
TRANSFER TO OTHER FUNDS	13,501		7,819		5,682	
TOTAL EXPENDITURES	17,650,530	16,737,281	551,780		361,469	

DEPARTMENT OF CORRECTIONS

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: 72.000

Telephone: (207) 255-1100

Legislative Count: 72.00

PURPOSE:

The Downeast Correctional Facility was established by the Legislature in September 1984 for the confinement and rehabilitation of persons who have been duly sentenced and committed to the Department of Corrections.

ORGANIZATION:

Funds were appropriated to purchase, renovate, and make the former Bucks Harbor Air Force Station operational as a correctional facility. The facility is a medium/minimum security institution and the prisoner count is at 135

PROGRAM:

Programs at the Downeast Correctional Facility consist of Educational (Academic and Vocational), Treatment (Medical, Caseworker and Psychological) and Classification. The educational program, geared for high school equivalency (GED), also focuses on business courses emphasizing everyday life skills. 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.

An Industries program was instituted in July 2001 wherein denim jeans are stitched by prisoners for the entire Department of Corrections prisoner population. At the close of fiscal year 2002, the Industries program was employing 10 prisoners and has provided over 3,300 pairs of jeans

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 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.

DEPARTMENT OF CORRECTIONS

FINANCES, FISCAL YEAR 2002: The 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,611,194	2,611,194				
HEALTH BENEFITS	770,441	770,441				
RETIREMENTS	452,197	452,197				
OTHER FRINGE BENEFITS	39,333	39,333				
OTHER CONTRACT SERVICES STATE	55,625	51,082	4,245		298	
COMPUTER SERVICES STATE	1,612	1,612				
OTHER CONTRACT SERVICES	215,296	208,943	1,613		4,740	
RENTS	49,872	49,615	257			
COMMODITIES	452,739	400,310	39,149		13,280	
EQUIPMENT	9,623	9,623				
TRANSFER TO OTHER FUNDS	360		256		104	
TOTAL EXPENDITURES	4,658,292	4,594,350	45,520		18,422	

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: 201J ; Citation: GFY82 M.R.S.A., Sect. 000000016

PURPOSE:

The Juvenile Justice Advisory Group (JJAG) was created in response to the federal Juvenile Justice and Delinquency Prevention Act of 1974, as amended (the Act). The Act creates a voluntary partnership between states and the federal government for the purpose of improving the administration of juvenile justice. In return for an annual formula grant, based on the state's juvenile population, each state undertakes to meet four congressionally defined standards ("Core" Requirements) for the management of juvenile offenders. These core requirements relate to: 1)the handling of status offenders, 2)the separation of juvenile from adult prisoners, 3)the detention of juveniles in places other than adult jails, and 4)the protection of minority youth from discrimination in the juvenile justice system. Maine has participated in the Act since its inception. The JJAG operates as the supervisory board for all planning, administrative, and funding functions under the Act.

ORGANIZATION:

The JJAG was first established as a committee of the Maine Criminal Justice Planning and Assistance Agency. It was formalized by Executive Order 4FY80 on October 5, 1979, and authorized by statute in 1984(34-A M.R.S.A., Section 1209). Since July 1, 1982, the Department of Corrections (DOC) has acted as the JJAG's administrative and fiscal agent.

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,

DEPARTMENT OF CORRECTIONS

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 2002 is \$708,000. 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 FY2002 allocation of \$111,000 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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: 72.500

Legislative Count: 72.50

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 case plan implementation. The purpose of this approach is to divert youth from the correctional system, supervise those on probation or aftercare status, and manage those youth detained or incarcerated to protect public safety.

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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 service delivery 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 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 2002: The 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	2,629,468	2,627,769	1,699			
HEALTH BENEFITS	769,081	768,728	353			
RETIREMENTS	476,391	476,174	217			
OTHER FRINGE BENEFITS	38,985	38,960	25			
OTHER CONTRACT SERVICES STATE	624,225	488,300	72,925		63,000	
COMPUTER SERVICES STATE	3,735	3,735				
OTHER CONTRACT SERVICES	295,697	286,906	8,791			
RENTS	244,370	244,370				
COMMODITIES	676,323	675,775	548			
GRANTS, SUBSIDIES, PENSIONS	3,705,228	3,504,656	200,572			
TRANSFER TO OTHER FUNDS	1,647		944		703	
TOTAL EXPENDITURES	9,465,150	9,115,373	286,074		63,703	

LONG CREEK YOUTH DEVELOPMENT CENTER

LARS OLSEN, SUPERINTENDENT

WANDA PETTERSEN, DIRECTOR SUPPORT SERVICES

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

Mail Address: 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106 FAX: (207) 822-2787

Established: 1853

Telephone: (207) 822-2600

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

Average Count--All Positions: 208.958

Legislative Count: 204.50

PURPOSE:

The Long Creek Youth Development 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

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between the ages of eleven and eighteen may be committed to the Center for the term of their minority, or, in some cases, until their 21st birthdays. 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 Long Creek Youth Development Center is also, required, by law, to detain juveniles pending their court appearances.

ORGANIZATION:

Long Creek Youth Development Center in 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, when the Stevens School for Girls closed and the girls were transferred to the Boys Training Center, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM:

The Long Creek Youth Development 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 Long Creek Youth Development Center functions as the correctional facility for juveniles from the southern part of the state. The Center provides care, custody, and security for its residents, assessment and diagnostic services, education through the A.R. Gould School, volunteer services, recreation, mental health services, religious services, and medical services to its juvenile offender population.

FINANCES, FISCAL YEAR 2002: The 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	8,195,829	8,109,219			86,610	
HEALTH BENEFITS	2,041,992	2,018,688			23,304	
RETIREMENTS	1,377,069	1,364,700			12,369	
OTHER FRINGE BENEFITS	107,145	105,542			1,603	
OTHER CONTRACT SERVICES STATE	875,545	795,919			79,626	
COMPUTER SERVICES STATE	5,987	5,987				
OTHER CONTRACT SERVICES	525,048	515,248	1,303		8,497	
RENTS	76,757	75,354	967		436	
COMMODITIES	978,580	918,296	10,273		50,011	
EQUIPMENT	7,400	7,400				
INTEREST-DEBT RETIREMENT	4,614	4,614				
TRANSFER TO OTHER FUNDS	1,297		59		1,238	
TOTAL EXPENDITURES	14,197,263	13,920,967	12,602		263,694	

MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER

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

Central Office: 1182 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: 179.268

FAX: (207) 285-0836

Telephone: (207) 285-0880

Legislative Count: 179.00

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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 F and H.

ORGANIZATION:

The Mountain View Youth Development Center was established to provide juvenile correctional services for the ten counties of Aroostook, Franklin, Hancock, Kennebec, Knox, Penobscot, Piscataquis, Somerset, Waldo and Washington.

Formerly known as Northern Maine Juvenile Detention Facility, the programs, services and physical plant were expanded and reorganized into the current Mountain View Youth Development Center.

The Center provides services to both short term detention population, as well as, longer term committed youth. Detention services include short term secure detention, pending court disposition of youth accused of committing juvenile crimes and is placement for juveniles sentenced to brief periods of incarceration of less than 30 days, known as "Shock Sentences" or periods of less than seven days as a "Drug Court Sanction".

Residents sentenced to indeterminate periods of confinement or committed to the Department of Corrections, are served by the newly expanded facility.

PROGRAM:

The facility offers numerous programs and services to provide all residents the opportunity to change inappropriate behaviors, attitudes and beliefs into those that are socially acceptable. These services focus on providing the youth with attainable skills and competencies that are affective and demonstrable. The primary method of achieving these changes are cognitive / behavioral based and are individualized to meet the specific needs of all youth and reduce targeted high risk behaviors.

A full array of mental health substance abuse services, which include evaluation, diagnostics, appropriate counseling and therapy are available through licensed practitioners through individual and group processes. Other services provided include religion, leisure, recreation and full medical and dental.

The facility further provides all educational services including special education programs within the guidelines of the "Maine Learning Results" in a unique alternative approach through the facility's school. The educational programs encourage individual success for residents to become life long learners. The available services range from GED preparation to college entry.

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FINANCES, FISCAL YEAR 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,618,863	5,618,863				
HEALTH BENEFITS	1,690,136	1,690,136				
RETIREMENTS	942,298	942,298				
OTHER FRINGE BENEFITS	89,581	89,581				
OTHER CONTRACT SERVICES STATE	180,442	180,442				
COMPUTER SERVICES STATE	1,733	1,733				
OTHER CONTRACT SERVICES	322,320	322,320				
RENTS	43,765	43,765				
COMMODITIES	1,026,622	1,026,622				
EQUIPMENT	10,406	10,406				
INTEREST-DEBT RETIREMENT	42	42				
TOTAL EXPENDITURES	9,926,208	9,926,208				

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

DEPARTMENT OF CORRECTIONS

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 2002: The 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	935	935				
OTHER CONTRACT SERVICES	1,049	1,049				
TOTAL EXPENDITURES	1,984	1,984				

STATE PRISON

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

Central Office: 807 CUSHING ROAD, WARREN, ME 04864-4600

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: 435.500

FAX: (207) 273-5316

Telephone: (207) 273-5300

Legislative Count: 435.50

PURPOSE:

The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government, as provided by law, of adult male offenders lawfully committed to the prison.

Prisoners classified as maximum or high maximum custody are transferred to the Special Management Unit, one of three housing units within the newly constructed Maine State Prison in Warren. 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 in 1924. On February 15, 2002 a new Maine State Prison was completed in Warren and received its first prisoners. The Thomaston facility was demolished by June, 2002 and replaced with a park. Part of the original wall still remains at the site beside the prison cemetery.

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. It was built to house Maine's "high risk" prisoners. On February 13, 2002 prisoners were moved from the Thomaston facility to the newly constructed Maine State Prison in Warren. Maine Correctional Institution is now physically part of the Maine State Prison allowing for 916 medium and close security prisoners. Additionally 150 minimum

DEPARTMENT OF CORRECTIONS

security prisoners are housed at the Bolduc Correctional Facility. The new Maine State Prison was designed and constructed with Unit Management philosophy in mind. Staff are 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.

Educational programs at the prison include literacy/remedial reading with individual instruction. GED or High School diplomas are offered through the prison teachers. College courses are available through the UMA Thomaston Center for those prisoners who desire higher education. Typing, computer, music, literature, writing, art, horticulture and languages provide additional choices. Religious, psychological and substance abuse services are also offered on an individual and group basis.

Bolduc Correctional Facility supports programs such as, aids awareness, impact on crime, meditation and sex offender therapy. Computer science, New Books for Readers, library services, and expanded Literacy Volunteer participation bolsters these educational choices. Recreational programming is offered to the entire 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 and continues to be a significant activity.

FINANCES, FISCAL YEAR 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE PRISON	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	16,926,493	16,698,590	3,164			224,739
HEALTH BENEFITS	4,600,005	4,535,829	849			63,327
RETIREMENTS	3,074,144	3,035,534	601			38,009
OTHER FRINGE BENEFITS	245,588	243,012	44			2,532
OTHER CONTRACT SERVICES STATE	455,626	223,862			9,685	222,079
COMPUTER SERVICES STATE	1,755	1,755				
OTHER CONTRACT SERVICES	2,308,689	2,262,681	340		3,300	42,368
RENTS	176,831	171,696				5,135
COMMODITIES	3,424,883	3,323,976	2,383		210	98,314
GRANTS, SUBSIDIES, PENSIONS	1,159	1,159				
EQUIPMENT	117,313	114,289				3,024
INTEREST-DEBT RETIREMENT	14					14
TRANSFER TO OTHER FUNDS	3,355		34		62	3,259
TOTAL EXPENDITURES	31,335,855	30,612,383	7,415		13,257	702,800

DEPARTMENT OF CORRECTIONS

DIVISION OF PROBATION AND PAROLE
BUD DOUGHTY, 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) 287-4384
Reference: Policy Area: 03 ; Umbrella: 03 Unit: 237 ; Citation: T0034A M.R.S.A., Sect. 000005401
Average Count--All Positions: 96.000 Legislative Count: 96.00

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 of 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 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.

DEPARTMENT OF CORRECTIONS

FINANCES, FISCAL YEAR 2002: The 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	3,523,054	3,489,587			33,467	
HEALTH BENEFITS	987,133	980,558			6,575	
RETIREMENTS	644,643	636,477			8,166	
OTHER FRINGE BENEFITS	42,282	40,884			1,398	
OTHER CONTRACT SERVICES STATE	385,631	365,476	19,869		286	
COMPUTER SERVICES STATE	5,803	5,803				
OTHER CONTRACT SERVICES	274,219	273,851			368	
RENTS	251,522	251,522				
COMMODITIES	541,811	541,248			563	
GRANTS, SUBSIDIES, PENSIONS	14,873	14,873				
TRANSFER TO OTHER FUNDS	789		222		567	
TOTAL EXPENDITURES	6,671,760	6,600,279	20,091		51,390	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

MG JOSEPH E. TINKHAM II, COMMISSIONER/ADJ GENERAL

Central Office: CAMP KEYES, AUGUSTA, ME, 04333-0033

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

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: 351.000

Legislative Count: 351.00

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 it's leader as the Bureau Director.

PROGRAM:

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

PUBLICATIONS:

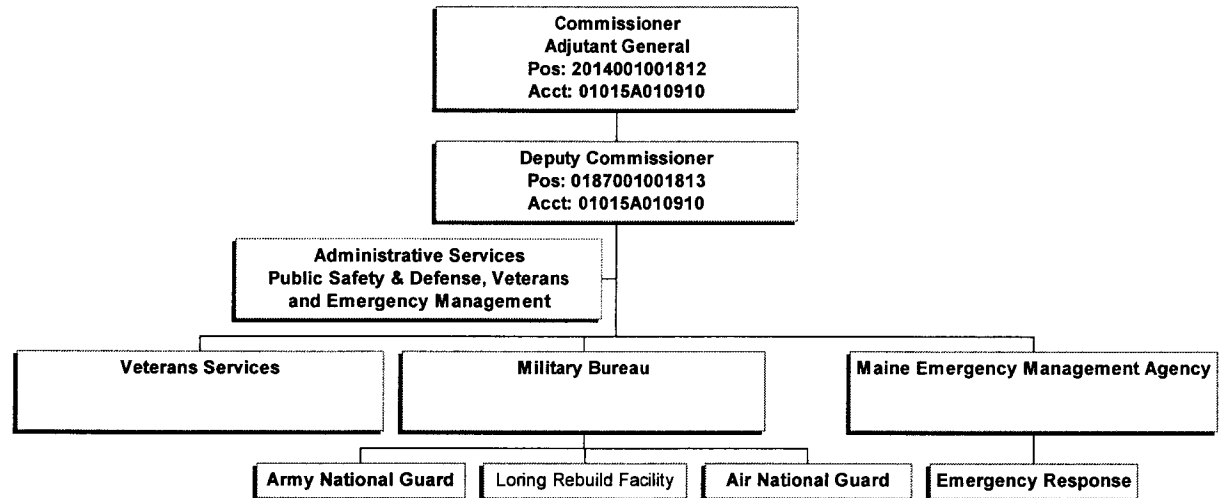
The Adjutant General's Report is a biennial publication that highlights the significant events, accomplishments and highlights of the Department during the previous two years.

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

FINANCES, FISCAL YEAR 2002: The 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	10,444,572	2,170,737	325,670		7,948,165	
HEALTH BENEFITS	3,299,536	685,373	55,187		2,558,976	
RETIREMENTS	1,173,910	251,710	12,950		909,250	
OTHER FRINGE BENEFITS	160,238	34,748	841		124,649	
OTHER CONTRACT SERVICES STATE	1,058,308	47,263	92,475		918,570	
COMPUTER SERVICES STATE	8,326	388	2,838		5,100	
OTHER CONTRACT SERVICES	5,971,681	1,190,440	238,077		4,543,164	
RENTS	402,270	19,030	6,564		376,676	
COMMODITIES	2,608,602	402,950	69,945		2,135,707	
GRANTS, SUBSIDIES, PENSIONS	6,826,317	907,446	209,698		5,709,173	
PURCHASE OF LAND	50,197				50,197	
BUILDING IMPROVEMENTS	36,127				36,127	
EQUIPMENT	1,787,977		215,120		1,572,857	
INTEREST-DEBT RETIREMENT	4,814	4,716	81		17	
TRANSFER TO OTHER FUNDS	18,857		5,891		12,966	
TOTAL EXPENDITURES	33,851,732	5,714,801	1,235,337		26,901,594	
 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	4,828,260				4,828,260	
HEALTH BENEFITS	1,739,164				1,739,164	
RETIREMENTS	543,571				543,571	
OTHER FRINGE BENEFITS	82,059				82,059	
OTHER CONTRACT SERVICES STATE	80,153				80,153	
COMPUTER SERVICES STATE	2,087				2,087	
OTHER CONTRACT SERVICES	3,320,587				3,320,587	
RENTS	341,117				341,117	
COMMODITIES	1,303,183				1,303,183	
GRANTS, SUBSIDIES, PENSIONS	215				215	
EQUIPMENT	361,781				361,781	
TOTAL EXPENDITURES	12,602,177				12,602,177	

DEFENSE, VETERANS AND EMERGENCY MANAGEMENT



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

MAINE EMERGENCY MANAGEMENT AGENCY

ARTHUR CLEAVES, DIRECTOR, MEMA

TTY: (207) 626-4225

Central Office: CAMP KEYES, AUGUSTA, ME 04333-0072

Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME 04333-0072 *FAX:* (207) 626-4495

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: 18.000

Legislative Count: 18.00

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.

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 Federal, State and/or local governments which streamline the Federal grant

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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.

The Federal Emergency Management Agency (FEMA) provides the majority of the Agency's funding. The FEMA allocation of federal matching funds for fiscal year 2002 for personnel and administrative services was \$486,137. It covers the federal fiscal year of October 1, 2002 through September 30, 2003. 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 by FEMA:

State and Local Assistance \$1,330,979 (requires state or local matching funds)

Weapons of Mass Destruction 245,275 (no match required)

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 2002: The 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	690,128	307,087	92,242		290,799	
HEALTH BENEFITS	186,267	83,985	24,685		77,597	
RETIREMENTS	90,402	39,206	12,950		38,246	
OTHER FRINGE BENEFITS	7,724	3,650	841		3,233	
OTHER CONTRACT SERVICES STATE	140,196	3,655	29,174		107,367	
COMPUTER SERVICES STATE	6,026	175	2,838		3,013	
OTHER CONTRACT SERVICES	164,066	26,263	19,981		117,822	
RENTS	36,548	7,182	6,178		23,188	
COMMODITIES	130,403	17,817	17,109		95,477	
GRANTS, SUBSIDIES, PENSIONS	6,482,669	748,846	209,698		5,524,125	
EQUIPMENT	186,168				186,168	
INTEREST-DEBT RETIREMENT	17				17	
TRANSFER TO OTHER FUNDS	12,978		2,777		10,201	
TOTAL EXPENDITURES	8,133,592	1,237,866	418,473		6,477,253	

MILITARY BUREAU

MG JOSEPH E. TINKHAM II, COMMISSIONER/ADJ GENERAL

Central Office: CAMP KEYES, AUGUSTA, ME 04333-0033

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: 102.000

Legislative Count: 102.00

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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 2002: The 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	3,966,264	920,478	233,428		2,812,358	
HEALTH BENEFITS	1,096,913	327,556	30,502		738,855	
RETIREMENTS	442,627	117,311			325,316	
OTHER FRINGE BENEFITS	51,152	12,070			39,082	
OTHER CONTRACT SERVICES STATE	554,441	27,956	63,301		463,184	
OTHER CONTRACT SERVICES	2,382,589	1,068,505	218,096		1,095,988	
RENTS	13,196	439	386		12,371	
COMMODITIES	1,100,193	317,131	51,074		731,988	
GRANTS, SUBSIDIES, PENSIONS	184,833				184,833	
BUILDING IMPROVEMENTS	36,127				36,127	
EQUIPMENT	1,240,028		215,120		1,024,908	
INTEREST-DEBT RETIREMENT	4,792	4,711	81			
TRANSFER TO OTHER FUNDS	3,098		3,098			
TOTAL EXPENDITURES	11,076,253	2,796,157	815,086		7,465,010	

BUREAU OF MAINE VETERANS' SERVICES

ROLAND M. LAPOINTE, DIRECTOR, VETERANS' SERV

Central Office: CAMP KEYES, AUGUSTA, ME 04333-0117

Mail Address: 117 STATE HOUSE STATION, AUGUSTA, ME 04333-0117 *FAX:* (207) 626-4471

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: 31.000

Legislative Count: 31.00

PURPOSE:

The Bureau of Maine Veterans' Services provides support services to Maine's 154,000 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 DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

Department of Military, Civil Defense and Veterans' Services which, in 1974, was redesignated the Department of Defense and Veterans' Services.

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

PROGRAM:

Major Programs: CLAIMS SERVICE. The seven regional offices represented 30,975 clients during the past Fiscal Year. These offices also received 873 requests to represent them to the USDVA. The Claims Office at Togus, acting as the veterans advocate, filed 1,850 claims on the behalf of veterans or their dependents. Actions taken by Maine Veterans' Services have resulted in new awards of \$35,448,719 by USDVA. Federal dollars totaling \$347,598,973 were expended by the USDVA for benefits to Maine's veterans during the federal fiscal year 2001. The Division also maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 466,000 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 538 students enrolled in the program. VETERANS' FINANCIAL ASSISTANCE: The Bureau authorized 146 grants of Veterans Financial Assistance, which resulted in \$108,600 in awards to veterans who suffered an emergency or had a valid claim on file for pension with the USDVA.

MAINE VETERANS' MEMORIAL CEMETERY. During the year, 601 burials were made. 13,426 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 5,101 reservations for future burials on file. There were 434 Certificates of Eligibility issued.

FINANCES, FISCAL YEAR 2002: The 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	796,523	779,775			16,748	
HEALTH BENEFITS	262,886	259,526			3,360	
RETIREMENTS	97,310	95,193			2,117	
OTHER FRINGE BENEFITS	12,191	11,916			275	
OTHER CONTRACT SERVICES STATE	283,518	15,652			267,866	
COMPUTER SERVICES STATE	213	213				
OTHER CONTRACT SERVICES	98,455	89,688			8,767	
RENTS	11,409	11,409				
COMMODITIES	71,621	64,800	1,762		5,059	
GRANTS, SUBSIDIES, PENSIONS	133,600	133,600				
PURCHASE OF LAND	50,197				50,197	
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	2,781		16		2,765	
TOTAL EXPENDITURES	1,820,709	1,461,777	1,778		357,154	

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 TOURISM AND COMMUNITY DEVELOPMENT

OFFICE OF BUSINESS DEVELOPMENT

MAINE SMALL BUSINESS COMMISSION

PURPOSE:

The Department of Economic & Community Development is responsible for administering Maine's programs related to business growth, tourism and film development, and community development. 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:

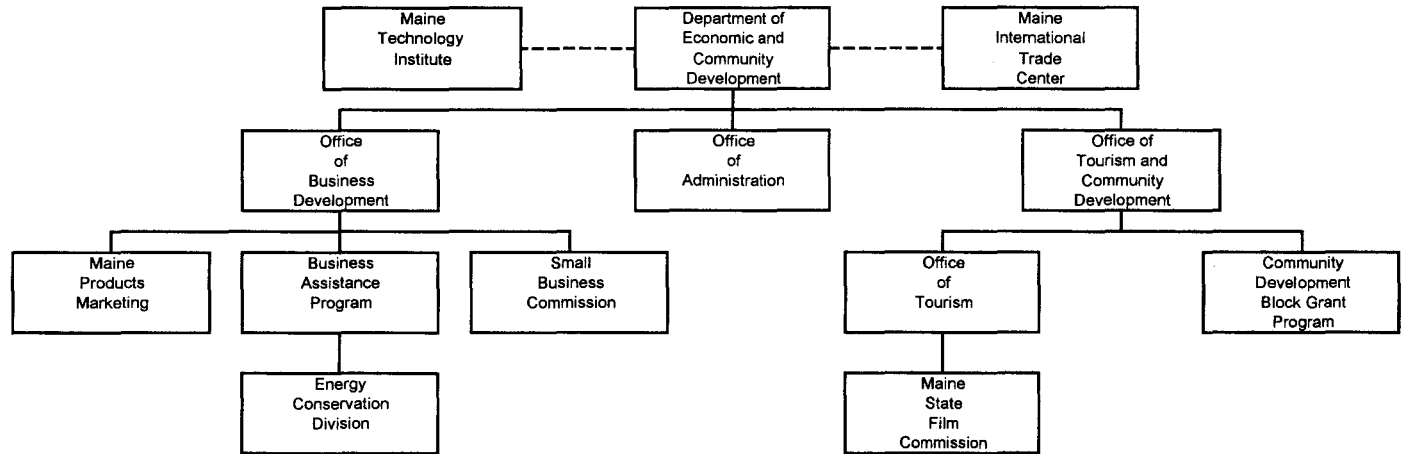
For more program information, see portions of this report dealing with specific divisions within the Department of Economic & Community Development or visit the department's web site at www.econdevmaine.com.

FINANCES, FISCAL YEAR 2002: The 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	2,321,779	1,883,624			438,155	
HEALTH BENEFITS	447,632	338,942			108,690	
RETIREMENTS	208,385	149,978			58,407	
OTHER FRINGE BENEFITS	39,336	32,835			6,501	
OTHER CONTRACT SERVICES STATE	6,274,473	6,193,438	67,373		13,662	
COMPUTER SERVICES STATE	1,141	321	720		100	
OTHER CONTRACT SERVICES	352,647	304,878	14,616		33,153	
RENTS	62,515	47,460	12,876		2,179	
COMMODITIES	321,881	294,873	17,351		9,657	
GRANTS, SUBSIDIES, PENSIONS	46,591,963	25,448,620	669,934		16,223,409	4,250,000
EQUIPMENT	5,000	5,000				
TRANSFER TO OTHER FUNDS	5,602		815		4,787	
TOTAL EXPENDITURES	56,632,354	34,699,969	783,685		16,898,700	4,250,000

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	583,095	583,095				
HEALTH BENEFITS	75,296	75,296				
RETIREMENTS	25,925	25,925				
OTHER FRINGE BENEFITS	9,159	9,159				
OTHER CONTRACT SERVICES STATE	95,114	83,007	12,107			
OTHER CONTRACT SERVICES	68,396	62,921	5,475			
RENTS	20,101	7,225	12,876			
COMMODITIES	50,460	48,821	1,639			
GRANTS, SUBSIDIES, PENSIONS	25,568,610	21,083,610	235,000			4,250,000
EQUIPMENT	5,000	5,000				
TRANSFER TO OTHER FUNDS	311		311			
TOTAL EXPENDITURES	26,501,467	21,984,059	267,408			4,250,000

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 Center 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 River Valley 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 Technology 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.

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

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

early stage capital.

FINANCES, FISCAL YEAR 2002: The 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						
OTHER CONTRACT SERVICES STATE	12,291	12,291				
GRANTS, SUBSIDIES, PENSIONS	2,060,000	2,060,000				
TOTAL EXPENDITURES	2,072,291	2,072,291				

OFFICE OF BUSINESS DEVELOPMENT

JAMES NIMON, ACTING 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 approximately 800 telephone inquiries per month regarding doing business in Maine. This includes a One-Stop Business License Center.
-The Maine Small Business Commission funds and oversees the Maine Small Business Development Centers program.
-The Maine Products Marketing Program promotes Maine made products with a variety of marketing activities that include a "Maine Made" branding program, the www.mainemade web site, kiosk display opportunities and participation in national trade shows.

BUSINESS DEVELOPMENT: The Office facilitates business and job growth through business attraction, expansion and retention activity. Staff provide technical assistance such as information on labor, wages, taxes, transportation, utilities and environmental regulations. Assistance is provided for site location; financial assistance through federal, state and local financial programs; training assistance through federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities and reliable producers of Maine products. The Office provides grants for business attraction marketing to economic development organizations working at the state, regional and local levels.

ENERGY CONSERVATION: The Energy Conservation Division administers programs that provide Maine small businesses and others with educational, technical and financial assistance on energy conservation matters. The Division provides energy conservation information and education to Maine businesses through state

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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.

PUBLICATIONS:

- 1) Guide to Doing Business in Maine/Business Start-up Kit (\$4.00)
- 2) Pocket Guide to Maine's Business Resources
- 3) Maine's Business Attraction brochure
- 4) Maine. Worth a Visit. Worth a Lifetime. brochure
- 5) State of Maine Business Resource Guide
- 6) Business Answers brochure
- 7) Electric Power Options for Your Business brochure

FINANCES, FISCAL YEAR 2002: The 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	887,527	769,779			117,748	
HEALTH BENEFITS	185,548	157,099			28,449	
RETIREMENTS	90,050	75,014			15,036	
OTHER FRINGE BENEFITS	12,920	10,857			2,063	
OTHER CONTRACT SERVICES STATE	488,548	478,444			10,104	
COMPUTER SERVICES STATE	1,078	258	720		100	
OTHER CONTRACT SERVICES	119,630	107,097	2,502		10,031	
RENTS	26,805	25,842			963	
COMMODITIES	132,096	126,603	1,463		4,030	
GRANTS, SUBSIDIES, PENSIONS	1,751,835	945,966	153,870		651,999	
TRANSFER TO OTHER FUNDS	1,938		47		1,891	
TOTAL EXPENDITURES	3,697,975	2,696,959	158,602		842,414	

MAINE SMALL BUSINESS COMMISSION

JAMES NIMON, ACTING DIRECTOR
BRIAN DANCAUSE, MANAGER, SM BUSINESS ASSISTANCE

TTY: (207) 287-2656

Central Office: CROSS STATE OFFICE BUILDING, 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 Commissioner of the Department of Economic and Community Development, the CEO of the Finance Authority of Maine, the District Director of the U.S. Small Business Administration, a designee of the administrative unit and three public members appointed by the Commissioner of the Department of Economic and Community Development..

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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 eight centers and more than twenty 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 Maine Small Business Development Centers (MSBDC) program budget for FY2002 was \$1,510,281, of which \$743,709 was provided by the State. During FY2002, the Maine Small Business Development Centers provided nearly 18,000 hours of business counseling to over 2,100 clients. In addition to its business counseling services, the MSBDC program conducted eighty-three workshops and seminars covering a wide range of business topics, with nearly 1,300 attendees. For more information, call the MSBDC's State Administrative Office, at (207) 780-4420.

FINANCES, FISCAL YEAR 2002: The 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	806,111	806,111				
OTHER CONTRACT SERVICES	749	749				
COMMODITIES	24	24				
TOTAL EXPENDITURES	806,884	806,884				

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; to implement public relations and promotional programs; 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.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

The Office of Community Development assists municipalities in planning for and achieving economic growth and community revitalization. To accomplish this purpose, the Office provides technical assistance and grant funds to municipalities to finance economic development initiatives, to develop public facilities and infrastructure, and to rehabilitate housing. The separate Offices of Tourism and of Community Development were combined into the Office of Tourism and Community Development by statute in 1996.

ORGANIZATION:

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

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

PROGRAM:

TOURISM: During the past year the Office engaged in promotional efforts that included print and electronic media advertising, editorial promotion, participation in trade shows and presentations before professional, consumer and 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. The Office and its advertising agency received gold and silver awards for tourism advertising in January, 2002, at a ceremony in New York City.

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. 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. Tourism information may be accessed from www.visitmaine.com.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

FINANCES, FISCAL YEAR 2002: The 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	851,157	530,750			320,407	
HEALTH BENEFITS	186,788	106,547			80,241	
RETIREMENTS	92,410	49,039			43,371	
OTHER FRINGE BENEFITS	17,257	12,819			4,438	
OTHER CONTRACT SERVICES STATE	4,872,409	4,813,585	55,266		3,558	
COMPUTER SERVICES STATE	63	63				
OTHER CONTRACT SERVICES	163,872	134,111	6,639		23,122	
RENTS	15,609	14,393			1,216	
COMMODITIES	139,301	119,425	14,249		5,627	
GRANTS, SUBSIDIES, PENSIONS	17,211,518	1,359,044	281,064		15,571,410	
TRANSFER TO OTHER FUNDS	3,353		457		2,896	
TOTAL EXPENDITURES	23,553,737	7,139,776	357,675		16,056,286	

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: 224.483

Legislative Count: 185.50

Units:

(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 each child in Maine has access to meeting the standards of the system of learning results through comprehensive educational planning and leadership. 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 training and development for educators 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; guides the implementation of the system of learning results for each child in each public school; 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 distance learning; the approval of schools with out-of-state enrollment; contracts for applied technology education programs; and the certification application of approval of personnel for service in any public school in the state or any private school approved by the state.

ORGANIZATION:

The Department of Education originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850; and, in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools; and, in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872, the Board was again abolished along with the County Supervisors, and public education responsibilities of the state were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and, in 1923, Commissioner of Education.

In a major state government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education. The State Board of Education was reestablished in 1949 with greatly expanded powers over public education activities of the state, including authority to appoint the Commissioner of Education. The Board's powers were diminished in state government reorganization of 1971 and the authority to appoint the commissioner was transferred to the Governor with the advice and consent of the council. As of April 1983 the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

DEPARTMENT OF EDUCATION

PROGRAM:

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

FINANCES, FISCAL YEAR 2002: The 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	7,709,431	4,751,735	258,579		2,699,117	
HEALTH BENEFITS	1,869,667	1,156,818	53,961		658,888	
RETIREMENTS	986,619	609,839	33,021		343,759	
OTHER FRINGE BENEFITS	99,078	62,570	3,808		32,700	
OTHER CONTRACT SERVICES STATE	11,022,082	5,538,576	724,270		4,699,961	59,275
COMPUTER SERVICES STATE	165,386	20,352	25		145,009	
OTHER CONTRACT SERVICES	7,803,235	6,709,779	156,889		936,553	14
RENTS	129,196	40,334	26,981		61,805	76
COMMODITIES	4,024,048	1,047,121	25,948		571,333	2,379,646
GRANTS, SUBSIDIES, PENSIONS	1013,856,513	897,876,022	326,634		115,653,857	
EQUIPMENT	3,470,452	463,271				3,007,181
INTEREST-DEBT RETIREMENT	1,544	22	1,471		51	
TRANSFER TO OTHER FUNDS	197,418		21,233		176,185	
TOTAL EXPENDITURES	1051,334,669	918,276,439	1,632,820		125,979,218	5,446,192

(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.

PROGRAM:

During 2002, the State Historian participated in many of the same activities as in past years with the exception of frequent lectures and speaking engagements. The State Historian continues to actively correspond with researchers with interest in a wide-range of topics relating to Maine.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LEARNING SYSTEMS TEAM

VACANT , 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

DEPARTMENT OF EDUCATION

PURPOSE:

The Learning Systems Team within the Department of Education coordinates, manages, and supervises the services related to a wide array of 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. This team 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, Even Start Family Literacy Program, Learn and Serve Grant, Neglected, Delinquent and At-Risk Programs, George Briggs Grant, EESA Schools Act, Individuals With Disabilities Act, Parts B, D, and H, Due Process for Special Education, Health Prevention Services, School Approval, and Dropout Prevention.

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 other 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, Comprehensive Systems of 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, 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, Special Services and Child Development Services, Migrant Education Program, Safe and Drug Free School, Sex Equity programs, Youth Leadership Organizations, Student Assistance Team, and Health Education and Prevention.

LICENSES:

Residential Child Care Facilities, GED (High School Equivalency Diploma), CNA (Certified Nursing Assistant) certificates, School Approval, Center for Inquiry on Literacy

PUBLICATIONS:

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

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEARNING SYSTEMS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,639,341	531,375	106,368		2,001,598	
HEALTH BENEFITS	635,968	120,383	23,991		491,594	
RETIREMENTS	336,468	67,856	13,583		255,029	
OTHER FRINGE BENEFITS	35,453	9,764	1,771		23,918	
OTHER CONTRACT SERVICES STATE	8,163,432	4,652,795	1,449		3,509,188	
COMPUTER SERVICES STATE	145,034		25		145,009	
OTHER CONTRACT SERVICES	935,489	166,753	7,167		761,569	
RENTS	66,945	13,644	659		52,642	
COMMODITIES	408,130	101,017	5,500		301,613	
GRANTS, SUBSIDIES, PENSIONS	100,890,651	20,646,431	15,100		80,229,120	
EQUIPMENT	6,995	6,995				
INTEREST-DEBT RETIREMENT	40				40	
TRANSFER TO OTHER FUNDS	133,716		2,787		130,929	
TOTAL EXPENDITURES	114,397,662	26,317,013	178,400		87,902,249	

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: 12.500

Legislative Count: 12.50

PURPOSE:

This unit consists of Administrative Services which support the operations of the Department of Education in the areas of personnel, affirmative action, state-wide educational planning, the APA process, the Department's annual regulatory agenda and technology and telecommunications initiatives, legislative activity, and support for the State Board of Education. Each of the activities has broad responsibilities for both supporting the work of all other organizational units in the Department and representing the Department within these areas of responsibility.

This unit also consists of the Instructional Technology Services Team. The Team implements programs and related functions in two key educational areas: providing assistance to local school systems to implement and integrate instructional technology into instruction; providing leadership in coordinating legislative activities designed to support instructional technology initiatives specifically, as well as other legislative activities of the Department of Education.

ORGANIZATION:

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

The Instructional Technology Services Team was formed in 2001 to combine previous duties and responsibilities and assign new tasks in order to provide policy and leadership to establish and maintain state-wide instructional technology infrastructure; to provide leadership and training for superintendents, principals, technology coordinators, teachers and other local school staff; to integrate technology into classroom instruction; to coordinate

DEPARTMENT OF EDUCATION

the legislative activities of the Department; to manage the Administrative Procedures Act within the Department; to manage the Gates Foundation Professional Development Grants and other federal and state grants and foundation programs in instructional technology; and to provide technical support to the State Board of Education. The purpose and functions of the Instructional Technology Team are developed to support opportunities for students to achieve Maine's Learning Results.

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. The Instructional Technology Services Team provides a wide array of services to school systems state-wide. The team has been responsible for establishing a technology infrastructure in Maine; provides leadership in assisting schools in implementing the infrastructure; provides training, maintenance and support of the networking services; provides staff development and training for school leaders and teachers to integrate technology into the curriculum, and works with all educational constituencies to implement state and local technology plans.

The Instructional Technology Services Team manages and oversees Distance Learning (ATM), the Maine Learning Technology Initiative, the Gates Leadership and Gates Teacher Training Grants, the NCLB Federal Education Technology Grants (Title II-D); provides support for the integration of library and media services with technology support into the curriculum; and provides instructional technology information services.

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.

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2002: The 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	581,472	517,812	540		63,120	
HEALTH BENEFITS	126,785	114,709	72		12,004	
RETIREMENTS	75,984	67,580	69		8,335	
OTHER FRINGE BENEFITS	7,444	6,410	8		1,026	
OTHER CONTRACT SERVICES STATE	597,255	28,631	476,835		32,514	59,275
COMPUTER SERVICES STATE	17,329	17,329				
OTHER CONTRACT SERVICES	157,395	99,551	21,863		35,967	14
RENTS	3,907	1,125	2,186		520	76
COMMODITIES	2,406,260	18,859	2,255		5,500	2,379,646
GRANTS, SUBSIDIES, PENSIONS	2,579,026	1,979,395	302,485		297,146	
EQUIPMENT	3,007,181					3,007,181
TRANSFER TO OTHER FUNDS	11,506		8,746		2,760	
TOTAL EXPENDITURES	9,571,544	2,851,401	815,059		458,892	5,446,192

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 including Teacher Certification, Nutrition, Special Education, Vocational Education, and Local Staff Information as well as legislative, local and public needs.

The Team also provides technology support to all Department staff and oversees the Department's website and web-based communications..

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 2001-02 school subsidies was processed and analysis and management information were prepared and distributed for the 2002-03 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 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

DEPARTMENT OF EDUCATION

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

FINANCES, FISCAL YEAR 2002: The 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	725,009	517,873			207,136	
HEALTH BENEFITS	170,878	124,361			46,517	
RETIREMENTS	94,195	67,993			26,202	
OTHER FRINGE BENEFITS	7,773	5,743			2,030	
OTHER CONTRACT SERVICES STATE	436,170	435,345			825	
COMPUTER SERVICES STATE	400	400				
OTHER CONTRACT SERVICES	99,881	77,997			21,884	
RENTS	8,260	7,762			498	
COMMODITIES	714,571	682,065			32,506	
GRANTS, SUBSIDIES, PENSIONS	711,740,466	702,469,605			9,270,861	
EQUIPMENT	33,377	33,377				
TRANSFER TO OTHER FUNDS	5,860				5,860	
TOTAL EXPENDITURES	714,036,840	704,422,521			9,614,319	

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

DEPARTMENT OF EDUCATION

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 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 implementation of the Learning Results; the design and construction of the Maine Educational Assessment; and in the development of local assessment systems.

Team members staff and serve on state level initiatives of the Commissioner. For example, the Center for Inquiry on Secondary Education (CISE) supports research, policy, local and state reform initiatives and other activities which increase the ability of every secondary school in Maine to adopt the recommendations and Promising Futures, the Report of Maine's Commission on Secondary Education. The team also provides leadership for professional development grant programs, the gifted and talented education program, and for programs and services offered in collaboration with the Maine Mathematics and Science Alliance. Team members also provide information and assistance to the Education Committee of the Legislature.

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 the Children's Cabinet.

FINANCES, FISCAL YEAR 2002: The 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	539,162	539,162				
HEALTH BENEFITS	100,524	100,524				
RETIREMENTS	64,922	64,922				
OTHER FRINGE BENEFITS	7,621	7,621				
OTHER CONTRACT SERVICES STATE	442,112	5,797			436,315	
OTHER CONTRACT SERVICES	112,854	88,434			24,420	
RENTS	12,809	8,841			3,968	
COMMODITIES	35,375	30,119			5,256	
GRANTS, SUBSIDIES, PENSIONS	2,101,564	300,012			1,801,552	
INTEREST-DEBT RETIREMENT	11				11	
TRANSFER TO OTHER FUNDS	8,158				8,158	
TOTAL EXPENDITURES	3,425,112	1,145,432			2,279,680	

DEPARTMENT OF EDUCATION

SUPPORT SYSTEMS TEAM

JUDITH MALCOLM, TEAM LEADER/POLICY DIR.

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, the Certification Sub-Team licenses and approves educational personnel to be employed in Maine's schools, the Finance Sub-Team provides centralized control over all fiscal operations of the Department, the Higher Education Sub-Team provides the leadership and service necessary to respond to the broad postsecondary academic, technical, and training needs of Maine citizens, the School Construction and Transportation Sub-Team approves all State funded school construction projects, school renovations, school maintenance programs, leased school facilities in cooperation with the State Board of Education. This sub-team also approves State funding for school bus purchases and bus note subsidies.

The Child 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 seven positions. The sub-team evaluates applications for and issues certification, authorization and approval to school personnel. The sub-team administers the criminal history background 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 five 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 Child 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 certificates 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, issuing approvals to all educational school support personnel, 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, 43 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 2002 fiscal year, there were 11 construction projects approved for final funding at a total cost of \$133,811,475. There were 175 new school buses purchased or lease-purchased

DEPARTMENT OF EDUCATION

in fiscal year 2002 with 77 (44%) purchased through the new state school bus purchasing program. Price leverage created by the program resulted in a reduction in pricing that averaged approximately \$2,000 per bus purchased. Six regional school bus safety conferences and one state-wide pupil transportation safety conference were held during the year.

The Child Nutrition Sub-Team reimbursed \$21,180,680 in Federal and State funds to schools and other food service sponsors for serving healthful meals to school children. Meals subsidized in whole or part during the year included 17,159,631 school lunches; 4,597,305 school breakfast, and 798,991 half pints of milk. The Summer Food Service Program made available \$828,474 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 716,397. Through a private storage and transportation contract, USDA commodity foods valued at \$3,235,145 were allocated and distributed.

FINANCES, FISCAL YEAR 2002: The 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	GENERAL	SPECIAL REVENUE	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES	ALL FUNDS	FUND				
SALARIES & WAGES	1,317,415	860,361	151,671		305,383	
HEALTH BENEFITS	336,507	228,421	29,898		78,188	
RETIREMENTS	177,124	118,780	19,369		38,975	
OTHER FRINGE BENEFITS	16,404	10,971	2,029		3,404	
OTHER CONTRACT SERVICES STATE	991,674	83,926	245,986		661,762	
COMPUTER SERVICES STATE	55	55				
OTHER CONTRACT SERVICES	487,774	273,330	127,859		86,585	
RENTS	30,157	1,844	24,136		4,177	
COMMODITIES	230,971	83,494	18,193		129,284	
GRANTS, SUBSIDIES, PENSIONS	26,766,038	2,701,811	9,049		24,055,178	
INTEREST-DEBT RETIREMENT	1,471		1,471			
TRANSFER TO OTHER FUNDS	32,403		9,700		22,703	
TOTAL EXPENDITURES	30,387,993	4,362,993	639,361		25,385,639	

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: 73.022 *Legislative Count:* 35.00

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 1,225 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 unorganized territory, 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.

DEPARTMENT OF EDUCATION

PROGRAM:

Education in the Unorganized Territory is responsible for the operation of six elementary schools with a total enrollment of approximately 225 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 such as room and board in lieu of transportation, tutors, and home schooling.

FINANCES, FISCAL YEAR 2002: The 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	1,907,032	1,785,152			121,880	
HEALTH BENEFITS	499,005	468,420			30,585	
RETIREMENTS	237,926	222,708			15,218	
OTHER FRINGE BENEFITS	24,383	22,061			2,322	
OTHER CONTRACT SERVICES STATE	391,439	332,082			59,357	
COMPUTER SERVICES STATE	2,568	2,568				
OTHER CONTRACT SERVICES	6,009,842	6,003,714			6,128	
RENTS	7,118	7,118				
COMMODITIES	228,741	131,567			97,174	
EQUIPMENT	422,899	422,899				
INTEREST-DEBT RETIREMENT	22	22				
TRANSFER TO OTHER FUNDS	5,775				5,775	
TOTAL EXPENDITURES	9,736,750	9,398,311			338,439	

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: 461.353

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: 455.50

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.

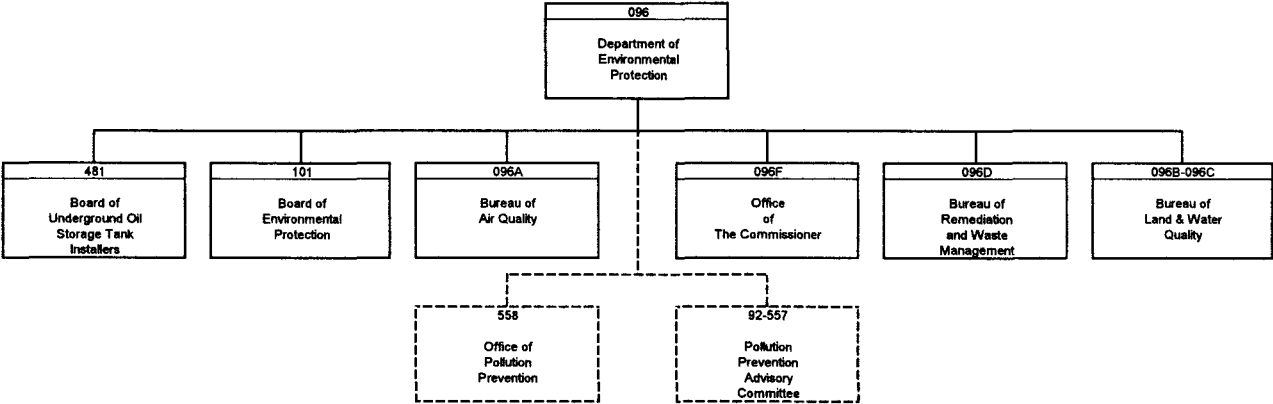
FINANCES, FISCAL YEAR 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	18,264,654	3,322,824	10,296,660		4,645,170	
HEALTH BENEFITS	4,759,426	856,945	2,722,278		1,180,203	
RETIREMENTS	2,928,862	435,864	1,879,417		613,581	
OTHER FRINGE BENEFITS	251,070	39,555	145,815		65,700	
OTHER CONTRACT SERVICES STATE	14,960,622	912,051	11,794,575	20,000	1,650,306	583,690
COMPUTER SERVICES STATE	976,263	84,181	577,618		208,618	105,846
OTHER CONTRACT SERVICES	4,500,323	217,829	3,805,049	8,077	326,042	143,326
RENTS	1,275,411	121,514	980,009	1,412	155,843	16,633
COMMODITIES	2,952,855	276,104	2,337,124	8,915	328,846	1,866
GRANTS, SUBSIDIES, PENSIONS	8,515,570	1,713,311	1,612,345		242,484	4,947,430
BUILDING IMPROVEMENTS	507,010		487,010			20,000
EQUIPMENT	757,505	115,818	597,670		44,017	
INTEREST-DEBT RETIREMENT	2,959	79	2,880			
TRANSFER TO OTHER FUNDS	845,884		677,415	708	167,761	
TOTAL EXPENDITURES	61,498,414	8,096,075	37,915,865	39,112	9,628,571	5,818,791

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	5,627,670		2,778,806		2,848,864	
HEALTH BENEFITS	1,463,799		745,818		717,981	
RETIREMENTS	735,075		359,897		375,178	
OTHER FRINGE BENEFITS	77,191		38,668		38,523	
OTHER CONTRACT SERVICES STATE	1,667,469		406,730		1,260,739	
COMPUTER SERVICES STATE	252,193		122,692		129,501	
OTHER CONTRACT SERVICES	329,929		126,814		203,115	
RENTS	141,640		99,783		41,857	
COMMODITIES	367,333		199,969		167,364	
GRANTS, SUBSIDIES, PENSIONS	16,188				16,188	
EQUIPMENT	25,650		10,531		15,119	
INTEREST-DEBT RETIREMENT	238		238			
TRANSFER TO OTHER FUNDS	196,503		89,922		106,581	
TOTAL EXPENDITURES	10,900,878		4,979,868		5,921,010	

ORGANIZATION CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06



DEPARTMENT OF ENVIRONMENTAL PROTECTION

ACE SERVICE CENTER

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

Central Office: AMHI TYSON BLDG, AUGUSTA, ME 04330

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

FAX: (207) 287-8341

Established: 1995

Telephone: (207) 287-2113

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

Average Count--All Positions: 24.000

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 2002: The 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	751,031		751,031			
HEALTH BENEFITS	231,518		231,518			
RETIREMENTS	111,741		111,741			
OTHER FRINGE BENEFITS	8,642		8,642			
OTHER CONTRACT SERVICES STATE	17,357		17,357			
COMPUTER SERVICES STATE	1,335		1,335			
OTHER CONTRACT SERVICES	31,253		31,253			
RENTS	140		140			
COMMODITIES	53,920		53,920			
TRANSFER TO OTHER FUNDS	63,883		63,883			
TOTAL EXPENDITURES	1,270,820		1,270,820			

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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

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 41 monitoring sites, 39 of which require weekly visits. The Compliance Unit conducts inspection of air emission sources to determine their compliance status. In FY2001, approximately 385 inspections were conducted on 258 regulated facilities. This unit also inspected approximately 300 gas stations.

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 FY2001, the unit processed 220 licenses, renewals and/or transfers, seventeen that were Title V. The Enforcement Unit issued 10 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 109 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,

DEPARTMENT OF ENVIRONMENTAL PROTECTION

monitoring, and the Bureau's air toxics inventory are being used to evaluate inhalation risks in Maine.

PUBLICATIONS:

Bureau of Air Quality Annual Report
 Wood Stove Emissions Issue Profile
 Wood Stove Features and Operation Guidelines for Cleaner Air
 Ozone Level Advisories Issue Profile
 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
 Drivers Guide to Env-Components of Maine's Safety Inspection Program
 Maine's Bad Air Days Brochure
 Air Quality Issues Brochure
 4-H Curriculum: Going Places, Making Choices
 Diesel Exhaust in NE
 Truck Engine Idling
 50 Ways to Save the Gulf of Maine

FINANCES, FISCAL YEAR 2002: The 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	800,324	638,971			161,353	
HEALTH BENEFITS	203,028	163,875			39,153	
RETIREMENTS	112,958	92,353			20,605	
OTHER FRINGE BENEFITS	7,858	5,892			1,966	
OTHER CONTRACT SERVICES STATE	28,397	2,079		20,000	6,318	
COMPUTER SERVICES STATE	88,431	66,492			21,939	
OTHER CONTRACT SERVICES	24,880	15,399		8,077	1,404	
RENTS	34,477	32,565		1,412	500	
COMMODITIES	44,199	27,904		8,915	7,380	
EQUIPMENT	115,818	115,818				
INTEREST-DEBT RETIREMENT	40	40				
TRANSFER TO OTHER FUNDS	5,511			708	4,803	
TOTAL EXPENDITURES	1,465,921	1,161,388		39,112	265,421	

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: 42.500

FAX: (207) 287-2814

Telephone: (207) 287-2812

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

Legislative Count: 42.50

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.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

ORGANIZATION:

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

PROGRAM:

The Office of Management Services provides support services to the Department including Computer Services, Financial Management, Human Resources Support, Space Management and Planning, Staff Training Coordination and Administrative Support. Computer Services consists of 5 units: computer operations, system development, EPA and Geographic Information Systems (GIS), systems software, and micro computer support. The Financial Management Unit provides financial management services and is responsible for managing, controlling and reporting fiscal activities of the Department. The Human Resources Unit is responsible for labor relations and coordinating all human resource functions between the Department and A.C.E. Service Center. The Training Unit is responsible for providing training coordination and development in the areas of health, safety, staff development and other Department training initiatives.

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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 2002: The 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	1,829,797	295,396	1,193,882		340,519	
HEALTH BENEFITS	438,015	58,761	303,397		75,857	
RETIREMENTS	262,367	44,257	168,363		49,747	
OTHER FRINGE BENEFITS	27,563	5,175	17,721		4,667	
OTHER CONTRACT SERVICES STATE	104,498	400	91,023		13,075	
COMPUTER SERVICES STATE	3,780		3,655		125	
OTHER CONTRACT SERVICES	247,163	30,378	176,267		40,518	
RENTS	287,511	4,112	182,601		100,798	
COMMODITIES	1,219,781	102,593	1,011,218		105,970	
EQUIPMENT	118,306		113,498		4,808	
INTEREST-DEBT RETIREMENT	7		7			
TRANSFER TO OTHER FUNDS	71,496		58,019		13,477	
TOTAL EXPENDITURES	4,610,284	541,072	3,319,651		749,561	

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 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: an Executive Director 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.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 2002: The 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	117,911		117,911			
HEALTH BENEFITS	26,427		26,427			
RETIREMENTS	17,984		17,984			
OTHER FRINGE BENEFITS	848		848			
OTHER CONTRACT SERVICES STATE	1,049		1,049			
OTHER CONTRACT SERVICES	33,573		33,573			
RENTS	11,135		11,135			
COMMODITIES	4,133		4,133			
TRANSFER TO OTHER FUNDS	3,164		3,164			
TOTAL EXPENDITURES	216,224		216,224			

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: 77.308

FAX: (207) 287-7191

Telephone: (207) 287-3901

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

Legislative Count: 77.00

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, including the federal National Pollutant Discharge Elimination System (NPDES) program.

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,

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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

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)
Field Guide to Invasive Aquatic Plants (2002)

DEPARTMENT OF ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 2002: The 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	2,961,954	2,138,404	421,786		401,764	
HEALTH BENEFITS	778,240	568,836	98,676		110,728	
RETIREMENTS	376,010	267,300	57,405		51,305	
OTHER FRINGE BENEFITS	36,690	26,022	4,005		6,663	
OTHER CONTRACT SERVICES STATE	1,102,557	900,632	96,327		105,598	
COMPUTER SERVICES STATE	20,757	17,449	3,296		12	
OTHER CONTRACT SERVICES	232,915	156,355	28,646		47,914	
RENTS	100,945	84,837	11,321		4,787	
COMMODITIES	157,603	120,812	18,809		17,982	
GRANTS, SUBSIDIES, PENSIONS	6,283,591	1,688,991	25,000		226,296	4,343,304
INTEREST-DEBT RETIREMENT	39	39				
TRANSFER TO OTHER FUNDS	27,405		13,643		13,762	
TOTAL EXPENDITURES	12,078,706	5,969,677	778,914		986,811	4,343,304

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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: 151.923
FAX: (207) 287-7826
Telephone: (207) 287-2651
M.R.S.A., Sect. 000000541
Legislative Count: 151.00

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 above ground 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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

uncontrolled sites and landfill closure.

The bureau provides 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 the bureau's engineering, geology and chemistry programs through review of license applications and cleanup plans for technical adequacy, and by conducting inspections and sampling programs. The division develops regulatory programs for underground oil and hazardous substance storage tanks, assists on cleanup of leaking oil storage facilities, and operates a program to replace home heating oil tanks that are at high risk of spills. The Division of Oil and Hazardous Waste Facilities Regulation oversees oil terminal, waste oil, hazardous waste and biomedical waste facility licensing, conducts inspections, and issues enforcement responses. It reviews/processes license applications and tracks waste oil/hazardous waste generation and shipments. It processes damage claims arising from oil contamination and for reimbursement of oil spill clean-up costs under the Groundwater Oil Clean Up Fund.

The Division of Solid Waste Management is responsible for licensing, enforcement, and technical assistance activities related to solid waste facilities, including landfills, incinerators, storage sites, beneficial use, septage and land application of sludge and residuals, and for administration of asbestos and lead abatement programs, including certification of asbestos and lead abatement workers. The Division of Program Services is responsible for 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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 2002: The 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	6,175,967	250,053	5,033,244		892,670	
HEALTH BENEFITS	1,618,399	65,473	1,316,442		236,484	
RETIREMENTS	1,312,727	31,954	1,164,027		116,746	
OTHER FRINGE BENEFITS	92,278	2,466	75,931		13,881	
OTHER CONTRACT SERVICES STATE	12,039,295	8,940	11,182,089		264,576	583,690
COMPUTER SERVICES STATE	609,767	240	446,640		57,041	105,846
OTHER CONTRACT SERVICES	3,600,610	15,697	3,408,496		33,091	143,326
RENTS	699,563		675,029		7,901	16,633
COMMODITIES	1,105,886	24,795	1,049,075		30,150	1,866
GRANTS, SUBSIDIES, PENSIONS	2,215,791	24,320	1,587,345			604,126
BUILDING IMPROVEMENTS	507,010		487,010			20,000
EQUIPMENT	497,731		473,641		24,090	
INTEREST-DEBT RETIREMENT	2,635		2,635			
TRANSFER TO OTHER FUNDS	477,922		448,784		29,138	
TOTAL EXPENDITURES	30,955,581	423,938	27,350,388		1,705,768	1,475,487

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

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

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

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

Established: 1985

FAX: (207) 287-2651

Telephone: (207) 287-2651

Reference: Policy Area: 05 ; Umbrella: 06 Unit: 481 ; Citation: T0032 M.R.S.A., Sect. 000010003

PURPOSE:

The Board of Underground Storage Tank Installers was established to safeguard the public health, safety and welfare, by assuring the availability of underground storage tank installations of high quality to persons in need of these services. See 32 MRSA 10001 et.seq.

ORGANIZATION:

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

Current members are: Wayne Gifford, (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.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

EXECUTIVE DEPARTMENT

(OFFICE OF) GOVERNOR

ANGUS S. KING, JR., GOVERNOR

Central Office: STATE HOUSE, AUGUSTA, ME, 04333

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

FAX: (207) 287-1034

Established: 1920

Telephone: (207) 287-3531

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

Average Count--All Positions: 95.685

Legislative Count: 95.00

Units:

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

MAINE LAND AND WATER RESOURCES COUNCIL

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL

STATE PLANNING OFFICE

APPOINTMENTS

(OFFICE OF) PUBLIC ADVOCATE

LAND FOR MAINE'S FUTURE BOARD

PURPOSE:

The Governor serves to direct the affairs of the state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

PROGRAM:

In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

. Governor's Office. The administrative office of the Governor serves to provide staff support to the Governor as he carries out the responsibilities of the Chief Executive of the State of Maine. This support includes functions of correspondence, policy development, legislative relations, national and regional Governors' associations and scheduling preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of General Services maintains the grounds, service buildings and exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

EXECUTIVE DEPARTMENT

FINANCES, FISCAL YEAR 2002: The 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	4,295,866	2,335,880	1,053,940		906,046	
HEALTH BENEFITS	837,075	433,860	200,632		202,583	
RETIREMENTS	464,042	228,865	122,322		112,855	
OTHER FRINGE BENEFITS	61,131	31,260	12,579		17,292	
OTHER CONTRACT SERVICES STATE	1,585,961	504,628	605,255		476,078	
COMPUTER SERVICES STATE	6,721	5,699	558		464	
OTHER CONTRACT SERVICES	912,486	470,158	242,388		199,940	
RENTS	87,473	26,467	50,731		10,275	
COMMODITIES	648,639	411,938	177,618		59,083	
GRANTS, SUBSIDIES, PENSIONS	2,771,398	846,219	125,455		1,737,100	62,624
PURCHASE OF LAND	7,022,959	771,306				6,251,653
EQUIPMENT	16,463	3,970			12,493	
INTEREST-DEBT RETIREMENT	51	51				
TRANSFER TO OTHER FUNDS	156,868		62,957		93,911	
TOTAL EXPENDITURES	18,867,133	6,070,301	2,654,435		3,828,120	6,314,277

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,276,898	1,276,898				
HEALTH BENEFITS	212,822	212,822				
RETIREMENTS	110,165	110,165				
OTHER FRINGE BENEFITS	21,500	21,500				
OTHER CONTRACT SERVICES STATE	55,369	55,369				
OTHER CONTRACT SERVICES	218,033	218,033				
RENTS	14,911	14,911				
COMMODITIES	157,388	157,388				
EQUIPMENT	3,970	3,970				
INTEREST-DEBT RETIREMENT	10	10				
TOTAL EXPENDITURES	2,071,066	2,071,066				

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 2002: 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LAND FOR MAINE'S FUTURE BOARD

TIM GLIDDEN, DIRECTOR

Central Office: 184 STATE ST, AUGUSTA, ME 04330

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

Established: 1987

Telephone: (207) 287-1485

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.

Its 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, over 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. The remaining six are private citizens appointed by the Governor. The Governor also appoints the Board's chairperson. 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 MRS 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. In 2002, the Board selected an additional 25 projects as finalists representing an allocation of an additional \$11.3 million from the bond revenues. 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, Proposal Workbook 1998
Strategy & Guidelines for Acquisition: 1988
Biennial Report: 1998, Biennial Report: 1995, Biennial Report: 1990, Biennial Report 2000
Final Report & Recommendations of the Land Acquisition Priorities Advisory Committee
Assorted Factsheets: History of LMF; LMF Program Profile; LMF Program Facts; LMF Board Policies and Statutory Guidelines; What We Got for \$35 Million; LMF On-Line Card; LMF Scoring Primer; LMF 1998 Pre-Proposal Form; Protecting Farmland in Maine; LMF Farmland Conservation Scoring System-1998; Maine Farmland Facts; State Owned Conservation Lands in Maine by County; Maine Conservation Lands Inventory; and a Statistical Summary.
Land for Maine's Future Newsletter
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 2002: The 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	45,662		45,662			
HEALTH BENEFITS	9,109		9,109			
RETIREMENTS	5,831		5,831			
OTHER CONTRACT SERVICES STATE	18,510		18,510			
OTHER CONTRACT SERVICES	10,218		10,218			
RENTS	408		408			
COMMODITIES	543		543			
PURCHASE OF LAND	7,022,959	771,306				6,251,653
TOTAL EXPENDITURES	7,113,240	771,306	90,281			6,251,653

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 developmental review and endorsement for the Governor's approval of a comprehensive state aquatic invasive plants and nuisance species management plan; review of the effectiveness of the Maine Coastal Program in meeting statutory public access and working waterfront goals; review of the effectiveness of agency coordination in meeting goals of the State Growth Management Program; coordination of agency actions to implement the Water Use management Plan for Maine's Downeast rivers; and revision of the State's hydropower policy to address dam removal.

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE PLANNING OFFICE

EVAN D. RICHERT, DIRECTOR

Central Office: 184 STATE STREET, AUGUSTA, ME 04330
Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333-0038 *FAX:* (207) 284-6489
Established: 1968 *Telephone:* (207) 287-3261
Reference: Policy Area: 00 ; *Umbrella:* 07 ; *Unit:* 105 ; *Citation:* T0005 *M.R.S.A., Sect.* 000003303
Average Count--All Positions: 57.000 *Legislative Count:* 57.00

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 towns and regions; 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, the Land for Maine's Future, Energy, Waste Management & Recycling, Code Enforcement Officer Training & Certification, Floodplain Management, Community Planning and Investment, 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 and 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 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 2002: The 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	2,435,767	1,058,982	470,739		906,046	
HEALTH BENEFITS	517,234	221,038	93,613		202,583	
RETIREMENTS	275,191	118,700	43,636		112,855	
OTHER FRINGE BENEFITS	34,166	9,760	7,114		17,292	
OTHER CONTRACT SERVICES STATE	1,213,997	449,259	288,660		476,078	
COMPUTER SERVICES STATE	6,721	5,699	558		464	
OTHER CONTRACT SERVICES	592,283	252,125	140,218		199,940	
RENTS	31,333	11,556	9,502		10,275	
COMMODITIES	419,467	254,550	105,834		59,083	
GRANTS, SUBSIDIES, PENSIONS	2,771,398	846,219	125,455		1,737,100	62,624
EQUIPMENT	12,493				12,493	
INTEREST-DEBT RETIREMENT	41	41				
TRANSFER TO OTHER FUNDS	148,795		54,884		93,911	
TOTAL EXPENDITURES	8,458,886	3,227,929	1,340,213		3,828,120	62,624

(OFFICE OF) PUBLIC ADVOCATE

STEPHEN G WARD, PUBLIC ADVOCATE
PATRICIA MOODY, RESEARCH ASSISTANT

TTY: (207) 287-8849

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

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

FAX: (207) 287-4317

Established: 1981

Telephone: (207) 287-2445

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

Average Count--All Positions: 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 twentieth 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 nine staff people including four attorneys and an economist. 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, March 2002) - (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, January 2002, June 2002) - (no charge)

FINANCES, FISCAL YEAR 2002: The 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	537,539		537,539			
HEALTH BENEFITS	97,910		97,910			
RETIREMENTS	72,855		72,855			
OTHER FRINGE BENEFITS	5,465		5,465			
OTHER CONTRACT SERVICES STATE	298,085		298,085			
OTHER CONTRACT SERVICES	91,952		91,952			
RENTS	40,821		40,821			
COMMODITIES	71,241		71,241			
TRANSFER TO OTHER FUNDS	8,073		8,073			
TOTAL EXPENDITURES	1,223,941		1,223,941			

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: 2624.000

Legislative Count: 2621.50

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 (HUMAN
SERVICES)
DIVISION OF REGIONAL OPERATIONS
OFFICE OF VITAL STATISTICS

PURPOSE:

To protect and preserve the health and welfare of Maine citizens. This is accomplished by administering programs, promulgating policies and providing services established by Federal and State laws. The Department directs a wide-ranging system of programs in health, social services, income maintenance, public health and medical services in order to accomplish its mission.

ORGANIZATION:

The Department of Health and Welfare originated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine.

The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social Welfare functions of the present Department originated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commissioners of the Department of Public Welfare.

In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare. Among other organizational changes, the Division of Research and Vital Records, successor to the original Registrar of Vital Statistics dating back to 1891, had been moved to the Bureau of Medical Services. In 1939, the Bureau of Institutional Services was separated from the Department to become the Department of Institutional Service, forerunner of the Department of Mental Health and Mental Retardation and Department of Corrections.

Since 1931 there have been gradual changes in the Department's structure, including a name change to Department of Human Services in 1975. There are now two Deputy Commissioner positions, five bureaus delivering client services through three regional districts, with a total of 20 regional client offices. Deputy Commissioner for programs is in charge of programs delivered by the Bureaus of: Health, Child and Family Services, Family Independence, Medical Services, Elder and Adult Services and also the 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 2002: The 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	85,005,771	41,982,554	5,682,097		37,341,120	
HEALTH BENEFITS	22,909,604	10,909,483	1,537,760		10,462,361	
RETIREMENTS	10,914,926	5,440,043	725,893		4,748,990	
OTHER FRINGE BENEFITS	1,106,118	560,249	71,445		474,424	
OTHER CONTRACT SERVICES STATE	30,199,491	8,153,853	3,797,284		18,248,354	
COMPUTER SERVICES STATE	7,608,926	631,481	6,557,154		420,291	
OTHER CONTRACT SERVICES	14,847,929	6,639,611	1,164,414		7,043,904	
RENTS	7,237,652	3,746,788	134,768		3,356,096	
COMMODITIES	36,274,442	10,017,685	2,549,757		23,707,000	
GRANTS, SUBSIDIES, PENSIONS	1711,085,698	467,742,813	142,829,018		1098,513,867	2,000,000
EQUIPMENT	1,942,922	282,755	103,477		1,556,690	
INTEREST-DEBT RETIREMENT	3,911	1,764	171		1,976	
TRANSFER TO OTHER FUNDS	3,691,285	1,172	614,870		3,075,243	
COST OF GOODS SOLD	1,130	200	245		685	
TOTAL EXPENDITURES	1932,829,805	556,110,451	165,768,353		1208,951,001	2,000,000

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	53,349				53,349	
HEALTH BENEFITS	21,301				21,301	
RETIREMENTS	6,813				6,813	
OTHER FRINGE BENEFITS	1,791				1,791	
OTHER CONTRACT SERVICES STATE	187,986				187,986	
COMPUTER SERVICES STATE	12,511				12,511	
OTHER CONTRACT SERVICES	9,681				9,681	
RENTS	272				272	
COMMODITIES	4,864				4,864	
GRANTS, SUBSIDIES, PENSIONS	29,479	29,479				
TRANSFER TO OTHER FUNDS	8,040				8,040	
TOTAL EXPENDITURES	336,087	29,479			306,608	

CERTIFICATE OF NEED ADVISORY COMMITTEE

SALLY WAGLEY, CHAIRMAN

Central Office: 442 CIVIC CENTER DRIVE, AUGUSTA, ME 04333

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

Established: 1983

Telephone: (207) 624-5424

Reference: Policy Area: 03 ; Umbrella: 1Q 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 2002: 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 2002: The 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	2,218,508	1,094,747	135,717		988,044	
HEALTH BENEFITS	503,246	254,882	21,861		226,503	
RETIREMENTS	285,576	145,980	18,415		121,181	
OTHER FRINGE BENEFITS	25,933	14,459	922		10,552	
OTHER CONTRACT SERVICES STATE	5,667,563	4,613,712	329,493		724,358	
COMPUTER SERVICES STATE	206,942	64,573	90,359		52,010	
OTHER CONTRACT SERVICES	960,554	641,141	136,590		182,823	
RENTS	47,742	5,007	22,509		20,226	
COMMODITIES	3,645,158	706,620	886,948		2,051,590	
GRANTS, SUBSIDIES, PENSIONS	115,923,449	60,757,158	6,194,804		48,971,487	
INTEREST-DEBT RETIREMENT	397	281			116	
TRANSFER TO OTHER FUNDS	199,486	4	54,455		145,027	
TOTAL EXPENDITURES	129,684,554	68,298,564	7,892,073		53,493,917	

DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)

Central Office: 286 WATER 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: 1Q Unit: 144F ; Citation: T0022 *M.R.S.A., Sect.* 000001950

Average Count--All Positions: 39.000 *Legislative Count:* 39.00

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 2002: The 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	1,433,356				1,433,356	
HEALTH BENEFITS	362,147				362,147	
RETIREMENTS	184,193				184,193	
OTHER FRINGE BENEFITS	18,216				18,216	
OTHER CONTRACT SERVICES STATE	387,176				387,176	
COMPUTER SERVICES STATE	75,025				75,025	
OTHER CONTRACT SERVICES	163,364				163,364	
RENTS	119,336				119,336	
COMMODITIES	142,890				142,890	
GRANTS, SUBSIDIES, PENSIONS	39,021	4,902			34,119	
TRANSFER TO OTHER FUNDS	80,947				80,947	
TOTAL EXPENDITURES	3,005,671	4,902			3,000,769	

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: 83.000

Legislative Count: 83.00

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 2002: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	3,144,506	1,417,346	272,103		1,455,057	
HEALTH BENEFITS	769,877	337,696	70,097		362,084	
RETIREMENTS	412,829	190,675	34,388		187,766	
OTHER FRINGE BENEFITS	30,986	10,631	3,380		16,975	
OTHER CONTRACT SERVICES STATE	38,165	548	6,691		30,926	
COMPUTER SERVICES STATE	12,716		12,053		663	
OTHER CONTRACT SERVICES	222,328	54,738	97,670		69,920	
RENTS	82,895	64,557	16,995		1,343	
COMMODITIES	120,778	43,386	16,837		60,555	
GRANTS, SUBSIDIES, PENSIONS	13,171	10,000	2,463		708	
INTEREST-DEBT RETIREMENT	14	14				
TRANSFER TO OTHER FUNDS	14,936	2	3,012		11,922	
TOTAL EXPENDITURES	4,863,201	2,129,593	535,689		2,197,919	

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:* 1Q *Unit:* 144Z ; *Citation:*

M.R.S.A., Sect.

Average Count--All Positions: 65.500

Legislative Count: 65.50

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 2002: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,276,690				2,276,690	
HEALTH BENEFITS	600,407				600,407	
RETIREMENTS	280,642				280,642	
OTHER FRINGE BENEFITS	22,100				22,100	
OTHER CONTRACT SERVICES STATE	760,928				760,928	
OTHER CONTRACT SERVICES	350,641				350,641	
RENTS	10,272				10,272	
COMMODITIES	150,626				150,626	
GRANTS, SUBSIDIES, PENSIONS	1,993,326				1,993,326	
TRANSFER TO OTHER FUNDS	131,655				131,655	
TOTAL EXPENDITURES	6,577,287				6,577,287	

DEPARTMENT OF HUMAN SERVICES

DIVISION OF DISEASE CONTROL (HUMAN SERVICES)

PAUL L. KUEHNERT, RN, MS, DIRECTOR

WATS: (800) 821-5821

Central Office: 286 WATER 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: 1Q 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 2002: 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: 442 CIVIC CENTER DRIVE, 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: 105.000

Legislative Count: 105.00

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

DEPARTMENT OF HUMAN SERVICES

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 2002: The 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	3,952,562	3,239,530			713,032	
HEALTH BENEFITS	963,085	793,500			169,585	
RETIREMENTS	498,332	407,277			91,055	
OTHER FRINGE BENEFITS	45,875	38,456			7,419	
OTHER CONTRACT SERVICES STATE	417,676	298,319	3,419		115,938	
COMPUTER SERVICES STATE	24,080	11,390			12,690	
OTHER CONTRACT SERVICES	467,073	388,782	7,404		70,887	
RENTS	138,578	114,919			23,659	
COMMODITIES	380,510	368,305	35		12,170	
GRANTS, SUBSIDIES, PENSIONS	12,368,089	5,701,869	31,090		6,635,130	
INTEREST-DEBT RETIREMENT	83	67			16	
TRANSFER TO OTHER FUNDS	9,842		87		9,755	
TOTAL EXPENDITURES	19,265,785	11,362,414	42,035		7,861,336	

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:* 1Q Unit: 144B; *Citation:* T0022 *M.R.S.A., Sect.* 000003101

Average Count--All Positions: 411.500

Legislative Count: 411.50

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 2002: The 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	13,025,027	3,191,606	1,557,618		8,275,803	
HEALTH BENEFITS	3,680,589	825,662	450,296		2,404,631	
RETIREMENTS	1,677,724	415,025	198,864		1,063,835	
OTHER FRINGE BENEFITS	153,599	31,609	19,320		102,670	
OTHER CONTRACT SERVICES STATE	7,330,852	1,074,392	455,287		5,801,173	
COMPUTER SERVICES STATE	1,850,544	57,237	1,544,635		248,672	
OTHER CONTRACT SERVICES	4,091,240	1,857,965	214,435		2,018,840	
RENTS	362,872	208,927	750		153,195	
COMMODITIES	11,514,603	3,029,113	618,112		7,867,378	
GRANTS, SUBSIDIES, PENSIONS	230,474,628	50,374,998	106,854,913		73,244,717	
EQUIPMENT	399,546				399,546	
INTEREST-DEBT RETIREMENT	2,526	999			1,527	
TRANSFER TO OTHER FUNDS	901,065		149,603		751,462	
TOTAL EXPENDITURES	275,464,815	61,067,533	112,063,833		102,333,449	

BUREAU OF HEALTH

DR. DORA ANNE MILLS, MD, MPH, DIRECTOR

Central Office: 286 WATER 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:* 1Q Unit: 144A; *Citation:* T0022 *M.R.S.A., Sect.* 000000251

Average Count--All Positions: 308.500

Legislative Count: 306.00

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.

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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 2002: The 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	10,740,340	3,515,455	2,406,363		4,818,522	
HEALTH BENEFITS	2,697,481	821,552	636,258		1,239,671	
RETIREMENTS	1,375,820	450,149	309,160		616,511	
OTHER FRINGE BENEFITS	134,086	41,146	30,262		62,678	
OTHER CONTRACT SERVICES STATE	7,029,688	399,275	2,353,425		4,276,988	
COMPUTER SERVICES STATE	4,766,400	16,332	4,876,045		-125,977	
OTHER CONTRACT SERVICES	2,278,884	337,638	561,240		1,380,006	
RENTS	564,763	148,461	26,922		389,380	
COMMODITIES	4,296,012	883,985	807,194		2,604,833	
GRANTS, SUBSIDIES, PENSIONS	28,940,557	2,135,669	11,946,635		12,858,253	2,000,000
EQUIPMENT	249,245	135,000	94,792		19,453	
INTEREST-DEBT RETIREMENT	593	297	171		125	
TRANSFER TO OTHER FUNDS	803,261	80	350,810		452,371	
COST OF GOODS SOLD	389		245		144	
TOTAL EXPENDITURES	63,877,519	8,885,039	24,399,522		28,592,958	2,000,000

DEPARTMENT OF HUMAN SERVICES

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)

W. CLOUGH TOPPAN, P.E., DIRECTOR

Central Office: 161 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

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 &

DEPARTMENT OF HUMAN SERVICES

Site Evaluator, Water Testing Laboratories, Swimming Pool and Hot Tubs (Public), Code Enforcement Official, Radioactive Materials Licensing, Well Drillers & Pump Installers, Fluoridated Water Supply, Radon Registration Act, Radon Tester Registration, Radon Mitigator Registration, Public Water Supply Engineering Plans & Wellhead Prot. Plans
Bottled Water - Reg./Bottle Club, Tobacco, Tanning Facility
Registration/Micropigmentation, Electrology

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2002: The 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	246,275		246,275			
HEALTH BENEFITS	63,446		63,446			
RETIREMENTS	32,213		32,213			
OTHER FRINGE BENEFITS	3,203		3,203			
OTHER CONTRACT SERVICES STATE	15,358		15,358			
OTHER CONTRACT SERVICES	24,686		24,686			
RENTS	26,646		26,646			
COMMODITIES	37,585		37,585			
TRANSFER TO OTHER FUNDS	13,289		13,289			
TOTAL EXPENDITURES	462,701		462,701			

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: 106.000

Legislative Count: 106.00

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,

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Technology Services, and Regional OMB Operations.

PROGRAM:

The Division of Financial Services: This Division is responsible for the preparation of the Department's biennial budget and budget work programs, for all general accounting requirements, for payment of all invoices (except Medicaid), for preparation of all federal financial reports, and for providing budgetary, accounting, and analytical reports to departmental program managers. The Division is comprised of four units: account managers, responsible for preparation and control of the budget and federal reporting; administrative bills paying section; client bills, and cashier unit, including receipt and distribution of child support payments.

The Division of Human Resources: This Division functions as a support division by administering the Department's human resources/employee relations requirements. Responsibilities include interpreting and implementing personnel policies as they relate to approximately 2,500 employees in 315 job classifications in 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 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,304,858	2,540,635	118,006		1,646,217	
HEALTH BENEFITS	965,437	439,334	32,546		493,557	
RETIREMENTS	559,724	388,175	14,642		156,907	
OTHER FRINGE BENEFITS	41,160	13,832	817		26,511	
OTHER CONTRACT SERVICES STATE	125,820	59,669			66,151	
COMPUTER SERVICES STATE	-109,573	88,274	-25,511		-172,336	
OTHER CONTRACT SERVICES	1,595,368	205,730	4,589		1,385,049	
RENTS	151,025	76,336	2,874		71,815	
COMMODITIES	931,896	156,214	17,614		758,068	
GRANTS, SUBSIDIES, PENSIONS	3,205	50			3,155	
INTEREST-DEBT RETIREMENT	31	28			3	
TRANSFER TO OTHER FUNDS	295,714		4,896		290,818	
TOTAL EXPENDITURES	8,864,665	3,968,277	170,473		4,725,915	

DEPARTMENT OF HUMAN SERVICES

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)

EUGENE I. GESSOW, DIRECTOR

Central Office: 442 CIVIC CENTER DRIVE, AUGUSTA, 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: 273.000

Legislative Count: 273.00

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 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	9,012,977	2,730,044	98,719		6,184,214	
HEALTH BENEFITS	2,316,303	699,797	27,904		1,588,602	
RETIREMENTS	1,167,448	354,595	12,497		800,356	
OTHER FRINGE BENEFITS	124,222	36,122	895		87,205	
OTHER CONTRACT SERVICES STATE	7,917,323	1,629,604	407,963		5,879,756	
COMPUTER SERVICES STATE	764,079	389,039	57,997		317,043	
OTHER CONTRACT SERVICES	2,140,732	1,277,280	53,670		809,782	
RENTS	444,084	143,382	1,233		299,469	
COMMODITIES	12,050,351	3,181,276	29,443		8,839,632	
GRANTS, SUBSIDIES, PENSIONS	1321,176,642	348,616,837	17,796,295		954,763,510	
EQUIPMENT	1,285,446	147,755			1,137,691	
INTEREST-DEBT RETIREMENT	246	57			189	
TRANSFER TO OTHER FUNDS	716,909	555	20,412		695,942	
COST OF GOODS SOLD	741	200			541	
TOTAL EXPENDITURES	1359,117,503	359,206,543	18,507,028		981,403,932	

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE PUBLIC DRINKING WATER COMMISSION

RICHARD BERRY, CHAIRPERSON

Central Office: 161 CAPITOL STREET, AUGUSTA, ME 04333

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

Established: 1993

Telephone: (207) 287-2070

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 560 ; Citation: T0022 M.R.S.A., Sect. 00002660B

Average Count--All Positions: 22.000 Legislative Count: 22.00

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 2002: The 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	674,139		674,139			
HEALTH BENEFITS	177,544		177,544			
RETIREMENTS	86,090		86,090			
OTHER FRINGE BENEFITS	10,408		10,408			
OTHER CONTRACT SERVICES STATE	225,648		225,648			
COMPUTER SERVICES STATE	1,576		1,576			
OTHER CONTRACT SERVICES	32,179		32,179			
RENTS	36,839		36,839			
COMMODITIES	129,366		129,366			
EQUIPMENT	8,685		8,685			
TRANSFER TO OTHER FUNDS	9,769		9,769			
TOTAL EXPENDITURES	1,392,243		1,392,243			

OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SVCS)

NEWELL AUGER, 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: 10 Unit: 144C; Citation: T0022 *M.R.S.A., Sect.* 000000003

PURPOSE:

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

DEPARTMENT OF HUMAN SERVICES

and agency directed magazines.

ORGANIZATION:

This unit was first formed in 1972 as the Office of Information and Education. In 1975 its title was changed to the Office of Public Affairs and Communication and in 1987, its title was changed to the Office of Public and Legislative Affairs. The staff consists of a Director, two secretaries and a receptionist.

PROGRAM:

During the 1999-2000 period, the office produced news releases on department affairs, developed public awareness concerning DHS issues, and designed supporting brochures for departmental programs.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

HEALTH AND ENVIRONMENTAL TESTING LABORATORY(HUMAN SERVICES)

JOHN A. KRUEGER,, CHIEF

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

Mail Address: 12 STATE HOUSE STATION, AUGUSTA, ME 04333-0012 *FAX:* (207) 287-6832

Established: 1902

Telephone: (207) 287-2727

Reference: Policy Area: 03 ; *Umbrella:* 1Q Unit: 144Y; *Citation:* T0022 *M.R.S.A., Sect.* 000000561

PURPOSE:

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

ORGANIZATION:

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

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

- Public Health Microbiology
 - Virology, including serology
 - Bacteriology/Parasitology
 - Mycobacteriology (TB)/Mycology/Rabies
- Forensic Chemistry/Toxicology
- Environmental Inorganics/Nutrients
- Organics
- Laboratory Certification & Internal Quality Assurance
- Administrative Services

PROGRAM:

The Public Health Microbiology activities are the State's surveillance arm for infectious diseases of public health significance. Classically, these have

DEPARTMENT OF HUMAN SERVICES

been tuberculosis, food-borne illness, sexually transmitted diseases, vaccine preventable diseases, and outbreaks such as influenza. Although infectious diseases had been thought by many to be permanently under control, recent developments such as Lyme disease, Hantavirus, AIDS, Multiple-drug resistant Tuberculosis, and massive outbreaks of wild animal rabies have shown that infectious disease still pose a frightening public health risk. It is the role of the Health and Environmental Laboratory to maintain state-of-the-art facilities and personnel to detect and diagnose these disease events and support the state's capacity to respond to new disease threats while continuing to contain traditional diseases.

A combination of federal funds and accumulated fees have enabled the HETL to remain a modern up-to-date facility for this purpose, although continued support is essential to future protection of public health. Many environmental threats, such as contaminated water supplies pose a direct threat to the public's health, while others, such as degraded lake water quality impact environmental parameters directly, and public health more slowly and indirectly.

Accurate and specific analytical testing of all environmental parameters is vital to protection of health, as well as support of regulatory agencies such as the Drinking Water Program of DHS and the various programs of the DEP. Testing must be available in a timely fashion, at a cost-effective price, and of court-admissible quality.

In addition, high volume testing must be available for repetitive monitoring of water supplies, mandated by federal rules, and available to private parties at reasonable cost, or free to those of limited means. Extensive purchase of computer-driven automated analytical equipment has kept the HETL at the forefront of analytical capabilities in organic chemistry, heavy metal testing, and other needs, and provided optimum productivity and efficiency of the Lab. The HETL offers a full range of environmental analyses. Public Safety is another aspect of public health, and the HETL plays a major role in public safety-related testing. The HETL is designated by statute as the agency certifying chemists for blood and breath alcohol and OUI-drug testing, and performs much of that testing. It certifies breath alcohol instruments from a position of analytical expertise and forensic neutrality. The Forensic section also performs analyses and identification of controlled substances for criminal investigations.

LICENSES:

License:

Independent Clinical Laboratory
Substance of Abuse Testing Laboratory
Health Screening Laboratory Service

Certificate:

Blood Alcohol Phlebotomist
Blood Alcohol Analyst
Drug Analyst
Breath Alcohol Testing Equipment
Water Testing Laboratory
OUI-Drug Analyst

PUBLICATIONS:

HETL News quarterly newsletter--sent to hospitals, private laboratories, pathologists, State public Health Laboratory Directors and other interested parties (Available free of charge.)

DIRECTORY OF LABORATORY--MAINE HEALTH AND ENVIRONMENTAL TESTING LABORATORY (Available free of charge.)

RABIES INFORMATION BOOKLET (Available free of charge)

WATER TESTING GUIDE (Available free of charge)

Buzzword-A biannual newsletter on Forensic activities and news

FINANCES, FISCAL YEAR 2002: 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: 1Q Unit: 144R; Citation: T0022

Average Count--All Positions: 1146.500

FAX: (207) 822-2147

Telephone: (207) 822-2216

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

Legislative Count: 1146.50

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 2002: The 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	33,923,184	24,253,191	173,157		9,496,836	
HEALTH BENEFITS	9,788,741	6,737,060	57,808		2,993,873	
RETIREMENTS	4,347,522	3,088,167	19,624		1,239,731	
OTHER FRINGE BENEFITS	494,539	373,994	2,238		118,307	
OTHER CONTRACT SERVICES STATE	95,308	78,334			16,974	
COMPUTER SERVICES STATE	4,626	4,636			-10	
OTHER CONTRACT SERVICES	2,511,199	1,876,337	31,951		602,911	
RENTS	5,252,328	2,985,199			2,267,129	
COMMODITIES	2,869,803	1,648,786	6,623		1,214,394	
GRANTS, SUBSIDIES, PENSIONS	124,131	111,851	2,818		9,462	
INTEREST-DEBT RETIREMENT	21	21				
TRANSFER TO OTHER FUNDS	506,372	531	8,537		497,304	
TOTAL EXPENDITURES	59,917,774	41,158,107	302,756		18,456,911	

DEPARTMENT OF HUMAN SERVICES

OFFICE OF VITAL STATISTICS

N. WARREN BARTLETT, DIRECTOR & ST REGISTRAR

Central Office: 286 WATER 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: 1Q 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 DEB, 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 2002: 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: 322.964

Legislative Count: 313.00

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 focuses on the management of the State's inland fish and wildlife, enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private sector, environmental coordination, the search for lost persons, the registration of watercraft, snowmobiles, all-terrain vehicles, and hunter/trapper education programs, and hunter, snowmobile, boating and ATV safety programs.

The establishment of rules and regulations is an important part of the program carried out by the Department. The Commissioner is charged with having available at all times copies of abstracts of the inland fisheries and wildlife laws and regulations for distribution to the public (Ten summaries are updated, printed and distributed). The Open Water Fishing Regulations pamphlet and the Ice Fishing Regulations pamphlet as printed and distributed to the public are

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

declared to be official consolidations of fishing rules. These regulation summaries are to be printed on a biennial basis.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

LICENSES:

Commercial Whitewater Rafting Allocations

See individual Bureaus for other licenses and permits

PUBLICATIONS:

Laws-Hunting and Trapping; Open Water Fishing; Ice Fishing (free)

Maine Fish and Wildlife Magazine-published quarterly-\$4.50 per copy

Lake Surveys-\$50 per copy

Publications Catalogue (free)

Maine Boat Laws (free)

All-Terrain Vehicle Laws (free)

Snowmobile Laws (free)

FINANCES, FISCAL YEAR 2002: The 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	12,256,786	9,818,453	579,558		1,858,775	
HEALTH BENEFITS	3,393,960	2,851,877	150,045		392,038	
RETIREMENTS	2,179,826	1,719,608	77,241		382,977	
OTHER FRINGE BENEFITS	175,312	165,718	8,475		1,119	
OTHER CONTRACT SERVICES STATE	1,711,837	763,974	651,718		296,145	
COMPUTER SERVICES STATE	407,019	315,861	66,564		24,594	
OTHER CONTRACT SERVICES	2,557,740	2,019,478	224,926		313,336	
RENTS	1,667,694	921,207	105,460		641,027	
COMMODITIES	2,007,900	1,401,865	382,408		223,627	
GRANTS, SUBSIDIES, PENSIONS	351,744		347,289		4,455	
PURCHASE OF LAND	891,107		678,980		212,127	
BUILDING IMPROVEMENTS	9,674		2,491		7,183	
EQUIPMENT	408,297	334,134	19,107		55,056	
INTEREST-DEBT RETIREMENT	45	45				
TRANSFER TO OTHER FUNDS	53,608		18,849		34,759	
TOTAL EXPENDITURES	28,072,549	20,312,220	3,313,111		4,447,218	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	549,034	484,148	3,532		61,354	
HEALTH BENEFITS	90,681	76,995	421		13,265	
RETIREMENTS	84,001	70,295	651		13,055	
OTHER FRINGE BENEFITS	2,731	2,731				
OTHER CONTRACT SERVICES STATE	30,188	21,217	7,508		1,463	
COMPUTER SERVICES STATE	213	26	89		98	
OTHER CONTRACT SERVICES	231,655	198,700	27,703		5,252	
RENTS	36,029	35,327			702	
COMMODITIES	99,767	32,980	63,743		3,044	
TRANSFER TO OTHER FUNDS	1,539		790		749	
TOTAL EXPENDITURES	1,125,838	922,419	104,437		98,982	

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:

Telephone: (207) 287-5210

Reference: Policy Area: 05 ; Umbrella: 09 Unit: 167 ; Citation: T0012 M.R.S.A., Sect. 000007012

Average Count--All Positions: 40.308

Legislative Count: 40.00

PURPOSE:

The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

ORGANIZATION:

In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Accounting Section-headed by a Chief Accountant; Division of Engineering and Realty-headed by a Supervisor; Division of Licensing and Registration-headed by a Director; Personnel Section-headed by a Personnel Officer; Central Purchasing and Supply Section-headed by a Property Officer.

PROGRAM:

The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required. The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and All-Terrain vehicles. The operation of these machines is regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and 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 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF ADMINISTRATIVE SERVICES (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,244,095	1,208,988	33,218		1,889	
HEALTH BENEFITS	381,824	373,143	8,563		118	
RETIREMENTS	165,809	161,330	4,238		241	
OTHER FRINGE BENEFITS	14,525	13,932	593			
OTHER CONTRACT SERVICES STATE	289,573	237,578	51,995			
COMPUTER SERVICES STATE	2,309	1,139	1,170			
OTHER CONTRACT SERVICES	827,807	781,405	36,472		9,930	
RENTS	296,518	254,330	42,188			
COMMODITIES	498,993	429,310	69,683			
EQUIPMENT	50,000	50,000				
INTEREST-DEBT RETIREMENT	3	3				
TRANSFER TO OTHER FUNDS	1,754		1,672		82	
TOTAL EXPENDITURES	3,773,210	3,511,158	249,792		12,260	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

MATT LIBBY, CHAIRPERSON

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**JUNIOR MAINE GUIDES AND TRIP LEADERS CURRICULUM
ADVISORY BOARD**

TIMOTHY E. PEABODY, GAME WARDEN COLONEL

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

Established: 1979 *Telephone:* (207) 287-2766

Reference: Policy Area:05 ; Umbrella: 09 Unit: 143 ; Citation: T0012 M.R.S.A., Sect. 000007323

PURPOSE:

The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

ORGANIZATION:

PL 151 repealed the Junior Guide Examining Board in April, 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members: a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and 3 members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

PROGRAM:

Pursuant to 12 MRSA, sections 7321-7322 the testing programs were formulated; one for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated, but candidates may use others if they are equal or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

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

The number of permits issued has remained consistent with the prior year, with 752 permits issued and 27 certified instructors. In addition, the Board continues to provide up-to-date service for the 250 summer camps in Maine. At least 2 meetings per year are held with the Board and Maine Campground Owners Association.

LICENSES:

Maine Camp Trip Leader Permit

Maine Camp Trip Leader Instructor

Junior Maine Guide Certificate

PUBLICATIONS:

Administrative Rules and Regulations adopted Curriculum (outline)

Resources List (study materials)

Copies of 12 MRSA, sections 7302-7303

Associated forms and application blanks

Issue License

Course summary sheets

Trip Itinerary Cards

Information packer-free

FINANCES, FISCAL YEAR 2002: 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 2002: 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

Average Count--All Positions: 1.000

FAX: (207) 688-4860

Telephone: (207) 688-4191

M.R.S.A., Sect. 000007788

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.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 2002: The 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	385		385			
OTHER CONTRACT SERVICES STATE	256,384		256,384			
COMPUTER SERVICES STATE	-94		-94			
OTHER CONTRACT SERVICES	12,227		12,227			
RENTS	10,497		10,497			
COMMODITIES	167,307		167,307			
GRANTS, SUBSIDIES, PENSIONS	335,605		335,605			
PURCHASE OF LAND	223,624		223,624			
BUILDING IMPROVEMENTS	2,491		2,491			
TRANSFER TO OTHER FUNDS	3,726		3,726			
TOTAL EXPENDITURES	1,012,152		1,012,152			

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 2002: 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

Reference: Policy Area: 05 ; Umbrella: 09 Unit: 236 ; Citation: T0012 M.R.S.A., Sect. 000007016

Average Count--All Positions: 21.342

Telephone: (207) 287-5244

Legislative Count: 16.00

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, Public Relations, and the Safety Division.

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 Safety Division provides a number of programs that inform the public on how to hunt, trap and operate recreational vehicles safely.

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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 2002: The 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	676,466	514,668	99,839		61,959	
HEALTH BENEFITS	163,722	124,194	30,742		8,786	
RETIREMENTS	78,880	53,800	13,400		11,680	
OTHER FRINGE BENEFITS	11,110	10,644	466			
OTHER CONTRACT SERVICES STATE	256,899	170,947	71,479		14,473	
COMPUTER SERVICES STATE	735	670	65			
OTHER CONTRACT SERVICES	371,080	240,102	49,834		81,144	
RENTS	41,193	29,556	9,529		2,108	
COMMODITIES	121,952	75,194	35,040		11,718	
EQUIPMENT	22,274	6,930	15,344			
TRANSFER TO OTHER FUNDS	5,177		3,199		1,978	
TOTAL EXPENDITURES	1,749,488	1,226,705	328,937		193,846	

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: 117.315 *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, techniques, and information available. Periodic assessments are made to identify supply and demand imbalances, associated problems and management needs.

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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 2002: The 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	4,514,385	2,433,242	348,188		1,732,955	
HEALTH BENEFITS	1,224,780	757,421	97,529		369,830	
RETIREMENTS	585,138	186,149	41,066		357,923	
OTHER FRINGE BENEFITS	44,779	37,319	6,341		1,119	
OTHER CONTRACT SERVICES STATE	844,856	300,295	264,352		280,209	
COMPUTER SERVICES STATE	113,062	23,232	65,334		24,496	
OTHER CONTRACT SERVICES	614,302	311,863	97,473		204,966	
RENTS	352,954	140,396	27,523		185,035	
COMMODITIES	644,724	391,008	44,851		208,865	
GRANTS, SUBSIDIES, PENSIONS	16,139		11,684		4,455	
PURCHASE OF LAND	667,483		455,356		212,127	
BUILDING IMPROVEMENTS	7,183				7,183	
EQUIPMENT	142,477	83,658	3,763		55,056	
INTEREST-DEBT RETIREMENT	30	30				
TRANSFER TO OTHER FUNDS	38,218		8,705		29,513	
TOTAL EXPENDITURES	9,810,510	4,664,613	1,472,165		3,673,732	

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: 136.000 *Legislative Count:* 136.00

PURPOSE:

The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws and recreational vehicle laws (snowmobile and ATV). The Maine Warden Service is, by statute, responsible for searches for persons presumed lost or drowned in the fields, forests and inland waters of the State of Maine. Game Wardens of the Maine Warden Service are uniformed law enforcement officers with full police powers and statewide jurisdiction.

ORGANIZATION:

The Maine Warden Service was formally established on March 9, 1880, and was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau of Warden Service currently consists of a Game Warden Colonel (Chief Warden), a Game Warden Major (Deputy Chief Warden), 5 Game Lieutenants, 18 Game Warden Sergeants, 3 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 93 District Game Wardens, 1 Game Warden Wildlife Forensic Specialist, and 10 Deputy Game Wardens. Support services within the Maine Warden Service include a Wildlife Forensics Laboratory, Dive Team, Airboat Team (for Search and Rescue), Overhead Search and Rescue Team, K-9 Unit (Dog Team), Resource Protection Unit and the Aviation Division (Air Wing).

PROGRAM:

Conservation Law Enforcement: In 2001, the Maine Warden Service responded to 8,574 complaints on matters of conservation law enforcement and Inland Fisheries and Wildlife rule and regulation. During 2001, 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 2001 Game Wardens drove a total of 3,020,133 miles.

Search and Rescue: During 2001, 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 2001, 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 2001, 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

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PUBLICATIONS:

Fishery Law Summary-Free

Hunting Law Summary-Free

Complete Copy of All Applicable Statutes and Rules-\$8.00

FINANCES, FISCAL YEAR 2002: The 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	5,272,421	5,177,407	94,396		618	
HEALTH BENEFITS	1,532,953	1,520,124	12,790		39	
RETIREMENTS	1,265,998	1,248,034	17,886		78	
OTHER FRINGE BENEFITS	102,167	101,092	1,075			
OTHER CONTRACT SERVICES STATE	33,937	33,937				
COMPUTER SERVICES STATE	290,794	290,794				
OTHER CONTRACT SERVICES	500,669	487,408	1,217		12,044	
RENTS	930,503	461,598	15,723		453,182	
COMMODITIES	475,157	473,373	1,784			
EQUIPMENT	193,546	193,546				
INTEREST-DEBT RETIREMENT	12	12				
TRANSFER TO OTHER FUNDS	3,194		757		2,437	
TOTAL EXPENDITURES	10,601,351	9,987,325	145,628		468,398	

JUDICIAL DEPARTMENT

JUDICIAL DEPARTMENT

HON. LEIGH I SAUFLEY, 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

Legislative Count: 429.50

Units:

ADMINISTRATIVE OFFICE OF THE COURTS
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 Branch 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 Administrative Court, which was created in 1978, was abolished on March 15th, 2001.

The administrative structure of the Maine Judicial Branch is similar to that of a corporation. The Supreme Judicial Court serves as the Branch "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 two trial courts has a chief justice or judge, appointed by and 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 BRANCH COMMITTEES. There are numerous functional committees within the Judicial Branch. 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 2002: The 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	18,494,383	17,018,513	364,509		1,111,361	
HEALTH BENEFITS	4,217,137	3,896,550	74,189		246,398	
RETIREMENTS	2,546,105	2,329,454	54,534		162,117	
OTHER FRINGE BENEFITS	237,012	215,380	5,483		16,149	
OTHER CONTRACT SERVICES STATE	12,462,678	12,051,332	195,541		215,805	
COMPUTER SERVICES STATE	1,945	1,945				
OTHER CONTRACT SERVICES	5,145,447	4,262,973	670,392		212,082	
RENTS	4,226,026	4,134,763	5,271		85,992	
COMMODITIES	2,289,387	2,055,705	85,372		148,310	
GRANTS, SUBSIDIES, PENSIONS	2,911,735	1,447,127	1,465,108		- 500	
BUILDING IMPROVEMENTS	40,965	40,965				
EQUIPMENT	206,041	206,041				
INTEREST-DEBT RETIREMENT	169	169				
TRANSFER TO OTHER FUNDS	24,880		11,793		13,087	
TOTAL EXPENDITURES	52,803,910	47,660,917	2,932,192		2,210,801	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
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SALARIES & WAGES	18,494,383	17,018,513	364,509		1,111,361	
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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

FAX: (207) 822-0781

Telephone: (207) 822-0792

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

PURPOSE:

The State Court Administrator, under the supervision of the Chief Justice of the Supreme Judicial Court, is required by statute to: survey and study Judicial Branch operations to improve administration and management of the court system; develop and recommend long-range plans for the Judicial Branch; 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

JUDICIAL DEPARTMENT

business methods to be used in all courts; implement standards and policies set by the Chief Justice regarding court hours and the assignment of justices; act as fiscal officer of the courts including the oversight of all budgetary and accounting functions; and examine and supervise arrangements for court facilities, equipment and supplies.

In addition, the State Court Administrator is required to act as secretary to the Judicial Conference; submit an Annual Report to the Chief Justice, Legislature and Governor reporting the activities of the preceding fiscal year; maintain liaison with the other branches and agencies of government; prepare and plan for the operation of District and Superior Court clerk's offices; develop and implement educational and training programs for nonjudicial personnel; perform other duties consistent with the powers delegated and assigned to him by the Chief Justice and the Supreme Judicial Court; plan and implement arrangements for court security; report on out-of-state travel; and prepare impact statements for executive orders and proposed legislation.

ORGANIZATION:

The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. The Administrative Office staff is appointed by the State Court Administrator with the approval of the Chief Justice. The staff administers the accounting, technology, fiscal, legislative, personnel, purchasing, planning, research and security related functions for the court system.

PROGRAM:

Under the direction of the State Court Administrator, the Administrative Office of the Courts continued its involvement in ongoing areas of court automation, fiscal administration, court security, facilities management and personnel administration. Initiatives were further developed in strategic planning, the enhancement of staff and judicial training, and the creation of MeJIS, the Maine Judicial Information System, a statewide computerized court system.

PUBLICATIONS:

"A Citizen's Guide to the Maine Courts" (out of print)
"The Maine Judicial Branch Annual Report" (\$5.00)
"A Guide to Small Claims Proceedings of the Maine District Court" (free)
"Traverse Juror Handbook" (free)
"A Guide to Protection From Abuse And Harrassment Actions" (free)

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF BAR EXAMINERS

LAURIE A. GILSON, ESQ., CHAIR
CHERYL J. CUTLIFE, ESQ., EXECUTIVE DIRECTOR

Central Office: 74 WINTHROP STREET, AUGUSTA, ME 04330

Mail Address: PO BOX 140, AUGUSTA, ME 04332-0140

Established: 1899

FAX: (207) 622-0059

Telephone: (207) 623-2464

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

PURPOSE:

The purpose of the Board of Bar Examiners is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice as attorneys in the several courts of the State. 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 members expire,

JUDICIAL DEPARTMENT

one or more members of the Board are appointed annually by the governor on the recommendation of the Supreme Judicial Court, and 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 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 2002: 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) 561-2329

Reference: Policy Area:00 ; Umbrella: 4Q 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

JUDICIAL DEPARTMENT

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE (CADRES) COMMITTEE

DIANE E. KENTY, ESQ., DIRECTOR

Central Office: RR#1, BOX 310, WEST BATH, ME 04530

Mail Address: RR#1, Box 310, WEST BATH, ME 04530

Established: 1996

FAX: (207) 442-0228

Telephone: (207) 442-0227

Reference: Policy Area: 00 ; *Umbrella:* 4Q 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:

CADRES provides alternative dispute resolution services - including mediation, arbitration and early neutral evaluation - to the citizens of Maine in all courts and all counties. CADRES selects and maintains statewide rosters of neutrals in four types of cases: small claims, domestic relations, land use/environmental and civil litigation. More than 150 neutrals are available statewide to provide ADR services under the auspices of the courts.

Referral to mediation is mandatory in small claims cases and most contested domestic relations matters. In FY 02, mediators for CADRES held over 3,500 sessions in domestic relations cases. Of the cases that had a disposition at mediation, approximately 74% were fully or partially resolved. More than 1,300 small claims cases were mediated in FY 02, and approximately 48% settled in mediation. When Rule 16B of the Maine Rules of Civil Procedure took effect on January 1, 2002, ADR became a requirement in many types of civil cases in Superior Court.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DISTRICT COURT FOR THE STATE OF MAINE

HON. VENDEAN V. VAFIADES, CHIEF JUDGE

Central Office: 65 STONE STREET, AUGUSTA, ME 04330

Mail Address: 65 STONE STREET, AUGUSTA, ME 04330

Established: 1961

Telephone: (207) 287-6950

Reference: Policy Area: 00 ; *Umbrella:* 4Q Unit: 279 ; *Citation:* T0004 *M.R.S.A., Sect.* 000000151

JUDICIAL DEPARTMENT

PURPOSE:

The purpose of the District Court is to serve as the court of general jurisdiction for the State, excluding jury trials.

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 including unfair trade practices and cases involving environmental law violations. The District Court hears all child protection cases, termination of parental rights cases, and protection from abuse and harassment cases. In the District Court, judges are assigned by the Chief Judge to sit in any district court in the state.

The District Court is the small claims court (for cases involving not more than \$4,500) and the juvenile court. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for enforcement of money judgments.

There are 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.

The Chief Judge of the District Court rosters all Guardians ad Litem (GAL). GAL's must attend a core training program, be a member of the legal or other recognized profession and meet continuing education requirements. Complaints regarding GAL's are processed through the Office of the Chief Judge.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

JUDICIAL DEPARTMENT

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

H. CABANNE HOWARD, ESQ., EXECUTIVE SECRETARY

Central Office: P.O. BOX 8058, PORTLAND, ME 04104-8058

Mail Address: PO BOX 8058, PORTLAND, ME 04104-8058

Established: 1978

Reference: Policy Area:00 ; Umbrella: 4Q Unit: 276J ; Citation: J1978 M.R.S.A., Sect. SJC-00109

PURPOSE:

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

ORGANIZATION:

The Committee on Judicial Responsibility consists of seven members appointed by the Supreme Judicial Court. One member is either an active or active retired justice of the Superior Court, or an active or active retired judge of the District Court. 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

JUDICIAL DEPARTMENT

BOARD OF OVERSEERS OF THE BAR

JOHN S. OXMAN, ESQ., CHAIR

DAN E. CRUTCHFIELD, ADMINISTRATIVE DIRECTOR

Central Office: 97 WINTHROP STREET, AUGUSTA, ME 04330

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

Established: 1978

FAX: (207) 623-4175

Telephone: (207) 623-1121

Reference: Policy Area:00 ; Umbrella: 4Q Unit: 276B; Citation: J1978 M.R.S.A., Sect. 000004890

PURPOSE:

The purpose of this Board is to act on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

ORGANIZATION:

The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM:

This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to the ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

PUBLICATIONS:

"Legal Fee Arbitration." (Procedures and rules governing the Fee

Arbitration Commission of the Board of Overseers of the Bar)

"Maine Manual on Professional Responsibility" (two volumes).

"Board of Overseers of the Bar - Information About Complaint Procedures and Discipline of Lawyers." (free)

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

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SUPERIOR COURT

HON. NANCY MILLS, CHIEF JUSTICE

Central Office: CUMBERLAND COUNTY COURT HOUSE, PORTLAND, ME

Mail Address: PO BOX 287, PORTLAND, ME 04112-0287

Established: 1930

Telephone: (207) 822-4174

Reference: Policy Area:00 ; Umbrella: 4Q 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) that are not

JUDICIAL DEPARTMENT

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 conduct de novo trials on some District Court cases, hear appeals on questions of law from the District Court and from administrative and governmental agencies. As of January 1, 2001, the appellate 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 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 Chief Justice of the Superior Court, in coordination with the justices and clerks, prepares schedules detailing the daily work of justices.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SUPREME JUDICIAL COURT

HON. LEIGH I. SAUFLEY, 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: 4Q 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

JUDICIAL DEPARTMENT

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 2002: 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

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

Average Count--All Positions: 850.962

Legislative Count: 829.00

Units:

OFFICE OF THE COMMISSIONER

DIVISION OF ADMINISTRATIVE HEARINGS

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 is responsible for effective organization of Maine human resource investment policies and resources statewide. This includes maintaining a statewide system of public employment offices and developing policy, in conjunction with the Maine Jobs Council, for the most effective organization of workforce development education and training resources; safe and fair working conditions; unemployment compensation; statewide employment policy and services for people with disabilities; and, high quality labor market information.

The Department is authorized to provide services for individuals and employers through 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:

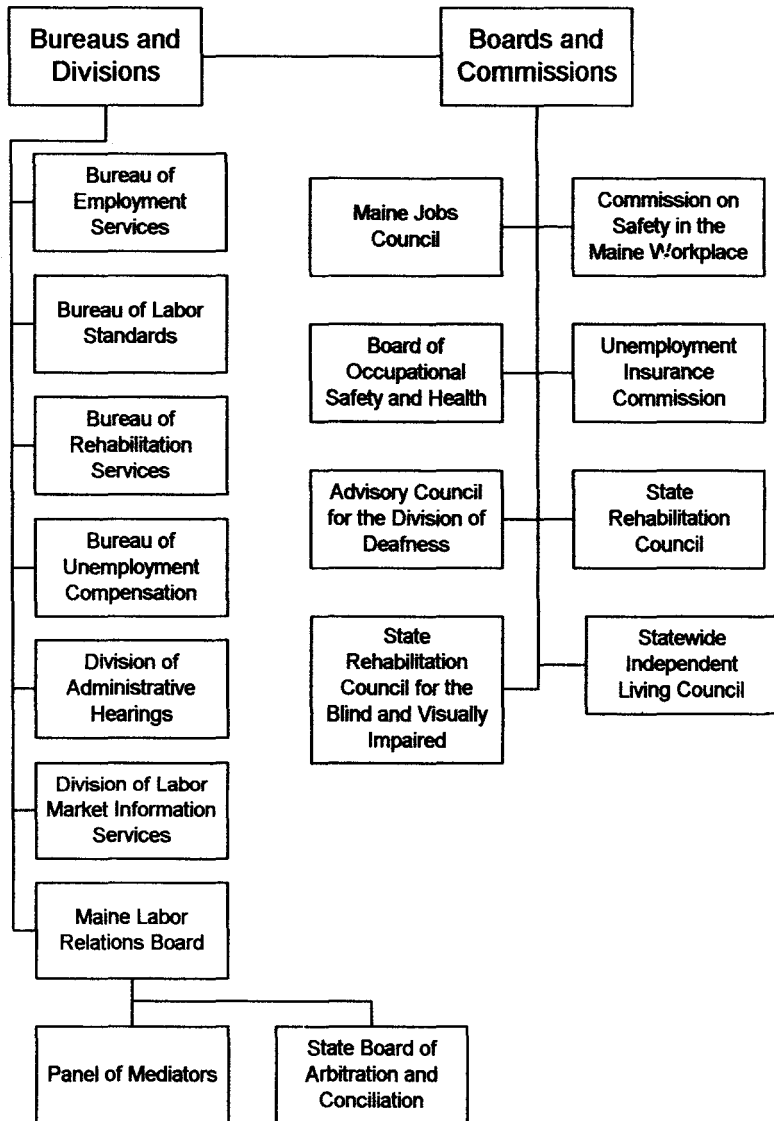
The long-range goal of the Department of Labor is to promote the economic well-being of people in the labor force as well as their employers. The Department does this by attracting and retaining a wide range of employment opportunities, promoting independence and lifelong learning, providing assistance during times of unemployment, and ensuring the safe and fair treatment of all people on the job.

DEPARTMENT OF LABOR

FINANCES, FISCAL YEAR 2002: The 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	23,221,898	2,951,759	1,494,114		18,776,025	
HEALTH BENEFITS	6,114,078	670,282	311,526		5,132,270	
RETIREMENTS	3,015,765	464,422	234,828		2,316,515	
OTHER FRINGE BENEFITS	252,503	30,522	15,533		206,448	
OTHER CONTRACT SERVICES STATE	758,992	29,683	91,558		637,751	
COMPUTER SERVICES STATE	334,641	2,433	5,157		327,051	
OTHER CONTRACT SERVICES	2,528,067	157,935	400,418		1,969,714	
RENTS	2,739,920	22,800	39,821		2,677,299	
COMMODITIES	4,017,897	292,335	388,351		3,337,211	
GRANTS, SUBSIDIES, PENSIONS	170,050,332	10,372,842	163,344		39,038,811	120,475,335
EQUIPMENT	191,209	5,664	99,314		86,231	
INTEREST-DEBT RETIREMENT	800				800	
TRANSFER TO OTHER FUNDS	475,068		80,076		394,992	
TOTAL EXPENDITURES	213,701,170	15,000,677	3,324,040		74,901,118	120,475,335

Maine Department of Labor Organizational Chart



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: 108.500

Legislative Count: 108.50

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 2002: The 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	3,662,372	163,925	386,707		3,111,740	
HEALTH BENEFITS	851,130	25,702	45,121		780,307	
RETIREMENTS	475,643	32,560	87,128		355,955	
OTHER FRINGE BENEFITS	40,853	2,946	3,588		34,319	
OTHER CONTRACT SERVICES STATE	214,345	16,255	10,086		188,004	
COMPUTER SERVICES STATE	-3,869				-3,869	
OTHER CONTRACT SERVICES	438,096	4,824	10,944		422,328	
RENTS	105,776	11	9,087		96,678	
COMMODITIES	364,608	17,030	24,408		323,170	
GRANTS, SUBSIDIES, PENSIONS	3,957				3,957	
TRANSFER TO OTHER FUNDS	32,899		2,875		30,024	
TOTAL EXPENDITURES	6,185,810	268,917	579,944		5,336,949	

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 Behavioral and Developmental Services; Public Safety; Education; Marine Resources; and the Maine State Housing Authority.

DEPARTMENT OF LABOR

ORGANIZATION:

The Division is comprised of a Director and Chief Administrative Hearing Officer, a Senior Administrative Hearing Officer, eight Administrative Hearing Officers, and eight administrative positions. In FY2002, 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BOARD OF ARBITRATION AND CONCILIATION

Central Office: 242 STATE STREET, AUGUSTA, ME

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

Established: 1909

Telephone: (207) 287-2015

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

PURPOSE:

The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sectors. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector.

ORGANIZATION:

The Maine Board of Arbitration and Conciliation 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 FY2002, requests for Board services were lower than in FY2001. In FY2002, 22 requests for services were received, compared with 31 requests in FY2001. 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.

DEPARTMENT OF LABOR

In addition to the new matters filed in FY2002, there were 20 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 FY2001 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 22 filings in FY2002, 19 were grievance arbitration requests, 3 were requests for fact finding services. Under the statutes governing public employee collective bargaining, the Board is given authority to hear fact finding and interest arbitration matters when there is a mutual submission for such services. In all, the Board issued 15 formal Decisions and Awards during FY2002.

In addition to the matters proceeding to hearing and formal Decision and Award, 1 other issue was 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 22 matters, 15 concluded by formal Decision and Award and 1 resolved at hearing, 3 more than the number of cases disposed of through the hearing process in FY2001. 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

HAROLD J. LEWIS, DIRECTOR

Central Office: 2 ANTHONY AVENUE, AUGUSTA, ME

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5980

Established: 1994

Telephone: (207) 624-5959

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 150 ; Citation: T0026 M.R.S.A., Sect. 000001418A

Average Count--All Positions: 36.000

Legislative Count: 36.00

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 Services, the Division for the Blind and Visually Impaired is now part of the Department of Labor. 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.

DEPARTMENT OF LABOR

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

FINANCES, FISCAL YEAR 2002: The 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	1,230,371	351,729	48,385		830,257	
HEALTH BENEFITS	322,922	83,244	12,975		226,703	
RETIREMENTS	156,694	44,915	6,179		105,600	
OTHER FRINGE BENEFITS	12,677	3,330	858		8,489	
OTHER CONTRACT SERVICES STATE	20,878	1,271	4,500		15,107	
COMPUTER SERVICES STATE	5,800	1,068			4,732	
OTHER CONTRACT SERVICES	190,583	12,804	41,601		136,178	
RENTS	145,536		254		145,282	
COMMODITIES	146,074	36,622	74,747		34,705	
GRANTS, SUBSIDIES, PENSIONS	3,490,849	2,262,187	15,700		1,212,962	
EQUIPMENT	98,590		98,590			
TRANSFER TO OTHER FUNDS	17,677		1,974		15,703	
TOTAL EXPENDITURES	5,838,651	2,797,170	305,763		2,735,718	

DIVISION OF DEAFNESS

JAN DEVINNEY, DIRECTOR

TTY: (888) 755-0023

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) 624-5963

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, 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, hearing-ear-dog registration, and the Equal Access Program for TTY users with cell phones.

DEPARTMENT OF LABOR

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 and loans program.

The cost sharing program allows the Bureau to provide up to 50% of the cost of telecommunication equipment for people with disabilities.

Interpreting in Legal Proceedings: Enactment of Laws in 1978 and 1979 entitles a deaf or hard-of-hearing person to have an interpreter in a legal proceeding. Under Statute 5 MRSA, Sec. 48, the interpreter is reimbursed by the Bureau of Rehabilitation Services.

Information Networking: The Division maintains a toll-free number to enable people who are deaf or hard of hearing and their families to obtain informational services. Approximately 300 calls a month are received for information, advocacy, referral, training, and other related needs. The Division works with five Rehabilitation Counselors for the Deaf who assist eligible 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 2002: 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: (888) 755-0023

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) 624-5963

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

DEPARTMENT OF LABOR

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF EMPLOYMENT SERVICES

TIM MCLELLAN, 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: 229.115

FAX: (207) 624-6499

Telephone: (207) 624-6390

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

Legislative Count: 214.50

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 Workforce Investment Act funds and Federal Wagner-Peyser 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.

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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 four Local Workforce Investment 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.

FINANCES, FISCAL YEAR 2002: The 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	4,838,045	989,990			3,848,055	
HEALTH BENEFITS	1,301,029	183,784			1,117,245	
RETIREMENTS	643,969	194,515			449,454	
OTHER FRINGE BENEFITS	48,493	8,685			39,808	
OTHER CONTRACT SERVICES STATE	124,852	1,355	11,028		112,469	
COMPUTER SERVICES STATE	4,392	579			3,813	
OTHER CONTRACT SERVICES	235,895	29,811	18,354		187,730	
RENTS	1,070,971	11,192	719		1,059,060	
COMMODITIES	1,125,118	48,096	83,225		993,797	
GRANTS, SUBSIDIES, PENSIONS	21,967,424	5,119,889	10,226		16,837,309	
EQUIPMENT	55,000				55,000	
INTEREST-DEBT RETIREMENT	400				400	
TRANSFER TO OTHER FUNDS	158,731		2,270		156,461	
TOTAL EXPENDITURES	31,574,319	6,587,896	125,822		24,860,601	

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 FY2002. 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.

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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.

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 FY2002 was 37,767, and payroll data submitted by these employers generated a total of 2,814,511 wage items processed. Tax Field and Administrative office activities produced 11,372 employer startup determinations, of which 5,795 involved newly liable employer accounts. A total of 662 tax field audits conducted resulted in a net receipt due of \$42,147 in under-reported contributions. Net contributions received in FY2002 totaled \$146,790,987, and the Unemployment Trust Fund balance was \$418,487,158 as of April 30, 2002. The administrative expenditures of the Unemployment Compensation program amounted to approximately \$14,700,000 in FY2002.

FINANCES, FISCAL YEAR 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF UNEMPLOYMENT COMPENSATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	7,438,711		200,020		7,238,691	
HEALTH BENEFITS	2,030,516		39,273		1,991,243	
RETIREMENTS	961,648		40,461		921,187	
OTHER FRINGE BENEFITS	79,550		2,232		77,318	
OTHER CONTRACT SERVICES STATE	214,687		42,175		172,512	
COMPUTER SERVICES STATE	319,589				319,589	
OTHER CONTRACT SERVICES	895,536		156,299		739,237	
RENTS	807,211		26,689		780,522	
COMMODITIES	1,906,573		122,050		1,784,523	
GRANTS, SUBSIDIES, PENSIONS	134,333,626				13,858,291	120,475,335
EQUIPMENT	26,671				26,671	
TRANSFER TO OTHER FUNDS	93,197		4,001		89,196	
TOTAL EXPENDITURES	149,107,515		633,200		27,998,980	120,475,335

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 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 public education and training institutions; and ensure that public resources are targeted to high quality outcomes.

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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 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:

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF LABOR STANDARDS

MICHAEL V. 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 operators in workshops and factories; and those enacted for the protection of working people in general, 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.

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PROGRAM:

The Outreach and Education Unit identifies training needs relating to health, 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 vocational students, and the Safeteen kit and website. The Unit also coordinates and implements marketing for "SafetyWorks!."

The Migrant and Immigration Services Division assists migrant and immigrant workers in procuring work and assistance, and functions as the primary coordinating body for migrant and immigrant issues in the state. It insures that workers are hired in compliance with the relevant federal regulations. The Division also operates a multi-lingual help line for Department clients.

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 to assist employers in improving their occupational safety and health performance. 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, provides free consultation services to employers whereby they can receive 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.

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FINANCES, FISCAL YEAR 2002: The 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	1,821,137	586,893	821,139		413,105	
HEALTH BENEFITS	470,761	150,185	214,157		106,419	
RETIREMENTS	225,669	70,708	101,060		53,901	
OTHER FRINGE BENEFITS	18,860	4,267	8,855		5,738	
OTHER CONTRACT SERVICES STATE	34,679	2,133	19,729		12,817	
COMPUTER SERVICES STATE	5,923	494	5,157		272	
OTHER CONTRACT SERVICES	345,295	74,129	160,441		110,725	
RENTS	8,304	327	3,072		4,905	
COMMODITIES	213,203	86,894	83,872		42,437	
GRANTS, SUBSIDIES, PENSIONS	51,071	350	50,077		644	
EQUIPMENT	10,948		724		10,224	
TRANSFER TO OTHER FUNDS	90,831		64,339		26,492	
TOTAL EXPENDITURES	3,296,681	976,380	1,532,622		787,679	

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

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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 communities and local workforce investment areas.

Management Information: Analyses and reports are provided 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. Consumer information regarding training providers is made available to assist individuals receiving federally funded training services.

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE LABOR RELATIONS BOARD

MARC P. AYOTTE, EXECUTIVE DIRECTOR

Central Office: 242 STATE STREET, AUGUSTA, ME

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

Established: 1972

Reference: Policy Area: 04 ; *Umbrella:* 12 *Unit:* 180 ; *Citation:* T0026

Average Count--All Positions: 6,000

FAX: (207) 287-4416

Telephone: (207) 287-2015

M.R.S.A., Sect. 000000968

Legislative Count: 6.00

PURPOSE:

The Maine Labor Relations Board was established to improve the relationship between public employers and their employees by providing a uniform basis for recognizing the right of public employees to join labor organizations of their choosing, and to be represented by such organizations in collective bargaining. State, county, municipal, school department, university, judicial, legislative, and certain 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

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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 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 FY2002, 19 voluntary or joint agreements relative to bargaining units were received, down from 21 in the prior fiscal year, demonstrating that organizational efforts may have saturated much of the municipal, educational and state sectors. During FY2002, 14 unit determination or clarification petitions were filed, compared with 10 such filings in FY2001.

There were 9 election requests received by the Board in FY2002. In addition to this, the Board received 5 decertification/certification requests and 1 straight decertification election request. With respect to election activities, there were 18 election requests in all requiring attention during the fiscal year; this compares with 17 requests in FY2001 and 30 in FY2000. 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 54, compared with 61 last year. There were 23 carry-over matters from the FY2001 filings which required mediation activity in FY2002. 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 FY2002 decreased to 76 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 increased in FY2002 to 14, up from 13 requests in FY2001. The range in Fiscal Years 1997 through 2001 has been a low of 13 filings in FY2001 to a high of 22 in FY1999.

The Board received 17 prohibited practice complaints in FY2002. This compares to 24 in FY2001, 26 in FY2000, and 19 in FY1999. 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.

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(<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

FINANCES, FISCAL YEAR 2002: The 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	295,998	258,135	37,863			
HEALTH BENEFITS	64,107	64,107				
RETIREMENTS	44,592	44,592				
OTHER FRINGE BENEFITS	2,534	2,534				
OTHER CONTRACT SERVICES STATE	2,386	335	2,051			
COMPUTER SERVICES STATE	225	225				
OTHER CONTRACT SERVICES	22,509	9,730	12,779			
RENTS	50	50				
COMMODITIES	16,665	16,665				
TRANSFER TO OTHER FUNDS	4,591		4,591			
TOTAL EXPENDITURES	453,657	396,373	57,284			

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 ten 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 FY2002 numbered 54 (61 last year). In addition, there were 23 matters carried over from FY2001 that required mediation activity in FY2001. Thus, the number of matters filed, pending, and requiring attention in FY2002 reached a total of 77, down from 84 the previous year.

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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 76% for matters concluded this year, including those carried forward from FY2001. 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 100% settlement rate this year.

The most difficult issues in Maine public sector negotiations in FY2002 were those having no fiscal impact. This shift in emphasis reflects the availability of sufficient fiscal resources to settle collective bargaining agreements this year as a result of strength in the regional economy, throughout most of the year.

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 2002: 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.* 00000564

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 six times in FY2002 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 of Labor Standards Workplace Safety and Health 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.

Legislation passed this year requires the Board to promulgate rules covering the safety and health of students in public school facilities. The Board has initiated a consensus rulemaking process designed to have such rules in place by July 2003.

PUBLICATIONS:

Safety and Health Standards (free)

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

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FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF REHABILITATION SERVICES

KATHLEEN BROGAN, 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: 122.500

Legislative Count: 122.50

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 Services 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 Bureau of Rehabilitation

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Services

FINANCES, FISCAL YEAR 2002: The 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	3,935,264	601,087			3,334,177	
HEALTH BENEFITS	1,073,613	163,260			910,353	
RETIREMENTS	507,550	77,132			430,418	
OTHER FRINGE BENEFITS	49,536	8,760			40,776	
OTHER CONTRACT SERVICES STATE	147,165	8,334	1,989		136,842	
COMPUTER SERVICES STATE	2,581	67			2,514	
OTHER CONTRACT SERVICES	400,153	26,637			373,516	
RENTS	602,072	11,220			590,852	
COMMODITIES	245,656	87,028	49		158,579	
GRANTS, SUBSIDIES, PENSIONS	10,203,405	2,990,416	87,341		7,125,648	
INTEREST-DEBT RETIREMENT	400				400	
TRANSFER TO OTHER FUNDS	77,142		26		77,116	
TOTAL EXPENDITURES	17,244,537	3,973,941	89,405		13,181,191	

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

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appeals. The Commission's processing of higher authority benefit appeals exceeded the Federal timeliness standards.

The Commission also considered requests for waiver of overpayments pursuant to 26 MRSA, Section 1051(5), held hearings for tax setoffs under 36 MRSA, Section 5276(A), and considered Unemployment Tax Assessment and employer liability appeals. Also, the Commission approved training programs for participation by claimants in accordance with 26 MRSA, Subsection 1192(6) and (6-C). The Commission regularly reviews the Rules Governing the Administration of the Employment Security Law for possible revision. An expanded index for the booklet on Employment Security Law and Rules was prepared.

Looking toward FY2003, 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 2002: 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, and is an ex officio member of the State Court Library Committee.

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, and information about issues received is available to users. 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 2002: The 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	762,190	762,190				
HEALTH BENEFITS	131,846	131,846				
RETIREMENTS	97,331	97,331				
OTHER FRINGE BENEFITS	7,663	7,663				
OTHER CONTRACT SERVICES	310,896	310,896				
RENTS	84	84				
COMMODITIES	27,603	27,603				
EQUIPMENT	3,759	3,759				
TOTAL EXPENDITURES	1,341,372	1,341,372				

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	762,190	762,190				
HEALTH BENEFITS	131,846	131,846				
RETIREMENTS	97,331	97,331				
OTHER FRINGE BENEFITS	7,663	7,663				
OTHER CONTRACT SERVICES	310,896	310,896				
RENTS	84	84				
COMMODITIES	27,603	27,603				
EQUIPMENT	3,759	3,759				
TOTAL EXPENDITURES	1,341,372	1,341,372				

LEGISLATURE

LEGISLATURE

RICHARD A. BENNETT, 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

Telephone: (207) 287-1615

Reference: Policy Area:00 ; Umbrella: 3Q Unit: 260 ; Citation: C0004 M.R.S.A., Sect. 001-00001

Average Count--All Positions: 185.954

Legislative Count: 146.50

Units:

SENATE

HOUSE OF REPRESENTATIVES

LEGISLATIVE COUNCIL

(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

OFFICE OF FISCAL AND PROGRAM REVIEW

OFFICE OF POLICY AND LEGAL ANALYSIS

OFFICE OF THE REVISOR OF STATUTES

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

STATE HOUSE AND CAPITOL PARK COMMISSION

COMMISSION ON INTERSTATE COOPERATION

COMMISSION ON UNIFORM STATE LAWS

OFFICE OF LEGISLATIVE INFORMATION SERVICES

PURPOSE:

"To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States." (Maine Constitution, Article IV, Part Third, Section 1.)

ORGANIZATION:

The organization of the Legislature of Maine is determined by the Constitution of Maine, by Maine Statutes, and by legislative rules. 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 Second Regular Session of the 120th Legislature was convened on January 2, 2002 and adjourned sine die on April 25, 2002.

In the Second Regular Session, the Legislature considered 388 legislative instruments, including bills, resolves and constitutional resolutions, in addition to 122 bills that had been held over from the First Regular Session. 273 bills and 57 Resolves were chaptered into law. One Constitutional Resolution was also adopted. The Governor vetoed 5 bills, of which 4 were sustained and 1 was overridden by the Legislature.

PUBLICATIONS:

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

*SENATE AND HOUSE REGISTERS - (published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules and Committee Rosters.

*HOUSE AND SENATE ROSTER and Seating Arrangement - (published biennially).

Edited by the Clerk of the House and Secretary of the Senate. Contains photos.

*LEGISLATIVE RECORD - Complete record of legislative action, including floor debates. Available in proof form by mail subscription through Legislative Document Service. Bound copies on loan through the State Library.

*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)

*HISTORY AND FINAL DISPOSITION OF LEGISLATIVE DOCUMENTS - Summary of the Legislature's action on all legislative documents considered during legislative session. Compiled by the Legislative Information Office. Available free of

LEGISLATURE

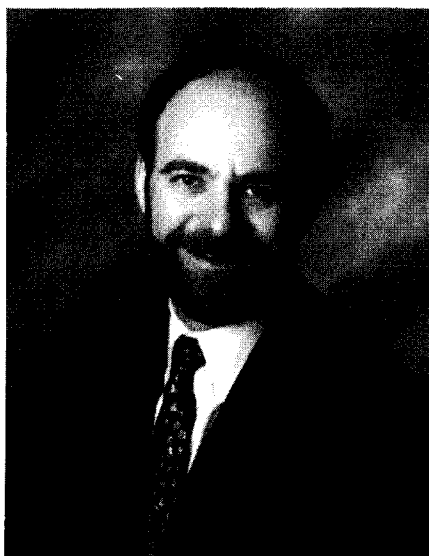
charge.

FINANCES, FISCAL YEAR 2002: The 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	9,800,681	9,798,426	2,255			
HEALTH BENEFITS	2,817,168	2,817,168				
RETIREMENTS	1,047,751	1,047,751				
OTHER FRINGE BENEFITS	125,768	125,768				
OTHER CONTRACT SERVICES STATE	2,997,792	2,988,950	8,842			
COMPUTER SERVICES STATE	35	35				
OTHER CONTRACT SERVICES	6,574,022	6,566,413	7,609			
RENTS	274,552	274,552				
COMMODITIES	1,662,738	1,660,896	1,842			
GRANTS, SUBSIDIES, PENSIONS	399,340	399,340				
EQUIPMENT	32,000	32,000				
INTEREST-DEBT RETIREMENT	861	861				
TRANSFER TO OTHER FUNDS	484		484			
TOTAL EXPENDITURES	25,733,192	25,712,160	21,032			

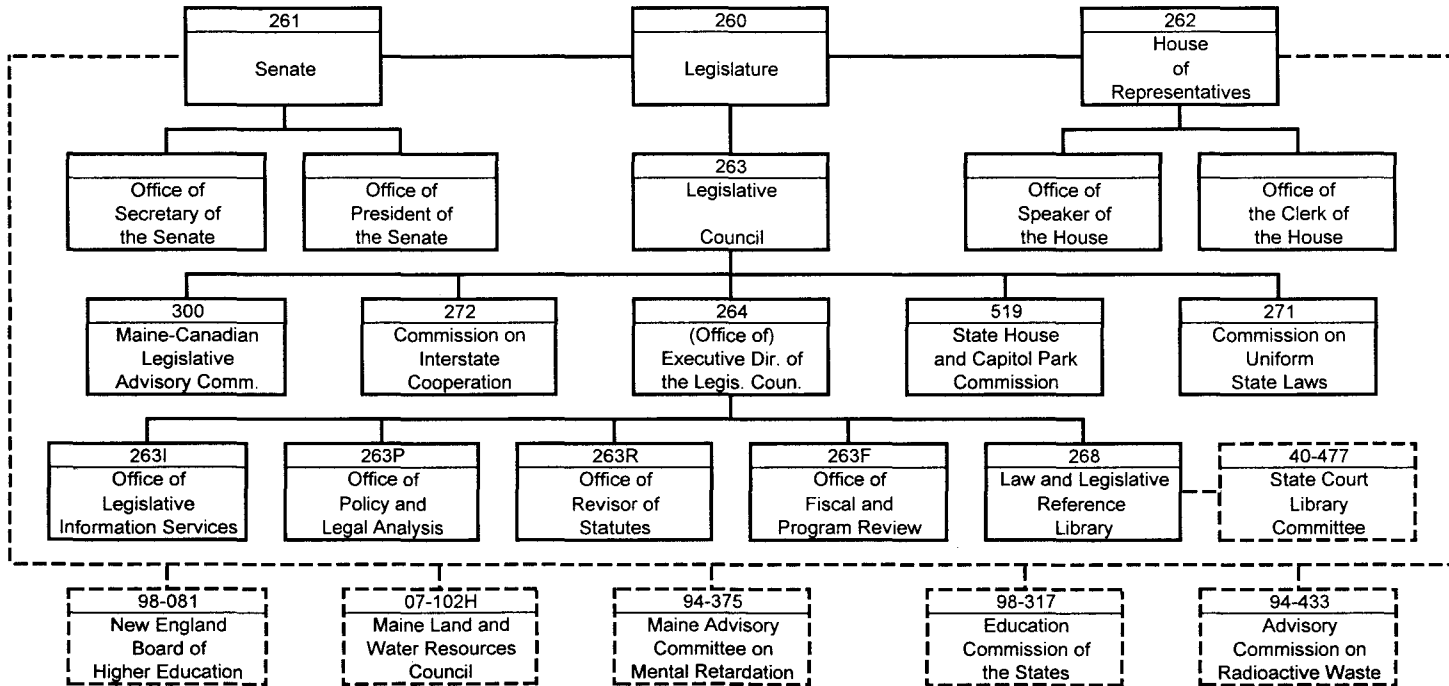


Richard A. Bennett
President of the Senate



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

ORGANIZATIONAL CHART LEGISLATIVE DEPARTMENT



LEGISLATURE

SENATE

RICHARD A. BENNETT, PRESIDENT OF THE SENATE PAMELA L. CAHILL, 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 confirming body of all bills passed before they are sent to the Governor. Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue. It may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce new raising of revenue.

The Senate is the sole judge of the qualifications of its members. It maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its 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 (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 First Confirmation Session of the 120th Maine Legislature convened on Wednesday, October 24, 2001. During this session, the Senate considered 36 Gubernatorial Nominations.

Because of an unprecedented tie (17 Democrats, 17 Republicans, 1 Independent) as the result of the election in November 2000, the Senate developed a unique power-sharing agreement between the parties to equitably share the offices of the President of the Senate and committee assignments. On Thursday, December 6, 2001, Senator Richard A. Bennett became President and Pamela L. Cahill became Secretary of the Maine Senate. The Second Confirmation Session of the 120th Maine Legislature also occurred on that day, during which the Senate considered 4 Gubernatorial Nominations.

Under Article IV, Part Third, Section 1 of the Constitution of Maine, the Second Regular Session of the 120th Maine Legislature convened on Wednesday, January 2, 2002. There were 388 Legislative Documents, 24 Senate-sponsored Joint Orders, 11 Senate-sponsored Joint Resolutions and 46 Gubernatorial Nominations considered. The Senators submitted 227 proposed Amendments to the Secretary of the Senate for reproduction prior to consideration by the Senate. After completing all its business, the Senate adjourned at 4:47 a.m. on Thursday, April 25, 2002, after meeting a total of 49 legislative days.

LEGISLATURE

Under Article IV, Part Third, Section 1 of the Constitution of Maine, the First Regular Session of the 121st Maine Legislature will convene on Wednesday, December 4, 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).
- *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 2002: 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:* 3Q *Unit:* 262 ; *Citation:* C0004 *M.R.S.A., Sect.* 001-00002

The House of Representatives has by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue and, by Article IV, Part First, Section 8 of the Maine Constitution, the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION:

The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820. The House of Representatives consists of 151 members elected from single member districts for terms of 2 years. Members are limited to four consecutive terms. A Representative must be a citizen of the United States for at least 5 years prior to the election, have been a resident of Maine for at least one year, be a resident of the election district at the time of the nomination for placement on a primary, general or special election ballot, have been a resident of the election district for 3 months prior to the election and continue to be a resident of that district during the term, and be 21 years of age when seated as a member.

The Constitution of Maine requires that the House of Representatives be reapportioned by the Legislature itself, or, if this is not done within the required period of time, by the Supreme Judicial Court. The Legislature's reapportionment plan must be enacted by a vote of 2/3 of the Members of each House and such action is subject to the Governor's approval. In 1993 the Legislature failed to reapportion itself and an apportionment plan was, therefore, promulgated by the Maine Supreme Judicial Court pursuant to the Maine Constitution.

The House elects a Speaker who presides over the proceedings, a Clerk and Assistant Clerk. The individual political parties in the House elect their own leaders and assistant leaders. By House Rules (Rule 104) the leadership of the House is permitted to hire its own assistants.

PROGRAM:

The House convened its second regular session of the 120th Maine Legislature on Wednesday, January 2, 2002. During the second regular session

LEGISLATURE

388 Legislative Documents, 13 House Orders, 39 House-sponsored Joint Orders, and 28 House-sponsored Joint Resolutions were considered. House members submitted 368 amendments to the Clerk for reproduction. The House adjourned "sine die" (without day) on Thursday, April 25, 2002 at 4:44 a.m., after meeting for 50 legislative days.

The first regular session of the 121st Maine Legislature will be convened on Wednesday, December 4, 2002.

PUBLICATIONS:

*HOUSE INTERNET SITE - <http://janus.state.me.us/legis/house>

*HOUSE ADVANCE JOURNAL AND CALENDAR-Available free at the Clerk's Office; or by mail subscription through Legislative Document Service.

*WEEKLY LEGISLATIVE REPORT - (published weekly during sessions). Edited by the Clerk of the House. Lists all bills printed and enacted, and resolves finally passed. Available free at the Clerk's Office, and by mail subscription through Legislative Document Service.

*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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LEGISLATIVE COUNCIL

MICHAEL V. SAXL, CHAIR

DAVID E. BOULTER, EXECUTIVE DIRECTOR

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: 1973

Telephone: (207) 287-1615

Reference: Policy Area:00 ; Umbrella: 3Q Unit: 263 ; Citation: T0003 M.R.S.A., Sect. 000000161

Average Count--All Positions: 185,954

Legislative Count: 146.50

PURPOSE:

The Legislative Council is responsible for overall administration and management of the Legislative Branch. Its general powers and duties are set out in statute (3 MRSA Section 162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. They 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

LEGISLATURE

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 a 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 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 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	9,800,681	9,798,426	2,255			
HEALTH BENEFITS	2,817,168	2,817,168				
RETIREMENTS	1,047,751	1,047,751				
OTHER FRINGE BENEFITS	125,768	125,768				
OTHER CONTRACT SERVICES STATE	2,986,665	2,986,665				
COMPUTER SERVICES STATE	35	35				
OTHER CONTRACT SERVICES	6,392,510	6,384,901	7,609			
RENTS	274,552	274,552				
COMMODITIES	1,631,731	1,629,889	1,842			
GRANTS, SUBSIDIES, PENSIONS	399,340	399,340				
EQUIPMENT	32,000	32,000				
INTEREST-DEBT RETIREMENT	861	861				
TRANSFER TO OTHER FUNDS	484		484			
TOTAL EXPENDITURES	25,509,546	25,497,356	12,190			

(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

DAVID E. BOULTER, 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: 3Q Unit: 264 ; Citation: T0003 M.R.S.A., Sect. 000000162

PURPOSE:

The statutory functions of the Executive Director include directing the activities of the nonpartisan staff offices pursuant to policy established by the Legislative Council; 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, all legislative payroll, accounting and budgeting and facilities

LEGISLATURE

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF FISCAL AND PROGRAM REVIEW

GRANT T. PENNOYER, DIRECTOR

Central Office: STATE HOUSE - ROOM 226, AUGUSTA, ME 04333-0005

Mail Address: 5 STATE HOUSE STATION, AUGUSTA, ME 04333-0005 *FAX:* (207) 287-6469

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 State Fiscal Information", (Free; available upon request).

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

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF POLICY AND LEGAL ANALYSIS

DAVID C. ELLIOTT, 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

LEGISLATURE

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.

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, 2nd Regular Session, May 2002.

"A Summary of Legislation considered by the Joint Standing Committees of the Legislature," 120th Legislature; 2nd Regular Session, May 2002.

"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 2002: 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: 3Q 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, c. 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 maintenance of the statutes and the Constitution of Maine. 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.

LEGISLATURE

The office may be contacted via e-mail: revisor.office@state.me.us

PUBLICATIONS:

*INTERNET SITE - <http://janus.state.me.us/legis/ros/>

"Maine Revised Statutes Annotated" - Available to the public from West Publishing Company, P.O. Box 64526, St. Paul, MN, at current price.

"Maine Revised Statutes" - Available at the office's website, janus.state.me.us/legis/ros/publications.htm

"Laws of Maine" - Contains all Session laws and related documents of each Legislative session. Available at the office's website. Limited hard copies are available at no charge from Revisor's Office at time of publication and through the Law and Legislative Reference Library thereafter.

Chaptered Laws - Individual hard copies of laws enacted in the current biennium available from the Engrossing Division at 287-1649.

Maine Legislative Drafting Manual - A guide for drafting legislative instruments, the manual is periodically updated by the Office. Available at the office's website and hard copies are available to the public for a nominal fee.

FINANCES, FISCAL YEAR 2002: 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, as whole, met once during fiscal year 2002 to discuss the role of the commission. Commission members met at other times during the fiscal year to plan the Franco-American Day celebration.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LEGISLATURE

STATE HOUSE AND CAPITOL PARK COMMISSION

DAVID E. BOULTER, EXECUTIVE DIRECTOR
EARLE G. SHETTLEWORTH, JR., CHAIR

Central Office: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115

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

Established: 1988

Telephone: (207) 287-1615

Reference: Policy Area:00 ; Umbrella: 30 Unit: 519 ; Citation: T0003 M.R.S.A., Sect. 000000901A

PURPOSE:

The State House and Capitol Park Commission was created in 1988 (Chapter 816, P.L. 1987) to develop and recommend a plan for the preservation and development of the aesthetic and historical integrity of the State House and its immediate grounds and to work in cooperation with the Capitol Planning Commission to coordinate planning and specific projects. The Commission's jurisdiction was extended in 1989 to include Capitol Park.

ORGANIZATION:

The State House and Capitol Park Commission comprises 11 voting members and 5 ex officio members as follows: voting members include the Director of the Maine Historic Preservation Commission; six members of the public (4 of whom are appointed jointly by the Speaker of the House and the President of the Senate, and 2 by the Governor); the Governor, Speaker of the House, President of the Senate or their representatives; and the Director of the State House and Capitol Park Commission.

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

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.

The complete project has involved 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, have been refinished and refurbished in a manner that is consistent with U.S. Department of Interior Standards for Historic Restoration. Some areas have been retrofitted for new uses in an effort to improve the use of space in the building overall, all rooms have been completely refurbished in a manner that is consistent with their assigned use. This work has been funded primarily through the Maine Governmental Facilities Authority.

FINANCES, FISCAL YEAR 2002: The 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	11,127	2,285	8,842			
OTHER CONTRACT SERVICES	1,390	1,390				
COMMODITIES	31,007	31,007				
TOTAL EXPENDITURES	43,524	34,682	8,842			

LEGISLATURE

COMMISSION ON INTERSTATE COOPERATION

DAVID E. BOULTER, 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: 3Q Unit: 272 ; Citation: T0003 M.R.S.A., Sect. 000000201

PURPOSE:

The Commission on Interstate Cooperation was 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 was repealed by Public Law 2001, Chapter 352, effective September 21, 2001.

PROGRAM:

This program includes Maine's annual dues to two national organizations that serve as clearinghouses for information on State programs of national and international interest: the Council of State Governments and the National Conference of State Legislatures. The Council of State Governments provides a network for identifying and sharing ideas with state leaders and monitors activities in the federal government and their impact on state issues and programs. The National Conference of State Legislatures is a bipartisan organization which serves the legislators and staff of the nation's 50 states, its commonwealths and territories with the objectives of improving the quality and effectiveness of state legislators, fostering interstate communication and cooperation, and ensuring states a strong, cohesive voice in the federal system.

FINANCES, FISCAL YEAR 2002: The 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	159,878	159,878				
TOTAL EXPENDITURES	159,878	159,878				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 12 PORTLAND PIER, PORTLAND, ME 04112

Mail Address: P O BOX 568, PORTLAND, ME 04112

Established: 1955

FAX: (207) 772-6565

Telephone: (201) 772-6565

Reference: Policy Area:00 ; Umbrella: 3Q Unit: 271 ; Citation: T0003 M.R.S.A., Sect. 000000241

PURPOSE:

The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislation among the states is desirable and to bring to the State of Maine the benefit of the sustained study and research of judges, lawyers and legal scholars through the National Conference of Commissioners on Uniform State Laws.

PROGRAM:

The Maine Commission on Uniform State Laws is an active participant in the National Conference of Commissioners on Uniform State Laws in its work as a Committee of the whole and on its drafting and review subcommittees. Uniform Commercial Code, Uniform Probate Code, Uniform Anatomical Gift Act as amended, Uniform Transfers to Minors Act, Uniform Guardianship and Protective Proceedings Act, Uniform Health Care Decisions Act (Advance Directives), Uniform Interstate Family Support Act and Uniform Unclaimed Property Act are just some of the Acts

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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.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2002: The 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	20,244	20,244				
TOTAL EXPENDITURES	20,244	20,244				

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: 3Q Unit: 2631 ; Citation: T0003 *M.R.S.A., Sect.* 000000162

PURPOSE:

The Legislative Council restructured the Office in 1997, in recognition of the expanded role that the Office is assuming as the Legislature pursues new uses of technology to support both the legislative process and a robust and interactive public information service.

ORGANIZATION:

The Office includes the Legislative Information Office, which is responsible for maintaining a computerized database of information related to legislation considered in the current biennium, providing information to the general public, and for coordinating the work of Committee Clerks during the legislative session. A second unit, the Information Systems Office, is responsible for the operation and support of legislative computer systems, as well as for coordinating the design of the major applications that support the legislative process and the operations of individual legislative offices.

PROGRAM:

Development of a new bill drafting system continued and moved into the implementation and training phase.

During Fiscal Year 2002, the Office of Legislative Information Services implemented live audio broadcasts of Senate, House, and Appropriations Committee sessions over the Internet. Upgrades to the State House network continued as renovations were made to the North Wing of the State House, and a computer/network based security system service was extended throughout the State House. A project to reduce the cost of Legislative access to the Internet is underway and is scheduled to be completed in early FY 2003.

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Systems operations continued to focus on providing reliable systems performance during the legislative session.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2002: 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: 172.500

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: 166.00

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 2002: The 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	6,407,298	4,668,099	849,323		889,876	
HEALTH BENEFITS	1,679,710	1,223,043	258,522		198,145	
RETIREMENTS	1,043,861	803,573	117,071		123,217	
OTHER FRINGE BENEFITS	95,044	69,035	13,975		12,034	
OTHER CONTRACT SERVICES STATE	1,080,841	269,194	564,400		247,247	
COMPUTER SERVICES STATE	27,296	22,275	4,849		172	
OTHER CONTRACT SERVICES	959,408	609,778	255,434		94,196	
RENTS	581,506	495,483	66,028		19,995	
COMMODITIES	1,306,181	734,036	435,980		136,165	
GRANTS, SUBSIDIES, PENSIONS	366,197	57,775	81,225		227,197	
EQUIPMENT	922,102	356,141	542,670		23,291	
INTEREST-DEBT RETIREMENT	429	369	58		2	
TRANSFER TO OTHER FUNDS	78,739		50,166		28,573	
TOTAL EXPENDITURES	14,548,612	9,308,801	3,239,701		2,000,110	

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

Average Count--All Positions: 25.500

FAX: (207) 624-6024

Telephone: (207) 624-6569

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

Legislative Count: 25.50

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 2002: The 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	946,920	664,583	193,835		88,502	
HEALTH BENEFITS	226,027	141,334	62,223		22,470	
RETIREMENTS	125,838	87,187	26,889		11,762	
OTHER FRINGE BENEFITS	15,712	11,430	3,135		1,147	
OTHER CONTRACT SERVICES STATE	10,543	5,719	400		4,424	
COMPUTER SERVICES STATE	428	285			143	
OTHER CONTRACT SERVICES	142,666	112,594	6,425		23,647	
RENTS	10,482	10,396	86			
COMMODITIES	452,725	241,810	164,021		46,894	
GRANTS, SUBSIDIES, PENSIONS	62,720	42,775			19,945	
EQUIPMENT	101,578	97,283	4,295			
INTEREST-DEBT RETIREMENT	12	10			2	
TRANSFER TO OTHER FUNDS	11,042		7,521		3,521	
TOTAL EXPENDITURES	2,106,693	1,415,406	468,830		222,457	

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

Established: 1947

Reference: Policy Area: 01 ; Umbrella: 13 Unit: 190 ; Citation: T0012

FAX: (207) 624-6024

Telephone: (207) 624-6550

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF COMMUNITY RESOURCE DEVELOPMENT

E. PENN ESTABROOK, DEPUTY COMMISSIONER

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

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

Established: 1957

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

Average Count--All Positions: 9.000

FAX: (207) 624-6024

Telephone: (207) 624-6550

M.R.S.A., Sect. 000006051

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 2002: The 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	380,909	353,388	27,521			
HEALTH BENEFITS	104,072	92,485	11,587			
RETIREMENTS	51,362	47,847	3,515			
OTHER FRINGE BENEFITS	3,600	3,505	95			
OTHER CONTRACT SERVICES STATE	590	590				
OTHER CONTRACT SERVICES	42,661	27,332	15,329			
RENTS	17,866	17,985	-119			
COMMODITIES	23,354	15,235	8,119			
GRANTS, SUBSIDIES, PENSIONS	15,000	15,000				
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	1,087		1,087			
TOTAL EXPENDITURES	640,506	573,372	67,134			

BUREAU OF MARINE PATROL

JOSEPH FESSENDEN, CHIEF
JOHN FETTERMAN, DEPUTY CHIEF

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

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

Established: 1978

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

Average Count--All Positions: 57.000

FAX: (207) 624-6024

Telephone: (207) 624-6550

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

Legislative Count: 57.00

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 2001, Bureau of Marine Patrol personnel patrolled 940,914 miles in vehicles and spent 19,409 hours on patrol boats. Patrol Officers received 1,071 complaints and encountered 2,923 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 2002: The 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	2,170,732	1,888,023	161,738		120,971	
HEALTH BENEFITS	568,975	519,267	44,133		5,575	
RETIREMENTS	495,359	432,045	27,891		35,423	
OTHER FRINGE BENEFITS	41,404	37,124	3,904		376	
OTHER CONTRACT SERVICES STATE	56,144	31,841	24,303			
COMPUTER SERVICES STATE	20,479	20,465	14			
OTHER CONTRACT SERVICES	258,235	117,704	140,312		219	
RENTS	366,194	318,492	44,917		2,785	
COMMODITIES	262,947	90,680	166,773		5,494	
EQUIPMENT	539,209	74,053	465,156			
INTEREST-DEBT RETIREMENT	97	43	54			
TRANSFER TO OTHER FUNDS	15,442		10,105		5,337	
TOTAL EXPENDITURES	4,795,217	3,529,737	1,089,300		176,180	

DEPARTMENT OF MARINE RESOURCES

BUREAU OF RESOURCE MANAGEMENT

LINDA MERCER, DIRECTOR

Central Office: MCKOWN POINT, WEST BOOTHBAY, ME 04575

Mail Address: MCKOWN POINT, WEST BOOTHBAY, ME 04575

Established: 1946

Reference: Policy Area:01 ; Umbrella: 13 Unit: 188S ; Citation: T0012 M.R.S.A., Sect. 000006021

Average Count--All Positions: 81.000

FAX: (207) 633-9579

Telephone: (207) 633-9500

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 Bureau 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, American eel, horseshoe crab, and winter flounder. The Bureau is a participant in the Atlantic Coastal Cooperative Statistics Program to improve the collection of commercial and recreational statistics. The Bureau participates in data collection, stock assessment, and management plan development for groundfish, sea scallops, ocean quahogs, Atlantic herring, and American lobster that are managed by the New England and Mid-Atlantic Fishery Management Councils and National Marine Fisheries Service.

ORGANIZATION:

The Bureau of Resource Management was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The bureau consists of six divisions: Assessment and Statistics, Biological Monitoring, Ecology, Marine Education, Public Health, and Stock Enhancement. The central office is located at McKown Point, a peninsula in Boothbay Harbor and home to a large and productive fishing industry at the turn of the 20th century. The fishery research laboratory is a state-of-the-art facility designed to meet the fishing industry's needs and the department's mandate of overseeing the state's marine resources. This laboratory consists of a marine aquarium, microbiological and biotoxin laboratories, GIS mapping facilities, wet lab, and a scientific and fishermen's library. The Stock Enhancement Division, which is responsible for anadromous fish activities, is located in Hallowell, and a second microbiological/biotoxin laboratory is located in Lamoine.

PROGRAM:

The Biological Monitoring and Assessment Program collects resource information for assessment and management of American lobster, northern shrimp, green sea urchin, ocean quahog, sea scallop, sea cucumber, and Atlantic herring. Detailed catch, effort, and biological data were collected from fishermen along the entire Maine coast. Samples were processed for length, weight, sex, state of maturity, gonad weight, and age composition, stock assessments were conducted, and data were analyzed for use in management decisions. Commercial landings data were collected from seafood dealers and provided to the National Marine Fisheries Service. Other research included gear studies to reduce bycatch in the whiting fishery, collection of electronic logbook data in the lobster fishery, sampling of newly settled lobsters, and a survey of the sea urchin resource.

DEPARTMENT OF MARINE RESOURCES

The Habitat and Aquaculture Program focused on a spring and fall survey of marine resources along the coasts of Maine and New Hampshire, a study to characterize the distribution of juvenile fish and their habitats in Maine's coastal waters, aquaculture permit site reviews and monitoring, review of the Finfish Aquaculture Monitoring Program, a horseshoe crab survey, and management of seaweed harvesting. Other projects included a recreational fishery statistics survey, atmospheric and oceanographic data collection in Boothbay Harbor, and mapping of eelgrass in a study to assess dragging impacts. The Stock Enhancement Program conducted surveys to evaluate spawning success of American shad, alewife, and striped bass; fishway operation and maintenance; stocking of American shad and alewives; review of hydropower projects and activities that could impact anadromous fish resources; and provided technical assistance to municipalities with alewife fisheries.

The Public Health Program continued programs to evaluate shellfish growing areas to protect public health. Efforts continued to identify pollution sources that may be corrected in order to increase the amount of shellfish-producing areas open to harvesting. Biotoxin sampling was conducted to monitor the occurrence of Paralytic Shellfish Poisoning from "Red Tides" and close shellfish harvest areas as necessary to protect public health. Phytoplankton monitoring by volunteers continued to monitor the presence of toxin-producing algae. Wholesale shellfish dealer evaluation and certification was conducted under the National Shellfish Sanitation Program. The Marine Education Program operated the public aquarium at the West Boothbay Harbor laboratory from Memorial Day weekend through Columbus Day to provide visitors with the opportunity to learn about Maine's marine resources. Education programs focused on teacher workshops and coordination of the Officer SALTY program.

FINANCES, FISCAL YEAR 2002: The 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,908,737	1,762,105	466,229		680,403	
HEALTH BENEFITS	780,636	469,957	140,579		170,100	
RETIREMENTS	371,302	236,494	58,776		76,032	
OTHER FRINGE BENEFITS	34,328	16,976	6,841		10,511	
OTHER CONTRACT SERVICES STATE	1,013,564	231,044	539,697		242,823	
COMPUTER SERVICES STATE	6,389	1,525	4,835		29	
OTHER CONTRACT SERVICES	515,846	352,148	93,368		70,330	
RENTS	186,964	148,610	21,144		17,210	
COMMODITIES	567,155	386,311	97,067		83,777	
GRANTS, SUBSIDIES, PENSIONS	288,477		81,225		207,252	
EQUIPMENT	281,315	184,805	73,219		23,291	
INTEREST-DEBT RETIREMENT	315	311	4			
TRANSFER TO OTHER FUNDS	51,168		31,453		19,715	
TOTAL EXPENDITURES	7,006,196	3,790,286	1,614,437		1,601,473	

MAINE MARITIME ACADEMY

MAINE MARITIME ACADEMY

LEONARD H. TYLER, JR., PRESIDENT

Central Office: , CASTINE, ME, 04420

Mail Address: , CASTINE, ME, 04420

Established: 1941

Reference: Policy Area: 02 ; Umbrella: 75 Unit: 370 ; Citation: S1941 M.R.S.A., Sect. 000000037

FAX: (207) 326-2218

Telephone: (207) 326-4311

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 year's graduating class is now professionally employed in a wide range of marine and non-marine related professions.

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. Additional majors are Marine Transportation Operations, Small Vessel Operations, International Business and Logistics and Marine Sciences. The Academy has also instituted a program which will enable graduates in certain majors to earn certification as teachers of science and mathematics in Maine.

The Academy also owns and operates the historic Arctic schooner Bowdoin. She provides training for students leading to an auxilliary sail license, aids in student recruitment and public information, and serves as an enduring symbol of Maine's seafaring heritage. The Corning School of Ocean Studies at Maine Maritime Academy prepares students for careers in resource management, aquaculture, and environmental protection.

MAINE MARITIME ACADEMY

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 2002: The 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						
OTHER CONTRACT SERVICES	526,196					526,196
GRANTS, SUBSIDIES, PENSIONS	7,676,385	7,676,385				
TOTAL EXPENDITURES	8,202,581	7,676,385				526,196
MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	526,196					526,196
GRANTS, SUBSIDIES, PENSIONS	7,676,385	7,676,385				
TOTAL EXPENDITURES	8,202,581	7,676,385				526,196

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: 221.436

Legislative Count: 220.00

Units:

DIVISION OF ADMINISTRATIVE SERVICES

BUREAU OF FINANCIAL INSTITUTIONS

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 Financial Institutions (formerly the Bureau of Banking), the Bureau of Insurance, The Office on Consumer Credit Regulation, the Office of Licensing and Registration and the Maine Office of Securities. 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 2002: The 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	8,490,307		8,490,307			
HEALTH BENEFITS	1,975,426		1,975,426			
RETIREMENTS	1,077,153		1,077,153			
OTHER FRINGE BENEFITS	113,336		113,336			
OTHER CONTRACT SERVICES STATE	1,054,633	2,253	1,052,380			
COMPUTER SERVICES STATE	822,953		822,953			
OTHER CONTRACT SERVICES	1,942,284	2,154	1,940,130			
RENTS	782,775		782,775			
COMMODITIES	1,776,486		1,776,486			
GRANTS, SUBSIDIES, PENSIONS	71,958		71,958			
EQUIPMENT	37,354		37,354			
TRANSFER TO OTHER FUNDS	119,434		119,434			
TOTAL EXPENDITURES	18,264,099	4,407	18,259,692			

DIVISION OF ADMINISTRATIVE SERVICES

S. CATHERINE LONGLEY, COMMISSIONER
FREDERICK H WINTERBERG, DIR, ADMINISTRATIVE SVCS

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: 16.000

TTY: (207) 624-8563

FAX: (207) 624-8690

Telephone: (207) 624-8500

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

Legislative Count: 16.00

PURPOSE:

The Division of Administrative Services is within the Commissioner's Office and was established to provide administrative support services for all of the

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

bureaus, boards and commissions within the Department and for the Department itself.

The Administrative Services Division is responsible for Accounting, Budgeting, Computer Services, Payroll, Personnel, Strategic Planning and Purchasing and Inventory Control. It provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services, which include the preparation of payrolls and related bookkeeping. Most reports required of the Department and the agencies within it are prepared by the Administrative Services Division.

The Information Systems Support Services section was established as part of the Administrative Services Division for the purpose of coordinating automation and electronic communication objectives, as well as to create and administer a comprehensive computer network enhancing each agency's ability to fulfill their mission and to administer a centralized licensing database.

ORGANIZATION:

Within this Division there are three functional units. The first is Financial which provides centralized accounting, strategic planning, and budgeting and fiscal services for the Department, as well as the centralization of purchasing and property accounting. The second section is responsible for all personnel transactions for the Department, including preparation of payroll, affirmative action, contract administration and Worker's Compensation. The last section, Information Systems Support Services, is responsible for the coordination of automation and electronic communication within the Department.

PROGRAM:

The Administrative Services Division provides the services described above for the entire Department of Professional and Financial Regulation. Additionally, the Division is responsible for ordering and arranging for the services provided to all units by outside staff agencies, the landlord and by private parties and vendors. It has continued to computerize its functions through the MFASIS System and the Bureau of Budget in order to provide better and more varied management information reports.

The Information Systems Support Services section program includes administration of the Department's centralized licensing database. This section provides quality control for licensing system data as well as printing of licenses and renewal notices, and printings of rosters and mailing labels for the licensing agencies and the public.

Support services provided by the Information Systems Support Services include training, local area network administration, micro computer support, coordinating the acquisition of hardware and software, limited software programming and facilitating the sharing of resources. Consistent with this effort, a desktop publishing facility is maintained for use by the Department. This section also coordinates telecommunications services and equipment for all agencies and data communications with host systems.

Internet Address: <http://www.MaineBusinessReg.org>

LICENSES:

None

PUBLICATIONS:

None

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2002: The 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	727,815		727,815			
HEALTH BENEFITS	150,161		150,161			
RETIREMENTS	88,808		88,808			
OTHER FRINGE BENEFITS	9,461		9,461			
OTHER CONTRACT SERVICES STATE	16,538		16,538			
COMPUTER SERVICES STATE	2,308		2,308			
OTHER CONTRACT SERVICES	597,895		597,895			
RENTS	46,292		46,292			
COMMODITIES	1,328,795		1,328,795			
EQUIPMENT	37,354		37,354			
TRANSFER TO OTHER FUNDS	12,538		12,538			
TOTAL EXPENDITURES	3,017,965		3,017,965			

BUREAU OF FINANCIAL INSTITUTIONS

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: 19.000

Legislative Count: 19.00

PURPOSE:

The Bureau of Financial Institutions 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 financial institutions.

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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

1st Regular Session of the 120th Maine Legislature changed the name of the agency to the Bureau of Financial Institutions effective January 1, 2002.

In early 1985, 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, applications processing, consumer outreach activities, and management of the office staff.

PROGRAM:

The scope of the Examination Division's examination responsibility includes safety and soundness, information systems, bank holding companies, trust services and compliance review. During Fiscal Year 2002, 21 safety and soundness examinations, 18 specialized examinations (i.e. trust, compliance and information services), 15 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 monitors bank performance between on-site visits.

In fiscal year 2002, the Bureau received and processed 13 bank notifications which either established or closed one or more branches. Applications processed by the Bureau included a savings bank to acquire an insurance agency, a Maine holding company to establish an interim out-of-state national bank to effect acquisition of an out-of-state national bank, a Maine holding company to acquire by a merger an out-of-state holding company, the establishment of two non-depository trust companies, an out-of-state holding company to acquire a Maine national bank, a Maine non-depository trust company to acquire an investment advisor firm, and a savings bank to acquire a payroll company. One application, received during fiscal year 2002, to establish a universal bank is still pending a decision.

The Consumer Outreach Program provides a source of information for users of financial services in Maine. Through this program, the Bureau mediates disputes and interacts with the regulated community to resolve individual situations. In FY 2002, the Bureau responded to 1,118 consumer complaints and inquiries and assisted Maine consumers in obtaining \$82,507 in restitution and other projected savings. The Consumer Outreach Program produces and distributes educational booklets and videos and makes educational presentations to consumer groups.

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

PUBLICATIONS:

Banking Regulations and Bulletins (\$65.00), Annual Updates (\$20.00);
Status of Maine's Financial Institutions - 1/15/85 to 1/15/96 (\$10.00 ea.)
Consumer booklets free to Maine residents, others \$1.50:

Bureau of Banking's Consumer Outreach Program,
Understanding Mortgage Points and Other Settlement Costs,
Consumer's Guide to Banking and Personal Money Management,
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 2002: The 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 FINANCIAL INSTITUTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	999,233		999,233			
HEALTH BENEFITS	206,450		206,450			
RETIREMENTS	120,986		120,986			
OTHER FRINGE BENEFITS	12,414		12,414			
OTHER CONTRACT SERVICES STATE	51,935		51,935			
COMPUTER SERVICES STATE	14,529		14,529			
OTHER CONTRACT SERVICES	175,608		175,608			
RENTS	67,647		67,647			
COMMODITIES	35,266		35,266			
TRANSFER TO OTHER FUNDS	10,895		10,895			
TOTAL EXPENDITURES	1,694,963		1,694,963			

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: 10.000

Legislative Count: 10.00

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 Financial Institutions.

PROGRAM:

During FY 02, 359 creditors, 14 collection agencies, 30 credit services organizations and 6 credit reporting agency were examined. During this period,

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

creditors refunded \$8,113.00 to consumers as a result of violations discovered during the examination process. The Bureau cited 474 violations of Truth-in-Lending Laws and 317 Consumer Credit Code violations after reviewing 11,556 transactions. The Agency's Complaint Division responded to approximately 3,171 consumer grievances, including 697 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 \$330,243.69 was credited or refunded to consumers.

The Agency licensed or registered the following creditors and businesses in FY 02:

Supervised Lenders (335 main offices, 402 branches): 737; Other Creditors (excluding branches)*: 779; Sales Finance Companies: 85; Collection Agencies: (222 main offices, 152 branches): 374; Credit Services Organizations: 148; Credit Reporting Agencies: 22; Money Order Issuers: 19; non-bank ATM Machine Operators: 399; Debt Management Service Providers: 16. This results in a grand total of 2,579 licensees and registrants.

*This year's "Other Creditor" tally includes the following categories: Insurance Premium Finance Companies: 7; Loan Servicers: 8; Mobile Home Dealers: 34; New Car Dealers: 135; Used Car Dealers: 178; Rent-to-Own Merchants: 39; Pawnbrokers: 50; and Miscellaneous Retail Creditors: 328.

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, Down-easter Consumer Guide to Credit Bureaus and Credit Reports, Down-easter Guide to Debt Collections and Repossession. (All of the preceding 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 2002: The 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	446,687		446,687			
HEALTH BENEFITS	100,288		100,288			
RETIREMENTS	62,458		62,458			
OTHER FRINGE BENEFITS	4,590		4,590			
OTHER CONTRACT SERVICES STATE	2,188		2,188			
COMPUTER SERVICES STATE	20,586		20,586			
OTHER CONTRACT SERVICES	58,027		58,027			
RENTS	32,231		32,231			
COMMODITIES	16,643		16,643			
TRANSFER TO OTHER FUNDS	5,220		5,220			
TOTAL EXPENDITURES	748,918		748,918			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF DENTAL EXAMINERS

ROGER KAY, DDS, 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: 2.000

Legislative Count: 2.00

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 dental hygiene member, a denturist member and one public member, all appointed by the Governor for a term of five years. Dentist members must be graduates of an accredited 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 2002, the Board of Dental Examiners met at least monthly with lengthy agendas, including interviews for licensure, consumer and dentists complaints, informal conferences, and adjudicatory hearings with dentists, consumers, and their attorneys.

Thirty seven dentists became newly licensed in the State of Maine for a total of 870 dentists currently registered for the biennium 2001-2002. Of these, 242 list an out of state residences and/or practices. The Board issued 63 new licenses to hygienists totaling 1190 licensees, 169 of which are out-of-state. The Board issued 1 new denturist license this fiscal year, bringing the total number of Maine licensed denturists to 23. Registered dental radiographers now number 971. Forty-one dentists hold permits to administer anesthesia/deep sedation and conscious sedation.

The Board issued 17 new local anesthesia permits to Maine-licensed hygienists this fiscal year which brings the total number to 226. 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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

"Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology"
Newsletter

Directory of Dentists, Dental Hygienists, Denturists, and Radiographers

FINANCES, FISCAL YEAR 2002: The 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	52,435		52,435			
HEALTH BENEFITS	12,673		12,673			
RETIREMENTS	6,022		6,022			
OTHER FRINGE BENEFITS	809		809			
OTHER CONTRACT SERVICES STATE	25,546		25,546			
COMPUTER SERVICES STATE	39,387		39,387			
OTHER CONTRACT SERVICES	28,318		28,318			
RENTS	8,831		8,831			
COMMODITIES	10,774		10,774			
GRANTS, SUBSIDIES, PENSIONS	4,875		4,875			
TRANSFER TO OTHER FUNDS	3,565		3,565			
TOTAL EXPENDITURES	193,235		193,235			

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 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 2002, 306 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 76 qualified through written examination, 216 by Comity with other jurisdictions, and 14 by oral examination. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 30, 2002, a total of 5,795 engineers were registered. Approximately 65% reside out of state. During FY

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2002, 174 applicants were examined for certification as Engineer-Interns. Of those examined, 105 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 assures 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 26, 2001 for 54 Professional Engineer candidates and on October 27, 2001 for 68 Engineer-Intern candidates. Of those taking the P.E. exam, 28 passed. Of those taking the EI exam, 37 passed. Spring examinations were given at Augusta, on April 20, 2002, 90 candidates sat for the P.E. exam in Augusta. Also on April 20, 2002, 106 candidates sat for the EI exam at either Augusta or Orono. Of those taking the P.E. exam, 50 passed. Of those taking the EI exam, 68 passed. Of the 15 oral candidates who sat in FY2002 for the examination, 12 were found qualified. The Board held 4 meetings during FY 02. These were held September 20, 2001, January 24, March 21, and June 13, 2002.

LICENSES:

Registration:

Professional Engineer Registration
Engineer-Intern Certification

PUBLICATIONS:

"Fifty-Fifth Report With Roster of Professional Engineers" as of
December 31, 2001 (\$10.00)
"Supplement to the Fifty-Fifth Report with Roster of Professional
Engineers" (\$10.00)
"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers,
Bylaws and Rules and Regulations of the State Board of Registration
For Professional Engineers"
"Newsletter" - Spring and Fall of each year

FINANCES, FISCAL YEAR 2002: The 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	41,112		41,112			
HEALTH BENEFITS	8,772		8,772			
RETIREMENTS	4,412		4,412			
OTHER FRINGE BENEFITS	622		622			
OTHER CONTRACT SERVICES STATE	57,403		57,403			
OTHER CONTRACT SERVICES	56,798		56,798			
RENTS	9,217		9,217			
COMMODITIES	5,476		5,476			
TRANSFER TO OTHER FUNDS	3,911		3,911			
TOTAL EXPENDITURES	187,723		187,723			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BUREAU OF INSURANCE

ALESSANDRO A. IUPPA, SUPERINTENDENT

WATS: (800) 300-5000

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8599

Established: 1970

Telephone: (207) 624-8475

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 031 ; Citation: T0024A.M.R.S.A., Sect. 000000200

Average Count--All Positions: 79.000

Legislative Count: 79.00

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, or impose financial penalties 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. Such enforcement action may result from an investigation or a market conduct examination undertaken by the Bureau.

ORGANIZATION:

In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Professional and Financial Regulation, effective October 3, 1973.

PROGRAM:

The programs of the Bureau are implemented through various sections. The Property and Casualty Actuarial Section and Property and Casualty Sections 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.

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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. Legal assistance is provided to each section and the Superintendent by in-house attorneys who also work closely with the Department of the Attorney General. Enforcement actions undertaken by the Bureau are pursued in coordination with the relevant section.

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 databases for and evaluates mandated health insurance benefits. The Market Conduct section examines companies for specific area of compliance where trends are noted as well as more general exams.

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; 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, How Your Health Dollar is Spent. The Bureau also provides information to the public and regulated parties through its website.

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FINANCES, FISCAL YEAR 2002: The 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	3,146,804		3,146,804			
HEALTH BENEFITS	708,173		708,173			
RETIREMENTS	422,383		422,383			
OTHER FRINGE BENEFITS	45,977		45,977			
OTHER CONTRACT SERVICES STATE	656,039		656,039			
COMPUTER SERVICES STATE	170,767		170,767			
OTHER CONTRACT SERVICES	340,024		340,024			
RENTS	217,127		217,127			
COMMODITIES	105,872		105,872			
TRANSFER TO OTHER FUNDS	27,669		27,669			
TOTAL EXPENDITURES	5,840,835		5,840,835			

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

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 041 ; Citation: T0010

Average Count--All Positions: 62.228

FAX: (207) 624-8637

Telephone: (207) 624-8633

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

Legislative Count: 62.00

PURPOSE:

The Office of Licensing and Registration (OLR) is the headquarters for 40 professional and occupational licensing boards and registration programs. The statutory mission of the Office of Licensing and Registration is to ensure that the public is served by competent and honest practitioners who have demonstrated a minimum level of proficiency in their field. Licensing boards implement legislatively set qualifications for licensure, set standards of practice and ethical behavior, and conduct disciplinary proceedings.

ORGANIZATION:

The staff of the Office consists of 62 administrators, inspectors, and clerks, organized into administrative units. Reporting to the Director are an administrative secretary, the Executive Director of the Manufactured Housing Board, Director of the Real Estate Commission, staff attorney, and four administrators. These staff people are responsible to ensure that licensing programs meet their statutory mandates.

PROGRAM:

Licensing: The Office of Licensing and Registration is an umbrella agency consisting of 40 boards, commissions and registrations.

Complaints: During FY 02, 600 new complaints were opened, 290 were dismissed, 5 were referred to the Office of the Attorney General, 690 are pending resolution, and 220 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 02, the Office of Licensing and Registration maintained 91,783 licenses and registrations (including active and inactive) for occupations ranging from Accountancy to Veterinary Medicine, which are subject to the authority of boards of jurisdiction.

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PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2002: The 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	2,064,597		2,064,597			
HEALTH BENEFITS	539,714		539,714			
RETIREMENTS	248,331		248,331			
OTHER FRINGE BENEFITS	25,614		25,614			
OTHER CONTRACT SERVICES STATE	172,804	2,253	170,551			
COMPUTER SERVICES STATE	304,308		304,308			
OTHER CONTRACT SERVICES	469,236	2,154	467,082			
RENTS	274,811		274,811			
COMMODITIES	136,785		136,785			
TRANSFER TO OTHER FUNDS	36,728		36,728			
TOTAL EXPENDITURES	4,272,928	4,407	4,268,521			

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) Cheryl Hersom, Administrator	624-8605
Board of Licensing of Auctioneers Carol Leighton, Administrator	624-8520
Board of Barbering and Cosmetology Geraldine Betts, Administrator	624-8625
Board of Boiler and Pressure Vessels Cheryl Hersom, Administrator	624-8605
Charities/Professional Fund Raisers (registration) Cheryl Hersom, Administrator	624-8605
Board of Chiropractic Licensure Geraldine Betts, Administrator	624-8625
Board of Complementary Health Care Providers Geraldine Betts, Administrator	624-8625
Board of Counseling Professionals Licensure Elaine Thibodeau, Administrator	624-8420
Board of Licensure of Dietetic Practice Elaine Thibodeau, Administrator	624-8420
Door-to-Door Home Repair (registration) Cheryl Hersom, Administrator	624-8605
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 Cheryl Hersom, Administrator	624-8605

Itinerant Vendors/Transient Sellers (registration) Cheryl Hersom, Administrator	624-8605
Board of Licensure for Professional Land Surveyors Carol Leighton, Administrator	624-8520
Manufactured Housing Board Robert LeClair, Executive Director	624-8678
Massage Therapists (registration) Cheryl Hersom, Administrator	624-8605
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

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 or reprimand, fine, suspension or revocation.

The Board is also charged to approve training programs for Physician Assistants; to determine the qualification of, license, and biennially register 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 written examination of Maine laws, board rules, policies and guidelines is currently taken by every applicant before permanent licensure is granted. During the past year the following licenses were issued:

Permanent Licenses - 318
Intern/Resident Certificate - 233
Camp physician - 37
Temporary/Locum Tenens - 118

In July 2001 licenses totaled: - 5630

Physicians - 4,881
Certified Physician Assistants Licensed - 453
Certified Advanced Practice Nurses under delegation ? 296

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 after due process public hearing suspend or revoke a 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 2001 the Board received 159 new complaints and carried forward 72 from previous years. Of these:
Disciplinary sanctions imposed (may include multiple complaints) - 13
Dismissed for lack of merit or insufficient grounds - 166
Remaining under investigation or pending final action - 53
Initial License applications denied - 1
License and discipline information is available at no cost 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.

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FINANCES, FISCAL YEAR 2002: The 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	382,816		382,816			
HEALTH BENEFITS	94,128		94,128			
RETIREMENTS	48,759		48,759			
OTHER FRINGE BENEFITS	4,979		4,979			
OTHER CONTRACT SERVICES STATE	45,942		45,942			
COMPUTER SERVICES STATE	120,622		120,622			
OTHER CONTRACT SERVICES	91,187		91,187			
RENTS	61,883		61,883			
COMMODITIES	62,581		62,581			
GRANTS, SUBSIDIES, PENSIONS	67,083		67,083			
TRANSFER TO OTHER FUNDS	6,591		6,591			
TOTAL EXPENDITURES	986,571		986,571			

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 thru 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 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 clinical 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

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Augusta.

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

In 1995, an advanced practice registered 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 fiscal year 2002, 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. On July 1, 2001 Maine implemented the Interstate Compact which allows for recognition of the registered professional nurse's license and licensed practical (or vocational) nurse's license if the nurse is from another Compact state.

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 England; Univ. of Maine; and Univ. of Me. at Fort Kent. Associate degree nursing programs: Central Me. Medical Center; Univ. of Me. at Augusta; Kennebec Valley Tech Coll.; Univ. Campus of the Univ. of New England; Northern Me. Tech. Coll.; Central Me. Tech. Coll.; Eastern Me. Tech. Coll.; and Southern Me. Tech. Coll. In addition, the Univ. of Southern Maine has a generic Masters in Nursing Program for Non-Nurses. Practical nursing programs are offered at the technical colleges.

A third major 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 2002, the Board received 132 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in FY 2002: letter of concern (44); terminated probation (3); took no action/dismissed complaint (136); warned, censured, reprimanded or fined (18); license renewal denied (2); placed license on probation (20); fined for unlicensed practice (79); accepted voluntary surrender of license (10); revocation of license (2); and denied licensure by endorsement (5).

LICENSES:

Nurses licensed by endorsement during Fiscal Year 2002:
Registered Professional Nurses from other states: (739), from Canada: (69), from other countries with examination: (6) and without examination: (26); Licensed Practical Nurses: from other states: (82), from Canada: (2), from other countries with examination (0) and without examination (0). TOTALS: Registered Nurses licensed by: examination (379), endorsement (840), renewal (8,436), reinstatement (325), for a total of (9,980) Registered Professional Nurses; Practical Nurses by examination (21), endorsement (84), renewal (1,421), reinstatement (91), for a total of (1,617) 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 Assistants (\$5.00)

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2002: The 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	248,450		248,450			
HEALTH BENEFITS	60,061		60,061			
RETIREMENTS	33,371		33,371			
OTHER FRINGE BENEFITS	3,512		3,512			
OTHER CONTRACT SERVICES STATE	2,063		2,063			
COMPUTER SERVICES STATE	49,021		49,021			
OTHER CONTRACT SERVICES	89,598		89,598			
RENTS	29,106		29,106			
COMMODITIES	47,936		47,936			
TRANSFER TO OTHER FUNDS	5,400		5,400			
TOTAL EXPENDITURES	568,518		568,518			

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'02.

The Board held two examinations for licensure in FY'02. In August, 2001, five (5) optometrists took the exam and four (4) passed and one (1) failed; in February, 2002, seven (7) optometrists took the exam and five (5) passed and two (2) failed.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Currently there are 196 licensed optometrists, 187 active and 9 inactive.

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 2002: The 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	21,172		21,172			
HEALTH BENEFITS	9,747		9,747			
RETIREMENTS	2,556		2,556			
OTHER FRINGE BENEFITS	330		330			
OTHER CONTRACT SERVICES STATE	89		89			
COMPUTER SERVICES STATE	495		495			
OTHER CONTRACT SERVICES	4,054		4,054			
COMMODITIES	2,741		2,741			
TRANSFER TO OTHER FUNDS	1,875		1,875			
TOTAL EXPENDITURES	43,059		43,059			

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 renewal 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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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. Renewal fees have been increased to \$500 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 Palman, D. O., Vice Chair; Louis A. Hanson, D. O., Board Secretary

LICENSES:

License to Practice Osteopathic Medicine
 License to Practice Osteopathic Medicine as Locum Tenens
 License to Practice as Camp Physician
 Temporary Educational Permits
 Physician Assistant Certificate of Registration
 Physician Assistant 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 2002: The 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	34,440		34,440			
HEALTH BENEFITS	10,128		10,128			
RETIREMENTS	4,398		4,398			
OTHER FRINGE BENEFITS	473		473			
OTHER CONTRACT SERVICES STATE	10,394		10,394			
COMPUTER SERVICES STATE	55,446		55,446			
OTHER CONTRACT SERVICES	12,253		12,253			
RENTS	8,402		8,402			
COMMODITIES	3,999		3,999			
TRANSFER TO OTHER FUNDS	1,813		1,813			
TOTAL EXPENDITURES	141,746		141,746			

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

Average Count--All Positions: 13.000 Legislative Count: 13.00

PURPOSE:

The principal mission of the Office of Securities is to protect Maine investors, and toward that end, the Office 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, investment advisers, and investment adviser representatives doing business in Maine; suspends or revokes such licenses for misconduct, as defined in the 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 Office 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.

In 2001, the Securities Division was moved from the Bureau of Banking, becoming the Office of Securities.

PROGRAM:

In fiscal year 2002, the Office received and processed 15,924 applications to register securities or notice filings for federally covered securities (increase less than 1% over fiscal year 2001), and 284 private placement filings (12% decrease). As of the end of the fiscal year, there were 1533 broker-dealers licensed to do business in Maine (26% increase over 2001), 59,904 licensed sales representatives (decrease of 4%), and 633 investment adviser licenses or notice filers. In connection with the Office's review of licensing applications, the Office processed 17,637 broker applications and 159 broker-dealer applications of which 142 sales representative applications, and 42 broker-dealer applications were withdrawn as a result of questions or objections raised by the Office.

Through its enforcement actions, the Office obtained \$226,413 in restitution, issued 10 orders and agreements for violations of RMSA, and obtained \$10,450 in penalties. The Office investigated and referred 3 criminal cases resulting in indictment. Four pending criminal cases resulted in convictions and sentences of jail time.

Internet Address: <http://www.MaineSecuritiesReg.org>

LICENSES:

Broker-Dealer; Sales Representative; Investment Adviser; Investment Adviser Representative

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).

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2002: The 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 SECURITIES	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	324,746		324,746			
HEALTH BENEFITS	75,131		75,131			
RETIREMENTS	34,669		34,669			
OTHER FRINGE BENEFITS	4,555		4,555			
OTHER CONTRACT SERVICES STATE	13,692		13,692			
COMPUTER SERVICES STATE	45,484		45,484			
OTHER CONTRACT SERVICES	19,286		19,286			
RENTS	27,228		27,228			
COMMODITIES	19,618		19,618			
TRANSFER TO OTHER FUNDS	3,229		3,229			
TOTAL EXPENDITURES	567,638		567,638			

DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

MICHAEL F. KELLY, COMMISSIONER
JOHN ROGERS, DEPUTY COMMISSIONER

TTY: (207) 287-3659

Central Office: 18 MEADOW ROAD, AUGUSTA, ME, 04333

Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME, 04333-0104 FAX: (207) 287-3042

Established: 1971 Telephone: (207) 287-3619

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219 ; Citation: T0025 M.R.S.A., Sect. 000002901

Average Count--All Positions: 671.500 Legislative Count: 671.50

Units:

BUREAU OF CAPITOL SECURITY
MISSING CHILDREN INFORMATION CLEARINGHOUSE
MAINE CRIMINAL JUSTICE ACADEMY
BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE
ACADEMY
MAINE DRUG ENFORCEMENT AGENCY
EMERGENCY MEDICAL SERVICES BOARD
E-9-1-1 COUNCIL

EMERGENCY SERVICES COMMUNICATION BUREAU
OFFICE OF THE STATE FIRE MARSHAL
BUREAU OF HIGHWAY SAFETY
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, consolidating 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 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF PUBLIC SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	30,289,466	9,235,865	7,638,294	13,178,189	237,118	
HEALTH BENEFITS	7,830,582	3,174,221	1,828,234	2,762,941	65,186	
RETIREMENTS	6,912,085	1,756,240	1,586,388	3,536,768	32,689	
OTHER FRINGE BENEFITS	686,949	216,854	141,042	326,347	2,706	
OTHER CONTRACT SERVICES STATE	7,251,893	1,103,269	5,675,715	98,586	374,323	
COMPUTER SERVICES STATE	407,043	67,616	49,302	290,075	50	
OTHER CONTRACT SERVICES	5,618,992	1,692,525	1,183,139	949,136	1,794,192	
RENTS	1,024,182	537,180	265,677	214,791	6,534	
COMMODITIES	5,784,654	725,685	1,457,524	1,781,016	1,820,429	
GRANTS, SUBSIDIES, PENSIONS	2,946,713	820	128,489	357,681	2,459,723	
PURCHASE OF LAND	1,725				1,725	
BUILDING IMPROVEMENTS	146,493		133,993	12,500		
EQUIPMENT	4,788,570	589,946	1,215,165	1,661,548	1,321,911	
INTEREST-DEBT RETIREMENT	338	83		255		
TRANSFER TO OTHER FUNDS	580,297		196,734	337,503	46,060	
TOTAL EXPENDITURES	74,269,982	19,100,304	21,499,696	25,507,336	8,162,646	

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	1,245,556	517,366	223,703	356,851	147,636	
HEALTH BENEFITS	355,528	124,465	59,523	127,846	43,694	
RETIREMENTS	153,649	63,462	20,119	51,200	18,868	
OTHER FRINGE BENEFITS	16,282	7,946	3,067	3,376	1,893	
OTHER CONTRACT SERVICES STATE	720,487	641,649	55,171	200	23,467	
COMPUTER SERVICES STATE	10,048	9,873		125	50	
OTHER CONTRACT SERVICES	137,274	82,746	27,297	18,127	9,104	
RENTS	105,616	64,832	17,568	23,115	101	
COMMODITIES	75,926	37,783	13,834	18,543	5,766	
GRANTS, SUBSIDIES, PENSIONS	1,242,977				1,242,977	
EQUIPMENT	4,350		4,350			
TRANSFER TO OTHER FUNDS	23,550		7,754	11,173	4,623	
TOTAL EXPENDITURES	4,091,243	1,550,122	432,386	610,556	1,498,179	

BUREAU OF CAPITOL SECURITY

DONALD SUTTER, DIRECTOR

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 68 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1977

Telephone: (207) 287-4357

Reference: Policy Area: 06 ; *Umbrella:* 16 *Unit:* 219C; *Citation:* T0005

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

Average Count--All Positions: 13.000

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 2002, the Bureau processed over 2,400 incidents, investigated 14 automobile accidents, issued over 1,400 parking tickets, and dealt with several controversial legislative hearings.

The major objective of the Bureau continues to be "meeting the security needs for designated state facilities".

LICENSES:

Capitol Area Activity Permit

PUBLICATIONS:

Capitol Area Security Regulations

Rules and Regulations Relating to Parking

DEPARTMENT OF PUBLIC SAFETY

FINANCES, FISCAL YEAR 2002: The 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	326,122	326,122				
HEALTH BENEFITS	117,289	117,289				
RETIREMENTS	43,598	43,598				
OTHER FRINGE BENEFITS	7,561	7,561				
COMPUTER SERVICES STATE	55	55				
OTHER CONTRACT SERVICES	20,546	20,546				
RENTS	41	41				
COMMODITIES	12,570	12,570				
TOTAL EXPENDITURES	527,782	527,782				

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

Established: 1993

FAX: (207) 287-3042

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE CRIMINAL JUSTICE ACADEMY

STEVEN GIORGETTI, DIRECTOR
ALAN HAMMOND, TRAINING MANAGER

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

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

Established: 1973

FAX: (207) 877-8027

Telephone: (207) 877-8000

Reference: Policy Area: 06 ; *Umbrella:* 16 *Unit:* 228 ; *Citation:* T0025 *M.R.S.A., Sect.* 000002801A

Average Count--All Positions: 12.000

Legislative Count: 12.00

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 the year the Trustees certified 146 Municipal, County, and State Law Enforcement Officers, 266 Corrections Officers, 89 Harbor Masters, and 249 Pre-Service Officers. They waived 13 law enforcement training requirements and issued 84 Instructor Certificates, recognized 9 Chiefs and Sheriffs, and approved 16 new courses. The Academy sponsored 450 specialized and in-service courses that were conducted for 12,138 law enforcement and corrections officers. The MCJA Board of Trustees suspended 1 Law Enforcement 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 2002: The 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	406,148	247,351	139,656		19,141	
HEALTH BENEFITS	123,887	78,516	40,714		4,657	
RETIREMENTS	54,486	34,208	19,108		1,170	
OTHER FRINGE BENEFITS	5,332	2,712	2,591		29	
OTHER CONTRACT SERVICES STATE	312,575	159,261	132,601		20,713	
COMPUTER SERVICES STATE	262	262				
OTHER CONTRACT SERVICES	99,971	64,200	33,167		2,604	
RENTS	7,929	7,103	826			
COMMODITIES	239,988	93,667	89,685		56,636	
GRANTS, SUBSIDIES, PENSIONS	46,410		46,410			
PURCHASE OF LAND	1,725				1,725	
EQUIPMENT	4,000				4,000	
TRANSFER TO OTHER FUNDS	5,417		4,501		916	
TOTAL EXPENDITURES	1,308,130	687,280	509,259		111,591	

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

Reference: Policy Area:06 ; Umbrella: 16 Unit: 227 ; Citation: T0025

FAX: (207) 877-8027

Telephone: (207) 877-8000

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 the year the Trustees certified 146 Municipal County, and State Law Enforcement Officers, 266 Corrections Officers, 89 Harbor Masters, and 249 Pre-Service Officers. They waived 13 law enforcement training requirements and issued 84 Instructor Certificates, recognized 9 Chiefs and Sheriffs, and approved 16 new courses. The Academy sponsored 450 specialized and in-service courses that were conducted for 12,138 law enforcement and corrections officers.

The MCJA Board of Trustees suspended 1 Law Enforcement Officer Certificate.

LICENSES:

See the Maine Criminal Justice Academy

PUBLICATIONS:

See the Maine Criminal Justice Academy

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DRUG ENFORCEMENT AGENCY

ROY MCKINNEY, DIRECTOR

Central Office: 286 WATER STREET, AUGUSTA, ME 04333-0166

Mail Address: 166 STATE HOUSE STATION, AUGUSTA, ME 04333-0166

Established: 1987

Reference: Policy Area:06 ; Umbrella: 16 Unit: 230 ; Citation: T0025

Average Count--All Positions: 3.000

FAX: (207) 287-5472

Telephone: (207) 287-3877

M.R.S.A., Sect. 000002955

Legislative Count: 3.00

PURPOSE:

The purpose is to provide a central administrative structure for the establishment, coordination, and control of specialized narcotics and narcotics related investigative units within the State of Maine. The investigative staff of the Agency are drawn from the ranks of state, county, and local law

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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 2002: The 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	130,360	129,820	540			
HEALTH BENEFITS	25,288	25,164	124			
RETIREMENTS	6,776	6,707	69			
OTHER FRINGE BENEFITS	1,518	1,510	8			
OTHER CONTRACT SERVICES STATE	13,384	4,972	8,412			
COMPUTER SERVICES STATE	63,983	56,191	7,792			
OTHER CONTRACT SERVICES	2,042,559	213,815	78,382		1,750,362	
RENTS	316,408	288,957	27,451			
COMMODITIES	260,431	120,790	129,609		10,032	
EQUIPMENT	203,570		159,083		44,487	
TRANSFER TO OTHER FUNDS	6,662		835		5,827	
TOTAL EXPENDITURES	3,070,939	847,926	412,305		1,810,708	

EMERGENCY MEDICAL SERVICES BOARD

JOHN BRADSHAW, JR., DIRECTOR

Central Office: 16 EDISON DRIVE, AUGUSTA, ME 04330

Mail Address: 152 STATE HOUSE STATION, AUGUSTA, ME 04333

Established:

FAX: (207) 287-6251

Telephone: (207) 287-3953

Reference: Policy Area:06 ; Umbrella: 16 Unit: 163 ; Citation: T0032 M.R.S.A., Sect. 000000088

PURPOSE:

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

ORGANIZATION:

The 17 member Maine Emergency Medical Services Board is the sole EMS rulemaking authority and provides policy direction for Maine EMS. There are six regional councils to provide training and coordination.

Maine has 275 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), 500 EMS vehicles, and 1,500 emergency

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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 responded to over 210,000 calls in 2001, 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 Paramedic Intervacuity Transfer Program
Maine EMS Training Curricula (First Responder through Paramedic)
What To Do In An Emergency
Maine EMS "Comfort Care/Do Not Resuscitate" patient/provider information kit
Spine Injury Management

FINANCES, FISCAL YEAR 2002: 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 2002: 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

Reference: Policy Area:06 ; Umbrella: 16 Unit: 574 ; Citation: T0025

Average Count--All Positions: 5.000

FAX: (207) 877-8060

Telephone: (207) 877-8010

M.R.S.A., Sect. 000002926

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 fifty cent per month surcharge on each telephone exchange line.

PROGRAM:

The Bureau began Public Safety Answering Point (PSAP) activations in the late 2000 and completed scheduled activations in September 2001. Currently 91% of the population of Maine has E9-1-1 calling access through 48 PSAPs. The system includes: telephone network, PSAP equipment, Telephone subscriber data base information, training, and 24-hour sustem maintenance.

Through cooperative agreements with the Maine Office of Geographic Information Systems, Eastern Maine Development Corporation, and Nothern 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, second Edition

PSAP Training Manual

FINANCES, FISCAL YEAR 2002: The 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	236,270		236,270			
HEALTH BENEFITS	64,006		64,006			
RETIREMENTS	35,702		35,702			
OTHER FRINGE BENEFITS	4,099		4,099			
OTHER CONTRACT SERVICES STATE	5,422,515		5,422,515			
COMPUTER SERVICES STATE	19,436		19,436			
OTHER CONTRACT SERVICES	83,491		83,491			
RENTS	28,972		28,972			
COMMODITIES	966,723		966,723			
TRANSFER TO OTHER FUNDS	25,112		25,112			
TOTAL EXPENDITURES	6,886,326		6,886,326			

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 04333-0052 *FAX:* (207) 624-8964

Established: 1973

Telephone: (207) 624-8957

Reference: Policy Area:06 ; Umbrella: 16 Unit: 224 ; Citation: T0025 M.R.S.A., Sect. 000002396

Average Count--All Positions: 41.000

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
Theater and Motion Picture Houses
Motor Vehicle Racing
Fireworks Display
Fireworks Competent Operator
Dance Facilities

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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 2002: The 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	1,644,816		1,644,816			
HEALTH BENEFITS	461,530		461,530			
RETIREMENTS	272,685		272,685			
OTHER FRINGE BENEFITS	28,175		28,175			
OTHER CONTRACT SERVICES STATE	29,273		29,273			
COMPUTER SERVICES STATE	10,884		10,884			
OTHER CONTRACT SERVICES	175,359		175,359			
RENTS	111,772		111,772			
COMMODITIES	88,217		88,217			
GRANTS, SUBSIDIES, PENSIONS	79		79			
EQUIPMENT	122,738		122,738			
TRANSFER TO OTHER FUNDS	17,811		17,811			
TOTAL EXPENDITURES	2,963,339		2,963,339			

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: 6.000

FAX: (207) 624-8768

Telephone: (207) 624-8756

M.R.S.A., Sect. 000002902

Legislative Count: 6.00

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

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training, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, and traffic records systems. The Bureau also directs the Defensive Driving program (MDD) and administers the Maine Network of Employees for Traffic Safety (NETS), the Fatal Accident Reporting System (FARS) and the Child Safety Seating Fitting Station programs 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 2002: The 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	214,823		14,914	152,480	47,429	
HEALTH BENEFITS	65,436		5,561	44,140	15,735	
RETIREMENTS	30,054		936	20,066	9,052	
OTHER FRINGE BENEFITS	3,353		266	2,303	784	
OTHER CONTRACT SERVICES STATE	12,932		12,743	8	181	
COMPUTER SERVICES STATE	216,431			216,431		
OTHER CONTRACT SERVICES	76,303		23,017	21,544	31,742	
RENTS	35,159			28,726	6,433	
COMMODITIES	51,729		6,659	25,642	19,428	
GRANTS, SUBSIDIES, PENSIONS	1,298,746		82,000		1,216,746	
EQUIPMENT	1,218,215		275,400		942,815	
TRANSFER TO OTHER FUNDS	11,130		1,010	8,059	2,061	
TOTAL EXPENDITURES	3,234,311		422,506	519,399	2,292,406	

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

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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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF LIQUOR ENFORCEMENT

LYNN CAYFORD, DIRECTOR
HOLLY POMELOW, ASSISTANT 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

Average Count--All Positions: 29.000

FAX: (207) 624-8979

Telephone: (207) 624-8973

M.R.S.A., Sect. 000003901

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 including 210 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) and conduct numerous spot checks of all liquor licensed establishments annually. 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 1933, the Division of Liquor Enforcement was created within the State Liquor Commission, and in 1967 the licensing division was established. 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 fifteen approved courses with two 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 minors and for intoxicated persons trying to purchase alcohol. An additional officer, in uniform, is 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

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FINANCES, FISCAL YEAR 2002: The 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	1,075,096	1,075,096				
HEALTH BENEFITS	330,405	330,405				
RETIREMENTS	188,496	188,496				
OTHER FRINGE BENEFITS	17,712	17,712				
OTHER CONTRACT SERVICES STATE	692		692			
COMPUTER SERVICES STATE	980	980				
OTHER CONTRACT SERVICES	123,931	106,934	16,997			
RENTS	69,861	69,766	95			
COMMODITIES	117,902	111,285	6,617			
TRANSFER TO OTHER FUNDS	174		174			
TOTAL EXPENDITURES	1,925,249	1,900,674	24,575			

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

FAX: (207) 624-7068

Established: 1925

Telephone: (207) 624-7088

Reference: Policy Area:06 ; Umbrella: 16 Unit: 222 ; Citation: T0025

M.R.S.A., Sect. 000001501

Average Count--All Positions: 528.000

Legislative Count: 528.00

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.

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FINANCES, FISCAL YEAR 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	25,010,275	6,940,110	5,378,395	12,668,858	22,912	
HEALTH BENEFITS	6,287,213	2,498,382	1,196,776	2,590,955	1,100	
RETIREMENTS	6,126,639	1,419,769	1,237,769	3,465,502	3,599	
OTHER FRINGE BENEFITS	602,917	179,413	102,836	320,668		
OTHER CONTRACT SERVICES STATE	740,035	297,387	14,308	98,378	329,962	
COMPUTER SERVICES STATE	84,964	255	11,190	73,519		
OTHER CONTRACT SERVICES	2,859,558	1,204,284	745,429	909,465	380	
RENTS	348,424	106,481	78,993	162,950		
COMMODITIES	3,971,168	349,590	156,180	1,736,831	1,728,567	
GRANTS, SUBSIDIES, PENSIONS	358,501	820		357,681		
BUILDING IMPROVEMENTS	146,493		133,993	12,500		
EQUIPMENT	3,235,697	589,946	653,594	1,661,548	330,609	
INTEREST-DEBT RETIREMENT	338	83		255		
TRANSFER TO OTHER FUNDS	490,441		139,537	318,271	32,633	
TOTAL EXPENDITURES	50,262,663	13,586,520	9,849,000	24,377,381	2,449,762	

PUBLIC UTILITIES COMMISSION

PUBLIC UTILITIES COMMISSION

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

WATS: (800) 452-4664

Central Office: 242 STATE ST (OLD MV BLDG), AUGUSTA, ME,

Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1913

FAX: (207) 287-1039

Telephone: (207) 287-3831

Reference: Policy Area: 01 ; Umbrella: 65 Unit: 407 ; Citation: T0035A M.R.S.A., Sect. 000000103

Average Count--All Positions: 66.000

Legislative Count: 65.50

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 161 water utilities, 13 electric utilities, 3 gas utilities, 23 local telephone utilities, 9 water carriers, 139 COCOTS, 46 competitive electricity providers and 330 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.

35-A M.R.S.A. Chapter 32, Electric Industry Restructuring, deregulates generation services for investor-owned electric utilities, mandated 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 more than 10 customers are

PUBLIC UTILITIES COMMISSION

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, 2002, 774 cases were filed with the Commission and 808 cases were closed by the Commission. The Commission will be deciding a number of issues in the next year including: telecommunication interconnect agreements, continued implementation of the Federal Telecommunications Act of 1996, and Electric Utility Industry Restructuring which began March 1, 2000, to include rule revisions regarding resource portfolio requirements and uniform information disclosure requirements, and an inquiry regarding the continued availability of standard offer service and revisions to the Basic Service Calling Area rule.

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, approval of an Alternative form of Regulation (AFOR) for Bangor Hydro-Electric Company.

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 2001, CAD handled 9,110 consumer contacts, including 6,898 information requests and 2,212 complaints. The vast majority of complaints (92%) were related to the electric and telephone utilities with 61% attributable to telephone utilities and 31% attributable to electric utilities. CAD issued 468 decisions ordering over \$250,000 in abatements to customers. Finally, CAD received 358 requests from utilities to disconnect customers from service during the winter of 2000-2001.

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 2002: The 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	3,001,772		3,001,772			
HEALTH BENEFITS	597,104		597,104			
RETIREMENTS	453,907		453,907			
OTHER FRINGE BENEFITS	34,353		34,353			
OTHER CONTRACT SERVICES STATE	438,970		403,558		35,412	
COMPUTER SERVICES STATE	875		875			
OTHER CONTRACT SERVICES	208,131		208,029		102	
RENTS	2,159		2,159			
COMMODITIES	264,157		264,157			
TRANSFER TO OTHER FUNDS	211,522		210,019		1,503	
TOTAL EXPENDITURES	5,212,950		5,175,933		37,017	

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,001,772		3,001,772			
HEALTH BENEFITS	597,104		597,104			
RETIREMENTS	453,907		453,907			
OTHER FRINGE BENEFITS	34,353		34,353			
OTHER CONTRACT SERVICES STATE	438,970		403,558		35,412	
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DEPARTMENT OF THE SECRETARY OF STATE

DEPARTMENT OF THE SECRETARY OF STATE

DAN GWADOSKY, SECRETARY OF STATE
REBECCA WYKE, CHIEF DEPUTY SEC OF STATE

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: 1820

Telephone: (207) 626-8400

Reference: Policy Area: 00 ; *Umbrella:* 29 *Unit:* 250 ; *Citation:* T0005 *M.R.S.A., Sect.* 000000081

Average Count--All Positions: 440.808

Legislative Count: 440.50

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:

In FY02, the department continued its efforts to provide citizens and businesses with the option of conducting business over the Internet by launching UCC Online, a service that allows the search and filing of personal property liens. Rapid Renewal, the online vehicle registration renewal program continues to grow and is now available to residents in 30 municipalities. Overall, the department has a total of 11 web-based services available.

The department staffed two committees authorized by the 120th Legislature and prepared reports for the legislative committees of jurisdiction, the Vehicle Excise Tax Report and the Central Voter Registration Report.

FINANCES, FISCAL YEAR 2002: The 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	13,281,519	1,836,966	508,358	10,936,195		
HEALTH BENEFITS	4,075,427	544,711	167,512	3,363,204		
RETIREMENTS	1,737,305	240,351	66,619	1,430,335		
OTHER FRINGE BENEFITS	201,969	19,994	10,853	171,122		
OTHER CONTRACT SERVICES STATE	855,768	52,476	15,836	697,321	90,135	
COMPUTER SERVICES STATE	44,284	14		44,270		
OTHER CONTRACT SERVICES	2,271,570	422,772	85,431	1,758,535	4,832	
RENTS	1,203,876	1,516	4,705	1,197,655		
COMMODITIES	7,904,196	273,576	205,124	7,425,496		
GRANTS, SUBSIDIES, PENSIONS	768,496	41,002	727,494			
EQUIPMENT	822,970	71,297		751,673		
INTEREST-DEBT RETIREMENT	10			10		
TRANSFER TO OTHER FUNDS	980,509		35,192	941,784	3,533	
TOTAL EXPENDITURES	34,147,899	3,504,675	1,827,124	28,717,600	98,500	

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

PAUL POTVIN, DIRECTOR
JAMES BELANGER, ASSISTANT 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.

DEPARTMENT OF THE SECRETARY OF STATE

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 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 continuation 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.maine.gov/sos/bmv>

FINANCES, FISCAL YEAR 2002: 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.

DEPARTMENT OF THE SECRETARY OF STATE

ORGANIZATION:

The State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

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

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

PROGRAM:

Learning from the previous year in which water damage required our Research Room to be closed for months, we have begun distribution of microfilm copies of frequently used records to selected repositories across the state. Vital records (births, deaths, marriages) up to 1955 will soon be available at these sites: University of Maine at Presque Isle Library, Fogler Library at the University of Maine in Orono, Maine State Library in Augusta, Portland Public Library, Maine Historical Society in Portland, Springvale Public Library and Penobscot Marine Museum in Searsport.

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 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

DEPARTMENT OF THE SECRETARY OF STATE

FINANCES, FISCAL YEAR 2002: The 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	484,295	480,647	3,648			
HEALTH BENEFITS	138,825	138,417	408			
RETIREMENTS	65,129	64,470	659			
OTHER FRINGE BENEFITS	4,384	4,335	49			
OTHER CONTRACT SERVICES STATE	24,355	12,214	12,141			
COMPUTER SERVICES STATE	14	14				
OTHER CONTRACT SERVICES	62,942	38,777	24,165			
COMMODITIES	80,288	66,755	13,533			
GRANTS, SUBSIDIES, PENSIONS	41,002	41,002				
EQUIPMENT	71,297	71,297				
TOTAL EXPENDITURES	972,531	917,928	54,603			

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.

The Research Room reopened to the public in August 2001, having been closed since the preceding March due to extensive flooding in the Archives facility. New flooring and new lighting fixtures had to be installed, and it was determined that the research area could be expanded by the elimination of partitions that enclosed a small office within the area. This reconfiguration significantly increased the amount of space available for microfilm readers and reader-printers. The wooden counter where patrons formerly registered and consulted with staff was replaced by an up-to-date work station which is wheelchair accessible and far more convenient for the staff and for patrons.

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

DEPARTMENT OF THE SECRETARY OF STATE

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 2002: 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) 287-5874

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 58,000 corporate entities operating in the State and 192,000 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 49,000 annual reports disclosing officer information for all entities; assesses penalties for late reports; and suspends or revokes entities which fail to file. The division maintains 6,800 service and trade marks on file, and reviews the design and text of proposed marks against those on file for availability prior to filing. The division also annually files 126,000 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 02 the bureau assisted in the development of UCC online search and filing and Corporate online Annual Report filing, two internet based programs that allow for 24/7 access to corporate and UCC information.

FINANCES, FISCAL YEAR 2002: 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; commissioning of 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 Directors of the 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 customer contact 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
- Limited 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

DEPARTMENT OF THE SECRETARY OF STATE

A Guide to Absentee Voting in Maine
Registered and Enrolled Voters Listing
An Agency guide to Rulemaking
World Wide Web: <http://www.maine.gov/sos/cec/>

FINANCES, FISCAL YEAR 2002: The 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	1,443,294	1,356,319	86,975			
HEALTH BENEFITS	425,680	406,294	19,386			
RETIREMENTS	188,496	175,881	12,615			
OTHER FRINGE BENEFITS	16,504	15,659	845			
OTHER CONTRACT SERVICES STATE	43,897	40,262	3,635			
OTHER CONTRACT SERVICES	421,146	383,995	37,151			
RENTS	2,021	1,516	505			
COMMODITIES	387,146	206,821	180,325			
TRANSFER TO OTHER FUNDS	11,899		11,899			
TOTAL EXPENDITURES	2,940,083	2,586,747	353,336			

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.

DEPARTMENT OF THE SECRETARY OF STATE

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.maine.gov/sos/bmv>

FINANCES, FISCAL YEAR 2002: 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, ASST DIRECTOR OF ELECTION

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

DEPARTMENT OF THE SECRETARY OF STATE

capacity advises election officials from 500 municipalities, 600 candidates and the general public regarding election laws and procedures; conducts training sessions for municipal elections officials; prepares, proofreads and distributes 2,000 separate ballot types and other election materials; tabulates official election results; supervises recounts of contested races; oversees the application of the State's laws pertaining to candidate and citizen initiative petitions; and coordinates the statewide implementation of the National Voter Registration Act, a federally mandated program.

Additionally the Division administers the appointment, renewal and continuing education of 26,500 Notaries Public, administers the application process of Dedimus Justice candidates for the Governor's Office; records appointments to 250 boards and commissions and publishes vacancy listings; maintains records of approximately 1,800 rules filed under the Administrative Procedure Act for all State agencies and arranges for the publication of rule-making notices; files all documents relating to pardons; processes authentications, apostilles 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 of Elections reports directly to the Director who reports directly to the Deputy Secretary of State.

PROGRAM:

The Division provides municipalities with extensive assistance in election practices, and strives for the best possible procedures to ensure fair and efficient elections. The division trains local election officials at an annual conference, and conducts regional workshops in conjunction with the Maine Town and City Clerks Association. 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 Procedure Act (A.P.A.), the division ensures that A.P.A. rulemaking procedures mandated by statute are followed by state agencies and makes rules accessible to the public through newspaper advertising and, eventually, through promulgation by electronic formatting. The Division implements and enforces the Executive Financial Disclosure requirements for State executives and makes the statements accessible for public scrutiny. The Division maintains signature and oath records for Notaries Public, various state officials, and appointees to boards and commissions, both as an official record and for authentications and apostilles; provides an accurate report of vacant and filled appointed positions, issues Notary commissions and provides continuing education for Notaries; coordinates paperwork by case for pardon hearings and tape records those hearings for public access.

FINANCES, FISCAL YEAR 2002: 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. 00000081

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 complaints.

DEPARTMENT OF THE SECRETARY OF STATE

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 2002: 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.maine.gov/sos/bmv>

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF MOTOR VEHICLES

PETER C. BRAZIER, DEPUTY SECRETARY OF STATE LINDA GRANT, ADMINISTRATIVE ASSISTANT

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: 383.808

Legislative Count: 383.50

DEPARTMENT OF THE SECRETARY OF STATE

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, 26 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
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

DEPARTMENT OF THE SECRETARY OF STATE

World Wide Web: http://www.maine.gov/sos/bmv_

FINANCES, FISCAL YEAR 2002: The 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	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES	FUNDS					
SALARIES & WAGES	11,353,930		417,735	10,936,195		
HEALTH BENEFITS	3,510,922		147,718	3,363,204		
RETIREMENTS	1,483,680		53,345	1,430,335		
OTHER FRINGE BENEFITS	181,081		9,959	171,122		
OTHER CONTRACT SERVICES STATE	787,516		60	697,321	90,135	
COMPUTER SERVICES STATE	44,270			44,270		
OTHER CONTRACT SERVICES	1,787,482		24,115	1,758,535	4,832	
RENTS	1,201,855		4,200	1,197,655		
COMMODITIES	7,436,762		11,266	7,425,496		
GRANTS, SUBSIDIES, PENSIONS	727,494		727,494			
EQUIPMENT	751,673			751,673		
INTEREST-DEBT RETIREMENT	10			10		
TRANSFER TO OTHER FUNDS	968,610		23,293	941,784	3,533	
TOTAL EXPENDITURES	30,235,285		1,419,185	28,717,600	98,500	

DIVISION OF RECORDS MANAGEMENT SERVICES

NINA OSIER, DIRECTOR

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0084

Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-5739

Established: 1971

Telephone: (207) 287-5790

Reference: Policy Area: 00 ; *Umbrella:* 29 Unit: 255R; *Citation:* T0005 *M.R.S.A., Sect.* 000000095

PURPOSE:

The Division of Records Management Services is established under the authority of the State Archivist to assist other State Agencies in the effective management of their current and semicurrent records by means of retention-disposition schedules, by technical assistance to improve procedures for maintaining, storing and servicing records, and by provision of centralized photoduplication services.

ORGANIZATION:

The Division became operational when construction of the Maine State Archives facility was completed in 1971. It includes the State Records Center and the Photoduplication Laboratory.

PROGRAM:

Current program emphasis is on implementing a "functional" approach to records scheduling, in which an entire agency's method of carrying out its legislative mandate is looked at by the Records Analyst instead of taking a strict record series by record series approach. This enables the Archives Advisory Board to designate entire functions as having, or not having, permanent value requiring preservation.

During Fiscal Year 2002, the State Records Center provided more than 50,000 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 2002 the Photoduplication Laboratory provided extensive centralized microfilm and

DEPARTMENT OF THE SECRETARY OF STATE

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 2002: 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 Motor Carrier Section staffs the Motor Carrier Review Board.

In 1996, the Board developed and adopted its rules for conducting carrier reviews.

ORGANIZATION:

This division, formerly named the Division of Public Services, was established as one of four Bureaus in 1970 and reorganized into a division in 1978.

With the reorganization in 1999 this division became the Division of Vehicle Services and took on the Commercial Vehicle programs, Dealer Licensing, and the Title and Anti-Theft unit.

PROGRAM:

The division continues to provide a single point of contact for the trucking industry and oversees the issuance of various commercial vehicle credentials. The effort to increase administrative efficiency and improve the database on commercial vehicles is ongoing. The division also oversees the administration of laws pertaining to vehicle dealer licensing, titling of motor vehicles and certain trailers, and the registration of all classes of motor vehicles with passenger cars being the largest class.

In 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.

DEPARTMENT OF THE SECRETARY OF STATE

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.maine.gov/sos/bmv>

FINANCES, FISCAL YEAR 2002: 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) 624-3001
Established: 1972 *Telephone:* (207) 624-3000
Reference: Policy Area: 07 ; *Umbrella:* 17 ; *Unit:* 229 ; *Citation:* T0023 *M.R.S.A., Sect.* 000004205
Average Count--All Positions: 2390.501 *Legislative Count:* 1041.50
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.

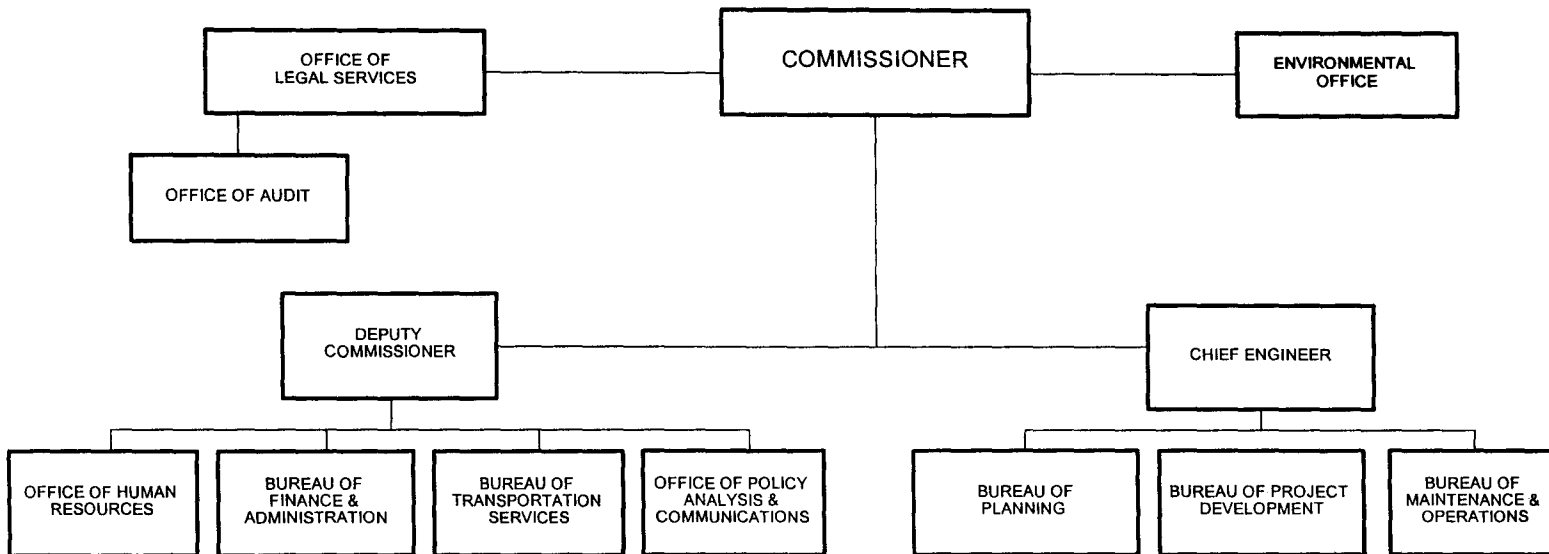
LICENSES:

Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 2002: The 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	83,023,255	153,230	101,624	59,550,055	13,449,608	9,768,738
HEALTH BENEFITS	25,424,022	31,392	42,168	19,740,369	2,526,454	3,083,639
RETIREMENTS	10,541,714	23,827	26,489	6,583,538	2,636,692	1,271,168
OTHER FRINGE BENEFITS	1,177,153	163	- 662	985,238	15,062	177,352
OTHER CONTRACT SERVICES STATE	23,880,134	681,930	2,819,127	6,525,233	12,721,072	1,132,772
COMPUTER SERVICES STATE	- 11,085,839	3,480		109,043	254,239	- 11,452,601
OTHER CONTRACT SERVICES	28,697,550	417,079	142,678	7,742,490	1,676,205	18,719,098
RENTS	29,888,401	1,375	370,760	27,468,340	1,026,058	1,021,868
COMMODITIES	25,388,862	1,856	40,701	20,604,987	2,498,691	2,242,627
GRANTS, SUBSIDIES, PENSIONS	39,868,965	1,049,545	992,402	24,414,391	5,962,232	7,450,395
PURCHASE OF LAND	46,580	38,880		7,700		
BUILDING IMPROVEMENTS	35,448			35,448		
EQUIPMENT	171,762,929	7,014,381	6,443,033	36,764,660	114,761,906	6,778,949
INTEREST-DEBT RETIREMENT	28,945,663		3	28,601,437	648	343,575
TRANSFER TO OTHER FUNDS	5,482,236	2,839,472	34,199	2,409,197	2,664	196,704
TOTAL EXPENDITURES	463,077,073	12,256,610	11,012,522	241,542,126	157,531,531	40,734,284

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

Reference: Policy Area: 07 ; Umbrella: 17; Unit: 231 ; Citation: T0023 M.R.S.A., Sect. 000004206

Average Count--All Positions: 166.544

Telephone: (207) 624-3200

Legislative Count: 166.00

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 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF FINANCE AND ADMINISTRATION (TRANSPORTATION)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,760,984		101,624	6,659,360		
HEALTH BENEFITS	1,655,160		42,168	1,612,992		
RETIREMENTS	821,479		26,489	794,990		
OTHER FRINGE BENEFITS	68,223		- 662	68,885		
OTHER CONTRACT SERVICES STATE	1,077,552		271,051	806,501		
COMPUTER SERVICES STATE	7,800			7,800		
OTHER CONTRACT SERVICES	932,183		65,734	866,449		
RENTS	1,347,538		69,026	1,278,512		
COMMODITIES	4,264,417		26,302	4,238,115		
EQUIPMENT	188,334		-3,258	191,592		
TRANSFER TO OTHER FUNDS	1,442,249		24,069	1,418,180		
TOTAL EXPENDITURES	18,565,919		622,543	17,943,376		

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) 624-3250

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 2002: 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) 624-3100

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 2002: 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) 624-3250

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 2002: 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) 624-3050

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 2002: 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) 624-3020

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.

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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 2002: 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) 624-3020

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. The Office performs financial and compliance audits of third party agreements between the Department and external organizations, and as requested, audits or other reviews of internal Department operations.

ORGANIZATION:

The Office of Legal Services originated in 1962 as part of the former State Highway Commission, which is now the Department of Transportation. The Office of Audit was added to Legal Services in August of 1999.

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 212 new State Claims Commission referrals; 14 cases were presented for hearing, 119 were settled and 43 were defaulted. The Office also completed and updated for the Department thousands of title abstracts for all real estate acquisitions by Project Development, Office of Passenger Transportation, Office of Freight Transportation, and Environment. Multiple real estate related projects were prepared for the Land for Maine's Future Board, several state agencies and the Governor's Office including the acquisition of Smelt Hill Dam for the Department of Marine Resources in order that the dam can be removed.

This year the office reorganized and improved its investigation procedures, provided support for the finalization and implementation of the new access management rules, worked with Project Development programs to integrate title preparation with the program process in order to provide needed support in a manner more responsive to project schedules and required various businesses to bring their message signs into compliance and remove encroachments.

More specifically, acquisition of the AMTRAK layover area at Thompson's Point including rail platform leases were also satisfactorily completed and land was acquired for the multi-modal facility there. The Office continued to support the Office of Freight Transportation's efforts to acquire a facility at Mack Point. The Office worked with Maintenance and Operations to complete Visitor Information Center Agreements with the Office of Economic and Community Development. The Chebeague Island litigation which clarified the State's right to condemn certain private property was successfully defended on appeal. The Office also successfully defended the bid protest on the Waldo-Hancock bridge.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

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) 624-3600

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 234 ; Citation: T0023 M.R.S.A., Sect. 000004206

Average Count--All Positions: 1579.519

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 2,700 bridges on State, State-aid and town highways; the coordination of the State-aid highway construction program; the installation and maintenance of traffic control devices on State and State-aid highways; the maintenance of approximately 300 miles of State owned rail lines, including about 200 bridges; the management of an equipment fleet for the Department of Transportation; the management of the Department's communication system; and the maintenance of safety rest areas and roadside picnic areas. The Bureau also provides major maintenance services for Ferry Service transfer bridges, piers and buildings.

ORGANIZATION:

The Bureau of Maintenance and Operations organization consists 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: Major strides were taken in converting to a salt priority program for winter maintenance by outfitting additional plow trucks with new technology for salt application; beginning anti-icing methods with salt brine applicators; and installation of 3 Road Weather Information Systems. The new access management rules were implemented during the spring.

TRAFFIC ENGINEERING: The Highway Striping Program completed 5,270 miles of centerline and 3,525 miles of edgeline. Statewide, the division maintained traffic signals, flashing beacons, dynamic signs, and street lighting. The division worked on 35 traffic movement permits, advertised projects, worked on approximately 40 other highway and bridge projects, and reviewed approximately 25 developer projects. The Division's Right of Way Control staff issued 684 permits for new Official Business Directional Signs, bringing the total to 4,011 accounts with 10,669 signs now in use. The sign shop produced highway signs and barricades as needed for field division use. The Crash Records Section processed about 37,500 highway crashes. In Traffic Monitoring, there are now 45 continuous count sites with 8 that continuously classify type of traffic.

BRIDGE MAINTENANCE: Routine maintenance of approximately 2700 bridges included: bridge cleaning; deck wearing surface; curb repair; painting; rehabilitation of abutments; and 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 bridges & docks. Inspected and maintained 300 miles of state-owned railroad lines. Legislation realigned maintenance responsibility on town ways based on span length and traffic volume.

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FINANCES, FISCAL YEAR 2002: The 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	51,211,617			42,062,147	1,845,737	7,303,733
HEALTH BENEFITS	16,973,659			14,437,739	189,754	2,346,166
RETIREMENTS	6,211,622			4,957,686	300,309	953,627
OTHER FRINGE BENEFITS	784,252			651,560	33	132,659
OTHER CONTRACT SERVICES STATE	3,152,697		369,276	2,023,874	568,481	191,066
COMPUTER SERVICES STATE	-11,424,190			58,862	-92	-11,482,960
OTHER CONTRACT SERVICES	22,861,507		25,000	5,223,812	153,187	17,459,508
RENTS	26,613,812		298,861	24,941,455	391,293	982,203
COMMODITIES	17,920,722		1,557	14,045,054	1,828,553	2,045,558
GRANTS, SUBSIDIES, PENSIONS	23,410,686			23,427,210	-17,274	750
BUILDING IMPROVEMENTS	35,448			35,448		
EQUIPMENT	21,559,875		1,514,645	17,476,037	2,569,193	
INTEREST-DEBT RETIREMENT	345,230			1,655		343,575
TRANSFER TO OTHER FUNDS	691,673		2,633	586,397	-4	102,647
TOTAL EXPENDITURES	180,348,610		2,211,972	149,928,936	7,829,170	20,378,532

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

Established: 1969

FAX: (207) 624-3561

Telephone: (207) 624-3564

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 387 ; Citation: T0038 M.R.S.A., Sect. 000000089

PROGRAM:

The Commission establishes the rules, policies, and procedures that govern the licensing, training, and discipline of marine pilots in the state waters under the jurisdiction of the Commission. The Commission also approves the rates, which pilots may charge for services, and generally oversees the operational and safety requirements of deep draft ship movements. 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.

LICENSES:

During FY02, no new licenses were issued and four renewals were issued.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

Established: 1972

FAX: (207) 624-3301

Telephone: (207) 624-3300

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 232 ; Citation: T0023 M.R.S.A., Sect. 000004206

DEPARTMENT OF TRANSPORTATION

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 communities 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 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
Working w / MDOT - A Guide for Municipal Officials, Free

DEPARTMENT OF TRANSPORTATION

Numerous publications/resources on a wide variety of technical subjects

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF POLICY ANALYSIS

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

Established: 1980

Telephone: (207) 624-3010

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, and policy analysis direction and development.

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.

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 relations. The office is also responsible for external and internal public information programs; for providing support services for various special events; and coordinating individual bureau or office public relations efforts.

FINANCES, FISCAL YEAR 2002: 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) 624-3400

Reference: Policy Area: 07 ; *Umbrella:* 17 ; *Unit:* 246 ; *Citation:* T0023 *M.R.S.A., Sect.* 000004206

Average Count--All Positions: 569.538

Legislative Count: 547.00

PURPOSE:

The Bureau of Project Development's mission is to deliver safe, cost effective, high quality transportation projects and services to Bureau customers on schedule. This entails development of transportation improvement projects from approval of funding through to construction completion, as well as delivery of certain non-project related engineering and technical services.

ORGANIZATION:

The Bureau of Project Development was formed as a result of the Ernst & Whinney Management Study completed in the early 1980's. Its internal organization has evolved over the years to a new form that now combines functions into Programs, rather than the more traditional functional units of Survey, Design, Right-of-Way and Construction. The present Bureau is organized into 4 Programs: Bridge, Urban & Arterial Highway, Multimodal and Regional. Each Program is composed of multi-functional project teams each having full responsibility for delivery of a specified collection of projects. The Bureau's organization also includes 4 support units: Contracts & Specifications, Capital Resources, Program Support Services and Materials Testing & Exploration. Each of these units provides program wide assistance and support for development of

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projects and they provide external non-project services appropriate to their expertise.

PROGRAM:

The Department's overall capital improvement program continues to emphasize improvement of the existing transportation network and facilities. Projects are developed through a process that is centered on minimizing and avoiding impacts during construction to the surrounding natural environment, abutting property owners and the traveling public. Available Federal funding, application of innovative financing techniques, and the willingness of the Legislature and Maine voters to provide matching dollars, have allowed our transportation improvement program to grow. This past year the Bureau reached new production heights with delivery of 400 miles of roadway improvements, 60 bridge projects, and 40 other transportation improvements. The total program delivery effort had a value of \$225 million and the coming year is expected to produce even larger numbers.

LICENSES:

Permit:
Utility Location

PUBLICATIONS:

Statewide Transportation Improvement Program (STIP)
Standard Specifications for Construction
Various policy & procedural Manuals

FINANCES, FISCAL YEAR 2002: The 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	22,374,920	111,814		10,828,548	11,434,558	
HEALTH BENEFITS	6,012,367	19,912		3,689,638	2,302,817	
RETIREMENTS	3,156,375	21,444		830,862	2,304,069	
OTHER FRINGE BENEFITS	279,822			264,793	15,029	
OTHER CONTRACT SERVICES STATE	16,542,333		858,651	3,694,858	11,754,162	234,662
COMPUTER SERVICES STATE	298,687			42,381	255,664	642
OTHER CONTRACT SERVICES	3,175,900			1,652,229	1,475,170	48,501
RENTS	1,913,556		1,513	1,248,373	631,767	31,903
COMMODITIES	3,033,589		12,480	2,321,818	668,046	31,245
GRANTS, SUBSIDIES, PENSIONS	2,565,119		178,951	377,181	2,005,940	3,047
PURCHASE OF LAND	7,700			7,700		
EQUIPMENT	137,676,575		4,791,699	19,097,031	111,222,555	2,565,290
INTEREST-DEBT RETIREMENT	28,600,430			28,599,782	648	
TRANSFER TO OTHER FUNDS	409,394		5,010	404,620	-236	
TOTAL EXPENDITURES	226,046,767	153,170	5,848,304	73,059,814	144,070,189	2,915,290

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) 624-3561
Established: 1981 Telephone: (207) 624-3560
Reference: Policy Area:07 ; Umbrella: 17 Unit: 243 ; Citation: T0023 M.R.S.A., Sect. 000004206
Average Count--All Positions: 74.899 Legislative Count: 67.50

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, improved environmental and safety

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benefits and reduced transportation costs.

The Office of Passenger Transportation (OPT) 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 and Blue Hill Bays. 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, advises on state rail policy, 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 current 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.

Lastly, OPT is prioritizing Maine dredging projects for the U.S. Army Corps of Engineers and administering The Maine Pilotage Commission and the Maine Port Authority. 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. These initiatives include a motor carrier data base project and planning for an automated weight and credentials screening facility for trucks. OPT recently updated 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 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: 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

DEPARTMENT OF TRANSPORTATION

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 Veh. Operations Business Plan,
Free Maine Haul Truck Network Study - Final Report 11/01

FINANCES, FISCAL YEAR 2002: The 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	2,675,734	41,416			169,313	2,465,005
HEALTH BENEFITS	782,836	11,480			33,883	737,473
RETIREMENTS	352,238	2,383			32,314	317,541
OTHER FRINGE BENEFITS	44,856	163				44,693
OTHER CONTRACT SERVICES STATE	3,107,552	681,930	1,320,149		398,429	707,044
COMPUTER SERVICES STATE	31,864	3,480			- 1,333	29,717
OTHER CONTRACT SERVICES	1,727,960	417,079	51,944		47,848	1,211,089
RENTS	13,495	1,375	1,360		2,998	7,762
COMMODITIES	170,134	1,856	362		2,092	165,824
GRANTS, SUBSIDIES, PENSIONS	13,893,160	1,049,545	813,451	610,000	3,973,566	7,446,598
PURCHASE OF LAND	38,880	38,880				
EQUIPMENT	12,338,145	7,014,381	139,947		970,158	4,213,659
INTEREST-DEBT RETIREMENT	3		3			
TRANSFER TO OTHER FUNDS	2,938,920	2,839,472	2,487		2,904	94,057
TOTAL EXPENDITURES	38,115,777	12,103,440	2,329,703	610,000	5,632,172	17,440,462

(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

Reference: Policy Area:00 ; Umbrella: 28 Unit: 248 ; Citation: T0005 M.R.S.A., Sect. 000000121

Average Count--All Positions: 19.000

FAX: (207) 287-2367

Telephone: (207) 624-7477

M.R.S.A., Sect. 000000121

Legislative Count: 19.00

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 49,000 during FY 2002. 2.3 million checks were distributed, as well as 314,000 electronic fund transfers. Banking services provided to State agencies are coordinated by the Treasurer's Office--including deposit access to over 40 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 100+ funds, averaged more than \$604 million in FY 2002, and was managed with safety, liquidity and yield in mind. \$19 million in earnings from investments, including over \$3.8 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 Unclaimed Property Program identified more than \$10.1 million in unclaimed property during FY 2002. 8,914 claims were paid, reuniting citizens with over \$3.2 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 \$100.5 million was distributed during FY 2002. 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 and has developed a web-site that

(OFFICE OF) TREASURER OF STATE

contains up-to-date economic, debt and fiscal information.

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes; Annual list of Maine Citizen's Unclaimed Property; 2001/2002 Report Forms & Instructions for Unclaimed Property; Newsletter of the Treasurer of State "Maine Interest"; Web-site "www.state.me.us/treasurer"

FINANCES, FISCAL YEAR 2002: The 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	583,145	583,145				
HEALTH BENEFITS	152,531	152,531				
RETIREMENTS	78,644	78,644				
OTHER FRINGE BENEFITS	8,622	8,622				
OTHER CONTRACT SERVICES STATE	332,579	525				332,054
OTHER CONTRACT SERVICES	217,412	131,271	1,546			84,595
COMMODITIES	141,975	112,802				29,173
GRANTS, SUBSIDIES, PENSIONS	100,610,139		100,610,139			
INTEREST-DEBT RETIREMENT	79,898,842	79,898,842				
TRANSFER TO OTHER FUNDS	- 14		- 14			
TOTAL EXPENDITURES	182,023,875	80,966,382	100,611,671			445,822

(OFFICE OF) TREASURER OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	583,145	583,145				
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BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE
SYSTEM**

JOSEPH W. WESTPHAL, 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) 973-3200

Reference: Policy Area: 02 ; Umbrella: 78 Unit: 421 ; Citation: S1967 M.R.S.A., Sect. 000000229

Units:

PURPOSE:

The University of Maine System is the State university of Maine. It provides undergraduate, graduate, and professional education in a variety of fields, conducts research and performs public service for the people of the State. The System was established to "develop, maintain, and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20-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
Office of the Chancellor and Systemwide 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 2001 enrollment totaled 32,955, including many part-time and adult learners, and 4,659 persons were awarded degrees in 2000/2001.

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 2002: The 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	6,787,558					6,787,558
GRANTS, SUBSIDIES, PENSIONS	177,221,620	176,463,272	758,348			
TOTAL EXPENDITURES	184,009,178	176,463,272	758,348			6,787,558

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	6,787,558					6,787,558
GRANTS, SUBSIDIES, PENSIONS	177,221,620	176,463,272	758,348			
TOTAL EXPENDITURES	184,009,178	176,463,272	758,348			6,787,558

ORGANIZATIONAL UNITS

Board of Trustees	University of Maine at Farmington (UMF)
Office of the Chancellor	University of Maine at Fort Kent (UMFK)
Systemwide Services	University of Maine at Machias (UMM)
University of Maine (UM)	University of Maine at Presque Isle (UMPI)
University of Southern Maine (USM)	University of Maine at Augusta (UMA)

UNIVERSITY OF MAINE SYSTEM FULL-TIME REGULAR EMPLOYEES OCTOBER 2001

BY EMPLOYEE CATEGORY

Faculty	1,391
Professional and Administrative	1,492
Classified	<u>1,703</u>
Total	4,586

BY SOURCE OF FUNDING

Educational and General	3,685
Auxiliary Enterprise	364
Restricted	<u>537</u>
Total	4,586

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

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: 9Q Unit: 077 ; Citation: T0020A M.R.S.A., Sect. 000000401

PURPOSE:

The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Education in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of applied technical centers; to approve standards for school construction; to approve school construction projects for State aid; to approve the formation of community school districts; to obtain information regarding applications for granting degrees and make recommendations to the Legislature.

The State Board of Education also serves as the State agency for administering Carl Perkins Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

ORGANIZATION:

The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education.

The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Board.

Effective July 1, 1972, the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and 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 2002: The 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	21,505	21,505				
OTHER CONTRACT SERVICES STATE	128,643	128,643				
OTHER CONTRACT SERVICES	39,830	39,830				
RENTS	1,140	1,140				
COMMODITIES	8,261	8,261				
TOTAL EXPENDITURES	199,379	199,379				

MAINE HEALTH DATA ORGANIZATION

ALAN M. PRYSUNKA, EXECUTIVE DIRECTOR
LINDA A. ADAMS, ADMINISTRATIVE ASSISTANT

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: 8.000

Legislative Count: 8.00

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 20 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 pharmacists, 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).

PROGRAM:

The MHDO released hospital outpatient services data for calendar year 2000. Maine is one of the few states in the nation to collect hospital outpatient services data, and the first to release such data. To expedite the processing and release of its hospital data, the MHDO implemented an in-hospital data editing system in lieu of a centralized approach for editing hospital inpatient and outpatient data. The in-hospital editing approach will improve the accuracy of the data and reduce the time period from the receipt of the data to its release to the public.

The Maine Health Data Processing Center, a non-profit organization that will edit an all-payer/all provider health care claims database system for the MHDO, was established; including: the appointment of Board members; adopting by-laws, development of an implementation schedule; and the hiring of staff.

INDEPENDENT AGENCIES - REGULATORY

In collaboration with the Maine Bureau of Health, work has continued with a 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. A beta web site module has been developed and is being reviewed by the cooperating parties.

The MHD0 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 2002: The 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	249,282		249,282			
HEALTH BENEFITS	58,532		58,532			
RETIREMENTS	35,388		35,388			
OTHER FRINGE BENEFITS	2,601		2,601			
OTHER CONTRACT SERVICES STATE	82,375		82,375			
COMPUTER SERVICES STATE	42,886		42,886			
OTHER CONTRACT SERVICES	16,432		16,432			
RENTS	20,670		20,670			
COMMODITIES	99,829		99,829			
GRANTS, SUBSIDIES, PENSIONS	95				95	
TRANSFER TO OTHER FUNDS	3,253		3,253			
TOTAL EXPENDITURES	611,343		611,248		95	

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.

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 Behavioral and Developmental Services, a representative of work centers, a disabled person, and a representative of the business community. The Committee members are appointed by and serve at the pleasure of the Governor. Members serve without compensation except for reimbursement of necessary expenses incurred by non-state employees.

PROGRAM:

The Committee spent the year orienting expanded membership to the responsibilities of the Committee and evaluating the possible changes that can be made to improve the effectiveness of the program. Activity of the Committee

INDEPENDENT AGENCIES - REGULATORY

remains centered around custodial services contracts. Several large contracts are in place, benefiting work centers in the Augusta, Lewiston and Portland areas. The 50 awards made under the set aside totaled \$828,714 in FY 2002.

FINANCES, FISCAL YEAR 2002: 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

Telephone: (207) 287-3751

Reference: Policy Area: 01 ; Umbrella: 90 Unit: 351 ; Citation: T0039A.M.R.S.A., Sect. 000000151

Average Count--All Positions: 118.500

Legislative Count: 118.50

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 and to insure compliance with the Workers' Compensation laws. To ensure the efficient implementation of the Workers' Compensation Act, the Board is engaged in the promulgation of rules and regulations; the resolution of disputes through formal and informal means; the monitoring of payments to injured workers; the monitoring and enforcement of insurance coverage; the supervision of medical protocols, utilization review, medical fee schedules and enforcement guidelines; the implementation of an independent medical examiner system; the investigation and prosecution of complaints of fraud misrepresentation. The objectives are accomplished through the dispute resolution process, the Worker Advocate Program, the Monitoring, Auditing and Enforcement (MAE) Program and support staff.

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 submits 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

INDEPENDENT AGENCIES - REGULATORY

the system. The Board promotes the use of EDI to increase the electronic filing of data.

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. (Monitoring, Audit and Enforcement reports are issued quarterly and annually.) The Board's information technology projects include: board system rewrite; DHCP routing; late filed forms tracking; advocate case management module; abuse unit module; electronic data submission; NOC/MOP measurement; web based HO decision repository; ad-hoc reporting and infrastructure upgrade/maintenance.

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 120th 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.

Most Board publications are available at www.state.me.us/wcb

FINANCES, FISCAL YEAR 2002: The 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	4,444,367		4,444,367			
HEALTH BENEFITS	1,112,806		1,112,806			
RETIREMENTS	593,307		593,307			
OTHER FRINGE BENEFITS	70,960		70,960			
OTHER CONTRACT SERVICES STATE	193,583		193,583			
COMPUTER SERVICES STATE	1,459		1,459			
OTHER CONTRACT SERVICES	384,274		384,274			
RENTS	321,170		321,170			
COMMODITIES	455,494		455,494			
GRANTS, SUBSIDIES, PENSIONS	800,863		800,863			
EQUIPMENT	14,847		14,847			
TRANSFER TO OTHER FUNDS	129,914		129,914			
TOTAL EXPENDITURES	8,523,044		8,523,044			

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*	15,081
2000	15,479
2001	14,648

*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>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</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
2001	10,132	10,139	756

	<u>Mediation</u>		
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</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
2001	3,830	3,745	751

	<u>Formal Hearing</u>		
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</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
2001	2,725	2,592	1,243

Worker Advocate Division

The Worker Advocate Program has 1996 open files as of June 30, 2002. The Advocates, from July 1, 2001 to June 30, 2002, have represented injured workers in over 550 formal hearings and in over 2,350 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 2001 the Abuse Investigation Unit received 3,023 complaints/requests for penalties (up from 2283 in 2000). The Unit closed (by granting, denying, dismissing or, in the case of complaints pursuant to §360(2), forwarding to hearing) 2,350 cases (up from 1,534 in 2000).

Forms and Data Processed by Unit in Calendar Year 2001

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>
1996	13,152	3,259	756
1997	11,147	4,561	845
1998	15,504	3,409	954
1999	13,160	3,882	708
2000	13,763	3,469	1,100
2001	18,879	2,939	988

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>Discontinuances</u>	<u>NOC'S</u>	<u>Petitions</u>
1994	16,422	16,648		
1995	15,028	18,155	12,866	7,034
1996	13,426	18,293	11,855	9,386
1997	12,930	15,960	11,357	4,366
1998	13,122	15,746	10,359	7,870
1999	14,440	15,921	11,240	5,996
2000	14,481	16,602	12,376	7,552
2001	13,359	13,217	12,353	8,793

	<u>Interim/Final Reports</u>	<u>First Reports of Injury</u>
1994	22,519	20,771
1995	26,030	19,857
1996	33,347	18,271
1997	26,045	17,582
1998	22,566	17,961
1999	19,279	17,623
2000	18,263	20,082
2001	21,186	20,748

Office of Medical/Rehabilitation Services

Vocational Rehabilitation – The Board regularly reviews vocational rehabilitation plan requests. In 2001 the Board received 92 vocational rehabilitation plan requests.

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).

Independent Medical Examiner System - As requests for independent medical examinations have increased, the Board adopted a rule authorizing selection of examiners not on approved list of 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.

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, 55 entities have been audited since 1999. Consent Decrees, as a result of board audits, generated \$54,000 in penalties paid directly to injured employees and \$66,550 in penalties paid to the Board (total penalties paid to date is \$120,550). 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

01/01/01-12/31/01

2001 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>
	79.44%	85.25%	80.86%	88.28%	79.17%	84.95%	81.20%	86.40%
Initial Indemnity Payment Made Within 14 Days	81.32%		81.82%		84.18%		82.77%	
Memoranda of Payment Received Within 17 Days	75.15%		76.43%		78.90%		77.55%	

Compliance Comparison

	Pilot Project² 1997	Annual Compliance³ 2000	Annual Compliance⁴ 2001	Percent of Change Since Pilot Since 2000	
First Report of Injury Received within 7 Days	36.74%	78.33%	79.71%	117.96%	1.76%
Initial Indemnity Payment Made Within 14 Days	59.39%	80.26%	82.79%	39.40%	3.15%
Memoranda of Payment Received Within 17 Days	56.78%	74.26%	77.08%	35.75%	3.30%

¹ Static results based upon data received by the deadline for each quarter.

² Static results based upon sample data collected for Pilot Project of 1997.

³ Dynamic results based upon population data received by March 30, 2001.

⁴ Dynamic results based upon population data received by March 30, 2002.

INDEPENDENT AGENCIES - REGULATORY

INDEPENDENT AGENCIES - ADVISORY

MAINE HIV ADVISORY COMMITTEE

GENE LEVIGNE, 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 2002: 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. Two members of the Board serve on the Maine State Cultural Affairs Council.

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 2002: 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 2002: 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 2002: The 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 2002, the Commission met four times.

FINANCES, FISCAL YEAR 2002: 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 within the Department of Administration and Financial Services. The Advisory Council on Tax-deferred Arrangements was established to work with the Plan providers, Plan participants, and potential participants. The Council is a Labor/Management group made up of 10 members: 5 from MSEA, 1 from the Maine State Troopers Association, 1 from AFSME, and 3 Executive members. A Labor and Management representative serve as co-chairs of the Council, each with one vote on behalf of labor and management members. Goals of the Council include keeping the Plan document and the vendor contracts up to date, maintaining a reasonable investment policy, and increasing the Plan participation significantly. Towards these goals, Buck Consultants, an actuarial consultant, serves as a performance and educational monitor.

ORGANIZATION:

The original Plan Council was established in 1973, however, subsequent legislation created the Advisory Council on Tax-deferred Arrangements. Members include the Commissioner of Administrative and Financial Services as Chair, the Insurance Superintendent and the Superintendent of Banking or their designees, 7 classified labor employees recommended to the Governor by their particular Union (5 from MSEA, 1 from AFSME, and 1 from Maine State Troopers Association). Employee representatives are appointed for terms of 3 years. The Council meets as needed, but at least once each year.

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 (aka EGGTRA), with a Pension Reform section included. 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, and catch up provisions for any participant over the age of 50 years.

PUBLICATIONS:

Full disclosure may be found on the Bureau of Accounts and Control web site.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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

FAX: (207) 623-3263

Established: 1999

Telephone: (207) 623-0095

Reference: Policy Area: 02 ; Umbrella: 92 Unit: 604 ; Citation: T0020A.M.R.S.A., Sect. 000012304

PURPOSE:

The Maine Dental Education Loan and Loan Repayment Program provides funds for forgivable loans to Maine residents enrolled in a school of dental education and also repayment of dental education loans for dental service providers.

The Maine Advisory Committee on Dental Education advises the Finance Authority of Maine on the development of program rules to evaluate and improve the program. At this time, a chair has not been selected.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DEVELOPMENTAL DISABILITIES COUNCIL

Central Office: 225 WESTERN AVE, 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.

INDEPENDENT AGENCIES - ADVISORY

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) 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE COMMISSION ON DOMESTIC AND SEXUAL 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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

Established: 1997

FAX: (207) 287-3042

Telephone: (207) 287-3619

Reference: Policy Area:03 ; Umbrella: 92 Unit: 600 ; Citation: T0019A M.R.S.A., Sect. 000004013

PURPOSE:

The Domestic Abuse Homicide Review Panel was established to review the deaths of persons who are killed by family or household members. The "Panel" is composed of members who have experience in providing services to victims of domestic abuse. It will make recommendations to State and local agencies regarding methods of improving the system for protecting persons from domestic abuse, including modifications of laws, rules, policies and procedures following completion of adjudication.

ORGANIZATION:

The Panel is composed of approximately sixteen members appointed by the Chair, Maine Commission on Domestic Abuse.

PROGRAM:

The Panel 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 2002: 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.

INDEPENDENT AGENCIES - ADVISORY

PUBLICATIONS:

Guidelines for Educational Leave (first issued 7/2/74)

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY COMMITTEE ON FAMILY DEVELOPMENT ACCOUNTS

JUDY H. WILLIAMS,

Central Office: WHITTEN ROAD, AUGUSTA, ME, 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011 *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 2002: 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.

The Committee plans quarterly meetings.

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.

INDEPENDENT AGENCIES - ADVISORY

The Committee reviews the information and allows 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 is 15 minutes. The Committee then asks questions with no limit to the time for this purpose.

The Committee has heard five complaints since inception; two remain open and three resulted in no recommended statutory or regulatory change.

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.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

FAMILY LAW ADVISORY COMMISSION

HON. JOYCE A. WHEELER, CHAIR

Central Office: P.O. BOX 770, YORK, ME, 03909

Mail Address: P.O. BOX 770, YORK, ME, 03909

Established: 1996

Telephone: (207) 363-1230

Reference: Policy Area:03 ; Umbrella: 92 Unit: 595 ; Citation: T0019A M.R.S.A., Sect. 000000351

PURPOSE:

The Commission was created for the purpose of conducting a continuing study of the family laws of Maine and to make recommendations to the Maine Legislature.

ORGANIZATION:

The Commission is composed of nine members experienced in family law. They include: an active Superior Court Justice, an active District Court Judge, a current Probate Court Judge, two members of the family law section of the Maine State Bar Association, a representative of a legal services organization, a representative of the Department of Human Services, and 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 2002: 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) 624-8964

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.

INDEPENDENT AGENCIES - ADVISORY

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.

FINANCES, FISCAL YEAR 2002: The 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 COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES STATE	12,911	12,911				
OTHER CONTRACT SERVICES	354	354				
COMMODITIES	975	975				
TOTAL EXPENDITURES	14,240	14,240				

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

Established: 1991

FAX: (207) 294-5931

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.

INDEPENDENT AGENCIES - ADVISORY

In 1991, KAHEC and the Maine Consortium for Health Professions Education (MCHPE) merged forming the Acadia Health Education Coalition. The Acadia Coalition and the AHEC Program then constituted the Maine Statewide AHEC System as proscribed by law.

PROGRAM:

Since 1991, the Maine Statewide AHEC System has carried out its federal/state mandates through supporting clinical training opportunities for a variety of health professional students including Osteopathic and Allopathic physicians; physician assistants; nurse practitioners; registered nurses; occupational and physical therapists and clinical social workers.

The AHEC system also provides continuing health/medical education to these, and other health providers, administrative personnel and community leaders as part of meeting its health professional retention and health delivery systems development goals.

And finally, the AHEC system continues to collaborate with other related agencies/organizations (i.e. Bureau of Health; Office of Primary Care; Finance Authority of Maine; Health Care Reform Commission; Health Professions Regulations Task Force; Maine State Nurses Association; Maine Medical Association, Maine Osteopathic Association, and Maine Colleges and Universities) in helping to create and maintain designated underserved populations and communities of Maine.

PUBLICATIONS:

"Linking Health Professions Education to Rural Health Services," 1992
"Maine Health Careers: A Guide to Health Professional Education Programs,"
1993, 1996

FINANCES, FISCAL YEAR 2002: 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. It was established in Statute in 2002. 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

INDEPENDENT AGENCIES - ADVISORY

without compensation.

PROGRAM:

The Board recently received a 3 year 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 during the past year.

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. More information is available at www.state.me.us/sos/arc/mhrab/hrabhome.htm.

LICENSES:

Recommendations to National Historical Publications and Records Commission regarding Maine grant proposals to the Commission.

FINANCES, FISCAL YEAR 2002: The 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	17,177				17,177	
HEALTH BENEFITS	3,190				3,190	
RETIREMENTS	3,307				3,307	
OTHER FRINGE BENEFITS	217				217	
OTHER CONTRACT SERVICES	152				152	
GRANTS, SUBSIDIES, PENSIONS	18,467				18,467	
TRANSFER TO OTHER FUNDS	1,508				1,508	
TOTAL EXPENDITURES	44,018				44,018	

DISPLACED HOMEMAKERS ADVISORY COUNCIL

GILDA NARDONE, EXECUTIVE DIRECTOR

Central Office: UNIVERSITY OF MAINE AT AUGUSTA, AUGUSTA, ME, 04330-9410

Mail Address: STODDARD HOUSE, UMA, AUGUSTA, ME, 04330-9410 *FAX:* (201) 621-3429

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, 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, University of Maine Augusta. A statewide Advisory Council, appointed by the Governor, works with Program staff

PROGRAM:

In FY2002, 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.

1007 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

INDEPENDENT AGENCIES - ADVISORY

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 Assistance for Needy Families (TANF) recipients, in collaboration with the Adult Education programs throughout Maine; self-employment technical assistance and training activities included the Departments of Labor, Human Services, the University of Maine System through the Maine Small Business Development Centers; financial management activities are offered in partnership with Community Action Agencies and local and statewide Financial Institutions.

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"; the Program's Annual Report, and bi-annual newsletters are available free of charge.

The General Fund Budget Allocation for FY 2002 was 678,172 through a contract with the Maine Centers for Women, Work, and Community, UMA/UMS.

FINANCES, FISCAL YEAR 2002: 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 substantially 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.

INDEPENDENT AGENCIES - ADVISORY

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INFORMATION SERVICES POLICY BOARD

JANET WALDRON, CHAIR

Central Office: 26 EDISON DR, AUGUSTA, ME, 04333

Mail Address: 61 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1986

Reference: Policy Area:00 ; Umbrella: 92 Unit: 357 ; Citation: T0005 M.R.S.A., Sect. 000001891

PURPOSE:

The Information Services Policy Board was established to approve the written standards governing geographic information services, data processing, and telecommunications as defined in Title 5, Chapter 138. The Board, with the Commissioner, shall investigate and establish priorities within the scope of the strategic and departmental planning process. The priorities are goals and objectives with associated target dates.

The Board, with the Commissioner, shall provide for a regular review of information processing and telecommunications operations in State Government and make recommendations for improving service and efficiency and for reducing costs. The Board may conduct an investigation or provide for the investigation of any issue it deems essential to the purpose and mission of this chapter. The Board will hear and approve the rates annually of the Bureau of Information Services.

FINANCES, FISCAL YEAR 2002: 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

FAX: (207) 624-6024

Telephone: (207) 624-6550

Reference: Policy Area:01 ; Umbrella: 92 Unit: 340 ; Citation: T0012 M.R.S.A., Sect. 000006462A

PURPOSE:

The Lobster Advisory Council advises the Commissioner on activities of the Department that relate to the lobster industry. The Council may investigate problems affecting the lobster industry and make recommendations to the Commissioner and the Marine Resources Advisory Council concerning its investigations. The Council may review research programs and make recommendations to the Commissioner. The Council may consider disputes issues brought to the Council by Lobster Zone Management Councils and make recommendations to the Commissioner. The Council provides advice to the Commissioner with regard to expenditures made from the Seed Lobster Fund.

INDEPENDENT AGENCIES - ADVISORY

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 5 times during calendar 2001. Most were focused on developing recommendations to the legislature with regard to rules of entry into the lobster fishery.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OIL SPILL ADVISORY COMMITTEE

VACANT , CHAIR

DAVID SATT, 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. 00000551A

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.

INDEPENDENT AGENCIES - ADVISORY

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PETROLEUM ADVISORY COMMITTEE

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

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

Established: 1992

Reference: Policy Area: 01 ; *Umbrella:* 92 *Unit:* 552 ; *Citation:* T0010 *M.R.S.A., Sect.* 000001678

PURPOSE:

To assist the Department of the Attorney General in formulating recommendations to the Legislature as to whether additional legislation is needed to further limit or curtail the activity of refiners operating retail outlets.

ORGANIZATION:

The Petroleum Advisory Committee is composed of seven members. The Governor appoints five members as follows: one refiner, one wholesaler, one retailer, one member of the Maine Oil Dealers Association and one member of the Petroleum Association from nominations by each of those associations. The President of the Senate appoints one Senator and the Speaker of the House appoints one legislator serving on the joint standing committee of the Legislature having jurisdiction over business legislation matters.

PROGRAM:

The Petroleum Advisory Committee meets on an as needed basis to discuss amendments to the Petroleum Market Share Act and to review the annual report describing the concentration of retail outlets in the State or in sections of the State without disclosing the name of any particular retailer or retail outlet.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

STATE POET LAUREATE SELECTION ADVISORY PANEL

ALDEN C. WILSON, DIRECTOR
BRYAN KNICELY, ASSISTANT DIRECTOR

TTY: (207) 287-2360

Central Office: 193 STATE STREET, AUGUSTA,, ME, 04333-0025

Mail Address: 25 STATE HOUSE STATION, AUGUSTA,, ME, 04333-0025 FAX: (207) 287-2725

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 Baron Wormser.

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

POLLUTION PREVENTION ADVISORY COMMITTEE

RUTH LANE, CHAIR
RON DYER, DIRECTOR

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

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

FAX: (207) 287-2814

Established: 1992

Reference: Policy Area:05 ; Umbrella: 92 Unit: 557 ; Citation: T0038 M.R.S.A., Sect. 000000343D

PURPOSE:

The Pollution Prevention Advisory Committee serves as a review body to assess the progress in the reduction of toxics use, toxics release, and hazardous waste. The Committee also advises the Commissioner on the effectiveness of the Office of Pollution Prevention, the Toxic Use and Hazardous Waste Reduction Program, and the Technical and Environmental Assistance Program.

ORGANIZATION:

The Committee consists of 16 voting members. The Governor appoints 2 representatives from the business community, 2 elected or appointed municipal officials, and 2 representatives of organized labor. The President of the Senate and Speaker of the House each appoints one member from a public health organization, one member from an environmental organization, and one member from a small business. The Senate Minority Leader and House Minority Leader each appoint a member from a small business. The Commissioner or the Commissioner's designee is a voting member. The Director of the Bureau of Air Quality Control or the Director's designee is a voting member. The Commissioner of Labor, and the Director of the Maine Emergency Management Agency serve as ex officio members and do not vote on Committee matters.

PROGRAM:

In 2001, 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 small business assistance program.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain

INDEPENDENT AGENCIES - ADVISORY
comprehensive fiscal data relative to this unit

PRESCRIPTION DRUG ADVISORY COMMISSION

JOHN MORAN, 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 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

RIVER FLOW ADVISORY COMMISSION

ARTHUR W. CLEAVES, MEMA - DIRECTOR **ROBERT LENT, DISTRICT CHIEF, USGS-ME**

Central Office: CAMP KEYES, AUGUSTA, ME, 04333-0072
Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME, 04333-0072 *FAX:* (207) 626-4495
Established: 1997 *Telephone:* (207) 626-4503
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.

INDEPENDENT AGENCIES - ADVISORY

ORGANIZATION:

The Commission consists of the following members: The Commissioner of Defense, Veterans and Maine Emergency Management, or designee; The State Geologist, or designee; The Commissioner of Agriculture, Food and Rural Resources, or designee; The Commissioner of Inland Fisheries and Wildlife, or designee; The Commissioner of Marine Resources, or designee; The Director of the State Planning Office, or designee; The Commissioner of Transportation, or designee; The District Chief of the USGS Water Resources Division, Maine District Office; The Meteorologist-in-Charge, NWS Forecast Office, Maine, or designee; Representatives from the major hydroelectric power generators, as determined by co-chairs of the Commission; and a representative of the public, appointed by the Governor.

The District Chief of the United States Geological Survey Water Resources Division Maine District Office and the Commissioner of Defense, Veterans and Emergency Management, or the Commissioner's designee shall act as co-chairs of the Commission.

The term of office for the public member and the representative from the major hydroelectric generators are five years. The public member may be removed from office for cause by the Governor. Members from State Government or Federal Government shall serve a term coincident with their governmental position.

PROGRAM:

The Commission facilitates communications of river flow data between dam operators, river basin managers, State agencies, the United States Geological Survey, and the National Weather Service during periods of both flood and drought. It reports on data collected from stream flow gauges jointly funded by the State and the USGS (a 50/50 match program), information gathered in an annual survey of snow pack conditions in the late winter and early spring, and other information gathered and exchanged among its members. The data is also used by the Department of Transportation in highway and bridge design as well as the Departments of Conservation and inland Fisheries and Wildlife when assessing the impact or irrigation on aquatic habitat and monitoring river flow for recreational uses.

The origin of the Commission was the Flow Management Advisory Committee, formed by Executive Order in 1983 as a result of heavy flooding on the Kennebec River. It operated under the Land and Water Resources Council of the State Planning Office. Its mission was to evaluate whether Maine's rivers were being responsibly managed to protect health and safety of Maine citizens as well as to facilitate communications of river flow data. This committee issued a final report stating a need for information flow and mitigation measures since flood prevention on Maine's rivers is not possible.

The River Flow Advisory Committee was redesignated the River Flow Advisory Commission in 1997 and organized within the Department of Defense, Veterans and Emergency Management. This provides the Commission with stability and visibility within the Department that is the major user of its hydrologic network data during periods of flood and drought when the public's health and safety is threatened.

PUBLICATIONS:

When The Rivers Rise: Flood Awareness for Maine Public Officials
Annual Flood Forecast News Release

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

COMMISSION ON SAFETY AND HEALTH IN THE MAINE WORKPLACE

HUGH E. FLYNN, CHAIR

Central Office: HALLOWELL ANNEX CENTRAL BUILD, HALLOWELL, ME, 04347

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

Established: 1985

Telephone: (207) 624-6400

Reference: Policy Area:04 ; Umbrella: 92 Unit: 489 ; Citation: T0026 M.R.S.A., Sect. 000000051

PURPOSE:

The Commission on Safety and Health in the Maine Workplace was created by Public Law 1985, Chapter 372, to consist of knowledgeable volunteers who will examine safety attitudes, programs and procedures in Maine workplaces; identify initiatives to reduce the frequency, severity and cost of work-related injuries and illnesses; and promote and improve best-practice safety programs. The Commission is charged with making recommendations to the Legislature, the Governor, educators, safety professionals, employers and workers on a continuing basis, for actions that will improve employer, worker and public attitudes toward safety in the workplace. It seeks to create continuing public/private and employer/employee partnerships in the area of workplace safety and health.

The Workers' Compensation Reform Act of 1987 (Public Law 1987, Chapter 559, effective November 20, 1987) added the responsibility for reviewing requests made by employers, to the Safety Loan Fund, which had previously been within the purview of the Occupational Safety Loan Review Panel.

ORGANIZATION:

The Commission consists of not more than twelve members, three with expertise and professional qualifications in the field of occupational safety and health, two representatives of private employers, two representatives of employees, and additional members as the Governor deems necessary and appropriate, all knowledgeable in the area of workplace safety and health. The Commissioner of the Department of Labor is an ex officio member. Staff is provided by the Bureau of Labor Standards.

PROGRAM:

The Commission held eleven meetings during the year. The group reviewed nine Occupational Safety Loan requests and recommended that the Commissioner of Labor approve them. Loans totaled \$243,236. One loan request was withdrawn.

Legislation passed during the year allows the Commission to provide training and education grants. The Commission issued no grants during the fiscal year.

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Labor Standards, Department of Labor.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SUBSTANCE ABUSE SERVICES COMMISSION

EMANUEL PARISER, CHAIRPERSON

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

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

Established: 1994

Telephone: (207) 287-2595

Reference: Policy Area:00 ; Umbrella: 92 Unit: 577 ; Citation: T0005 M.R.S.A., Sect. 000020065

PURPOSE:

The Substance Abuse Services Commission was established for the following purposes: (1) to advise the Office of Substance Abuse in the development and implementation of significant policy matters relating to substance abuse; (2) to advise, consult and assist State Government officials and agencies and the Judicial Council; and (3) to serve as an advocate on substance abuse issues, review and evaluate state and national policies and programs and inform the

INDEPENDENT AGENCIES - ADVISORY

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY BOARD FOR THE LICENSING OF TAXIDERMISTS TIMOTHY E. PEABODY, GAME WARDEN COLONEL

Central Office: 284 STATE STREET, AUGUSTA, ME, 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041 *FAX:* (207) 287-8094

Established: 1990

Telephone: (207) 287-2766

Reference: Policy Area:05 ; Umbrella: 92 Unit: 540 ; Citation: T0012 M.R.S.A., Sect. 000007355

PURPOSE:

The Advisory Board for the Licensing of Taxidermists was established to advise the Commissioner regarding implementation of Section 7354, 7355, 7356, and 7357, and any related rules and assist in the development of and in conducting examinations.

ORGANIZATION:

The Advisory Board for the Licensing of Taxidermists, established by Title 5, subsection 12004-I, subsection 23A, shall consist of the following five residents of Maine:

- A. Two employees of the Department, appointed by the Commissioner;
- B. Two licensed taxidermists with expertise in the art of taxidermy appointed by the Governor; and
- C. One member of the general public with no affiliation to the art of taxidermy appointed by the Governor.

All members, except State employees, are entitled to receive compensation as provided in Title 5, Chapter 379.

LICENSES:

General Taxidermy License
Mammal & Head Taxidermy License
Bird Taxidermy License
Fish Taxidermy License

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

TRAVEL INFORMATION ADVISORY COUNCIL

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016

Established: 1977

Telephone: (207) 624-3612

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 garden clubs, one representing agriculture, 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF VISITORS - MAINE CORRECTIONAL CENTER

CAROL KONTOS, 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.

INDEPENDENT AGENCIES - ADVISORY

PROGRAM:

During the year, members of the Board visited the facility as a committee and also individually. The Board is particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding and results of new legislation.

The Board of Visitors will continue to provide periodic review. As overcrowding problems ease, Board members will be interested in program improvements.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF VISITORS - MAINE STATE PRISON

EDWARD COURTNEY, CHAIRPERSON
KAREN CARROLL, DIRECTOR OF ADMIN SERV

Central Office: 807 CUSHING ROAD, WARREN, ME, 04864-4600

Mail Address: 807 CUSHING ROAD, WARREN, ME, 04864-4600

Established: 1982

Reference: Policy Area:03 ; Umbrella: 92 Unit: 450 ; Citation: T0034A M.R.S.A., Sect. 000003002

FAX: (207) 273-5316

Telephone: (207) 273-5300

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 Edward Courtney, Jon Wilson, Steve Maxwell 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 planning and is supportive in expressing concerns regarding inmate programming and productivity.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF VISITORS - LONG CREEK YOUTH DEVELOPMENT CENTER

DAN REARDON, CHAIRPERSON

TTY: (207) 822-2600

Central Office: 675 WESTBROOK STREET, SO. PORTLAND, ME, 04106

Mail Address: 675 WESTBROOK STREET, SO. PORTLAND, ME, 04106

Established: 1982

Reference: Policy Area:03 ; Umbrella: 92 Unit: 448 ; Citation: T0034A M.R.S.A., Sect. 000003002

FAX: (207) 822-2787

Telephone: (207) 822-2783

PURPOSE:

To monitor program, rights, and administrative issues concerned with the Long Creek Youth Development 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.

INDEPENDENT AGENCIES - ADVISORY

PROGRAM:

1. Visitations to Long Creek Youth Development 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 Long Creek Youth Development 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 Long Creek Youth Development 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

WHITEWATER SAFETY COMMITTEE

TIMOTHY E. PEABODY, GAME WARDEN COLONEL

Central Office: 284 STATE STREET, AUGUSTA, ME, 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041 *FAX:* (207) 287-8094

Established: 1983

Telephone: (207) 287-2766

Reference: Policy Area: 05 ; *Umbrella:* 92 *Unit:* 453 ; *Citation:* T0012 *M.R.S.A., Sect.* 000007367

PURPOSE:

The Committee advises the Commissioner of Inland Fisheries and Wildlife in establishing and reviewing safety requirements for whitewater trips, develop a safety information program and review the safety records of whitewater guides and outfitters. The Committee submits a written report annually on each outfitter's safety record to the Commissioner of Inland Fisheries and Wildlife.

ORGANIZATION:

The Whitewater Safety Committee was established by the First Regular Session of the 111th Legislature in 1983. It is composed of 8 members: 2 members of the whitewater guides board designated by the board; 2 commercial whitewater outfitters and 2 whitewater guides designated by the Governor; and 2 members from the general public, one designated by the President of the Senate and one designated by the Speaker of the House of Representatives. Terms are staggered so that the term of one member in each category expires each year.

PROGRAM:

The Committee discusses such matters as the review of safety records of the various companies in the industry, possible regulation changes that would be aimed at public safety, and preparation of the annual safety report to the Commissioner.

PUBLICATIONS:

The Committee prepares an annual report (Whitewater Safety Committee Report) to the Commissioner summarizing and analyzing accidents and recommending changes in statutes, regulations, and policies concerning whitewater safety.

FINANCES, FISCAL YEAR 2002: 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

TTY: (207) 287-2360

Central Office: 193 STATE STREET, AUGUSTA, ME, 04333-0025
Mail Address: 25 STATE HOUSE STATION, AUGUSTA, ME, 04333
Established: 1966
Reference: Policy Area: 02 ; Umbrella: 94 Unit: 088 ; Citation: T0027
Average Count--All Positions: 9.000

FAX: (207) 287-2725
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.

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.

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.

INDEPENDENT AGENCIES - OTHER

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 three time a year (one annual report revision)

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.

Partners in Arts & Learning Manual: A Guide for Arts Education Planning and Advocacy Teams.

Audience Matters.

The Maine Outdoor Sculpture Guide (\$3.00 fee payable to: Maine Arts Commission).

Discovery Research Workbook.

A Wabanaki Guide to Maine (\$10 fee payable to Maine Indian Basketmakers Alliance, P.O. Box 3253, Old Town, Maine 04468.

FINANCES, FISCAL YEAR 2002: The 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	399,503	277,485			122,018	
HEALTH BENEFITS	90,809	63,218			27,591	
RETIREMENTS	57,060	38,919			18,141	
OTHER FRINGE BENEFITS	6,498	3,297			3,201	
OTHER CONTRACT SERVICES STATE	118,674	70,314	11,685		36,675	
OTHER CONTRACT SERVICES	122,926	83,518	2,465		36,943	
RENTS	1,399	1,249			150	
COMMODITIES	66,627	61,898			4,729	
GRANTS, SUBSIDIES, PENSIONS	568,953	277,344	1,120		290,489	
TRANSFER TO OTHER FUNDS	14,226		764		13,462	
TOTAL EXPENDITURES	1,446,675	877,242	16,034		553,399	

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

INDEPENDENT AGENCIES - OTHER

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.

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

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2002: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	697,403	356,920	12,197		328,286	
HEALTH BENEFITS	181,454	89,672	4,334		87,448	
RETIREMENTS	93,091	50,435	1,516		41,140	
OTHER FRINGE BENEFITS	8,886	4,599	204		4,083	
OTHER CONTRACT SERVICES STATE	235,383	55,362	80		179,941	
COMPUTER SERVICES STATE	2,983	483			2,500	
OTHER CONTRACT SERVICES	77,267	29,451	1,376		46,440	
RENTS	83,444	38,504	1,219		43,721	
COMMODITIES	139,373	36,857	4,922		97,594	
GRANTS, SUBSIDIES, PENSIONS	290,793	225,761	8,000		57,032	
EQUIPMENT	53,778		7,678		46,100	
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	8,895		268		8,627	
TOTAL EXPENDITURES	1,872,754	888,048	41,794		942,912	

BAXTER STATE PARK AUTHORITY

LEE PERRY, CHAIRMAN
IRVIN C. CAVERLY, JR., DIRECTOR

Central Office: 64 BALSAM DRIVE, MILLINOCKET, ME, 04462

Mail Address: 64 BALSAM DRIVE, MILLINOCKET, ME, 04462

Established: 1933

Telephone: (207) 723-9616

Reference: Policy Area: 05 ; *Umbrella:* 94 *Unit:* 293 ; *Citation:* T0012 *M.R.S.A., Sect.* 000000901

Average Count--All Positions: 39.885

Legislative Count: 22.00

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.

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.

INDEPENDENT AGENCIES - OTHER

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three person authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all 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 the 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 our research activities.
- * Award of Certificates of Appreciation for Park volunteers.
- * Contracts for the following services:
 1. Rubbish Removal, Septic and Janitorial
 2. Road Maintenance
 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 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BAXTER STATE PARK AUTHORITY	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,165,909		1,165,909			
HEALTH BENEFITS	281,359		281,359			
RETIREMENTS	166,821		166,821			
OTHER FRINGE BENEFITS	16,659		16,659			
OTHER CONTRACT SERVICES STATE	268,124		268,124			
COMPUTER SERVICES STATE	879		879			
OTHER CONTRACT SERVICES	318,602		318,602			
RENTS	1,743		1,743			
COMMODITIES	153,341		153,341			
EQUIPMENT	156,910		156,910			
TRANSFER TO OTHER FUNDS	16,328		16,328			
TOTAL EXPENDITURES	2,546,675		2,546,675			

STATISTICAL USE INFORMATION					
SUMMER SEASON (5/15 - 10/15)					
	2001	2000	1999	1998	1997
USE BY TYPE					
Day Use	49256	47723	50513	48900	47813
Transient	1600	3748	3324	4141	3855
Campers	21858	23005	23269	23689	22717
TOTAL PEOPLE	72714	74476	77106	76730	74385
MISCELLANEOUS					
Camper Days	59803	61385	64656	62495	62984
Average Stay (Days)	2.67	2.67	2.78	2.64	2.69
Number of Vehicles	26883	27024	2905	32042	31923
Recreation Visitor Days	134838	138006	141196	141719	137674
WINTER SEASON (12/1 - 4/1)					
USE BY TYPE					
Day Use					
Campers	2220	1900	1900	2161	2425
TOTAL PEOPLE	2220	1900	1900	2161	2425

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 chair. 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 2002: 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 the fourteen assigned duties are these: identifying the priority needs to be met by service, developing a comprehensive plan for community service in Maine, providing technical assistance and training to national service programs in the State, and increasing collaboration among public and private sector community and volunteer service organizations.

The Commission makes sub-grants in accordance with provisions of the federal National and Community Service Trust Act of 1993 (USC 42, Section 12502 et seq.) and recommends State priorities regarding programs that receive direct federal financial assistance under the Domestic Volunteer Act of 1973. In addition to administering State AmeriCorps and Community-based Learn & Serve America programs, 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

INDEPENDENT AGENCIES - OTHER

Volunteers in Service to America(VISTA), Senior Companions, Foster Grandparents, and Retired Senior Volunteer Programs(RSVP). Together the three agencies oversaw just over \$3.1 million of Corporation for National Service funds invested in Maine's local community service activities.

ORGANIZATION:

The Commission is comprised of no fewer than 15 and no more than 25 voting-members appointed by the Governor. Representation is directed by Statute. 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 the Maine Department 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 FY2002, \$1,938,727 in grants were awarded by the Commission.

The Commission administered eight AmeriCorps programs throughout the State in FY2002. As reported in the Annual Report for the Maine Commission for Community Service, 275 AmeriCorps members worked with 8 programs and recruited 8,295 volunteers who contributed 20,217 hours of service. Projects included: 4-H AmeriCorps members worked on environmental projects and community service projects; Promise Fellows worked in programs like Read with ME that reached 17,000 students with 34,000 books; Maine's Care members spent an average of 5 hours per week serving as mentors to youth in various projects; the Maine Conservation Corps pursued environmental projects, including the construction of 11.6 miles of new trails; Maine Service Corps members completed renovations at over 50 project sites; Maine Response Team participants responded to 133 Maine disasters; Project GO@1S members trained library and school staff on the use of the Internet; and Teach Me created service learning opportunities to 9,906.

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE STATE CULTURAL AFFAIRS COUNCIL

RENNY STACKPOLE, 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 consist 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 continues 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 2001 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 2002: 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 has been updated annually.

In January, 2002, "Measures of Growth 2002" was restructured to retain 40 of the Council's original measures and add 20 new measures, in order to better align the report with Maine's economy.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE EDUCATIONAL LOAN AUTHORITY

SHIRLEY M ERICKSON, 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: T0020AM.R.S.A., Sect. 000011414

FAX: (207) 791-3616

Telephone: (207) 791-3600

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, consisting of 'The Maine Loan' and 'The Maine Medical Loan', 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 principal and interest may be deferred while the student is in school. Borrowers may take up to 25 years to repay the loan. Undergraduate and graduate students are both eligible.

INDEPENDENT AGENCIES - OTHER

In the future the Authority hopes to expand its range of programs designed to assist families in financing higher education.

PUBLICATIONS:

Maine Educational Loan Authority, Official Statement (Student Loan Revenue Bonds - Series 1992A-1, 1992A-2, 1992A-3, 1992A-4, 1996A, 1997A, 1999A and 2000A series)
MELA (Maine Educational Loan Authority) 2001 Annual Report
The Maine Loan and The Maine Medical Loan Information Brochures - Free

FINANCES, FISCAL YEAR 2002: 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 that 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 2002: 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, 04333-0072

Established: 1987

FAX: (207) 626-4495

Telephone: (207) 626-4503

Reference: Policy Area: 06 ; Umbrella: 94 Unit: 410 ; Citation: T0037B M.R.S.A., Sect. 000000792

PURPOSE:

This Commission oversees the implementation of a comprehensive program of planning and training for effective emergency response to releases of hazardous

INDEPENDENT AGENCIES - OTHER

materials.

ORGANIZATION:

The Commission is composed of 14 members. The Director of the Maine Emergency Management Agency serves as the chair. Other members include the Commissioners of Environmental Protection, Human Services, Labor and Transportation or designees, the Director of the Office of Emergency Medical Services or designee, the Chief of the State Police or designee, 4 gubernatorial appointees, 2 appointed by the Speaker of the House of Representatives and an environmental organization representative of the general public appointed by the President of the Senate.

PUBLICATIONS:

LEPC Guidance
Model Plans
Emergency Planning Guidance
Emergency Response Guidebooks

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

KIM WALLACE 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

INDEPENDENT AGENCIES - OTHER

repay the loan.

FINANCES, FISCAL YEAR 2002: 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
ALAN F. HARDING, CHAIR

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: 7.000 *Legislative Count:* 7.00

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; 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; to provide for enhanced monitoring and enforcement of election practices; and to institute and administer the 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 from nominee lists submitted by Legislative Leadership. Appointees 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 three-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 2002, the Commission conducted regular public meetings monthly, issued informal advisory opinions, and its staff rendered oral advice regarding the interpretation of the statutes administered by the Commission. The staff distributed filing notices to all candidates, political action committees, and lobbyists with reporting or disclosure obligations and processed reports filed by those reporting entities. Additionally, the staff conducted limited audits of the reports of candidates, political action committees, and lobbyists.

INDEPENDENT AGENCIES - OTHER

Complaints, Late Filings, Penalties: During FY 2002, 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 the failure to pay penalties for the late 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 statutory requirements by candidates, lobbyists, political action committees, and political party committees and issued guidance on the interpretation of statutes and rules subject to the Commission's jurisdiction. The Commission issued legislative ethics (conflict of interest) opinions. Lobbyist registrations, penalties, and the sale of publications for lobbying year ending November 30, 2001, resulted in a total of \$126,771 in revenue. Of that total, \$68,121 was credited to the Commission's dedicated fund and \$58,650 was credited to the State general fund.

PUBLICATIONS:

The Commission distributes copies of the governmental and legislative ethics laws, lobbyist disclosure procedures, campaign reports and finance laws for candidates, the laws 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 manuals
- Summaries of campaign contributions/expenditures
- Annual report of lobbyist compensation

FINANCES, FISCAL YEAR 2002: The 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	182,762	85,776	96,986			
HEALTH BENEFITS	56,799	25,037	31,762			
RETIREMENTS	25,757	11,669	14,088			
OTHER FRINGE BENEFITS	3,012	1,385	1,627			
OTHER CONTRACT SERVICES STATE	18,173	9,365	8,808			
OTHER CONTRACT SERVICES	28,784	14,078	14,706			
COMMODITIES	73,103	12,592	60,511			
GRANTS, SUBSIDIES, PENSIONS	2,266,536		2,266,536			
TRANSFER TO OTHER FUNDS	5,526		5,526			
TOTAL EXPENDITURES	2,660,452	159,902	2,500,550			

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

Reference: Policy Area: 01 ; Umbrella: 94 Unit: 457 ; Citation: T0010 M.R.S.A., Sect. 000000964

FAX: (207) 623-0095

Telephone: (207) 623-3263

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;
- one Certified Public Accountant;
- one commercial lender;
- one attorney;
- one member with expertise in student financial aid;
- one member knowledgeable in the field of higher education;
- 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

INDEPENDENT AGENCIES - OTHER

Financing Services
Maine Seed Capital Tax Credit Program

Clean Fuel Vehicle Program
Energy Conservation Loan Program
Major Business Expansion Program
Venture Capital Investment 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

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 2002: The 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 HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES					
GRANTS, SUBSIDIES, PENSIONS	13,544,071	13,072,049	472,022		
TOTAL EXPENDITURES	13,544,071	13,072,049	472,022		

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

FAX: (207) 623-3263

Established: 1992

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

INDEPENDENT AGENCIES - OTHER

under-served areas; and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: PO BOX 2268, AUGUSTA, ME, 04338

Mail Address: PO BOX 2268, AUGUSTA, ME, 04338

Established: 1971

FAX: (207) 623-5359

Telephone: (207) 622-9386

Reference: Policy Area:03 ; Umbrella: 94 Unit: 336 ; Citation: T0022 M.R.S.A., Sect. 000002054

PURPOSE:

To assist private non-profit hospitals, non-profit nursing homes, community health facilities, for-profit nursing and boarding homes, and private, non-profit institutions for higher education within the State of Maine in both short and long term financing for the construction and equipping of health-care and educational facilities, and the refinancing of existing indebtedness by providing financial advisory services and access to the tax-exempt and taxable bond markets. To provide credit enhancement to assist these borrowers.

ORGANIZATION:

The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Education and the Treasurer of the State who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director is responsible for the day-to day activities of the Authority.

PROGRAM:

Bonds, notes or any other obligations of the Authority while utilizing the moral obligation reserve fund make up of the State do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing or boarding home, or institution for higher education or may take a mortgage on the project. Each health-care facility or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on outstanding bonds.

The Authority does not receive any appropriation from the State. It derives its revenue from fees charged participating eligible borrowers using its financing capabilities. The Authority charged origination and loan servicing fees based on type of loan, financing, and borrower.

During FY02, the Authority issued \$78,265,000 in bonds on behalf of 3 hospitals, 1 community mental health facility, 3 nursing and boarding homes and three institutions of higher education.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

MAINE HISTORIC PRESERVATION COMMISSION

EARLE G SHETTLEWORTH JR, EXEC DIR

TTY: (207) 287-6740

Central Office: 55 CAPITOL ST, AUGUSTA, ME, 04333-0065

Mail Address: STATEHOUSE STA# 65, AUGUSTA, ME, 04333

Established: 1971

Telephone: (207) 287-2132

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 089 ; Citation: T0027 M.R.S.A., Sect. 000000502

Average Count--All Positions: 19.000

Legislative Count: 12.00

PURPOSE:

The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966 to identify and protect significant architectural and archaeological resources. The Commission is charged with development of a comprehensive plan, conducting surveys statewide, and nominating all significant buildings, sites and districts to the National Register of Historic Places. In addition, the Commission reviews all federally-funded and federally-licensed projects for their effect upon historic resources.

ORGANIZATION:

The Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department. In 1990 the 114th Legislature established the Commission as an independent agency.

The Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM:

During FY 2002 the Commission expanded the National Register of Historic Places by 27 individual sites and three 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 M.R.S.A. 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,

INDEPENDENT AGENCIES - OTHER

Statehouse Station # 65, Augusta, Maine 04333-0065.

Beard, Frank A., 200 Years of Maine Houses: A Guide for the House Watcher (1981).

Shettleworth, Earle G., Jr. and Beard, Frank A., A Guide to the Maine State House (1981).

FINANCES, FISCAL YEAR 2002: The 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	513,764	163,330	169,392		181,042	
HEALTH BENEFITS	124,320	35,068	41,831		47,421	
RETIREMENTS	66,470	24,413	16,777		25,280	
OTHER FRINGE BENEFITS	6,232	515	2,600		3,117	
OTHER CONTRACT SERVICES STATE	55,964	5,074	34,079		16,811	
COMPUTER SERVICES STATE	3,430		3,430			
OTHER CONTRACT SERVICES	115,133		30,138		84,995	
RENTS	3,205		257		2,948	
COMMODITIES	108,557		3,093		105,464	
GRANTS, SUBSIDIES, PENSIONS	176,362	47,590	5,041		123,731	
TRANSFER TO OTHER FUNDS	9,633		3,532		6,101	
TOTAL EXPENDITURES	1,183,070	275,990	310,170		596,910	

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.

INDEPENDENT AGENCIES - OTHER

PROGRAM:

DISCRIMINATION COMPLAINTS. During the fiscal year 2002, 808 new complaints were filed with the Maine Human Rights Commission. In addition, 737 complaints were carried over from the previous fiscal year. The Commission closed 768 cases, leaving a total of 777 cases active at year end.

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 2002: The 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	470,971	332,665			138,306	
HEALTH BENEFITS	110,332	66,866			43,466	
RETIREMENTS	61,770	42,364			19,406	
OTHER FRINGE BENEFITS	3,205	2,363			842	
OTHER CONTRACT SERVICES STATE	1,042	1,042				
COMPUTER SERVICES STATE	1,155	1,155				
OTHER CONTRACT SERVICES	41,742	23,314	12,430		5,998	
RENTS	2,279	1,979			300	
COMMODITIES	32,898	16,850	9,321		6,727	
TRANSFER TO OTHER FUNDS	13,944		1,280		12,664	
TOTAL EXPENDITURES	739,338	488,598	23,031		227,709	

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.

INDEPENDENT AGENCIES - OTHER

The settlement cannot be amended unilaterally by any of the parties.

ORGANIZATION:

The Commission is an inter-governmental entity. Four of its members are appointed by the Governor of Maine and confirmed by the Legislature; two are appointed by the Passamaquoddy Tribe; two are appointed by the Penobscot Indian Nation; and the ninth, who is the chairperson, is selected by the eight appointees.

The Commission's budget is comprised of tribal dollars and state dollars. The Commission is staffed by a private consultant, who serves as part-time Executive Director.

PROGRAM:

The Commission's over-riding priorities are to deepen the understanding by Tribal and State leaders of the key concepts and issues underlying both the settlement and on-going Tribal-State relations; to promote a relationship between the State and Tribes that is based on open communications and mutual trust and respect; and to increase the public's understanding and appreciation of the Wabanaki 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 2002: The 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	38,500	38,500				
TOTAL EXPENDITURES	38,500	38,500				

MAINE STATE LIBRARY

J. GARY NICHOLS, ST LIBRARIAN

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

Average Count--All Positions: 59.000

TTY: (207) 287-5620

FAX: (207) 287-5615

Telephone: (207) 287-5600

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

Legislative Count: 59.00

PURPOSE:

The purpose of the Maine State Library is to lead in efforts that will provide, broaden and improve access to information regardless of locations or residency of individual citizens.

The purpose of the Maine Library Commission is to review recommendations of the State Librarian with regard to the policies and operations of the Maine State Library and the State's library program. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

INDEPENDENT AGENCIES - OTHER

ORGANIZATION:

The Maine State Library includes Administration, Reader and Information Services, Library Development Services, and Special Acquisition.

The Maine Library Commission is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large, of whom one is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members. The Maine Library Commission is a policy-making authority and part of the Maine State Cultural Affairs Council.

PROGRAM:

The Program of the Maine State Library is reported by several components.

ADMINISTRATION provides leadership for development of library services in Maine; coordinates the work of all staff; prepares and supports necessary legislative action concerning libraries; and provides all necessary fiscal information.

LIBRARY DEVELOPMENT provides leadership and support for library development in all types of libraries throughout the state. Specific programs include Maine Regional Library System, Handicapped Services; Institutional Library Services, Books-By-Mail, Video Services, Instructional Television, School Library/Media Services and the Information Exchange.

READER AND INFORMATION SERVICES provides the delivery of quality information reference and loan services to state agency personnel and the general public. This includes supporting and complementing the collections of all types of libraries throughout the state. Specific programs include Reference, Circulation, Collection Services and Interlibrary Loan.

The Maine Library commission held 5 meetings during FY 2001. Areas of special interest included the following: The Maine Schools and Libraries Network, E-Rate allocations and technology planning, allocation of New Century Community Grants funds, the implementation of the Maine Info Net network, the sharing of resources among Maine libraries, reviewing the allocation of state and federal funds, reviewing statewide interlibrary loan policies and the initial planning of an alternative delivery system for interlibrary loans and reviewing emerging technologies and their impact on library services statewide.

PUBLICATIONS:

THE MAINE ENTRY - A cooperative publication for Maine libraries and media centers. (Maine State Library/Maine Library Association/Maine Educational Media Association)

MAINE LIBRARY DIRECTORY

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2002: The 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	1,762,281	1,479,823			282,458	
HEALTH BENEFITS	473,587	391,619			81,968	
RETIREMENTS	233,237	196,686			36,551	
OTHER FRINGE BENEFITS	17,586	13,443			4,143	
OTHER CONTRACT SERVICES STATE	1,219,259	158,471	4,293		4,058	1,052,437
OTHER CONTRACT SERVICES	338,780	126,426	-4,337		189,158	27,533
RENTS	7,480	4,669			2,811	
COMMODITIES	743,608	494,953	49,637		124,424	74,594
GRANTS, SUBSIDIES, PENSIONS	866,133	424,918	58,500		116,416	266,299
EQUIPMENT	7,536	7,536				
TRANSFER TO OTHER FUNDS	34,071		2,174		31,897	
TOTAL EXPENDITURES	5,703,558	3,298,544	110,267		873,884	1,420,863

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LOBSTER PROMOTION COUNCIL

SUSAN BARBER, EXECUTIVE DIRECTOR

Central Office: 382 HARLOW STREET, BANGOR, ME, 04401

Mail Address: 382 HARLOW STREET, BANGOR, ME, 04401

Established: 1991

FAX: (207) 947-3191

Telephone: (207) 947-2966

Reference: Policy Area: 01 ; Umbrella: 94 Unit: 097 ; Citation: T0012 M.R.S.A., Sect. 000006455

PURPOSE:

To market and promote the sale of Maine lobster in local, regional, national and world markets year-round; to encourage education and training of all customers including wholesale, retail, and food service as well as end consumers, about how to handle, prepare, serve, promote and sell Maine lobster.

ORGANIZATION:

The Maine Lobster Promotion Council, a non-profit, professional organization of the Maine lobster industry, was founded in 1991 by mandate of

INDEPENDENT AGENCIES - OTHER

the 115th Legislature. The Council is made up of three (3) harvesters, three (3) dealers, three (3) public members, and the Commissioner of the Department of Marine Resources as an Ex Officio member.

PROGRAM:

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 seventh 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. A nationwide public service announcement campaign aired on 4,371 stations, delivering a nutrition message to 11.2 million listeners. The MLPC continued its airport ad campaign at both Bangor International Airport and Portland International Jetport. Key promotions included New Shell, Maine Lobster Month, Fall, 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 Market Access Program (MAP). Funds were allocated to promote lobster in Europe and Asia. The MLPC conducted hotel and restaurant promotions in Japan and Austria, participated in international trade shows, and conducted reverse missions for buyers from central Europe and China. The MLPC conducted an export seminar for lobster dealers interested in the Japanese market. An application was developed and submitted to continue and expand export promotional efforts into FY03 (funding was approved). A proposal to enhance the Council's Lobster from Maine is Eco-Friendly campaign was not funded by the Maine Department of Agriculture. Legislation was passed for a new lobster specialty license plate to promote lobster and generate revenue for lobster research, education and development.

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 critical to the MLPC. MLPC served as communications conduit for the industry regarding the halt to air cargo immediately after the 9-11 terror attacks on America. An additional promotion, press release, letters to chefs and a telephone campaign with key buyers were carried out to improve the market situation. More promotions were held in 2001 than any prior year. MLPC continued to deal with overfishing by developing a public awareness campaign with an industry fact sheet, public service announcements, press releases, press conference, restaurant kit, and video news release. The campaign kicked off in June 02 and will continue through FY03. MLPC responded to 513 SASE's and over 896 requests for general information. www.maine lobster promo.com had 1.6 million hits.

FINANCES, FISCAL YEAR 2002: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LOBSTER PROMOTION COUNCIL	TOTAL					
	FOR	SPECIAL				
	ALL	REVENUE	HIGHWAY	FEDERAL	MISC.	
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	363,730		363,730			
TOTAL EXPENDITURES	363,730		363,730			

PUBLICATIONS:

Consumer Brochure*
Dipping Sauce Brochure*
Lobster Cutout Brochure*
New Shell Brochure*
Holiday Recipe Brochure*
Grilled Lobster 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*
Restaurant kit
Retail Sell More*
Retail Demo Brochure*
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 \$1.00 plus shipping
Lent Poster \$1.00 plus shipping
Lobster for all Seasons Poster \$1.00 plus shipping
Quality Poster
Lobster Bake Kit \$2.00
Supermarket & Restaurant training videos - \$9.95 each plus shipping
PSA nutrition
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*
Activity booklet for children*

*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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MOTOR CARRIER REVIEW BOARD

MARK HUTCHINS, CHAIRMAN

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME, 04333-0029

Mail Address: 29 SHS, AUGUSTA, ME, 04333-0029

Established: 1995

TTY: (207) 624-9085

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 FY02, the Board reviewed 16 motor carriers and 3 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.maine.gov

FINANCES, FISCAL YEAR 2002: 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, 2001 the Bond Bank issued \$68,835,000 that assisted 24 governmental units to finance their capital needs. This issuance was rated Aal/AAA/AAA by Moody's, Standard & Poor's and Fitch Ratings. In March of 2002, a second bond offering was issued in the amount of \$36,520,000 which helped 4 governmental units finance their capital projects. This issuance was rated Aal by Moody's, AAA by Standard & Poor's and AAA by Fitch Ratings. In May of 2002 a third bond sale was issued in the amount of \$77,575,000 that assisted 15 governmental units finance their capital projects. This issue was rated Aal/AAA/AAA by Moody's, Standard & Poor's and Fitch Ratings, respectively. 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.

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 2002, the School Revolving Renovation program provided 54 loans totaling \$22,148,333.66 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 \$2,163,085 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 2002, the Clean Water State Revolving Loan Fund program provided 22 loans totaling \$32,990,782 to finance wastewater construction projects. The Drinking Water State Revolving Loan Fund program provided 19 loans totaling \$16,425,100 to public water systems.

PUBLICATIONS:

Annual Report

FINANCES, FISCAL YEAR 2002: The 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
SHIRLENE H. GOSLINE, CHAIRMAN

WATS: () -
TTY: (207) 287-6740

Central Office: CULTURAL BUILDING, AUGUSTA, ME, 04333-0083

Mail Address: 83 STATEHOUSE STATION, AUGUSTA, ME, 04333-0083

Established: 1966

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 073 ; Citation: T0027 M.R.S.A., Sect. 00000085A

Average Count--All Positions: 24.192

Legislative Count: 23.50

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, and wildlife dioramas; Blaine House Historical Collection; and management of state owned archaeological resources including historic ship wrecks.

INDEPENDENT AGENCIES - OTHER

In 1990, the Maine State Cultural Affairs Council was established to coordinate the resources, programs and projects of the Maine State Museum and other cultural agencies with state-wide responsibilities. This Council has a chairman appointed by the Governor and now has voting members from seven agencies.

PROGRAM:

EDUCATION: In FY 2002, the Museum welcomed 88,084 visitors. Of this number, 29,015 came in 1,071 groups from 260 Maine communities. Museum educators offered 29 different formal education programs and tours to scheduled groups of adults and children, and presented special programming during Archaeology Month, Coastweek and Earth Science Week. In addition, the Museum hosted a special "Earth Science Day" of displays and demonstrations that attracted 1,300 participants. Among some of the highlights for the year, the Museum offered a special day of exhibits and talks relating to Maine insects, an eight-hour video workshop for area teachers, a spring lecture series that focused on recently published Maine authors, a weekend of Maine music and crafts, and week-long field schools at Brooklin and Popham.

COLLECTIONS: the Museum acquired 123 groups of historic artifacts and scientific specimens consisting of 5,355 objects. Artifacts from four archaeological sites were also accessioned. Examples include: 1677 deed of sale for the Province of Maine; chairs from the family of William King, first governor of Maine; 1808 Brunswick-made Federal style Secretary (bookcase on desk); and Gov. Percival Baxter's signed order lowering flags to halfmast when his dog died.

EXHIBITS: A major exhibit, "Reflections of Maine: Glass from the Maine State Museum" opened to excellent reviews. A photographic exhibit of Maliseet Indian life in Maine and Canada, "Wolastogiyik: Portrait of a People" was followed by "Fine Definitions: Photographs on Glass 1850s-1930s." Work continued on State House flag, portrait, memorial plaque, and wildlife diorama displays.

OUTREACH: The New Century Community Program again enabled the Museum and Maine State Archives to continue the Cultural Resources Information Center which provides technical assistance to small collecting organizations. The Program also made available small grants to museums, archive collections and historical societies state-wide.

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 any purpose shall submit a written application to the Museum Director.

PUBLICATIONS:

THE TURNER FARM FAUNA: 5000 YEARS OF HUNTING AND FISHING IN PENOBSCOT BAY, MAINE by Arthur E. Spiess and Robert A. Lewis. Published 2001 by Maine State Museum, Maine Historic Preservation Commission, and Maine Archaeological Society.

TWELVE THOUSAND YEARS: AMERICAN INDIANS IN MAINE by Bruce J. Bourque. Published 2001 by the University of Nebraska Press.

FLY ROD CROSBY: THE WOMAN WHO MARKETING MAINE by Julia A. Hunter and Earle G. Shettleworth, Jr. Published 2000 by Tilbury House and Maine State Museum.

TO KATAHDIN: THE 1876 ADVENTURES OF FOUR YOUNG MEN AND A BOAT by George T. Sewall. Published 2000 by Tilbury House and Friends of the Maine State Museum.

SIMPLE FORMS AND VIVID COLORS by Edwin A. Churchill. Reprinted 1997 by Maine State Museum.

MAINE MADE GUNS AND THEIR MAKERS by Dwight B. Demeritt, Jr. Published 1997 by Friends of the Maine State Museum.

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2002: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	806,106	806,106				
HEALTH BENEFITS	182,342	182,342				
RETIREMENTS	103,698	103,698				
OTHER FRINGE BENEFITS	7,063	7,063				
OTHER CONTRACT SERVICES STATE	45,823	39,332	6,491			
OTHER CONTRACT SERVICES	180,514	178,299	2,215			
RENTS	36,658	36,563	95			
COMMODITIES	278,043	231,945	45,889		209	
GRANTS, SUBSIDIES, PENSIONS	244,969	88,190	44,367		112,412	
INTEREST-DEBT RETIREMENT	15		15			
TRANSFER TO OTHER FUNDS	96,085	2,859	93,190		36	
TOTAL EXPENDITURES	1,981,316	1,676,397	192,262		112,657	

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 2002: 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) 780-1000
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 providing intercity passenger rail service between Portland and Boston's North Station, and is working toward the expansion of service north of Portland.

FINANCES, FISCAL YEAR 2002: 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 2002:

Petitions Received: 14

Written Decisions Issued: 12

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 2002: The 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	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	25,148		25,148			
HEALTH BENEFITS	4,142		4,142			
RETIREMENTS	1,727		1,727			
OTHER FRINGE BENEFITS	232		232			
OTHER CONTRACT SERVICES STATE	5,259		5,259			
COMPUTER SERVICES STATE	50,026		50,026			
OTHER CONTRACT SERVICES	7,709		7,709			
COMMODITIES	4,778		4,778			
TOTAL EXPENDITURES	99,021		99,021			

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 2002: 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) 512-3102

Central Office: 2 CENTRAL PLAZA, AUGUSTA, ME, 04330

Mail Address: 46 STATE HOUSE STATION, AUGUSTA, ME, 04333-0046 FAX: (207) 512-3101

Established: 1942

Telephone: (207) 512-3100

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 411 ; Citation: T0005 M.R.S.A., Sect. 000017101

PURPOSE:

The Maine State Retirement System administers retirement plans that cover 1) state employees, 2) all of the State's public school teachers and administrators, 3) the State's judges, 4) the State's legislators, and 5) the separate retirement plans covering employees of various public entities 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 retirement plans, the MSRS is 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, 2002, the Board contracted with Milliman USA for actuarial services including preparation of annual valuations of the assets and liabilities of each retirement plan. 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 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. The staff is organized into the Departments of Services Programs, Internal Services, Human Resources and Organizational Development and Investments. The Executive Director also coordinates actuarial work with the System's consulting actuary.

INDEPENDENT AGENCIES - OTHER

PROGRAM:

Covered members of 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, 2002, there are approximately 58,831 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, 2002, there are approximately 71,198 inactive members in the MSRS. Both the active and inactive counts are membership numbers now, as in previous years, numbers that are the basis for liability calculations.

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, 2002, a total of 30,098 people were receiving benefits. The total monthly benefits payroll as of June 30, 2002, was \$32,696,315. 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 FY2002.

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
"Maine State Retirement System Annual Report" - free
"Maine State Retirement News for Members, Retirees and Employers" - free
"MSRS Benefits for State Employees" - free
"MSRS Benefits for Teachers" - free
"MSRS Benefits for Members in the Participating Local District (PLD)
Consolidated Plan" - free
"Preliminary Benefit Program" - free
"An Overview of Disability Benefits" - free

FINANCES, FISCAL YEAR 2002: The 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	190,053	190,053				
TOTAL EXPENDITURES	190,053	190,053				

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

Reference: Policy Area: 05 ; Umbrella: 94 Unit: 412 ; Citation: T0038 M.R.S.A., Sect. 000000954

FAX: (207) 625-7050

Telephone: (207) 625-8123

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

INDEPENDENT AGENCIES - OTHER

incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of the land and water within this area."

The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency with responsibility for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION:

The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, while the staff, presently consisting of an Executive Director, 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 5 public hearings and 11 regular meetings. Members considered a total of 114 applications for permits or variances for development activities within the Corridor and also considered 27 amendments to permits previously granted. Commission staff traveled 11,500 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

INDEPENDENT AGENCIES - OTHER

4. Informational pamphlet - free
5. "The Saco River: A History & Canoeing Guide" By: Viola Sheehan
- 1976 - \$6.50

FINANCES, FISCAL YEAR 2002: The 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	86,000	54,500	31,500			
TOTAL EXPENDITURES	86,000	54,500	31,500			

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

FAX: (207) 772-5964

Telephone: (207) 772-9241

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 112 ; Citation: T0005 M.R.S.A., Sect. 00013122A

PURPOSE:

The Maine Science and Technology Foundation is a state-chartered not-for-profit organization whose mission is to support the state's growth by fostering innovation in education, research and business.

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 -- serves as a public information resource by maintaining Maine's online 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;

INDEPENDENT AGENCIES - OTHER

Grants administration -- on a selected basis, administers grants to organizations and individuals 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:

Assessing Maine's Technology Clusters, 2002;
 Maine Innovation Index, 2002;
 An Evaluation of Maine's Public Investments in Research and Development: Initial Evaluation and Case Studies, 2001;
 Maine's Science and Technology Action Plan, 2001;
 Maine Science and Technology Report Card, 1998;
 Maine's Science and Technology Plan: Answering the Call for an Entrepreneurial State, 1997;
 'This Week on Mainescience' a weekly electronic news alert of information on www.mainscience.org, the state's Web-based clearinghouse of science and technology information

FINANCES, FISCAL YEAR 2002: The 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	1,941,012	1,839,512	101,500			
TOTAL EXPENDITURES	1,941,012	1,839,512	101,500			

Maine Science and Technology Foundation

FINANCES, FISCAL YEAR 2001

Note: 2002 audited figures were not available at publication time.
The following are audited figures for Fiscal Year 2001:

Maine Science & Technology Foundation	Total for all Funds	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Expenditures:						
Contracts & Grants	\$3,908,326	\$2,318,394			\$1,278,571	\$ 311,361
General & Administrative	\$ 714,865	\$ 661,145			\$ 53,720	
Total Expenditures	\$4,623,191	\$2,979,539			\$1,332,291	\$ 311,361

INDEPENDENT AGENCIES - OTHER

MAINE TECHNOLOGY INSTITUTE

JANET YANCEY-WRONA, DIRECTOR

Central Office: ONE CHURCH STREET, GARDINER, ME, 04345

Mail Address: ONE CHURCH STREET, GARDINER, ME, 04345

Established: 1999

Reference: Policy Area:01 ; Umbrella: 94 Unit: 611 ; Citation: T0005

FAX: (207) 582-4772

Telephone: (207) 582-4790

M.R.S.A., Sect. 000015302

PURPOSE:

The Maine Technology Institute (MTI) was established to encourage, promote, stimulate and support research and development activity leading to the commercialization of new products and services in the State's technology-intensive industrial sectors to enhance the competitive position of those sectors and increase the likelihood that one or more of the sectors will support clusters of industrial activity and to create new jobs for Maine people.

The MTI is one element of the State's economic development strategy and will contribute to the long-term development of a statewide research, development and product deployment infrastructure.

ORGANIZATION:

MTI is organized as a nonprofit corporation, consistent with the provisions of the federal Internal Revenue Code, Section 501(c)(3). By-laws were drafted and corporation documents filed in September of 1999.

A Board of Directors consisting of 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 three 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 2002, 194 proposals have been received, 62 projects have been approved for funding, totaling approximately \$8,899,600.

Seed Grants, awarded six 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 2002, MTI has received 470 Seed Grant proposals, and 158 projects have been approved for funding, totaling over \$1,490,480.

Cluster Enhancement Awards are competitive grants up to \$500,000 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 2002, MTI has approved funding for eight Cluster Enhancement Awards totaling over \$490,000.

FINANCES, FISCAL YEAR 2002: 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, where 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 fields studies for high school and college students; exhibits and self-guided interpretive tours.

FINANCES, FISCAL YEAR 2002: 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, 2001

	<u>Program Services</u>		<u>Supporting Services</u>		<u>December 31, 2000</u>
	<u>Education</u>	<u>Research</u>	<u>General and Administrative</u>	<u>Total</u>	<u>Total (Memorandum Only)</u>
EXPENSES					
Salaries	\$ 39,125	\$ 166,498	\$ 120,038	\$ 325,661	\$ 250,386
Payroll taxes and benefits	10,188	44,548	32,585	87,321	77,659
Contracted services	13,386	66,272	9,081	88,739	99,196
Docent and volunteer expenses	2,219	-	4,394	6,613	3,068
Insurance	-	-	5,342	5,342	3,336
Miscellaneous	1,162	2,542	5,652	9,356	40,307
Monitoring materials	-	7,108	-	7,108	7,024
Postage	-	-	1,934	1,934	1,533
Printing	1,463	-	1,756	3,219	7,128
Professional fees	-	-	13,725	13,725	13,828
Repairs and maintenance	236	4,479	7,832	12,547	18,152
Staff development	100	(15)	503	588	2,176
Subscriptions and memberships	344	1,490	545	2,379	3,180
Supplies	2,091	9,491	10,779	22,361	33,875
Travel	1,177	6,935	3,803	11,915	8,906
Utilities and telephone	-	300	39,537	39,837	33,471
GPAC/Piping Plover/GIS	-	5,051	-	5,051	24,489
Total Expenses	\$ 71,491	\$ 314,699	\$ 257,506	\$ 643,696	\$ 627,714

Wells Reserve – Selected Publications 2001

- Dionne M. 2001. Pilot deployment and evaluation of the YSI 6600 vented level probe for use in the National Estuarine Research Reserve systemwide monitoring program. NOAA/UNH Cooperative Institute for Coastal and Estuarine Environmental Technology. 27 p
- Dionne M, Orringer S, Smith T. 2001. Coastal habitat function from a fisheye perspective. New England Estuarine Research Society. Program and abstracts. spring meeting. Salem, Massachusetts.
- Dionne M, Rahmani A. 2001. Mysteries in a grain of sand; speculative play between science and art at the edge between land and water. ArtSci2001. New York, New York. Program with abstracts available at <http://www.asci.org/ArtSci2001/index.html>.
- Jennings DT. 2001. Spiders (Araneae) of Wells National Estuarine Research Reserve, Wells, York County, Maine. Unpublished report to the Wells Reserve. 10 p.
- Konisky R, Burdick DM. 2001. Analysis and modeling of the tidal hydrology of Wheeler Refuge (York, Maine). Unpublished report. Jackson Estuarine Laboratory, University of New Hampshire.
- Wells National Estuarine Research Reserve. 2001. Watershed inputs of non-point source pollution to the Webhannet estuary. Submitted to the Gulf of Maine Council on the Marine Environment. 27 p + figures and maps.

INDEPENDENT AGENCIES - OTHER

INDEPENDENT AGENCIES - OTHER

MAINE HUMANITIES COUNCIL

DOROTHY SCHWARTZ, EXECUTIVE DIRECTOR

Central Office: 674 BRIGHTON AVENUE, PORTLAND, ME, 04102

Mail Address: 674 BRIGHTON AVENUE, PORTLAND, ME, 04102

Established: 2001

Reference: Policy Area:02 ; Umbrella: 95 Unit: 621 ; Citation:

FAX: (270) 773-2416

Telephone: (207) 773-5051

M.R.S.A., Sect.

PURPOSE:

Maine Humanities Council is an independent state-wide nonprofit committed to helping Maine people of all ages and educational levels deepen their understanding of themselves, their communities, and the world. Through programs that convene conversations around books, and grants supporting local projects in community history and other educational programs, the Council works to build communities, and make Maine a more literate, thoughtful and deeply humane place in which to live. The Council is an independent nonprofit agency. At present its only funding from State Government is for the New Century Program grants, and 100% of this appropriation is returned to Maine communities as grants, with no money being retained for administration or overhead.

ORGANIZATION:

Maine Humanities Council was founded in 1976 as a private nonprofit affiliate of the National Endowment for the Humanities (NEH) and is overseen by a statewide board of trustees. The budget is \$1.5 million (FY '01), two-thirds of which the Council raises from individuals, foundations, corporations, and state and federal agencies. The Maine Humanities Council has been recognized nationally for its innovative and exemplary programming.

The Maine Center for the Book is the programming arm of the Council. The designation was awarded to the Council by the Library of Congress Center for the Book. Projects such as the Council's annual Letters About Literature contest for students are undertaken in cooperation with the national Center for the Book.

PROGRAM:

MHC programs use written texts to bring Mainers together in discussions that cross social, economic, and cultural barriers.

CHILDREN, YOUTH AND FAMILIES: 'Born to Read' promotes importance of reading aloud to babies and young children, providing training, books, and support to childcare providers, parents, home visitors, and volunteers from partner organizations. 'Born to Read' staff are currently developing new book collections, activity guides and trainings on themes of diversity, conflict resolution, and nature. 'Youth-at-risk programs' use the humanities and the arts to enrich the lives of young men and women who are incarcerated, in group homes, or on probation.

TEACHERS: 'Teachers as Scholars' provides a variety of programs on content and new scholarship, offering K-12 teachers a way to refresh and enrich their professional lives. Recent offerings include 'Views of the East: China and Japan in Maine Schools'; 'Modern Poets, Ancient Texts'; and 'Islam: Religion, Culture & Politics'.

GENERAL AUDIENCES: 'Let's Talk About It', a free, facilitated book discussion program for adults, has been hosted by local libraries in more than 130 Maine communities. This program is undertaken with the Maine State Library. 'Winter Weekends' focus on great works of literature, for example Mary Shelley's 'Frankenstein', Seamus Heaney's translation of 'Beowulf', 'Moby Dick', and the 'Odyssey'. We also offer occasional programs on music and other topics. 'Community Seminars' engage dedicated readers in scholar-led book discussion programs in four Maine locations. Community Seminars is one of the oldest civic discussion programs in the country.

SPECIALIZED ADULT AUDIENCES: 'New Books, New Readers' is a free facilitated book discussion program for adults who are learning to read or are infrequent readers. Participants are given copies of the books, the first many of them ever owned. 'New Books, New Readers' serves approximately 500 Mainers each year

INDEPENDENT AGENCIES - OTHER

in towns and prisons throughout the state.

'Stories for Life' offers probationers and probation officers the opportunity to meet with a scholar to discuss readings (such as short stories Carver, Proulx, and Hemingway) and reflect on the lives and choices of the characters. Stories for Life is offered in cooperation with Department of Corrections. 'Let's Talk About It' is also offered in prisons. 'Literature & Medicine' brings doctors, nurses, hospital trustees, and support staff together monthly for facilitated discussions of literature that illuminates issues central to caring for people. This program has taken place in 25 hospitals in Maine since 1997. A recent grant from the Nat'l Endowment for the Humanities will allow the Council to expand this program to eight other states. 'New Century Program Humanities Grants', from \$500-\$5,000, support community organizations in developing and presenting local public humanities programs. \$4.6 million has been awarded since 1976. Since 1999, these grants have been funded by the Legislature.

LICENSES:

The Maine Humanities Council publishes a free newsletter, 'Maine Humanities' three times per year. Circulation - 9,000

FINANCES, FISCAL YEAR 2002: The 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 HUMANITIES COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	71,149	71,149				
TOTAL EXPENDITURES	71,149	71,149				

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 among 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.

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2002: The 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 REVENUE FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	295,680	295,680				
TOTAL EXPENDITURES	295,680	295,680				

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 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

INDEPENDENT AGENCIES - OTHER

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - INTERSTATE COMPACT

ATLANTIC STATES MARINE FISHERIES COMMISSION

VINCENT O'SHEA, EXECUTIVE DIRECTOR

Central Office: 1444 EYE ST NW 6TH FLOOR, WASHINGTON, DC, 20005

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

Established: 1942

Telephone: (202) 289-6400

Reference: Policy Area: 05 ; Umbrella: 98 Unit: 290 ; Citation: T0012 M.R.S.A., Sect. 000004603

PURPOSE:

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

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

ORGANIZATION:

The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic coastal states beginning in 1941.

The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942

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

ASMFC operates through boards and committees comprised of groups of states.

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

PROGRAM:

To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations. Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the American Sportfishing Association, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

Contract funds from NMFS and USWFS, as well as Congressional appropriations, are used to reimburse travel expenses for state biologists, law enforcement, managers, and administrators who participate in the various committees that have been established to develop regional management programs for interstate Atlantic coast species. Lobster, shrimp, striped bass, bluefish, Atlantic sturgeon, Atlantic sea herring, winter flounder, American shad and river herring programs are of special concern to Maine. The northern shrimp fishery in the Gulf of Maine continues to be managed by the commission through its Amendment One Authority.

The Commission has continued its cooperative agreement with the NMFS to administer the Interjurisdictional Fisheries Management Program. This "Interstate Fisheries Management Program" includes state/federal projects involving Northern Shrimp, Shad, and River Herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Atlantic Sturgeon, Bluefish, Summer Flounder,

INDEPENDENT AGENCIES - INTERSTATE COMPACT

Cooperative Statistics Program, and related activities such as interstate shellfish transportation and fish/shellfish disease control. The major focus of the Commission's interstate program has expanded to implement P.L. 103-206, the Atlantic Coastal Fisheries Cooperative Management Act. The act establishes affirmative obligations on the states to implement the Commission's Fishery Management Plans or be subject to a federal moratorium on all fishing for the species at issue within the offending state until that state achieves compliance with the plan.

PUBLICATIONS:

Interstate Fisheries Management Plans for: Northern Shrimp, American Lobster, Atlantic Sturgeon, Striped Bass, Bluefish, Atlantic Croaker, Atlantic Menhaden, Atlantic Sea Herring, Red Drum, Scup, Black Sea Bass, Spanish Mackerel, Spot, Spotted Seatrout, Summer Flounder, Tautog, Weakfish, and Winter Flounder.

FINANCES, FISCAL YEAR 2002: The 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	30,000	30,000				
TOTAL EXPENDITURES	30,000	30,000				

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 2002: 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 01 included the annual Commission meeting in Pictou, Nova Scotia. A summer training academy was held in June at the New Hampshire Fire Academy in Concord, NH with a total of 187 trainees. During the months of October and November, the Fire Weather and Aviation working teams each held their inaugural meeting.

FINANCES, FISCAL YEAR 2002: 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) 624-3000

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 2002: 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 Offerings
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 2002: 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 transboundary 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 Maine and New Brunswick 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 contract 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 \$6 million Downeast Heritage Center at Calais and in the planning for the 400th anniversary of the French settlement of St. Croix Island, in 2004. It distributed a St. Croix river heritage video to all communities and participated in presentations and workshops on natural and cultural heritage issues.

ENVIRONMENTAL QUALITY. The Commission completed a 3-year water assessment and surface water classification proposal for the New Brunswick portion of the St. Croix watershed. It also coordinated the region's volunteer lake monitoring program, collecting 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 into new restoration techniques for Maine's endangered salmon 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 is involved in two major land conservation projects: the proposed state purchase of 40 miles of shoreland on Spednic Lake and the Upper St. Croix River, and City of Calais acquisition of 315 acres at Devil's Head on the estuary. Both initiatives will support future public access and resource conservation. The Commission continues to manage eight of the state's St. Croix campsites and in 2002 assumed responsibility for maintaining 40 recreation sites on the New Brunswick side of the waterway.

ECONOMIC DEVELOPMENT. In addition to the projects noted under Heritage Recognition, the Commission supplied input to bridge, shorefront quarry, power line and wastewater treatment plant projects affecting the St. Croix.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

WATERWAY MANAGEMENT. The Commission has worked closely with the agencies, municipalities and landowners to maintain natural and recreational values along the water corridor. It continues to work 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 1100 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 2001 Annual Report." 2001. 4p.
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 2002: The 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

Established: 1947

FAX: (207) 287-7191

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 from one of the key functions of the NEIWPC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is located in the Portland area. 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 NEIWPC-A descriptive brochure

NEIWPC 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

BAXTER COMPENSATION AUTHORITY

JOHN SHATTUCK, PROGRAM DIRECTOR

Central Office: 42 STATE HOUSE STATION, AUGUSTA, ME, 04333-0042

Mail Address: , , ,

Established:

Telephone: (207) 287-6711

Reference: Policy Area: 02 ; *Umbrella:* 99 *Unit:* 618 ; *Citation:* T0005 *M.R.S.A., Sect.* 000022002

Average Count--All Positions: 4.000

Legislative Count: 4.00

PURPOSE:

The Baxter Compensation Authority exists to administer the Baxter Compensation Program. The Baxter Compensation Program is established to: 1. provide compensation to former students who suffered abuse by a state employee or as a result of state action or inaction while students at either the Maine School for the Deaf or the Governor Baxter School for the Deaf; 2. assist in the victims' healing process by admitting the State's responsibility for not protecting students from abuse by a state employee or as a result of action or inaction while the victims were attending the Maine School for the Deaf or the Governor Baxter School for the Deaf; and 3. apologize to the students who were abused and to their families.

ORGANIZATION:

The Baxter Compensation Authority was established in PL 2001, Chapter 439, Part T. The authority board consists of five members to be appointed by the Governor, subject to review by the joint standing committee of the Legislature having jurisdiction over judiciary matters and confirmation by the Legislature. Collectively, the members must have knowledge and experience in deaf culture; abuse and its effects; the legal system; and, redress and compensation principles. The members of the Board shall select a chair from among the members. Three members constitute a quorum. The Board will hear appeals of the compensation panel.

The authority establishes the Baxter Compensation Program that is overseen by a program director, as appointed by the authority, who is to serve as staff to the authority and who directs the program. The program director is responsible for hiring, supervising, and firing all employees authorized by the authority, to include one administrative secretary position, two claims consultant positions, and two certified interpreter positions (although it is more likely that interpreting services will be contracted for rather than these two positions filled).

The Board also establishes the compensation panel. The panel consists of three persons who make decisions about the eligibility of claimants and the appropriate compensation payments to be made. The authority establishes criteria for use by the compensation panel for three tiers of compensation based on the severity of abuse suffered by the former students using well-established legal principles governing awarding damages. The three tiers of compensation are \$25,000, \$60,000, and \$100,000.

As outlined in the above law, the duties of the authority and of the program end June 30, 2007.

PROGRAM:

The claims consultants will work closely with claimants by collecting and corroborating information, explaining the compensation process, assembling the materials necessary, and other reasonable duties as assigned by the program director. The compensation panel must first determine eligibility of each claimant, and second determine compensation amount (if applicable). The compensation panel must complete its decision within 9 months of the closing of the record before the panel. The program will pay compensation within 30 days of the final compensation panel decision and receipt of a release from the claimant, or as soon as possible thereafter. The claimant may appeal the compensation panel decision within 60 days of the communication of the final decision to the claimant. The claimant is responsible for appeal costs if the appeal board upholds the compensation panel decision.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

FINANCES, FISCAL YEAR 2002: The 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 COMPENSATION AUTHORITY	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	16,005		16,005			
HEALTH BENEFITS	3,372		3,372			
RETIREMENTS	2,288		2,288			
OTHER FRINGE BENEFITS	229		229			
OTHER CONTRACT SERVICES STATE	43,824		43,824			
OTHER CONTRACT SERVICES	13,625		13,625			
RENTS	2,017		2,017			
COMMODITIES	116		116			
TOTAL EXPENDITURES	81,476		81,476			

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 wild blueberries. The Wild Blueberry Commission has the responsibility for the allocation and administration of wild blueberry tax funds. Currently the tax is at the rate of 3/4 cent per pound from growers and 3/4 cent per pound from processors or shippers for a total of 1.5 cents 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 wild 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 wild 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 wild blueberries in Maine has approximately quadrupled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 78 million pounds in 2001. The wild blueberry industry in Maine contributed approximately \$100 million to Maine's economy.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Market development and promotion activities are carried out primarily through the allocation of funds to The Wild Blueberry Association of North America (WBANA) promotion program. This organization conducts wild 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, export markets and, more recently, consumer 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.

FINANCES, FISCAL YEAR 2002: The 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	1,391,281		1,391,281			
TOTAL EXPENDITURES	1,391,281		1,391,281			

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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PROGRAM:

Activities and programs are included with the report of the Wild Blueberry Commission of Maine.

FINANCES, FISCAL YEAR 2002: 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: 8 MULLIKEN COURT, AGUSTA, ME, 04330

Mail Address: 8 MULLIKEN COURT, AGUSTA, ME, 04330

Established: 1994

Telephone: (207) 623-5120

Reference: Policy Area:03 ; Umbrella: 99 Unit: 576 ; Citation: T0022 M.R.S.A., Sect. 000003883

PURPOSE:

The Maine Children's Trust, Inc. is established to provide a mechanism for voluntary 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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

FINANCES, FISCAL YEAR 2002: The 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	43,783		43,783			
TOTAL EXPENDITURES	43,783		43,783			

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.

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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 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 2002: 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

Reference: Policy Area:01 ; Umbrella: 99 Unit: 016 ; Citation: T0007

FAX: (207) 287-7161

Telephone: (207) 287-3621

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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 Maine.

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, Guide to Good Eating; with programming focused on creating a healthy school environment.

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 findings 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.

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 2002: 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 to 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DEVELOPMENT FOUNDATION

P. JAMES DOWE, CHAIRMAN

Central Office: 45 MEMORIAL CIRCLE, SUITE 302, AUGUSTA, ME, 04330

Mail Address: 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

FAX: (207) 622-6346

Established: 1977

Telephone: (207) 622-6345

Reference: Policy Area: 01 ; *Umbrella:* 99 *Unit:* 399 ; *Citation:* T0010 *M.R.S.A., Sect.* 000000916

PURPOSE:

The Maine Development Foundation (MDF) is a nonprofit economic development corporation created by the Maine legislature in 1977 to capitalize on the interests, resources, and efforts of the public and private sectors.

MDF champions sustainable, long-term growth for Maine. The Foundation is a catalyst for new ideas and provides common ground for solving problems and advancing issues.

ORGANIZATION:

Enabling legislation (10 M.R.S.A. Sec. 915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977.

The foundation has the power of a private corporation, which allows the board of directors the freedom to establish and change the activities of the foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the foundation's board of directors are elected by contributors to the foundation. The board includes both public and private members. This is designed to encourage active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The board of directors consists of fifteen people: twelve elected by the incorporators and two appointed by the Governor. Of these fourteen, seven must come from the public sector incorporators and seven from among the private sector incorporators. The president is appointed by the other directors and is the fifteenth member.

The foundation is financed equally by membership dues, fee for service, contracts, and grants. Corporations, counties, cities, towns, and other organizations can become incorporators by contributing to the foundation.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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.

PUBLICATIONS:

Annual Program Report
"Measures of Growth," Maine Economic Growth Council
Leadership Maine Alumni Directory
Higher Education Achievement in Maine

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DISABILITY RIGHTS CENTER

KIMBERLY A. MOODY, EXEC DIR

Central Office: 24 STONE STREET, AUGUSTA, ME, 04330

Mail Address: PO BOX 2007, AUGUSTA, ME, 04338-2007

Established: 1977

Reference: Policy Area:03 ; Umbrella: 99 Unit: 475 ; Citation: T0005 M.R.S.A., Sect. 000019501

FAX: (207) 621-1419

Telephone: (207) 626-2774

PURPOSE:

To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, DRC provides:

1. Advocacy assistance for:
 - a. Persons who are developmentally disabled and /or people with mental retardation and have a disability rights-related complaint;
 - b. People with mental illness residing in facilities for their care and/or treatment, and persons whose disability rights-related complaints arose within 90 days of discharge from such facility;
 - c. Other individuals with disabilities whose civil and/or human rights have been violated based on disability.
2. Information and referral for rights and services related to disability.
3. Training on disability-related rights and services for people with disabilities and their family members.
4. Legal representation for eligible clients.

ORGANIZATION:

DRC is a private non-profit agency with a governing Board of Directors. It is designated by the Governor to serve as the federally mandated Protection and

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Advocacy system for persons with developmental disabilities and mental illness.

PROGRAM:

In federal FY 2001, 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"

FINANCES, FISCAL YEAR 2002: The 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 REVENUE 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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

FINANCES, FISCAL YEAR 2002: The 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				

GOVERNOR BAXTER SCHOOL FOR THE DEAF

LARRY S. TAUB, SUPERINTENDENT

WATS: () -

Central Office: MACKWORTH ISLAND, FALMOUTH, ME, 04105

Mail Address: MACKWORTH ISLAND, FALMOUTH, ME, 04105

Established:

FAX: (207) 781-6319

Telephone: (207) 781-3165

Reference: Policy Area:02 ; Umbrella: 99 Unit: 613 ; Citation: T0020A M.R.S.A., Sect. 0007401

Average Count--All Positions: 103.119

Legislative Count: 63.00

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 deaf and hard of hearing individuals. The mission is to integrate these educational opportunities into a single state-wide unit in order to provide quality services for the deaf and hard of hearing infants, children, adults and families.

ORGANIZATION:

The GBSD had its origin as the Portland School for the Deaf, which was founded in 1876. It operated on Spring Street as part of the Portland School System as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the organization was placed in the Department of Mental Health and Corrections. It remained there until transferred to the Department of Education. From 1982 through 1996 Department's Office of Federal-State-Local Relations served as liaison to the Commissioner and Legislature and resource on administrative and policy matters. In 1953, funds donated by Governor Baxter and funds granted by the Legislature were used for the construction of a new residential facility for the deaf on Mackworth 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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2002: The 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	3,356,734	3,356,284	450			
HEALTH BENEFITS	813,115	813,087	28			
RETIREMENTS	429,242	429,164	78			
OTHER FRINGE BENEFITS	46,188	46,188				
OTHER CONTRACT SERVICES STATE	541,874	435,710	19,227		86,937	
OTHER CONTRACT SERVICES	222,148	208,289	13,348		511	
RENTS	46,864	46,196	668			
COMMODITIES	419,579	370,319	33,888		15,372	
GRANTS, SUBSIDIES, PENSIONS	1,874				1,874	
EQUIPMENT	35,460	35,460				
INTEREST-DEBT RETIREMENT	612	612				
TRANSFER TO OTHER FUNDS	1,116		559		557	
TOTAL EXPENDITURES	5,914,806	5,741,309	68,246		105,251	

MAINE GOVERNMENTAL FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: 3 UNIVERSITY DRIVE, AUGUSTA, ME, 04338

Mail Address: PO BOX 2268, AUGUSTA, ME, 04338

Established: 1987

Reference: Policy Area:00 ; Umbrella: 99 Unit: 405 ; Citation: T0004 M.R.S.A., Sect. 000001602

PURPOSE:

The Maine Governmental Facilities Authority was established to assist State Government in financing the construction and equipping of facilities by providing access to the tax exempt bond market.

ORGANIZATION:

The Authority consists of five members, which include the Treasurer of the State of Maine (ex officio) and the Commissioner of Administrative and Financial Services (ex officio). The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Governmental Facilities Authority.

PROGRAM:

During FY02, the Authority issued \$36,485,000 in bonds for a psychiatric treatment facility in Augusta and a District Court facility project in Lewiston.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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) 465-3062

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 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. During fiscal year 2002, the board has focused much of its attention on statewide television advertisement to promote live harness racing and agricultural fairs. The board maintains a website at 'www.maine-harness-racing.com'.

FINANCES, FISCAL YEAR 2002: The 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	284,497		284,497			
TOTAL EXPENDITURES	284,497		284,497			

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:

Telephone: (207) 624-7800

Reference: Policy Area:03 ; Umbrella: 99 Unit: 903 ; Citation: M.R.S.A., Sect.

PURPOSE:

The State Health Station is responsible for coordinating occupational health and safety policies and programs; organizing and delivering health education and risk reduction programs; and overseeing health station services to include providing direct patient care.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

ORGANIZATION:

The State Employee Health Insurance Program provides centralized administration of the Health Station. A Public Health Nurse I provides professional nursing services in a generalized public health program, determining potential employee health care needs, and instruction/consultation to state employees in an assigned geographic location. Duties in this position have been expanded in compliance with the Bureau's statutory mandate to establish policies to provide programs to promote the health and safety of state employees.

PROGRAM:

Purpose of the Health Station is to provide emergency nursing care and first aid to employees/visitors of the Capitol complex, offer blood pressure screenings, and provide basic health education services.

In response to demand for expanded occupational health and safety services, the Health Station conducts CPR and first aid training, program development, and presents training and educational programs on occupational health risk exposure.

FINANCES, FISCAL YEAR 2002: 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 twelve full-time and nineteen 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 completing 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 goal. In 1999 the Society built its 115-seat Earle G. Shettleworth, Jr. Lecture Hall.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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.

PROGRAM:

LIBRARY. The Society maintains a research library of 125,000 books, 100,000 photographs 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. A retrospective conversion project has been started to computerize the Library's card catalogues, making them accessible via the Internet. The Library is open five days per week and serves over 11,000 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. Open year-round, the Center for Maine History Gallery houses temporary interpretive exhibitions from our 8,200 artifacts documenting Maine's material culture. The most recent exhibitions were: "Comfort and Joy: Quilts, Toys and Winter Pleasure", a peek at the fun side of old-time, Maine winters, and "Longfellow: The Man Who Invented America", a fresh perspective of Longfellow's influence on American traditions. Guided tours of the Wadsworth-Longfellow House were offered June through October. A Longfellow's Portland walking tour was developed. In 2001, about 14,500 visitors including 4,000 school children visited the House, and Gallery or took the Longfellow walking tour. For information see the MHS website: www.mainehistory.org.

OTHER EDUCATIONAL SERVICES. Launched in December, 2001, Maine Memory Network provides Internet links to digitize historical and cultural primary materials from both MHS and contributing organizations from across the state. Now on-line at www.maine-memory.com, this web-based, virtual museum and educational resource will serve Maine libraries, schools, museums, and every Internet-ready home. The Maine Historical Society offers on-site and out-reach programs throughout Maine. 2002 brought programs and lectures focusing on the life, legends and legacy of renowned poet, Henry Wadsworth Longfellow. HS hosted its annual Longfellow Birthday Poetry Program, the Maine Longfellow Forum. Children's programs focused on tours of the Wadsworth-Longfellow House and hands-on activities for children 5 to 12.

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.

PUBLICATIONS:

- *"First Light", exhibition catalog, Nan Cummings.
- *"The Indians of Maine: A Bibliographic Guide", Edited by Roger Ray and Gretchen Faulker (\$9).
- *"The Maine Bicentennial Atlas", (\$6) and various bibliographic guides, (\$4).
- *"A Maine Hamlet", Lura Beam, 1999, (\$14.95).
- *"Maine History", quarterly journal, (\$4).
- *"Maine in Revolutionary Times: The British Attach on Falmouth, 1775", teachers' manual, Kathleen Shea (\$14.95).
- *"Mirror of Maine", Edited by Laura Fecych Sprague, 2000 (\$14.95).
- *"Rum, Riot and Reform: Maine and the History of American Drinking", exhibition catalog, Bill Barry and Nan Cumming, (\$7.95).
- *"Spirits in the Wood", exhibition catalog, Joyce Butler, (\$13.95).

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

*"The Wadsworth-Longfellow House", Edward Allen, 1995 (\$3.50).

FINANCES, FISCAL YEAR 2002: The 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	\$9,136	\$9,136				
TOTAL EXPENDITURES	\$9,136	\$9,136				

MAINE HOSPICE COUNCIL

KANDYCE POWELL, EXECUTIVE DIRECTOR

Central Office: 693 WESTERN AVE., MANCHESTER, ME, 04351

Mail Address: P.O. BOX 2239, AUGUSTA, ME, 04338-2239

Established: 1984

FAX: (207) 622-1274

Telephone: (207) 626-0651

Reference: Policy Area:03 ; Umbrella: 99 Unit: 516 ; Citation: T0022 M.R.S.A., Sect. 000008611

PURPOSE:

The Maine Hospice Council exists to ensure the continued development of Hospice and Palliative Care in Maine. The Council provides education and technical assistance regarding end-of-life care, as well as advocacy for terminally ill and bereaved persons throughout the state regarding quality-of-life issues.

ORGANIZATION:

The Maine Hospice Council was incorporated in 1984. Funding for the Council office was made possible by state government in 1989. The Council is overseen by a volunteer Board of Directors comprised of 19 members.

The full council is represented by members of all 28 Hospices and the Board of Directors as well as an Advisory Committee. The Council is routinely staffed by one full-time director, one full-time administrative assistant and one part-time administrative assistant.

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 national boards and commissions which continues to give Maine a national voice regarding care for the terminally ill.

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".

In 2001, the Bureau of Health formally offered the Maine Hospice Council the opportunity to develop the Maine Center for End-of-Life Care.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

LICENSES:

"Certificate of Participation" (for Volunteer Trainees and/or education session participants)

"LD 1821- An Act to Develop Standards for the Licensure of Hospice Programs", enacted April 15, 1994, Chapter 692 of Public Law.

PUBLICATIONS:

Maine Hospice Guide - (1.00)

Hospice Resource Bibliography - (free to Hospices/\$2.50 others)

ACS & NCI booklet - "Questions & Answers About Pain Control" - (free)

Other ACS booklets - various topics - (free)

"Women, Children & AIDS: A Time to Know" (E. Me. Aids Network) - Video (2 wk rental) - \$5 to MHC members/\$10 to others (+s/h)

Other videos/cassettes -2wk rental -\$5 to MHC members/\$10 to others (+s/h)

NHO Medicare Certification Training Videos - 2 wk rental - \$5 to

MHC members/\$10 to others (+2 s/h)

"On Life and Living: The Hospice Experience" - \$35 hospices/\$50 other

"Helping to Control Cancer Pain" (Purdue Frederick) Video - 2 wk rental

AHCPR Guidelines for the Management of Cancer Pain - (free)

MHC's Newsletter, MAINELINK, published twice/yr - (free)

"Listen to Me" - (Price based on quantity)

Six Session Interdisciplinary Team Course on "Cancer Pain Management" - (Video) - \$150.

"Hospice" - brochure

"Maine Consortium for Palliative Care & Hospice" - booklet

FINANCES, FISCAL YEAR 2002: The 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	74,020	74,020				
TOTAL EXPENDITURES	74,020	74,020				

MAINE STATE HOUSING AUTHORITY

MICHAEL FINNEGAN, DIR & CHAIRMAN

Central Office: 353 WATER STREET, AUGUSTA, ME, 04330-4633

Mail Address: 353 WATER ST., AUGUSTA, ME, 04330-4633

Established: 1969

FAX: (207) 626-4678

Telephone: (207) 626-4600

Reference: Policy Area:03 ; Umbrella: 99 Unit: 346 ; Citation: T0030A M.R.S.A., Sect. 000004722

PURPOSE:

The Maine State Housing Authority was established to help Maine residents secure housing that is decent, safe, and affordable, with particular emphasis on helping first-time home buyers; low income homeowners; renters needing assistance; people with special needs; and people who are homeless. The agency's mission is to assist Maine people to obtain and maintain decent, safe, affordable housing and services suitable to their unique housing needs. In carrying out this mission, the agency provides leadership, maximizes resources, and promotes partnerships to develop and implement sound housing policy.

ORGANIZATION:

The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no general fund appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor and confirmed by the Legislature. The 6th

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Commissioner, the director of the State Authority, is the chairman. The Director is appointed by the Governor and confirmed by the Legislature. The 7th commissioner is the State Treasurer.

The Housing Authority finances homes and apartments in Maine primarily through the sale of its housing bonds. These bonds are tax-exempt. The bonds are debts of MSHA, not the state of Maine, and are not repaid by taxpayers. The agency sells its bonds and uses the bond proceeds to make reduced interest rate housing loans. The mortgage repayments that MSHA receives from the loans are used to repay the bond holders. The difference between the two rates also provides MSHA with its operating revenue. The agency receives no state funds to pay for its staff. MSHA receives some housing funds from the state and federal government that are used, usually in conjunction with the bonds, to reduce interest rates or to finance special programs.

PROGRAM:

During 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 \$140 million in mortgages to help 1,571 Maine families purchase their first home. During the year it also financed the development of over 250 rental units for low income renters, and 143 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 over 200,000 bednights for the homeless. The agency in 2001 secured more than \$30 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 2001 the agency received \$64 million from HUD to provide rental assistance to tenants living in about 5,000 Section 8 units developed with Housing Authority or federal financing, plus another 3,000 units of existing privately owned apartments. MSHA has financed more than 2,500 affordable rental units under various other rental housing programs. The Housing Authority oversees the management in about 15,500 units of rental housing it has financed. MSHA has 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 2001 the Housing Authority had combined assets of \$1,738,414,000 and fund balances of \$231,502,000. 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 (1973-2001 inclusive).
Maine State Housing Authority, Official Statements (Mortgage Bonds - 1972

Series A, through 2001 Series A and Series F.

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 2002: The 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	10,551,814	762,500	9,789,314			
TOTAL EXPENDITURES	10,551,814	762,500	9,789,314			

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE INSURANCE GUARANTY ASSOCIATION

PAUL M. GULKO, EXECUTIVE SECRETARY

WATS: () -

Central Office: ONE BOWDOIN SQUARE, BOSTON, MA, 02114-2916

Mail Address: ONE BOWDOIN SQUARE, BOSTON, MA, 02114-2916

Established: 1970

Telephone: (617) 227-7020

Reference: Policy Area: 00 ; Umbrella: 99 Unit: 353 ; Citation: T0024A.M.R.S.A., Sect. 000004436

PURPOSE:

The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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.

ORGANIZATION:

The Trade Center operates at three full-service locations in Portland, Bangor and Lewiston. The staff is comprised of a Controller, 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(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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE MILITARY AUTHORITY

GARY P. CLEAVES, GENERAL MANAGER

Central Office: 32 CONNECTICUT RD, LIMESTONE, ME, 04750

Mail Address: 32 CONNECTICUT RD, LIMESTONE, ME, 04750

Established: 2001

FAX: (207) 328-4251

Telephone: (207) 328-4873

Reference: Policy Area:06 ; Umbrella: 99 Unit: 620 ; Citation: T0037B M.R.S.A., Sect. 000000391

PURPOSE:

The Maine Military Authority was established in State law by the 2d session of the 120th Legislature as a body corporate and politic and a public instrumentality of the State consisting of the Maine Readiness Sustainment Maintenance Center (MRSMC) and reporting to the Adjutant General. The Authority exists to operate the MRSMC and to maintain, rebuild, repair and store equipment for the State, for the US Departments of the Army, Air Force, Navy and Treasury and foreign governments in conjunction with the Foreign Military Sales Program of the US Department of Defense.

ORGANIZATION:

The Authority has not yet been implemented.

FINANCES, FISCAL YEAR 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PINE TREE LEGAL ASSISTANCE

NAN HEALD, EXECUTIVE DIRECTOR

Central Office: 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 (784-1558) and Machias (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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PROGRAM:

Pine Tree Legal Assistance, Inc. receives its funding, expected to be about \$3.5 million in calendar 2002, 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 eligible citizens and estimates a client eligible population of 200,000 persons or 19% of the state's population.

PTLA provides direct legal services to eligible clients throughout the state. In 2001 its area offices and special units (including Volunteer Lawyers Project) closed 14,245 legal matters for eligible clients. Through the basic field offices, Farmworker Unit, Native American Unit, and other programs, 5,193 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 1,514 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 served approximately 9,000 callers. Of those calls, 776 cases were referred to volunteer lawyers for representation. A total of 6,861 cases were closed by the VLP in 2001.

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 2001, 41% were in the housing area; 9% were in the government benefits area; 30% were in the family law area; 6% were in the consumer law area; and the remaining 14% in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas. The case priorities for the Volunteer Lawyers Project complement those of PTLA. Of all cases closed by the VLP in 2001, 62% were in the family law area; 19% were in the consumer law area; 4% 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.

FINANCES, FISCAL YEAR 2002: The 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	SPECIAL REVENUE FUND	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES					
GRANTS, SUBSIDIES, PENSIONS	148,050	148,050			
TOTAL EXPENDITURES	148,050	148,050			

MAINE POTATO BOARD

DONALD E. FLANNERY, 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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, 2002 was \$727,501. 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 2001-2002 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 2002: The 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	729,424		729,424			
TOTAL EXPENDITURES	729,424		729,424			

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) 624-3564

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 consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the

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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, providing marketing support to the Port of Eastport, and constructing a public warehouse to serve port needs in Portland.

FINANCES, FISCAL YEAR 2002: The 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 PORT AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	24,500	24,500				
TOTAL EXPENDITURES	24,500	24,500				

MAINE POTATO QUALITY CONTROL BOARD

Central Office: 744 MAIN ST., PRESQUE ISLE, ME, 04769

Mail Address: 744 MAIN ST, PRESQUE ISLE, ME, 04769

Established: 1981

FAX: (207) 764-4148

Telephone: (207) 769-5061

Reference: Policy Area:01 ; Umbrella: 99 Unit: 304 ; Citation: T0007 M.R.S.A., Sect. 000001033

PURPOSE:

The Maine Potato Quality Control Board's purpose is to improve the quality of Maine potatoes; recommend grades for potatoes and identification to be used on consumer packs of potatoes packed in Maine bags; to hear and resolve grievances regarding inspections; and to recommend a fee schedule for inspection of potatoes packed in Maine bags.

ORGANIZATION:

The Board consists of eleven members: one a representative of the Department, one appointed by the Governor to represent consumers, and an additional seven members are elected by the Maine Potato Board, one each from Districts No. 1, 2, 3, 4, 5 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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE PUBLIC BROADCASTING CORPORATION

ROBERT H. GARDINER, PRESIDENT

Central Office: 1450 LISBON STREET, LEWISTON, ME, 04240

Mail Address: 1450 LISBON STREET, LEWISTON, ME, 04240

Established: 1992

Telephone: (207) 783-9101

Reference: Policy Area:02 ; Umbrella: 99 Unit: 561 ; Citation: P1991 M.R.S.A., Sect. 000000848

PURPOSE:

The mission of the Maine Public Broadcasting is to engage the minds and enrich the lives of people in our community.

ORGANIZATION:

Maine Public Broadcasting Corporation (MPBC) consists of Maine PBS and Maine Public Radio. Producing stations and administrative offices are located in Lewiston, Bangor, Augusta and Portland. Transmitters and translators are located throughout the state delivering programming to almost all Maine citizens.

MPBC is administered by a Board of Trustees consisting of appointees from its founding organizations (University of Maine System, Colby College, Bates College, and Bowdoin College), appointees from the governor, as well as public members elected by the Board. The Board meets six times a year. Board meetings are open to the public.

It also has a Community Advisory Board with members appointed by the Board of Trustees. This board reflects the diversity of the state and viewing/listening audience. The purpose of the Community Advisory Board is to advise the Board of Trustees as to whether the programming and other policies of Maine Public Broadcasting Corporation are meeting the specialized educational and cultural needs of the communities served.

PROGRAM:

Maine Public Broadcasting consistently delivers to Maine people a diverse selection of TV and Radio programs and outreach and educational activities designed to engage and enrich their lives.

Two highlights of this year's new services to the people of Maine include our initiation of state-wide digital television services and the turn-on of a new radio transmitter, WMEP in Camden.

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.

During election year 2002, we have also delivered candidate debates and coverage of candidates and the issues during our 'Election 2002' programs on radio & TV.

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 on 'Morning Edition', 'Midday' and 'Maine Things Considered'.

Other programs showcase communities around the state. 'Made in Maine,' entering its 15th season profiles the many businesses contributing to the Maine economy. 'Road Diaries' was a new special short series highlighting the diversity of our state and its people. 'A Good Read' provided access to Maine authors, and our High School Basketball tournaments showcase the efforts of Maine's high school athletes.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

All of Maine PBS' offerings emphasize education. This year, we added a new block of afternoon programming called 'Career and Learning Connections' designed to assist Maine citizens in enhancing their work place skills and pursue their GED. This project was developed in partnership with the Maine Department of Education and Department of Labor.

Other on-going educational initiatives include NTTI, our teacher training program, Ready to Learn, our child development services bringing resources for early childhood development to child care providers and parents.

Community support for MPBC is strong. Maine PBS as one of the highest rates of donors per viewing households in the country with 39,000 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 23,000 members.

PUBLICATIONS:

Viewfinder : Monthly Program guide, Maine PBS. Membership fee, \$35.

Airplay :Quarterly Program guide, Maine Public Radio. Membership fee, \$35.

Radio Listings: Monthly Program Listings for Maine Public Radio. Membership fee, \$35.

PTV Families : Periodic newsletter to families, teachers, librarians and childcare providers with educational information for children. Free

Annual Report :Free

Website: www.mpbc.org, www.maineabc.org and www.mainepradio.org

FINANCES, FISCAL YEAR 2002: The 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	5390,443	2,390,443				3,000,000
TOTAL EXPENDITURES	5390,443	2,390,443				3,000,000

Maine Public Broadcasting Corporation - Fiscal Year Ending June 30, 2002

	Operations	Investment and Endowment	Plant	DTV	Capital Campaign	Total
REVENUE AND GAINS						
State of Maine	\$ 2,390,443	\$ -	\$ -	\$ -	\$ -	\$ 2,390,443
Auction	588,969					588,969
Corporation for Public Broadcasting	1,439,132					1,439,132
Membership	4,389,400					4,389,400
Contributions	592,924	13,774			5,000	611,698
Interest on short-term investments	57,056			106,768		163,824
Investment income (loss)		(103,054)			(56,990)	(160,044)
Government grants	606,848			769,027		1,375,875
State bond issue				3,000,000		3,000,000
Underwriting	1,065,428					1,065,428
Capital Campaign					235,696	235,696
Other	560,881					560,881
TOTAL REVENUES AND GAINS	<u>11,691,081</u>	<u>(89,280)</u>		<u>3,875,795</u>	<u>183,706</u>	<u>15,661,302</u>
EXPENSES						
Program service						
Technical	2,729,829		573,065			3,302,894
Programming and production	4,629,388		112,036			4,741,424
Public information	1,166,293		40,177			1,206,470
Digital television				353,193		353,193
	<u>8,525,510</u>		<u>725,278</u>	<u>353,193</u>		<u>9,603,981</u>
Support service						
Development	1,595,164		57,602			1,652,766
Administration	1,309,176		58,460			1,367,636
Capital campaign					227,700	227,700
	<u>2,904,340</u>		<u>116,062</u>		<u>227,700</u>	<u>3,248,102</u>
TOTAL EXPENSES	<u>11,429,850</u>		<u>841,340</u>	<u>353,193</u>	<u>227,700</u>	<u>12,852,083</u>
INCREASE (DECREASE) IN NET ASSETS	<u>261,231</u>	<u>(89,280)</u>	<u>(841,340)</u>	<u>3,522,602</u>	<u>(43,994)</u>	<u>2,809,219</u>

Prepared by MacDonald Page Schatz and Fletcher L.L.C.
Chris F. Amann, Treasurer MPBC

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION

LINDA B. JOHNSON, 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:

During the past year, the Commission provided grants to the Bug Light Park Enhancement Project and the Center for Environmental Enterprise in South Portland and the Cumberland County Civic Center in Portland, and made a short term loan to Brisms Ness Corp. of South Portland. The Commission also entered into a Program Administration Agreement with Coastal Enterprises, Inc. pursuant to which CEI will manage and administer the Commission's loan funds. The Commission continues to monitor its investments and commitments related to the Narrow Gauge Railroad, North Atlantic Venture Fund II and Morpheus Technologies.

PUBLICATIONS:

Brochure describing the activities of the Commission. (No fee)

FINANCES, FISCAL YEAR 2002: 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

signed into law on April 16, 1986, setting in motion the reorganization of the statewide network of vocational-technical institutes (up until then operated as subsidiaries of the 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 230 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 2002: The 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	55,947,708	40,216,216	699,871			15,031,621
INTEREST-DEBT RETIREMENT	111,145					111,145
TOTAL EXPENDITURES	56,058,853	40,216,216	699,871			15,142,766

MAINE TURNPIKE AUTHORITY

SAMUEL M. ZAITLIN, CHAIRMAN
PAUL VIOLETTE, EXECUTIVE DIRECTOR

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 2002: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES

TIMOTHY J. POLITIS, CLU, EXEC DIRECTOR AND CEO

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. Currently,

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

construction of 30 bed residential care additions are in progress at four of the five Homes: Caribou, Bangor, Augusta and Scarborough. Upon completion in 2003, the total number of beds in the system will be 610.

ORGANIZATION:

The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of 11 members appointed by the Governor for overlapping terms of three years under limitations provided by statute. One member must be a female veteran.

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 (40 beds of which are a 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 the spouse, widow or widower of such veteran, and Gold Star Parents, in need of nursing home care and residential care.

The Veterans Home in 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 in 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 2002: The 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	111,300					111,300
TOTAL EXPENDITURES	111,300					111,300

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