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# **MAINE STATE GOVERNMENT ANNUAL REPORT 2016-2017**



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

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Paul R. LePage  
**Governor of Maine**

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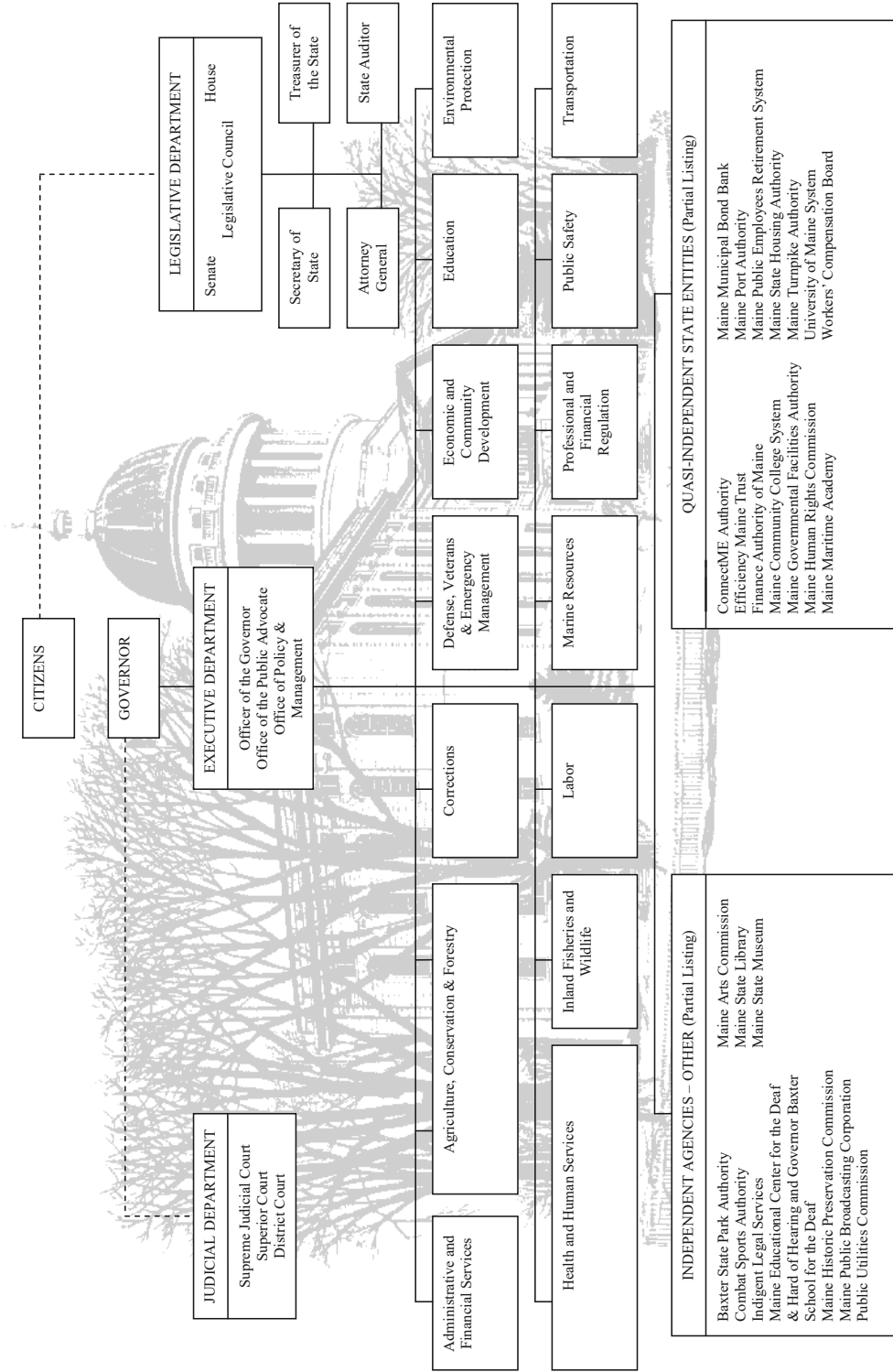
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of State Government and is not intended as legal authority either for judicial notice or legal citation.

ORGANIZATIONAL CHART OF MAINE STATE GOVERNMENT



# FOREWORD

The *Maine State Government Annual Report* is compiled by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, chapter 3, sections 43 - 46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biennial reports independently published by state departments and agencies, and it establishes 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.

**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 reflects the year in which the organizational unit was created as a statutory or administrative entity, despite a subsequent change of name. If, at some point in time, the department or agency experienced a major reorganization in terms of administrative structure, purpose or function, the year in which the change occurred is considered the year it was established.

**Reference:**

*Policy Area.* There are 9 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the *Maine State Government Annual Report* is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation. Each of the 9 Policy Areas has been assigned a name and a 2-digit number as follows:

- 00 Governmental Support and Operations
- 01 Economic Development and Workforce Training
- 02 Education
- 03 Arts, Heritage and Cultural Enrichment
- 04 Natural Resources Development and Protection
- 05 Health and Human Services
- 06 Justice and Protection
- 07 Business Licensing and Regulation
- 08 Transportation Safety and Development

*Umbrella.* In order to make the list of organizational units manageable, they have been classified based on 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, Conservation & Forestry, for example.

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

- 01 Department of Agriculture, Conservation & Forestry
- 02 Department of Professional and Financial Regulation
- 03 Department of Corrections
- 05 Department of Education
- 06 Department of Environmental Protection
- 07 Executive Department
- 09 Department of Inland Fisheries and Wildlife
- 10 Department of Health and Human Services
- 12 Department of Labor
- 13 Department of Marine Resources
- 14 Department of Health and Human 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 Office of the State Auditor
- 28 Office of Treasurer of State
- 29 Department of the Secretary of State
- 30 Legislative Department
- 31 Law and Legislative Reference Library
- 32 Reserve Fund for State House Preservation and Maintenance
- 33 Office of Program Evaluation and Government Accountability
- 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* followed by 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.** The *Average Count - All Positions* represents the full-time equivalent of all positions authorized by the Legislature for the time frame covered by this report. The *Legislative Count*, where applicable, represents the count associated with only positions that have been authorized for 52 weeks per year.

**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. The organizational background is based upon that contained in the *Maine Revised Statutes Annotated*, as amended, and the *Public Laws of the State of Maine*.

**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 Budget and Financial Management System (BFMS) supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine System and the Maine Maritime Academy. Data relating to enterprise-type accounts reflect only those expenditure elements which are included in the work program process.

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

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

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES**

**ALEXANDER PORTEOUS, COMMISSIONER**

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*Reference Policy Area* 00 *Umbrella* 18 *Unit* 106 *Citation* T0005 *M.R.S.A., Sect.* 000000281

*Average Counts-All Positions* 1384.000

*Legislative Count* 1384.00

**Units:**

*OFFICE OF THE STATE CONTROLLER*

*BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY*

*OPERATIONS*

*BUREAU OF THE BUDGET*

*CAPITOL PLANNING COMMISSION*

*CENTRAL FLEET MANAGEMENT DIVISION*

*STATE CLAIMS COMMISSION*

*STATE EMPLOYEE HEALTH COMMISSION*

*DIVISION OF FINANCIAL AND PERSONNEL SERVICES*

*BUREAU OF GENERAL SERVICES*

*BUREAU OF HUMAN RESOURCES*

*OFFICE OF INFORMATION TECHNOLOGY*

*INFORME*

*STATE LIQUOR AND LOTTERY COMMISSION*

*MAINE BOARD OF TAX APPEALS*

*BUREAU OF REVENUE SERVICES*

*DIVISION OF RISK MANAGEMENT*

**PURPOSE:**

The Department of Administrative and Financial Services (DAFS) serves the public and delivers core services to state government. These services include the collection of most state revenues and the oversight of certain centralized functions. Tax, liquor, and lottery revenues, which support activities across state government, flow through DAFS and into the General Fund. In addition, DAFS sets policy for and oversees the fiscal, human resource, technological, and facilities needs of state government.

**ORGANIZATION:**

DAFS is led by the Commissioner and two Deputy Commissioners, one overseeing financial matters and the other overseeing operations. DAFS is comprised of the units listed at the top of this section. Information on each of these individual units can be found in the following pages.

**PROGRAM:**

The Department's goals, objectives, and operational activities are reflected in the reports of the different component units listed on the following pages.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	65,839,168	22,276,040		675,675	39,263	42,848,190
HEALTH BENEFITS	21,618,400	7,494,199		301,921		13,822,280
RETIREMENTS	15,549,816	5,339,801		155,675		10,054,340
OTHER FRINGE BENEFITS	1,324,858	455,615		13,754		855,489
COMPUTER SERVICES	17,410,477	15,170,656	1,065,071	34,292		1,140,458
CONTRACTUAL SERVICES	126,569,093	13,387,411	8,972,164	702,007		103,507,511
RENTS	4,166,323	1,402,006	83,428	31,284		2,649,605
COMMODITIES	3,561,431	2,458,187	382,224	320,984		400,036
GRANTS, SUBSIDIES, PENSIONS	74,599,652	46,206,566	18,407,804		269,956	9,715,326
PURCHASE OF LAND	247,547	247,547				
BUILDING IMPROVEMENTS	3,743,941	2,874,336	869,605			
EQUIPMENT	1,539,353		222,199		1,317,154	
INTEREST-DEBT RETIREMENT	5,462,649	4,641,597	640,000			181,052
TRANSFER TO OTHER FUNDS	617,654,659	7,348,201	268,004	47,424	737	609,990,293
COST OF GOODS SOLD	19,636,882	13,104,120				6,532,762
<b>TOTAL EXPENDITURES</b>	<b>978,924,249</b>	<b>142,406,282</b>	<b>30,910,499</b>	<b>2,283,016</b>	<b>1,627,110</b>	<b>801,697,342</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	490,074	490,074				
HEALTH BENEFITS	82,640	82,640				
RETIREMENTS	99,695	99,695				
OTHER FRINGE BENEFITS	17,933	17,933				
COMPUTER SERVICES	9,521	9,521				
CONTRACTUAL SERVICES	528,905	481,605	47,300			
RENTS	250	250				
COMMODITIES	3,611	3,611				
GRANTS, SUBSIDIES, PENSIONS	599,064	329,108			269,956	
<b>TOTAL EXPENDITURES</b>	<b>1,831,693</b>	<b>1,514,437</b>	<b>47,300</b>		<b>269,956</b>	

## OFFICE OF THE STATE CONTROLLER DOUGLAS E. COTNOIR, CPA, CIA, STATE CONTROLLER

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address* 14 STATE HOUSE STATION, AUGUSTA, ME 04333-0014 *FAX* (207) 626-8422  
*Established* 1931 *Telephone* (207) 626-8420  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 119 *Citation* T0005 *M.R.S.A., Sect.* 000001541  
*Average Counts-All Positions* 28.000 *Legislative Count* 28.00

### PURPOSE:

The Office of the State Controller maintains accounting policy and records according to Government Accounting Standards Board (GASB) rules. The powers and duties of the Office are detailed in Title 5, section 1541 of the Maine Revised Statutes.

### 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 was renamed to be the Office of the State Controller during the second special session of the 121st Legislature. The Office is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Administrative and Financial Services, subject to the approval of the Governor. The Office has five divisions: Accounting, ERP Business Systems, Financial Reporting, Internal Audit and Payroll. The Office has authority for 28 positions.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

The Office is responsible for maintaining and reporting all state financial transactions. Staff analyze fiscal transactions and payrolls to ensure legality and correctness. In addition, the Office of the State Controller provides internal audit support for the agencies that comprise state government. Official financial records for all state agencies and programs are administered by the Office staff. The Office's Financial Reporting Unit prepares and publishes the State's Comprehensive Annual Financial Report (CAFR), based on Generally Accepted Accounting Principles (GAAP). The CAFR for fiscal year 2016 received the Certificate of Excellence in Financial Reporting for the tenth consecutive year. Several state-wide systems are managed within the Office. The Advantage System includes fund accounting, budget and appropriation control, general ledger and financial reporting, accounts payable, accounts receivable, cost accounting, fixed assets management, procurement management and vendor management. A data warehouse for all production systems is provided for statewide budget, accounting, human resources and payroll data. Queries to the warehouses 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 more than 1.5 million disbursements and more than 3 million financial transactions annually. All payment transactions above \$5,000 are reviewed and approved by Office staff. The Human Resource production system keeps current personnel, payroll and position control information. This system issues more than 338 thousand payroll payments annually, approximately 99% via direct deposit (electronic) and the balance via paper checks. The Office'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. In addition, the Maine State Time and Attendance System is used by more than 9,700 employees to record and track work and leave hours. The Office generates approximately \$16-20 million annually in General Fund revenue through the Statewide Cost Allocation Plan. STACAP is the allocation of certain central services costs to other funds/accounts. The Controller's Office, Bureau of Budget, Bureau of Human Resources and Bureau of General Services are examples of central service costs that are paid for by the General Fund and then recovered through STACAP to ensure other funds pay their fair share of costs.

### PUBLICATIONS:

The Comprehensive Annual Financial Report for the State of Maine is available at [maine.gov/osc](http://maine.gov/osc).

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE STATE CONTROLLER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,626,721	1,626,721				
HEALTH BENEFITS	477,185	477,185				
RETIREMENTS	430,973	430,973				
OTHER FRINGE BENEFITS	33,175	33,175				
COMPUTER SERVICES	63,268	63,268				
CONTRACTUAL SERVICES	14,383	2,983	11,400			
COMMODITIES	8,846	8,846				
<b>TOTAL EXPENDITURES</b>	<b>2,654,551</b>	<b>2,643,151</b>	<b>11,400</b>			

## BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

**GREGORY R. MINEO, DIRECTOR**

Central Office 10 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 T0028A M.R.S.A., Sect. 0000000084  
Average Counts-All Positions 38.00 Legislative Count 38.00

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### **PURPOSE:**

The purpose of the Bureau of Alcoholic Beverages and Lottery Operations is to provide for the pricing, listing and delisting of spirits; oversight of liquor licensing and enforcement; and the creation, distribution, and sales of Maine State Lottery and Tri-State Lotto Commission Lottery games. The Bureau is authorized through its Director, as the Chief Administrative Officer of the State Liquor and Lottery Commission, to have general charge of the office and records; employ personnel and make expenditures as necessary; and to conduct, with the guidance of the Commission, the administration of laws relating to the sale of spirits at agency liquor stores. The Bureau is responsible for the distribution and the sale of lottery products through licensed Lottery agents. The Bureau is responsible for the oversight of liquor licensing and enforcement.

### **ORGANIZATION:**

The State's regulation of liquor originated in 1862 with the establishment of a Commission to Regulate Sale of Intoxicating Liquors and to have control of liquors kept and sold for medicinal and manufacturing purposes. 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 the State's General Fund. The first State Lottery Commission was appointed in January 1974. In 1992, the Maine State Lottery and the Bureau of Alcoholic Beverages were combined to become The Bureau of Alcoholic Beverages and Lottery Operations. The Bureau is managed by the Bureau's Director with the guidance of the State Liquor and Lottery Commission and oversight by the Commissioner of Administrative and Financial Services.

### **PROGRAM:**

The Bureau continues to meet its goal of transferring the maximum profit to the General Fund for both the spirits and lottery businesses of the State, as well as revenue generated from the collection of excise tax on beer and wine, and the licensing of distribution and sale of beer, wine and spirits. For the Lottery business, the Bureau continues to investigate and implement new and innovative lottery games that are fun and entertaining for its players, and to provide its retail agent partners with guidance on the best ways to maximize the sale of lottery games. For the spirits business, the Bureau continues to work with the beverage alcohol industry to improve Maine's portfolio of product listings, and to provide guidance to our agency store partners on merchandising and product selection, and is overseeing the warehouse and distribution process, which is managed by Pine State Spirits, a division of Pine State Trading Co. In addition the Bureau guides and interfaces with Pine State Spirits on all trade marketing matters, as they manage this process. With the addition of licensing and enforcement of all beverage alcohol, the Bureau is automating many paper driven processes to maximize its service to the regulated industry.

### **LICENSES:**

Liquor Licensing under Title 28-A

Lottery Retail Agents Licensing under Title 8, Chapters 14-A and 16

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,679,739	535,411				1,144,328
HEALTH BENEFITS	586,304	203,459				382,845
RETIREMENTS	376,775	124,246				252,529
OTHER FRINGE BENEFITS	38,036	9,552				28,484
COMPUTER SERVICES	364,115	289,012				75,103
CONTRACTUAL SERVICES	4,287,471	39,568	4,571			4,243,332
RENTS	167,118	40,994				126,124
COMMODITIES	67,103	6,559	586			59,958
TRANSFER TO OTHER FUNDS	355,227,266		467			355,226,799
<b>TOTAL EXPENDITURES</b>	<b>362,793,927</b>	<b>1,248,801</b>	<b>5,624</b>			<b>361,539,502</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**BUREAU OF THE BUDGET**

**MELISSA L. GOTT, STATE BUDGET OFFICER**  
**LISA WILSON, DEPUTY ST BUDGET OFFICER**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0058

*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 Counts-All Positions* 13.000 *Legislative Count* 13.00

**PURPOSE:**

The Bureau of the Budget is authorized to prepare and submit, biennially to the Governor or the Governor-elect, a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments and agencies become available for expenditure; to examine and recommend for approval any changes in these work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of the departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Administrative and Financial Services, for carrying out State budget laws.

**ORGANIZATION:**

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

**PROGRAM:**

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

After legislative appropriation, the Bureau reviews and considers requested allotments by quarter with respect to the work program of each entity of State government. Work programs are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

The Bureau also produces the Maine State Government Annual Report, prepares 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:**

Maine State Government Annual Report, available from the Office of Information Technology, Central Printing Division, 91 State House Station, Augusta ME 04333-0009 telephone (207) 287-6375

The Annual Report and other reports, including the current 4-Year Forecast are available on-line at: [www.maine.gov/budget/annualreport/index.htm](http://www.maine.gov/budget/annualreport/index.htm)

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF THE BUDGET	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	841,096	779,218		61,878		
HEALTH BENEFITS	214,928	194,059		20,869		
RETIREMENTS	230,294	213,160		17,134		
OTHER FRINGE BENEFITS	15,838	14,534		1,304		
COMPUTER SERVICES	24,924	22,612		2,312		
CONTRACTUAL SERVICES	38,540	33,397		5,143		
COMMODITIES	8,098	6,669		1,429		
<b>TOTAL EXPENDITURES</b>	<b>1,373,718</b>	<b>1,263,649</b>		<b>110,069</b>		

## CAPITOL PLANNING COMMISSION GILBERT BILODEAU, SECRETARIAT

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address* 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX* (207) 287-4039  
*Established* 1967 *Telephone* (207) 624-7314  
*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 Commission consists of 9 members as follows: the Commissioner of Agriculture, Conservation and Forestry, or the commissioner's designee; a member of the Augusta City Council appointed by the Mayor of Augusta, for a term of one year; and seven members appointed by the Governor. The Governor's appointees include: one resident of the Capitol Planning District and 2 residents of the City of Augusta, for terms of 5 years; and 4 citizens of the State who may not be residents of Augusta, for terms of 5 years. 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 4 times during fiscal year 2016-17. The Commission discussed the following:

- Campbell Barn
- Marquardt Building
- Greenlaw Building
- Deering Building
- Mechanical Building
- East Campus Mapping
- East Campus Paving Project
- Various East Campus Buildings
- Blaine House Renovations

### LICENSES:

- Special or Temporary Use Permits
- Sign Permits
- Project Approvals

### PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**CENTRAL FLEET MANAGEMENT DIVISION**  
**DWAIN MCKENNEY, DIRECTOR**

*Central Office* 15 COLUMBIA STREET, AUGUSTA, ME 04333  
*Mail Address* 106 STATE HOUSE STATION, AUGUSTA, ME 04333-0106 *FAX* (207) 287-6521  
*Established* 1991 *Telephone* (207) 287-6522  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 555 *Citation* T0005 *M.R.S.A. Sect.* 000001830  
*Average Counts-All Positions* 17.000 *Legislative Count* 17.00

**PURPOSE:**

Central Fleet Management was established to centrally procure, distribute, provide detailed usage and cost analysis, and dispose of passenger and light truck vehicles for most agencies of State Government.

**ORGANIZATION:**

The Division operates within the Bureau of General Services.

**PROGRAM:**

The lease line provides over 2,000 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.

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.

Central Fleet Management works with all using agencies to assure they have the most fuel efficient, cost effective, appropriate type and number of vehicles in their fleet. Fuel efficiency is part of the life cycle costing for all new vehicles purchased.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTRAL FLEET MANAGEMENT DIVISION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	634,170					634,170
HEALTH BENEFITS	260,697					260,697
RETIREMENTS	149,294					149,294
OTHER FRINGE BENEFITS	12,970					12,970
COMPUTER SERVICES	25,313					25,313
CONTRACTUAL SERVICES	5,779,214					5,779,214
RENTS	24,692					24,692
COMMODITIES	39,913					39,913
INTEREST-DEBT RETIREMENT	174,958					174,958
TRANSFER TO OTHER FUNDS	110,266					110,266
<b>TOTAL EXPENDITURES</b>	<b>7,211,487</b>					<b>7,211,487</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

STATE CLAIMS COMMISSION

RICHARD ESTABROOK, ESQ.

Central Office 111 SEWALL STREET, AUGUSTA, ME 04333  
Mail Address 86 STATE HOUSE STATION, AUGUSTA, ME 04333-0086 FAX (207) 287-4032  
Established 1961 Telephone (207) 624-7442  
Reference Policy Area 00 Umbrella 18 Unit 185 Citation T0023 M.R.S.A., Sect. 000000152  
Average Counts-All Positions 1.500 Legislative Count 1.50

**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 to award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and by the Maine Turnpike Authority, and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove certain claims against the State or any of its agents.

**ORGANIZATION:**

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 taken lies. 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 upon recommendation by the board of county commissioners, such service being as a member of the State Claims Commission and not in the capacity of County Commissioner. Hearings are conducted by one of the attorney members, one of the appraiser members, and the county commissioner from the county in which the real estate or other interest taken by eminent domain is located.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE CLAIMS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	34,761			34,761		
HEALTH BENEFITS	4,214			4,214		
RETIREMENTS	5,526			5,526		
OTHER FRINGE BENEFITS	464			464		
COMPUTER SERVICES	3,394			3,394		
CONTRACTUAL SERVICES	10,835			10,835		
COMMODITIES	907			907		
TRANSFER TO OTHER FUNDS	5,505			5,505		
<b>TOTAL EXPENDITURES</b>	<b>65,606</b>			<b>65,606</b>		

STATE EMPLOYEE HEALTH COMMISSION

CHRISTINE M. BRAWN, EXECUTIVE DIRECTOR

Central Office 111 SEWALL STREET, AUGUSTA, ME 04333  
Mail Address 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114 FAX  
Established 1988 Telephone (207) 624-7361  
Reference Policy Area 00 Umbrella 18 Unit 350 Citation T0005 M.R.S.A., Sect. 000000285A  
Average Counts-All Positions 13.500 Legislative Count 13.50

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### **PURPOSE:**

The State Employee Health Commission was established to serve as trustee of the State Employee 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:**

Membership of the Commission consists of twenty-four (24) 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 the Maine Turnpike Authority employees appointed by the employee organizations authorized to represent the employees; one labor member from the Maine Community College System faculty or administrative unit; one labor member from the Maine Public Employees Retirement System employees appointed by the employee organization authorized to represent the employees; and one labor member from the Maine Maritime Academy employees appointed by the organization authorized to represent the employees; four management members appointed by the Commissioner of the Department of Administrative and Financial Services; one management member appointed by the Court Administrator; one management member from the Maine Community College System appointed by the President; one management member appointed by the Executive Director of the Maine Public Employees Retirement; one management member appointed by the President of the Maine Maritime Academy; and the Executive Director of Employee Health & Benefits, ex officio.

### **PROGRAM:**

The Commission entered into four independent contracts with Aetna, Anthem, Express Scripts, Inc., and Sun Life Assurance Company to provide health insurance benefits to active and retired members of the State's group health plan. An Administrative Services contract effective July 1, 2017 provides a preferred provider organization (PPO) managed care plan for active employees and non-Medicare eligible retirees. A Medicare Advantage Private Fee-for-Service (PFFS) plan, insured by Aetna, provides coverage for Medicare eligible retirees. A contract with Express Scripts, Inc. provides pharmacy benefits for the PPO plan. A stop-loss insurance policy with Sun Life Assurance Company, effective July 1, 2017 protects the PPO Plan against claims in excess of \$750,000. Group health plans provide health care benefits for approximately 38,000 participants. Effective July 1, 2016 Northeast Dental won the dental bid and a new contract was written through FY 2019. For health benefits, the Commission adopted the strategy of value-based purchasing to improve the quality of healthcare services provided to its members. In conjunction with this strategy the Commission is a founding member of the Maine Health Management Coalition (MHMC), a group of employers, providers, and health plans committed to improving the value of healthcare provided to Maine citizens. Through the MHMC, the Commission attempts to introduce a pay for performance strategy to encourage consumers to make informed, prudent decisions about healthcare; to provide incentives for plan members to seek care from high quality providers; and to reward providers who demonstrate superior performance. As part of this strategy, the Commission introduced a tiered hospital benefit effective July 1, 2006. All Maine hospitals are considered according to selected patient safety, satisfaction, and clinical quality measures and cost. Members are incentivized through more favorable deductible and co-insurance levels to seek care from preferred hospitals. The objective is to engage members in seeking efficient, high quality healthcare and to encourage providers to publicly disclose their performance. Effective July 1, 2007, the Commission introduced a tiered benefit for primary care physicians (PCPs). Primary care practices are ranked according to clinical office systems and the outcomes of treatment for patients with selected chronic illnesses. Office visit co-pays are reduced for members who receive care from preferred primary care practices. Effective October 1, 2009, statutory changes were introduced to the employer contribution for individual premiums. Effective July 1, 2010, the employer contributions to individual health premiums were reduced. The Commission was charged with implementing a health credit program that enables

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

employees to restore a portion of the employer contribution for completing wellness initiatives identified by the Commission. In 2012, more than 9,000 employees were eligible for the health credit by completing a health risk assessment. In 2013, the health credit program was expanded to include participation of adult dependents of employee subscribers. In 2014, the program was expanded to include additional criteria for enrollment with a primary care practice. In 2015, criteria were advanced to encourage engagement of plan subscribers with their primary care provider and WellStarMe.com was established to guide members to beneficial services in their own communities.

### PUBLICATIONS:

All Free:

Summary Plan Description, HMO Choice (POS)  
Summary of Benefits & Coverage, HMO Choice (POS)  
Schedule of Benefits, HMO Choice (POS)  
Benefit Overview, Medicare Advantage Plan  
Summary of Benefits, Medicare Advantage Plan  
Summary Plan Description, Northeast Delta Dental  
Summary of Benefits Coverage, Northeast Delta Dental

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE EMPLOYEE HEALTH COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	646,026	17,070				628,956
HEALTH BENEFITS	186,789	2,488				184,301
RETIREMENTS	166,323	3,873				162,450
OTHER FRINGE BENEFITS	13,250	540				12,710
COMPUTER SERVICES	55,040					55,040
CONTRACTUAL SERVICES	84,041,068					84,041,068
COMMODITIES	6,601					6,601
TRANSFER TO OTHER FUNDS	175,457,737	688,702				174,769,035
<b>TOTAL EXPENDITURES</b>	<b>260,572,834</b>	<b>712,673</b>				<b>259,860,161</b>

## DIVISION OF FINANCIAL AND PERSONNEL SERVICES

**KIMBERLY A. SMITH, ASSOCIATE COMMISSIONER**  
**JOYCE ORESKOVICH, DIRECTOR, HUMAN RESOURCES**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333

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

*Established* 1992

*Telephone* (207) 624-7800

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

*Average Counts-All Positions* 258.000

*Legislative Count* 258.00

### PURPOSE:

The Division of Financial and Personnel Services provides fiscal and human resource management services to various departments and agencies across Maine State Government. These centralized services help ensure consistent application of: generally accepted accounting and financial practices, human resource and payroll administration, statewide budgetary policy, collective bargaining agreements, and position recruitment.

### ORGANIZATION:

The Division is divided into five service centers, each with a finance and human resource unit. Financial staff is under the direction of the Associate Commissioner, and the Human Resources staff is under the direction of the Director of the Bureau of Human Resources. The service centers are: General Government; Natural Resources; Security and Employment; Corrections; and, Health and Human Services.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

The Division provides financial and personnel services to most state agencies. Financial services include accounting; cash management; financial analysis and reporting; and, budget development and monitoring. Personnel services include payroll processing; recruitment and hiring; employee relations; and, Workers' Compensation management.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF FINANCIAL AND PERSONNEL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,498,816					11,498,816
HEALTH BENEFITS	4,012,420					4,012,420
RETIREMENTS	2,861,048					2,861,048
OTHER FRINGE BENEFITS	225,043					225,043
COMPUTER SERVICES	715,151		300			714,851
CONTRACTUAL SERVICES	827,634	116,199	5,826			705,609
RENTS	122,775					122,775
COMMODITIES	132,866		29			132,837
GRANTS, SUBSIDIES, PENSIONS	1,359					1,359
INTEREST-DEBT RETIREMENT	2,874,208	2,874,208				
TRANSFER TO OTHER FUNDS	425					425
COST OF GOODS SOLD	13,104,120	13,104,120				
<b>TOTAL EXPENDITURES</b>	<b>36,375,865</b>	<b>16,094,527</b>	<b>6,155</b>			<b>20,275,183</b>

## BUREAU OF GENERAL SERVICES

### GILBERT BILODEAU, INTERIM DIRECTOR

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address* 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX* (207) 287-4039  
*Established* 1991 *Telephone* (207) 624-7314  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 554 *Citation* T0005 *M.R.S.A., Sect.* 000001742  
*Average Counts-All Positions* 169.500 *Legislative Count* 169.50

### PURPOSE:

General Services was established to provide one centralized bureau to manage and oversee the state's procurement process; provide insurance advice and services for all agencies; supervise, control and maintain land and buildings in the State Capitol Complex and greater Augusta area; manage and record the leasing of all grounds, buildings, facilities and office space required by all departments and agencies of state government; record, manage, and remediate asbestos and other hazardous materials in state-owned and leased buildings and advise public schools on matters pertaining to hazardous materials; maintain a central fleet of vehicles for use by government agencies; provide central services including postal and surplus property; and plan and oversee the construction of public improvements, including schools. The Bureau 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.

### ORGANIZATION:

The Bureau of General Services consists of six major divisions: Planning, Design & Construction; Property Management (including Operations and Maintenance and Custodial Services); Purchases (including Procurement and State Purchases Review Committee); Central Fleet Management; Central Services (including Postal Operations and Surplus Property); and Leased Space. The organization also participates on the State House and Capitol Park Commission, the Capitol Planning Commission, the Blaine House Commission and the Capitol Riverfront Improvement District.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

The Planning, Design & Construction Division staff oversees public improvements at approximately 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 40 buildings in the various Capitol Complexes (East and West Campuses), the Maine Criminal Justice Academy and other buildings in the Greater Augusta area.

The Division of Purchases is responsible for procurement of goods and services for State Government. Central Fleet Management and Central Services manage not only the State fleet, but also Postal Services, State Surplus property and Federal Surplus property. The Leased Space Division locates State agencies either in state facilities or in privately leased facilities throughout the State.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF GENERAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	5,589,231	4,023,136		281,238		1,284,857
HEALTH BENEFITS	2,399,511	1,672,724		166,834		559,953
RETIREMENTS	1,299,415	934,076		63,725		301,614
OTHER FRINGE BENEFITS	122,725	90,386		6,237		26,102
COMPUTER SERVICES	738,066	667,621		28,586		41,859
CONTRACTUAL SERVICES	5,181,467	4,023,283	82,681	672,092		403,411
RENTS	707,448	79,231	82,131	31,284		514,802
COMMODITIES	2,917,335	2,209,585	367,472	318,649		21,629
PURCHASE OF LAND	247,547	247,547				
BUILDING IMPROVEMENTS	3,743,941	2,874,336	869,605			
INTEREST-DEBT RETIREMENT	1,074,900	428,806	640,000			6,094
TRANSFER TO OTHER FUNDS	50,576,589		9,826	28,988		50,537,775
TOTAL EXPENDITURES	74,598,175	17,250,731	2,051,715	1,597,633		53,698,096

## BUREAU OF HUMAN RESOURCES

### JOYCE A. ORESKOVICH, DIRECTOR

Central Office 111 SEWALL STREET, AUGUSTA, ME 04330-6830

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 Counts-All Positions 31.500 Legislative Count 31.50

### PURPOSE:

The Bureau of Human Resources was created to: 1) establish within State Government a high concern for state employees as people; 2) provide managers with the skills and knowledge needed to manage people effectively with particular emphasis on "people soundness;" 3) establish a civil service system that provides State Government with highly qualified and motivated employees; 4) encourage state employees to realize their potential and thereby increase the quality of service; 5) establish itself as a service agency to assist other agencies and departments of State Government to perform their duties in an efficient and quality manner; 6) preserve the integrity of the civil service system; 7) establish a civil service system with sufficient flexibility to adopt new technologies, procedures and policies in order to respond quickly and effectively to the needs of state agencies and employees; and, 8) promote effective labor relations.

The Bureau of Human Resources is responsible for centralized administration of the State's Civil Service System, the State's employee health and benefit programs, the State's development and training programs, the State's equal employment opportunity programs, and the State's labor relations responsibilities. The mission of the Bureau is to adopt, amend, and enforce Civil

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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.

In addition, the Bureau also develops and executes labor relations policies consistent with the overall objectives of the Governor; conducts negotiations with certified bargaining agents under applicable statutes; administers and interprets collective bargaining agreements; represents the State in all bargaining unit determinations, elections, prohibited practice complaints and other related legal proceedings; and administers the State EEO/AA Program, the ADA, the USERRA and other civil rights related law and programs. The Bureau also is responsible for administering employee benefits including health and dental insurances and the deferred compensation program, Workers Compensation Program, and Wellness and Safety initiatives.

### ORGANIZATION:

In 1937, the State of Maine enacted legislation to parallel Federal Civil Service Law. A three-member State Personnel Board and a Bureau of Personnel within the then Department of Finance were established to administer this new law. The Bureau was headed by a Director of Personnel who was appointed by the Governor and the Board to serve at the pleasure of the Board. In 1941, the Bureau was made an independent State agency referred to as the Office of Personnel. In 1953, the State Personnel Board was enlarged by adding a member selected by the Maine State Employees' Association and a member selected from department heads. In 1975, these two special memberships were deleted and the State Personnel Board returned to an all-public body. In 1976, the State Civil Service System experienced its first major change. The Office of Personnel was made a Cabinet-level department, headed by a Commissioner appointed to serve at the pleasure of the Governor. The Commissioner was given the authority formerly vested in the State Personnel Board and the State Personnel Board was redefined as an advisory and appellate 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. In July 2008, the Bureau of Employee Relations became the Office of Employee Relations and was returned to the Bureau of Human Resources. In 2010, the Office of Training and Organizational Development was disbanded. In 2012, the Bureau created a Programs Unit that provides leadership training, online training, organizational development protocols and other models for statewide organizational development.

### PROGRAM:

The Merit Systems Division provides job classification audits for both employee and management initiated requests, assists agencies with reorganization efforts, and represents the Bureau at job classification arbitrations. Our recruitment services include on-line advertising, an automated application, and computer generated employment registers. Employment/Career Counseling services are provided to State employees who have experienced lay-off or displacement. The Merit Systems Division is also responsible for the management of personnel records.

The Division of Employee Health and Benefits provides centralized administration of the State's health, dental, direct reimbursement, voluntary long term care insurance, vision care, and deferred compensation programs. This includes the coordination of payroll deductions, health and dental eligibility determinations and benefits communications.

The Workers' Compensation Division provides direction and technical assistance in

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

the administration of workers' compensation claims. The Employee Assistance Program guides and assists participating employees, family members and retirees with financial, family, substance abuse and other personal problems. The Division also administers wellness programs.

The Human Resources Programs Division administers the Employee Suggestion Award Program and Statewide Employee Recognition events. It develops workforce planning protocols, recruitment initiatives, and succession planning models; provides organizational development consulting services to agencies; and delivers Leadership Institute and other programs to enhance managers' skills.

The Office of Employee Relations negotiates and administers collective bargaining agreements by providing advice and counsel to managers and human resource personnel, by conducting grievance hearings, and by representing all State agencies in grievance arbitrations. In addition, the Office represents State agencies before the Maine Labor Relations Board in unit clarification and unfair labor practice proceedings, and it trains new supervisors and managers in the principles of discipline and other contract administration issues.

The Office of the State Equal Employment Opportunity Coordinator has statutory responsibility to ensure statewide compliance with all federal and state regulations governing equal employment opportunity. It provides direction and support in all areas related to EEO as well as in the conduct of personnel investigations.

### PUBLICATIONS:

The following publications are available through the Bureau of Human Resources or as noted: <http://www.maine.gov/bhr> for links to:

Civil Service Rules

Personnel Action Forms

Employee Handbook

Employment Opportunities Listings (current)

Human Resources Policy and Procedures Manual

<http://www.mainelegislature.org/legis/statutes/5/title5ch0sec0.html> for links to: Civil Service Law (Title 5, Chapters 65, 67, 68, 69, 71, and 372)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HUMAN RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,932,990	1,156,186				776,804
HEALTH BENEFITS	593,594	304,913				288,681
RETIREMENTS	516,516	305,889				210,627
OTHER FRINGE BENEFITS	36,869	21,898				14,971
COMPUTER SERVICES	166,839	110,455				56,384
CONTRACTUAL SERVICES	2,292,262	212,659				2,079,603
RENTS	70,906	1,893				69,013
COMMODITIES	21,145	11,802				9,343
GRANTS, SUBSIDIES, PENSIONS	9,713,967					9,713,967
TRANSFER TO OTHER FUNDS	882,568					882,568
<b>TOTAL EXPENDITURES</b>	16,227,656	2,125,695				14,101,961

## OFFICE OF INFORMATION TECHNOLOGY

### JIM SMITH, CHIEF INFORMATION OFFICER

*Central Office* 51 COMMERCE DRIVE, AUGUSTA, ME 04333

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

*Established* 1992 *Telephone* (207) 624-8800

*Reference Policy Area* 00 *Umbrella* 18 *Unit* 127 *Citation* T0005 *M.R.S.A., Sect.* 000001981

*Average Counts-All Positions* 503.000 *Legislative Count* 503.00

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PURPOSE:

The Office of the Information Technology (OIT) is responsible for the delivery of safe, secure, and high-performing networks and systems to state agencies for daily performance of their missions for the citizens of Maine.

### ORGANIZATION:

OIT is led by the Chief Information Officer, and is organized with the following units: Applications; Core Technology; Project Management; Architecture, Security & Policy; Technology Business Consultation; Vendor Management; and, Business Continuity/Disaster Recovery.

### PROGRAM:

The Office of Information Technology was established in 2005 as an agency with an enterprise focus on the delivery of information technology to the Executive Branch agencies and on coordination and support of other State and local government entities. This includes responsibilities for information technology leadership, planning, procurement and contract management, resource management, and risk management (cyber security, disaster recovery).

Within OIT, the Core Technology unit is responsible for the State's wide area network, voice and wireless services, as well as radio operations. This unit is also responsible for Windows and Unix support, database management, desktop computing, and IT customer support for all Executive Branch agencies. The Applications unit oversees the maintenance and development of systems used by state agencies. In addition, the InforME Board, also included in this annual report, and the ConnectME Authority, whose mission is to expand broadband internet access across the State, are both supported by OIT.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INFORMATION TECHNOLOGY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	26,653,888				39,263	26,614,625
HEALTH BENEFITS	8,047,550					8,047,550
RETIREMENTS	6,054,193					6,054,193
OTHER FRINGE BENEFITS	529,912					529,912
COMPUTER SERVICES	9,100,036	8,941,052				158,984
CONTRACTUAL SERVICES	3,578,318	1,182,499	95			2,395,724
RENTS	1,791,830					1,791,830
COMMODITIES	131,582	4,085				127,497
EQUIPMENT	1,539,353		222,199		1,317,154	
INTEREST-DEBT RETIREMENT	576,344	576,344				
TRANSFER TO OTHER FUNDS	35,048,972	6,659,499	2		737	28,388,734
COST OF GOODS SOLD	6,532,762					6,532,762
<b>TOTAL EXPENDITURES</b>	<b>99,584,740</b>	<b>17,363,479</b>	<b>222,296</b>		<b>1,357,154</b>	<b>80,641,811</b>

## INFORME

### PAUL SANDLIN, CHAIRMAN

Central Office 51 COMMERCE DRIVE, AUGUSTA, ME 04333  
Mail Address 145 STATE HOUSE STATION, AUGUSTA, ME 04333  
Established 1998  
Reference Policy Area 00 Umbrella 18 Unit 622 Citation T0001

FAX (207) 287-1131  
Telephone (207) 619-2244  
M.R.S.A., Sect. 000000533

### PURPOSE:

The Information Resource of Maine, known as InforME, serves as a self-supporting and cost-effective electronic web portal ([www.maine.gov](http://www.maine.gov)) to provide and enhance access to the State's public information for individuals, businesses, and other entities.

See the InforME Public Information Access Act at:  
<http://www.mainelegislature.org/legis/statutes/1/title1sec531.html> (sections

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

531-538).

### **ORGANIZATION:**

The InforME Board consists of 15 voting members and 2 nonvoting, advisory members as follows:

The Secretary of State or the Secretary of State's designee; three members who are Chief Executive Officers of agencies of the executive branch that are major data custodians, who are appointed by the Governor and who serve at the pleasure of the Governor, or their designees; a representative of the University of Maine System, appointed by the chancellor; a representative of a statewide association of municipalities, appointed by the Governor from nominations made by the association's governing body; a representative of a nonprofit or user organizations advancing citizens' rights of access to information, appointed by the Governor; and a representative of a statewide association of public librarians, appointed by the Governor from nominations made by the association's governing body. Two members from user associations of a statewide character appointed by the Governor; the Commissioner of Administrative and Financial Services or the Commissioner's designee; the State Librarian or the State Librarian's designee; two public members, one appointed by the President of the Senate and one appointed by the Speaker of the House of Representatives; a representative of the membership or staff of the Judicial Department, appointed by the Chief Justice of the Supreme Judicial Court, who serves as a nonvoting member; the Chief Executive Officer or designee of the private entity under contract as the Network Manager who serves as a nonvoting member; and the Chief Information Officer of the Department of Administrative and Financial Services or the Chief Information Officer's designee. Currently, the Chief Information Officer of the Department of Administrative and Financial Service serves as chair.

### **PROGRAM:**

InforME continues to identify and offer online services and information to citizens and business through the Maine.gov website. In 2013, Maine was ranked 5th among state websites. Additionally, Maine.gov was awarded a Sunny Award by the Sunshine Review for being one of the most transparent government websites in the country. The Sunny Awards honored less than 1% of the 5,000 government websites analyzed in 2011.

InforME is a very important medium for the electronic delivery of public information and services. It is not the exclusive means of delivery of information and services to the public. There exist many other avenues of electronic delivery including direct delivery by agencies through the Office of Information Technology as well as through other 3rd party providers.

The InforME Board provides direction to the InforME portal manager, Maine Information Network. InforME provides universal continuous access to accurate, current web-based electronic public information that may be searched to suit the user's own purposes. Services include, at a minimum: providing standardized access to customized databases and data custodians' databases; providing links to other information sources; conducting electronic business and payment transactions; assisting state agencies in electronically disseminating public information in their custody; and constantly improving access to and the utility of the public information available through InforME. InforME explores, and, where appropriate, implements 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. InforME provides 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; provides a mechanism for the authorized transfer of nonpublic information; promotes opportunities for interagency cooperation; and provides opportunities for innovative uses of public information.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**STATE LIQUOR AND LOTTERY COMMISSION**

**GREGORY R. MINEO, DIRECTOR**

*Central Office* 10 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 oversight for the controlled distribution and sale of spirits 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 pricing, listing and delisting of spirits for sale to the public; promulgate and amend rules; make recommendations and set policies; 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 Executive Council, for terms of three years, the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective 1934 which outlined responsibilities with respect to 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 Legislature raised the membership to five. In November 1973, a public referendum approved a State Lottery and the first State Lottery Commission was appointed in January 1974. In 1992, the Maine State Lottery and the Bureau of Alcoholic Beverages were combined to become the Bureau of Alcoholic Beverages and Lottery Operations. In July 1993, the Maine State Liquor and Lottery Commission were merged into a single, combined Commission of five (5) members.

**PROGRAM:**

The Commission provides oversight to the financial performance and operational activities of the Bureau of Alcoholic Beverages and Lottery Operations.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE BOARD OF TAX APPEALS**

**PAUL L. BOURGET, ESQ., CHIEF APPEALS OFFICER**

*Central Office* 108 SEWALL STREET, AUGUSTA, ME 04333-0134  
*Mail Address* 134 STATE HOUSE STATION, AUGUSTA, ME 04333-0134 *FAX* (207) 287-2865  
*Established* 2012 *Telephone* (207) 287-2862  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 674 *Citation* T00036 *M.R.S.A., Sect.* S0000151-D  
*Average Counts-All Positions* 4.000 *Legislative Count* 4.00

**PURPOSE:**

The Maine Board of Tax Appeals provides taxpayers a fair system of resolving controversies with the Maine Revenue Services and ensures due process.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### ORGANIZATION:

The Board consists of three members appointed by the Governor, subject to review by the Joint Standing Committee of the Legislature having jurisdiction over taxation matters and confirmation by the Legislature. No more than two members of the board may be members of the same political party. The Governor designates one board member to serve as chair and may remove any member for cause.

The Commissioner of the Department of Administrative and Financial Services appoints the Chief Appeals Officer to assist the board, manage the appeals office, and hire personnel, including subordinate appeals officers and professional, technical, and support personnel.

### PROGRAM:

Board processes and appeal procedures as detailed in the Maine Revised Statutes, Title 36, section 151-D, are available for viewing at: <http://www.mainelegislature.org/legis/statutes/36/title36sec151-D.html>. The address for the board's website is: <http://www.maine.gov/boardoftaxappeals>.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE BOARD OF TAX APPEALS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	239,971	239,971				
HEALTH BENEFITS	56,556	56,556				
RETIREMENTS	64,010	64,010				
OTHER FRINGE BENEFITS	4,275	4,275				
COMPUTER SERVICES	6,480	6,480				
CONTRACTUAL SERVICES	10,408	10,408				
COMMODITIES	1,281	1,281				
<b>TOTAL EXPENDITURES</b>	<b>382,981</b>	<b>382,981</b>				

## BUREAU OF REVENUE SERVICES

### JEROME GERARD, STATE TAX ASSESSOR

*Central Office* 51 COMMERCE DRIVE, AUGUSTA, ME 04333  
*Mail Address* 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 *FAX* (207) 287-3618  
*Established* 1931 *Telephone* (207) 624-9620  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 125 *Citation* T00036 *M.R.S.A., Sect.* 000000112  
*Average Counts-All Positions* 296.000 *Legislative Count* 296.00

### PURPOSE:

The Bureau of Revenue Services, also known as Maine Revenue Services (MRS) was established to collect revenues necessary to support Maine state government through the assessment of taxes, and to improve the administration of tax laws.

### ORGANIZATION:

The State Tax Assessor oversees the administration of Maine's tax laws. There are nine divisions and units under the direction of the Assessor: Accounting; Income Tax; Sales, Fuel & Special Taxes; Property Tax; Compliance; Non-Filer; Quality Assurance and Revenue Processing; Criminal Investigation and the Office of General Counsel. The Associate Commissioner of Tax Policy oversees the Office of Tax Policy, which conducts legal and economic analysis. The State Taxpayer Advocate serves as a resource for Maine taxpayers who are dealing with state tax issues. The State Tax Assessor, Associate Commissioner of Tax Policy and the State Taxpayer Advocate are all appointed by the Commissioner of Administrative & Financial Services.

### PROGRAM:

MRS assesses and collects all tax types. The Income Tax Division administers: income taxes (individual, corporate, and fiduciary), pass through entity reporting, withholding taxes, estate taxes, franchise taxes, insurance premium

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

taxes and reimbursements under the Employment Tax Increment Financing (ETIF) program. This division also administers various tax credit programs including the Educational Opportunity Tax Credit, Property Tax Fairness Credit, Child Care Credit and Pine Tree Development Zone Credit.

The Sales, Fuel and Special Tax Division administers the following taxes: sales, use, service provider, healthcare provider, hospital, gasoline, special fuel, cigarette, tobacco, potato, blueberry, quahog and railroad. It also administers: milk handling fees, recycling assistance fees, abandoned bottle deposits, prepaid wireless fees and motor vehicle oil premiums.

The Property Tax Division oversees municipal property tax administration including the assessment and collection of property and excise taxes for the unorganized territories. This division also administers: real estate transfer tax, commercial forestry excise tax, controlling interest transfer tax and telecommunications business equipment tax. This division is responsible for the annual determination of the amount of tax reimbursement to each town for the veteran, homestead and animal waste facility exemptions and the tree growth tax loss reimbursement. The division also oversees the Business Equipment Tax Exemption (BETE) and the Business Equipment Tax Reimbursement (BETR) programs. The Quality Assurance and Revenue Processing Division provides: mail and tax return processing including the depositing of daily tax revenues, data entry services, and quality assurance testing. It also works closely with the Office of Information Technology (OIT) in order to operate, maintain, and develop MRS' computer network, automated systems, and electronic tax filing and payment application systems. This division also provides oversight for physical, personnel, and cyber security and is responsible for drafting and developing MRS policies.

The Accounting Unit prepares MRS' budget, creates and processes daily cash receipts, monitors expenditure activity and reports on variances, and performs the accounts payable function. This unit also provides GAAP related entries to the Office of the State Controller for the monthly and annual financial statement closings.

The Compliance Division collects all types of delinquent taxes through statutory means and MRS' third party collection agency. The Non-Filer Unit identifies and contacts non-filers who have an obligation to file a Maine state income tax return and assesses income tax if a return is not filed. The Criminal Investigation Unit performs criminal investigations and forwards completed cases to the Office of the Attorney General for prosecution. The Office of General Counsel reviews decisions on reconsideration requests, represents MRS in all aspects of proceedings before the Maine Board of Tax Appeals, and provides legal research and advisory services.

### **LICENSES:**

Sales Tax Retailer Certificate; Sales Tax Resale Certificate; Tobacco Distributor License; Cigarette Distributor License; Licensed Gasoline Distributor; Registered Gasoline Distributor; Special Fuel Supplier Certificate; Special Fuel Retailer Certificate; Blueberry Processor and Shipper license; Potato Shipper License; Certified Maine Assessor Certificate; Certified Assessment Technician Certificate.

### **PUBLICATIONS:**

Except where noted, the following publications are available free of charge and can be downloaded from the Maine Revenue Services website: [www.maine.gov/revenue](http://www.maine.gov/revenue); for assistance, call (207) 624-9677. All tax and tax benefit program forms and instructions

Maine Tax Alert

Income tax guidance documents

Sales tax bulletins

Property tax bulletins

Use tax pamphlet

Municipal Valuation Return Statistical Summary Report (property tax-annual)

Tax Expenditures Report

Unorganized territory maps (24" x 36" sheet) \$5.00 each

Unorganized Territory Valuation Book; printed copies - \$0.20 per page, \$3.00 minimum

Maine Property Assessment Manual - \$10.00

Maine Property Tax Laws - \$5.00

Title 36 of the Maine Revised Statutes - \$17.50

Sales Tax Reference Guide - \$14.00

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REVENUE SERVICES	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,706,051	13,408,252		297,799		
HEALTH BENEFITS	4,610,179	4,500,176		110,003		
RETIREMENTS	3,233,168	3,163,879		69,289		
OTHER FRINGE BENEFITS	269,069	263,321		5,748		
COMPUTER SERVICES	6,125,406	5,060,635	1,064,771			
CONTRACTUAL SERVICES	16,255,083	7,284,811	8,820,291	13,936		136,045
RENTS	1,280,935	1,279,638	1,297			
COMMODITIES	219,886	205,748	14,138			
GRANTS, SUBSIDIES, PENSIONS	64,285,262	45,877,458	18,407,804			
INTEREST-DEBT RETIREMENT	762,238	762,238				
TRANSFER TO OTHER FUNDS	274,182		257,710	12,931		3,541
<b>TOTAL EXPENDITURES</b>	<b>111,021,459</b>	<b>81,806,156</b>	<b>28,566,011</b>	<b>509,706</b>		<b>139,586</b>

## DIVISION OF RISK MANAGEMENT

### DAVID FITTS, DIRECTOR

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333

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

*Established* 1991

*Telephone* (207) 287-3352

*Reference Policy Area* 00 *Umbrella* 18 *Unit* 133 *Citation* T0005 *M.R.S.A., Sect.* 00001725-A

*Average Counts-All Positions* 5.000

*Legislative Count* 5.00

#### PURPOSE:

The Risk Management Division provides insurance advice to the state government and administers all State insurance and self-funded plans and programs, except for Workers' Compensation and employee benefits.

#### ORGANIZATION:

The staff consists of four insurance professionals and one clerical support person. The Division has existed in one form or another since the 1920's.

#### PROGRAM:

The Division provides insurance services and loss control services to state agencies. Insurance services include, but not limited to; property, general liability, ocean marine, bonding, vehicular liability, cyber security, and police professional liability. Insurance rates are based on the cost of commercial insurance, where applicable, plus the projected cost of self-insured claims based on actuarial studies of past claims.

In addition, the Division annually reviews the entire subject of insurance as it applies to State property and activities; develops and maintains accurate records of all insured buildings and contents, State-owned vehicles, aircraft, ocean marine equipment and other pertinent information so as to properly apply insurance coverage; recommends to the Commissioner of Administrative and Financial Services such insurance 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.

#### PUBLICATIONS:

Annual compilation of property values (electronic)

# DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF RISK MANAGEMENT	<b>TOTAL</b>					
	<b>FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	265,634					265,634
HEALTH BENEFITS	85,833					85,833
RETIREMENTS	62,586					62,586
OTHER FRINGE BENEFITS	5,298					5,298
COMPUTER SERVICES	12,925					12,925
CONTRACTUAL SERVICES	3,723,505					3,723,505
RENTS	369					369
COMMODITIES	2,259					2,259
TRANSFER TO OTHER FUNDS	71,148					71,148
<b>TOTAL EXPENDITURES</b>	<b>4,229,557</b>					<b>4,229,557</b>

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY**

**WALTER E. WHITCOMB, COMMISSIONER**  
**RANDY CHARETTE, DEPUTY COMMISSIONER**

*Central Office* HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330

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

*Established* 1852

*Telephone* (207) 287-3419

*Reference Policy Area* 04 *Umbrella* 01 *Unit* 001 *Citation* T0007 *M.R.S.A., Sect.* 000000001

*Average Counts-All Positions* 539.749

*Legislative Count* 410.00

**Units:**

*BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES*

*MAINE AGRICULTURAL BARGAINING BOARD*

*OFFICE OF THE COMMISSIONER*

*BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)*

*STATE HARNESS RACING COMMISSION*

*(OFFICE OF) STATE HORTICULTURIST*

*LAND FOR MAINE'S FUTURE BOARD*

*BUREAU OF RESOURCE INFORMATION AND LAND USE*

*PLANNING*

*MAINE MILK COMMISSION*

*BUREAU OF PARKS AND LANDS*

*BOARD OF PESTICIDES CONTROL*

*PULL EVENTS COMMISSION*

*(OFFICE OF) SEALER OF WEIGHTS AND MEASURES*

**PURPOSE:**

The Department of Agriculture, Conservation and Forestry is a key partner to the many citizens of the State of Maine who are involved with Maine's land based natural resources. To grow Maine's natural resource agricultural, forestry and outdoor recreation based economy, the Department of Agriculture, Conservation and Forestry: increases public awareness of the value of natural resources; provides factual support for sustainable use of the scenic, mineral, coastal and fresh water resources of the State; maximizes public access while maintaining the natural character of Maine's public lands, state parks, and historic sites; participates in land use planning that recognizes the greatest public value and also supports agricultural, recreational, forest production, mining and other public resource uses; protects the public's health and well-being from the consumption of harmful or unsanitary food products and food preparation practices; documents the growth and harvest of the state timber resource and leads the efforts that protect Maine forests from fire, theft, and insects; coordinates land use planning in unorganized territories; detects, prevents and eradicates plant and animal diseases and insects/pests; develops, compiles and disseminates scientific and practical knowledge and provides ongoing database information and mapping of natural resources; and conserves and improves the productivity of the soils.

**ORGANIZATION:**

The Department of Agriculture, Conservation and Forestry was created in 2012 by combining the former Department of Agriculture, Food and Rural Resources, Department of Conservation and many functions of the State Planning Office. In addition to the Office of the Commissioner, the Department consists of four bureaus: Agriculture; Forestry; Parks and Lands; and Resource Information and Land Use Planning.

**PROGRAM:**

Department of Agriculture, Conservation and Forestry's operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus, divisions and programs.

**LICENSES:**

Listed under the appropriate program units in following reports.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	22,937,682	14,269,200	6,234,506		2,433,976	
HEALTH BENEFITS	8,151,261	4,994,809	2,276,287		880,165	
RETIREMENTS	5,655,005	3,682,845	1,441,937		530,223	
OTHER FRINGE BENEFITS	480,301	305,292	127,489		47,520	
COMPUTER SERVICES	1,559,089	1,014,382	440,292		104,415	
CONTRACTUAL SERVICES	11,805,557	3,512,443	6,326,604		1,966,510	
RENTS	2,440,054	1,301,884	921,306		216,864	
COMMODITIES	1,674,931	694,520	748,568		231,843	
GRANTS, SUBSIDIES, PENSIONS	40,061,045	668,576	34,799,486		4,592,983	
PURCHASE OF LAND	3,886,755		10,000		1,600,000	2,276,755
BUILDING IMPROVEMENTS	56,680		48,372		8,308	
EQUIPMENT	3,889,278		3,877,921		11,357	
TRANSFER TO OTHER FUNDS	1,047,455		848,460		198,995	
<b>TOTAL EXPENDITURES</b>	<b>103,645,093</b>	<b>30,443,951</b>	<b>58,101,228</b>		<b>12,823,159</b>	<b>2,276,755</b>

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,112,561	410,727	701,834			
HEALTH BENEFITS	307,834	89,070	218,764			
RETIREMENTS	252,491	72,850	179,641			
OTHER FRINGE BENEFITS	30,731	14,805	15,926			
COMPUTER SERVICES	1,222,153	933,383	288,770			
CONTRACTUAL SERVICES	2,443,527	1,378,440	1,065,087			
RENTS	26,679	7,041	19,638			
COMMODITIES	15,672	9,896	5,776			
GRANTS, SUBSIDIES, PENSIONS	41,100	17,600	23,500			
TRANSFER TO OTHER FUNDS	192,818		192,818			
<b>TOTAL EXPENDITURES</b>	<b>5,645,566</b>	<b>2,933,812</b>	<b>2,711,754</b>			

## BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES

### RON DYER, BUREAU DIRECTOR

*Central Office* MARQUARDT BLDG, 32 BLOSSOM LN, AUGUSTA, ME 04330

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

*Established* 2013 *Telephone* (207) 287-3491

*Reference Policy Area* 04 *Umbrella* 01 *Unit* 677 *Citation* T0007A *M.R.S.A., Sect.* S000000206

*Average Counts-All Positions* 135.435 *Legislative Count* 115.50

#### PURPOSE:

The Bureau has the primary responsibility for: animal and plant health; farm and consumer quality assurance; agricultural product marketing; and partnerships that promote rural educational events. The Bureau is also charged with developing the public understanding of Maine agriculture's importance to the State's economy, the vitality of rural communities and Maine's quality of life.

#### ORGANIZATION:

The Bureau of Agriculture, Food and Rural Resources includes the Division of Agricultural Resource Development, Division of Quality Assurance and Regulation, and Division of Animal and Plant Health. The Bureau Director is assisted by directors and program managers in each division in addition to staffing associated with the Harness Racing Commission, Maine Milk Commission, and Board of Pesticides Control.

#### PROGRAM:

Agricultural Resource Development enhances and expands Maine's agricultural product markets, and offers technical assistance in financing, environmental regulations, land conservation, marketing, and agricultural fairs. Market

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

Development and Promotion provides marketing support to Maine food and fiber producers, food processors, agricultural associations and wholesale and retail buyers; and advises growers regarding new domestic and international marketing opportunities, management systems, and production facilities. The program also supports direct market farmers, farm to school sales, and agriculture in the classroom educational initiatives. Staff manages grant and loan programs including the Agricultural Marketing Loan Fund, Agricultural Development Grants, Specialty Crop Block Grants, and the Maine Farms for the Future Grant programs. Staff also provides support for agricultural marketing and resource programs including Maine farmland protection, farmland property tax, farmland registration, beginning and veteran farmer support, Senior Farm Share, The Emergency Food Assistance Program (which includes USDA commodities), Commodities Supplemental Food Program, and Hunters for the Hungry.

Quality Assurance and Regulation performs inspection and licensing activities ensuring that foods are packaged, processed, prepared, stored and sold in sanitary and safe environments in cooperation with the Department of Health & Human Services. The Weights and Measures Program maintains standards of commercial commerce transactions. The Metrologist is responsible for matching State standards to the standards of the National Institute of Standards and Technology. Quality Assurance Inspection provides the agricultural industries with a uniform grading service for agricultural products. The inspection program also operates fruit and vegetable, shell egg, meat and poultry inspection, and GAP (Good Agricultural Practices)/GHP (Good Handling Practices) audit/certification programs under cooperative agreements with USDA. All consumer size packages of potatoes receive a mandatory quality inspection prior to shipment. Milk quality is monitored in our USDA-accredited lab.

Animal and Plant Health prevents introduction and spread of poultry, livestock, and plant disease. The State Apiarist is responsible for licensing, managing education and training, and inspection for beekeepers and hives. The Division is responsible for programs pertaining to human health as it is associated with the spread of contagious, infectious, and parasitic diseases derived from poultry, livestock, and plant species. A major activity of the division is the certification of seed potatoes. Division programs also include oversight and licensing of livestock. The Animal Welfare Program ensures the humane and proper treatment and licensing of companion animals. The Division is responsible for planning, preparing and responding to all natural disasters that impact domestic animals and their owners. The Animal Welfare Program also certifies all local animal control officers.

Harness Racing Commission, Maine Milk Commission, Pull Events Commission and Board of Pesticides Control are listed separately in the annual report.

### **LICENSES:**

Licenses:

Nursery, Beekeepers; Ginseng Certificate; Phytosanitary Certificate; Health Certificate for Certified Seed Potatoes; Health Certificate for Honeybees; animal shelters; boarding kennels; breeding kennels; pet shops; research facilities; dogs.

Permit:

Maine (intra- and interstate) movement of plant material; Maine (interstate) Honeybees; Imported Seed Potatoes; large game shooting areas; deer and elk farms; swine garbage feeders; livestock and poultry dealers; livestock auctions; 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 scalers; food establishments; feed, seed, and fertilizer products, including lime products and plant and soil amendment products; blueberry processors; meat and poultry processors and milk and milk derived product producers and processors; livestock and poultry importations; biologics; dairy farms; livestock operations permits; pig scrambles; calf scrambles; vendor permits for dogs and cats under 6 months old.

The Bureau is responsible for the "Get Real. Get Maine!" trademark for the identification of Maine grown or processed food and farm products.

### **PUBLICATIONS:**

The Bureau manages the [www.getrealmaine.com](http://www.getrealmaine.com) website and produces the following

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

directories:

Wholesale Buyer's Guide  
 Finding Maine Food and Farms  
 Maine Maple Sunday  
 Open Farm Day  
 Finding Funds for Farmers

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,693,110	2,228,490	2,337,153		1,127,467	
HEALTH BENEFITS	2,050,943	777,881	833,764		439,298	
RETIREMENTS	1,308,926	511,164	538,581		259,181	
OTHER FRINGE BENEFITS	118,636	49,663	47,790		21,183	
COMPUTER SERVICES	117,979	14,100	94,171		9,708	
CONTRACTUAL SERVICES	2,942,617	414,216	2,156,833		371,568	
RENTS	497,923	253,223	196,592		48,108	
COMMODITIES	216,787	97,073	73,009		46,705	
GRANTS, SUBSIDIES, PENSIONS	32,023,575	107,203	29,431,357		2,485,015	
EQUIPMENT	63,943		63,943			
TRANSFER TO OTHER FUNDS	265,967		241,644		24,323	
<b>TOTAL EXPENDITURES</b>	<b>45,300,406</b>	<b>4,453,013</b>	<b>36,014,837</b>		<b>4,832,556</b>	

## MAINE AGRICULTURAL BARGAINING BOARD

### RON DYER, DIRECTOR

*Central Office* MARQUARDT BLDG, 32 BLOSSOM LN, AUGUSTA, ME 04330

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

*Established* 1973 *Telephone* (207) 287-3491

*Reference Policy Area* 04 *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 Maine Agricultural Bargaining Board consists of 5 members and 2 alternates, who shall be appointed by the Governor. One member and one alternate shall be appointed from a list of names submitted by agricultural producer organizations. One member and one alternate shall be appointed from a list of names submitted by processors of agricultural products. In appointing these members and alternates, the Governor shall seek to represent as many different agricultural products as possible and a member and the alternate for that member may not be associated with the same agricultural product, unless suitable persons cannot otherwise be appointed. An alternate shall serve when, for any reason, the respective member is unable to serve. Three members shall be representatives of the public. A public member may not hold any interest or stock or securities in any producer, dealer, processor or other person whose activities are subject to the jurisdiction of the board.

#### **PROGRAM:**

Only one organization is certified, representing producers of potatoes used for processing.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### **LICENSES:**

Certification of qualified associations.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **OFFICE OF THE COMMISSIONER**

**WALTER E. WHITCOMB, COMMISSIONER**

**RANDY CHARETTE, DEPUTY COMMISSIONER**

*Central Office* HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330

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

*Established* 1919

*Telephone* (207) 287-3419

*Reference Policy Area* 04 *Umbrella* 01 *Unit* 001T *Citation* T00012 *M.R.S.A., Sect.* 0000005012

### **PURPOSE:**

The Office of the Commissioner provides management and planning oversight across all bureaus within the department and coordinates department-wide technology, finance and human resources. Additionally, the Office prioritizes and reviews the legislative activity, contractual agreements and the regulatory agenda of all bureaus.

The Office receives and directs inquiries for services from the general public and establishes relationships formal and informal with other agencies of State and Federal government.

### **ORGANIZATION:**

The Department is led by the Commissioner, Deputy Commissioner, and executive staff who are responsible for planning and implementing activities relating to human resources, public information, educational outreach, personal safety, regulatory compliance, as well as legislative and budget initiatives.

### **PROGRAM:**

The Office directs policy and provides oversight to programs that affect Maine agriculture, forestry, parks and public land, geology, land use planning and other departmental operations. It coordinates the development, tracking and response to legislative and budget issues. The Department's coordination with the Natural Resources Service Center, the Attorney General's office, the Office of Information Technology and other Executive Branch agencies is through this office.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)**

**DOUG DENICO, BUREAU DIRECTOR**

*TTY* (207) 287-2213

*Central Office* HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330-0022

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

*Established* 2013

*Telephone* (207) 287-2791

*Reference Policy Area* 04 *Umbrella* 01 *Unit* 669 *Citation* T00012 *M.R.S.A., Sect.* S000008001

*Average Counts-All Positions* 133.019

*Legislative Count* 117.00

### **PURPOSE:**

The Bureau of Forestry was established to ensure the greatest benefits from the state's trees and forests for Maine's citizens.

The Bureau's responsibilities are to: promote sound forest management on Maine's

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

forest lands to optimize the benefits from the forest; protect the forest resource from destructive elements including fire, insects, and diseases; provide forest management advice and assistance; promote improved marketing and utilization of forest products, collect and maintain up-to-date data, including a forest inventory; promote sound forest policy; and administer the state's forest practices laws.

### **ORGANIZATION:**

The Bureau is organized into 3 divisions: Forest Protection, Forest Policy and Management, and Forest Health and Monitoring. Each division is administered by a manager who oversees all division activities. Field operations are administered through regional supervisors.

### **PROGRAM:**

The Director's office manages state forestry issues with the USDA Forest Service; is responsible for budget preparation and management; responds to legislative proposals; and is responsible for administration of federally funded cooperative assistance programs including fire, forest health, landowner assistance, and urban forestry.

The Forest Protection Division provides wildfire control, natural resource protection and incident management for disasters and emergencies. Wildfire control is accomplished through prevention, detection, readiness, suppression and investigation. Forest rangers provide technical assistance, information and training to firefighting and incident management agencies. Rangers enforce wildfire prevention, landowner protection (e.g. theft) and other forest protection laws.

The Forest Policy and Management Division promotes informed decisions about Maine's forests. Division staff provides technical assistance, information and education; provides outreach and enforcement services on timber harvesting laws; reports on the state of Maine's forests; provides assistance through workshops, demonstrations, presentations, and individual contact between District Foresters and landowners.

The Forest Health and Monitoring Division's objectives are to protect the state's forest, shade and ornamental tree resources from significant insect and disease damage. Division staff conduct surveillance and evaluations to provide pest management and damage prevention options for homeowners, municipalities, and forest landowners. Responsibilities also include conducting a permanent inventory of Maine's forest resources on a 5-year annualized cycle.

### **LICENSES:**

None

### **PUBLICATIONS:**

Forest Trees of Maine  
The Forestry Rules of Maine  
Best Management Practices for Forestry: Protecting Maine's Water Quality  
The Economic Importance of Maine's Forest Based Economy  
Big Tree Registry

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>		<b>FUNDS</b>	
SALARIES & WAGES	6,049,215	5,523,037	1,144		525,034	
HEALTH BENEFITS	2,219,845	2,020,848	446		198,551	
RETIREMENTS	1,839,509	1,725,197	263		114,049	
OTHER FRINGE BENEFITS	141,894	131,053	24		10,817	
COMPUTER SERVICES	143,597	58,322			85,275	
CONTRACTUAL SERVICES	1,576,144	1,254,722	1,557		319,865	
RENTS	823,638	748,402			75,236	
COMMODITIES	480,413	328,573	599		151,241	
GRANTS, SUBSIDIES, PENSIONS	331,349	804	2,797		327,748	
EQUIPMENT	49,259		37,902		11,357	
TRANSFER TO OTHER FUNDS	40,589		104		40,485	
<b>TOTAL EXPENDITURES</b>	<b>13,695,452</b>	<b>11,790,958</b>	<b>44,836</b>		<b>1,859,658</b>	

## STATE HARNESS RACING COMMISSION HENRY JENNINGS, EXECUTIVE DIRECTOR

*Central Office* MARQUARDT BLDG, 32 BLOSSOM LN, 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* 04 *Umbrella* 01 *Unit* 017 *Citation* T0008 *M.R.S.A., Sect.* 0000261-A

### PURPOSE:

The State Harness Racing Commission was established to maintain integrity in pari-mutuel harness racing in the State of Maine and to ensure that pari-mutuel racing is conducted in the best interest of horsemen, affiliated 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 and for the operation of horse race tracks; 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.

### ORGANIZATION:

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 knowledge of harness racing. The Governor shall appoint one of the five commission members as Chair.

### PROGRAM:

The Commission: grants track licenses to operate 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, and charges a fee; regulates, supervises and checks the making of pari-mutuel pools and their distribution; establishes a schedule of fines and adopts a schedule of suspensions; and encourages and promotes the breeding of Maine Standardbred horses.

Drug testing programs are used on a continuing basis in an effort to eliminate drug use on racehorses within the State.

### LICENSES:

Standardbred Horse Owners  
 Drivers, Trainers, and Grooms  
 Various Pari-Mutuel Racing Officials

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

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:**

Maine State Harness Racing Commission Annual Report

Annual Report on the Use of Funds

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **(OFFICE OF) STATE HORTICULTURIST**

### **GARY FISH, STATE HORTICULTURIST**

*Central Office* MARQUARDT BLDG, 32 BLOSSOM LN, AUGUSTA, ME 04330

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

*Established* 1910

*Telephone* (207) 287-7545

*Reference Policy Area* 04 *Umbrella* 01 *Unit* 010 *Citation* T0007 *M.R.S.A., Sect.* 000002212

### **PURPOSE:**

The State Horticulturist assists the Director, Division of Animal and Plant Health, in the implementation of plant, insect and disease laws and quarantines, and the certification of plant materials, honey bees and hives involved in interstate and international movement.

### **ORGANIZATION:**

The State Horticulturist is under the Division of Animal and Plant Health.

### **PROGRAM:**

Major responsibilities of this unit include nursery, greenhouse and plant dealer inspections; licensing of plant sales outlets and providing assistance to industry and the general public on horticulture issues; managing the arborist licensing program; managing the industrial hemp licensing program; the apary program, the Integrated Pest Management program (IPM) and the Cooperative Agricultural Pest Survey program (CAPS).

Businesses selling rooted plant material are licensed and inspected for a variety of plant pests focusing on pests that are either not found in the state, are new to the state or of limited distribution and pests that have the potential to impact the health of economically important crops.

This office, with help from the seed potato certification program, inspects and certifies plant material and issues phytosanitary certificates to assist growers in marketing products to other countries. The majority of these certificates are issued for seed, nursery crops, seed potatoes, feed barley, and wheat.

This office also licenses arborists to work on shade and ornamental trees in the state. Candidates must pass a written examination to be eligible for licensing.

The office licenses industrial hemp growers. Growers must plant certified seed and their crops must be inspected before harvest.

The State Apiarist licenses commercial and hobby bee keepers and inspects bee hives. This program also issues certificates of inspection to allow for interstate transfer of commercial hives.

Division staff also survey for several exotic pests of importance to Maine's agriculture and forest industries through the federally-funded CAPS program. In cooperation with others including the Bureau of Forestry and the University of Maine Cooperative Extension, plant commodity surveys and emergency pest surveys

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

were conducted looking for exotic and regulatory-significant pests.

The IPM program leads initiatives to develop and promote guidelines, resources and education to minimize reliance on pesticides and safeguard health. The IPM entomologist coordinates activities for the eleven member Maine IPM Council. The IPM program provides technical guidance and outreach to schools, government agencies, institutions, businesses and citizens.

### **LICENSES:**

Arborist

Nursery

Ginseng

Apiary

Industrial Hemp

Certificate:

Phytosanitary

Maine Nursery Stock Certificate

Apiary Inspection Certificate for interstate transportation

### **PUBLICATIONS:**

List of Licensed Producers and Dealers of Nursery Stock--annual (electronic).

List of Licensed Arborists--annual (electronic)

List of Swarm Collectors--annual (electronic)

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LAND FOR MAINE'S FUTURE BOARD

**SARAH DEMERS, DIRECTOR**

*Central Office* 19 ELKINS LANE, ELKINS BLDG, AUGUSTA, ME 04330

*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX*

*Established* 1987

*Telephone* (207) 287-7576

*Reference Policy Area 04 Umbrella 01 Unit 683 Citation T0005 M.R.S.A., Sect. 000006202*

### **PURPOSE:**

The Land for Maine's Future (LMF) program is a publicly funded vehicle for land easements and fee acquisitions of lands for public use and benefit. The LMF Program promotes working landscapes which are part of Maine's rural economy. The LMF farmland preservation projects support farmer and community efforts to keep land in agricultural production. Working forest easements are part of Maine's wood supply for the forest products industries and provide access for recreational use. The working waterfront access protection program makes key points of access along Maine's coast available to the commercial fisheries industry. The LMF Program also prioritizes the protection of wildlife and fisheries habitat, key public access points to Maine waters and ensures that land utilizing LMF funding is available for traditional recreational activities.

Since the creation of the program, over 570,000 acres have been acquired which includes about 332,000 acres of working lands reflecting LMF's efforts to conserve the working landscape and keep lands in private ownership with permanent land conservation agreements.

### **ORGANIZATION:**

The LMF Board manages the Land for Maine's Future Fund, the Public Access to Maine Waters Fund and jointly administers the Working Waterfront Access Protection Program with the Department of Marine Resources. The Board consists of nine members: six are private citizens appointed by the Governor, and the remaining three are the Commissioners of the Departments of Agriculture, Conservation and Forestry (DACF), Inland Fisheries and Wildlife (DIFW), and Marine Resources (DMR). The Governor appoints the Board's chairperson. The program director, technical staff and clerical support are in the Bureau of Resource Information and Land Use Planning.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### PROGRAM:

The Board is responsible for reviewing funding requests for land protection projects and authorizing distribution of bond proceeds to priority projects. Funding is drawn from the sale of bonds approved by voters. The LMF bond funds are matched with additional funds at a ratio of at least \$1 in matching funds for every \$1 of public funds expended.

The Board has established a process for the public to nominate lands and a scoring system to evaluate proposals. There are four proposal categories: Conservation and Recreation Lands, Farmlands, Working Waterfronts, and Water Access Lands.

### LICENSES:

None

### PUBLICATIONS:

Biennial Report of the Land for Maine's Future Program, per Title 5, Ch. 353, Sec. 6206-E  
Government Evaluation Act Report, per Title 3, Ch. 35

Numerous information resources are available on the program website:  
[www.maine.gov/dacf/lmf](http://www.maine.gov/dacf/lmf).

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF RESOURCE INFORMATION AND LAND USE PLANNING

### ROBERT G. MARVINNEY, BUREAU DIRECTOR

*Central Office* WILLIAMS PAVILION, 17 ELKINS, AUGUSTA, ME 04330 *TTY* (888) 577-6690  
*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-2353  
*Established* 2013 *Telephone* (207) 287-2801  
*Reference Policy Area* 04 *Umbrella* 01 *Unit* 672 *Citation* T007A *M.R.S.A., Sect.* 00000000206  
*Average Counts-All Positions* 55.00 *Legislative Count* 55.00

### PURPOSE:

The Bureau of Resource Information and Land Use Planning mission centers on providing science for resource management and land use planning.

### ORGANIZATION:

The Bureau has seven programs: Geological Survey, Natural Areas Program, Coastal Program, Municipal Planning Assistance, Land Use Planning Commission, Floodplain Management, and Land for Maine's Future.

### PROGRAM:

Maine Geological Survey: Geologic Mapping provides interpretation of surficial materials, rock types and structures, and the identification of aquifers, minerals and geologic hazards such as earthquakes. Hydrogeology assesses groundwater supply, aquifer delineation and groundwater quality. Marine Geology conducts studies of shoreline stability, landslides, storm surges, sea-level rise, beach nourishment, and dredged material disposal sites.

Maine Natural Areas Program (MNAP): With landowner permission, MNAP inventories lands and maintains a cross-referenced data management system containing current and historic information about natural features. MNAP provides this information directly to land owners and land managers. MNAP also provides outreach and education on invasive plants in Maine, including iMapInvasives, a web-based map and database that show where invasive species are on Maine's landscape.

Maine Coastal Program distributes federal funds matched by state and local

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

sources for projects that address coastal pollution, coastal economic development, municipal planning and citizen stewardship. The Coastal Zone Management Act gives Maine the authority to review federal activities in the coastal zone to ensure that federal actions meet the "enforceable policies" of the State.

Municipal Planning Assistance Program provides technical assistance to organized municipalities and regional planning organizations. The program provides grants to towns for projects that improve water quality, increase resiliency/adaptation to erosion and flooding, restore habitat, promote development and enhance the economy while preserving natural resources. The program provides information and guidance to towns on comprehensive planning and reviews plans for consistency with Maine's Growth Management Act.

The Land Use Planning Commission (LUPC) serves as the planning and zoning authority for the unorganized and deorganized areas of the State, including townships and plantations. These areas cover over half the State, encompassing more than 10.4 million acres. The LUPC land use controls impact many local economies as well as Maine residents and visitors.

The Floodplain Management program assists communities participating in the National Flood Insurance Program (NFIP) by providing workshops for local officials and other professional groups that focus on flood maps, interpreting ordinances and administering floodplain management requirements, and providing information about flooding to homeowners, businesses, lenders, realtors, surveyors, engineers and others.

The Bureau provides partial funding and staff contact for the Maine Soil and Water Conservation Districts. Each District receives an annual disbursement to assist with office operating costs.

### **LICENSES:**

Maine Geological Survey (mineral activity on State land):

- Exploration Permit
- Claim Recording Certificate
- Land Use Ruling
- Mining Leases on State Land
- Machinery and Explosives for Exploration

LUPC issues:

- Building Permits
- Development Permits
- Certifications to the Department of Environmental Protection
- Subdivision Permits
- Road Construction Permits
- Bridge Construction Permits
- Zoning Petitions
- Utility Line Permits
- Hydropower Project Permits
- Advisory Rulings
- Water Quality Certifications
- Certificates of Compliance and Service Drops

### **PUBLICATIONS:**

Maine Geological Survey:

- Publications List - a complete listing of Bureau publications
- Bedrock Geologic Map of Maine
- Surficial Geologic Map of Maine
- Mineralogy of Maine
- Maine's Fossil Record
- A Guide to the Geology of Baxter State Park and Katahdin

Maine Natural Areas Program:

- Natural Landscapes of Maine

Maine Coastal Program:

- Coastal Access Guides
- Coastal Water Access Priority Areas for Boating and Fishing
- Maine's Shore Access: Planning and Implementing Public Shoreline Access
- Scenic Assessment Handbook

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### Coastal Scenic Inventories

#### Land Use Planning Commission:

About Your LUPC Permit Brochure  
Accessory Structure Brochure  
Buying and Selling Property Brochure

#### Floodplain Management Program:

Maine Floodplain Management Handbook

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE INFORMATION AND LAND USE PLANNING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,803,465	1,856,213	204,409		742,843	
HEALTH BENEFITS	926,097	604,201	92,594		229,302	
RETIREMENTS	617,655	416,909	52,512		148,234	
OTHER FRINGE BENEFITS	55,299	35,683	4,928		14,688	
COMPUTER SERVICES	20,767	5,590	6,183		8,994	
CONTRACTUAL SERVICES	1,043,570	138,357	139,680		765,533	
RENTS	150,342	52,344	9,222		88,776	
COMMODITIES	60,075	23,587	3,979		32,509	
GRANTS, SUBSIDIES, PENSIONS	1,260,295	542,969	120,967		596,359	
PURCHASE OF LAND	2,276,755					2,276,755
TRANSFER TO OTHER FUNDS	140,781		28,412		112,369	
<b>TOTAL EXPENDITURES</b>	9,355,101	3,675,853	662,886		2,739,607	2,276,755

## MAINE MILK COMMISSION

### TIM DRAKE, EXECUTIVE DIRECTOR

*Central Office* MARQUARDT BLDG, 32 BLOSSOM LN, AUGUSTA, ME 04333-0028

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

*Established* 1935

*Telephone* (207) 287-7521

*Reference Policy Area* 04 *Umbrella* 01 *Unit* 015 *Citation* T0007 *M.R.S.A., Sect.* 000002952

#### PURPOSE:

The Maine Milk Commission in consideration of the public health and welfare as it relates to an adequate supply of fresh, healthy milk has economic influence over the purchasing, distribution and sale of milk within the State. It has the power to conduct hearings, subpoena and examine dealers under oath, along with their records, books and accounts, and any other person from whom information may be desired. 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 Commission is comprised of four consumer members and the Commissioner of Agriculture, Conservation and Forestry, ex officio. The Commission holds regular meetings each calendar month and special meetings may be called by the chairman whenever requested in writing by two or more members. The Commission is financed by a fee assessment on milk produced by industry members.

#### PROGRAM:

The Commission establishes a uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. The cost of production study information is used as a guide for Commission members in their monthly deliberations for setting minimum prices. The information is also used for setting target prices in the Maine Dairy Stabilization Program.

The Commission sets minimum prices based on the lowest achievable cost at which

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return.

The Executive Director also administers the Maine Milk Pool, which balances prices paid to producers whether they ship milk to processors located outside the state or to processors located in Maine. The Director also administers the Maine Dairy Relief "Tier" Program, which pays dairy farmers from available funds the difference between a legislatively derived "cost of production" and the actual price received when that price drops below the "cost of production".

### **LICENSES:**

Maine Milk Dealers and Subdealers

### **PUBLICATIONS:**

Laws relating to the Maine Milk Commission  
Rules and Order to Effectuate Maine Milk Commission Law  
Milk Processing and Distribution Costs: The Maine Model

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF PARKS AND LANDS**

### **THOMAS A. DESJARDIN, BUREAU DIRECTOR**

*Central Office* HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330

*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-6170

*Established* 2013

*Telephone* (207) 287-4960

*Reference Policy Area* 04 *Umbrella* 01 *Unit* 670 *Citation* T00012 *M.R.S.A., Sect.* S000001802

*Average Counts-All Positions* 201.295

*Legislative Count* 107.50

### **PURPOSE:**

The Bureau of Parks and Lands manages and administers programs on 85,721 acres in designated park lands including 35 state parks, the Allagash Wilderness Waterway, 13 state historic sites, 629,762 acres of Public Reserved and Non-Reserved Lands, 402,186 acres in conservation and recreation easements including easements along the Appalachian Trail and the Penobscot River Corridor, 625,000 acres in public access easements including the West Branch easement in Somerset County and the Typhoon LLC easement in Washington County, 2.3 million acres of submerged lands, 1,333 coastal islands, owns or manages 310 miles of former rail bed as multi-use trails, and other public lands. The Bureau also administers special programs related to boat access sites, navigational hazard marking, snowmobile and ATV trails, the Federal Land and Water Conservation Fund and Recreational Trail Program, and the Maine Conservation Corps.

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

### **ORGANIZATION:**

A director heads the Bureau and is assisted by the Chief of Planning and Acquisitions and Director of Operations and Maintenance. There are 6 regional offices, 3 supervising the State Park system and 3 supervising the Public Reserved Lands system. The central office includes 3 programs: Off-Road Vehicles, Boating Facilities, and Submerged Lands.

### **PROGRAM:**

Parks & Historic Sites provided recreation & education opportunities to more than 2,876,190 visitors, contributing \$4,224,121 in user fees (including day use, camping, reservations and passes) to the General Fund and \$393,262 to municipalities in fee sharing in calendar year 2016. The campground reservation's program processed 18,998 reservations for our state park campgrounds,

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

contributing \$1,508,362 to the General Fund. The Maine State Park Pass Program generated \$1,094,865 in revenue to the General Fund. The Off-Road Recreational Vehicle (ORV) Office rehabilitated 3 bridges on multi-use rail trails and completed 61 miles of rail trail resurfacing in FY17. ORV also repaired 5 bridges on private land with state easements, and spent close to \$90,000 on repairs to over 50 miles of trail from catastrophic storms in St. Albans and Aroostook County.

The 3 Reserved Lands regional offices conducted sustained yield forest harvesting operations on 11,500 acres of the Bureau's 418,000 acres of operable timberland, yielding 124,000 cords of wood and constructed and maintained roads, trails, and bridges.

The Planning, Acquisition, & Special Services Program is currently involved in two 15-year management plans covering approximately 100,000 acres and administered 291 camp lot leases, 10 sporting camp leases, 62 other leases, and monitored 37 conservation easements.

The Grants & Community Recreation Program administered \$1,073,884 in federal highway grants for 33 recreational trails program projects and administered \$461,258 in 23 active RTP projects during this period. The program also awarded \$893,819 for 7 new Land and Water Conservation Fund grants while administering \$472,747 in 8 active LWCF projects. Three additional LWCF projects for a minimum of \$300,000 will be submitted before the end of the calendar year. The Maine Conservation Corps administered \$507,476 in federal grants at 54 public sites, utilizing 91 AmeriCorps members throughout Maine. AmeriCorps members create or rehabilitate over 200 miles of recreational trails annually.

The Boating Facilities Program is completing major renovations to facilities at Drews Lake, Nickerson Lake, and Maranacook Lake. Plans are underway to replace the aging Lock Gates at the historic Songo Lock. Nearly \$300,000 will be provided to qualifying municipalities in the form of grants to provide upgrades and renovations to their boat ramps. The Navigational Aids Program maintained buoys on 39 lakes and the Songo River while working with lake associations and municipalities to permit marking other inland bodies of water. Maintenance crews continue to maintain the 151 DACF boat launch sites. The Program also oversees the 150 swim line permits issued to municipalities, recreational camps, and government sponsored groups or camping areas.

The ORV Office approved 378 snowmobile clubs, municipal and capital equipment grants, awarding \$3,915,047 for 13,382 miles of trail and has begun administering a new catastrophic grant program. The ATV Program awarded 137 club and municipal grants totaling \$1,048,324 for 6,686 miles of ATV trail. The Submerged Lands Program processed 303 applications and issued 193 new leases and easements in fiscal year 2017.

### **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; The Allagash Wilderness Waterway; Maine Public Facilities for Boats Program; Maine Uniform State Waterway Marking System; Statewide Snowmobile Trail Map and ATV Trail Map; Motorized Trail Best Management Practices Guide; Land and Water Conservation Fund Application Booklet; Recreation and Open Space Planning Workbook; Your Islands on the Coast Brochure; and Maine State Comprehensive Outdoor Recreation Plan.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PARKS AND LANDS	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	7,279,330	4,250,732	2,989,966		38,632	
HEALTH BENEFITS	2,646,542	1,502,809	1,130,718		13,015	
RETIREMENTS	1,636,424	956,724	670,940		8,760	
OTHER FRINGE BENEFITS	133,740	74,087	58,820		833	
COMPUTER SERVICES	54,593	2,986	51,169		438	
CONTRACTUAL SERVICES	3,799,699	326,708	2,963,447		509,544	
RENTS	941,472	240,875	695,853		4,744	
COMMODITIES	901,985	235,392	665,205		1,388	
GRANTS, SUBSIDIES, PENSIONS	6,404,728		5,220,866		1,183,862	
PURCHASE OF LAND	1,610,000		10,000		1,600,000	
BUILDING IMPROVEMENTS	56,680		48,372		8,308	
EQUIPMENT	3,776,076		3,776,076			
TRANSFER TO OTHER FUNDS	407,299		385,481		21,818	
<b>TOTAL EXPENDITURES</b>	<b>29,648,568</b>	<b>7,590,313</b>	<b>18,666,913</b>		<b>3,391,342</b>	

## BOARD OF PESTICIDES CONTROL

### CAM LAY, DIRECTOR

*Central Office* MARQUARDT BLDG, 32 BLOSSOM LN, 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 04 Umbrella 01 Unit 026 Citation T0022 *M.R.S.A., Sect.* 000001471B

#### PURPOSE:

The Board of Pesticides Control ensures the public has access to the benefits of pesticide use while protecting the public from unintended impacts. The primary responsibilities of the Board are to: (a) register all pesticide products sold and used in Maine, (b) examine and license persons involved in the commercial and agricultural application of pesticides, as well as pesticide distributors, (c) promulgate appropriate regulations regarding pesticide distribution and use, (d) investigate complaints arising from the use of pesticides, (e) ensure compliance with state and federal pesticide laws, (f) cooperate with other agencies in environmental monitoring and protection, and (g) promote the principles and the implementation of integrated pest management and other science-based technology to minimize pesticides overuse.

#### ORGANIZATION:

The Board of Pesticides Control is comprised of seven members appointed by the Governor for four-year terms. One person with practical experience and knowledge regarding the agricultural use of chemicals; one person who has practical experience and knowledge regarding the use of chemicals in forest management; one person from the medical community; a scientist from the University of Maine System having practical experience and expertise in integrated pest management; one commercial applicator; and two persons appointed to represent the public from different geographic areas of the state.

#### PROGRAM:

**Product Registration:** All pesticides distributed in the state must be registered with the Board. Labels are reviewed for each product, and health and environmental study data is reviewed as needed. Registration fees fund Board operating costs, the State Horticulture Program, Integrated Pest Management Program, State Apiarist, and University of Maine Cooperative Extension programs.

**Certification and Licensing:** The Board administers a certification and licensing program to ensure that those using or distributing pesticides are competent and properly trained. The program provides training materials and information, administers exams, and works closely with Cooperative Extension to provide continuing education.

**Compliance:** The Board, through its inspectors, monitors the sale and application

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

of pesticides, investigates complaints of misuse, and enforces pesticide laws.

**Public Health and Resource Impacts:** These programs are designed to protect citizens' health and safety, in addition to the state's natural and agricultural resources, by ensuring that pesticides are properly used. The Board administers the federal Workers Protection Standards, monitors ground and surface water, and administers an obsolete pesticide collection program.

**Outreach and Education:** The Board provides information to the public through websites, publications, and trainings on the benefits and risks of proper pesticide use.

### **LICENSES:**

- Agricultural Basic Applicators
- Commercial Pesticide Applicators
- Restricted Use Pesticide Dealers
- General Use Pesticide Dealers
- Private Pesticide Applicators
- Spray Contracting Firms

### **CERTIFICATES:**

- Bt Corn Certification
- Pesticide Handler
- Agricultural Worker

### **PERMITS:**

- Limited Use Pesticide
- Variance from Drift Standards
- Variance from Surface Water Setback

### **PUBLICATIONS:**

Numerous publications, on all matters relating to pesticides, can be found on the Board's website at [www.thinkfirstspraylast.org](http://www.thinkfirstspraylast.org).

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **PULL EVENTS COMMISSION**

### **MILES GREENLEAF, CLERK OF THE BOARD**

*Central Office* MARQUARDT BLDG, 32 BLOSSOM LN, AUGUSTA, ME 04333-0028

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

*Established* 1988

*Reference Policy Area* 04 *Umbrella* 01 *Unit* 303 *Citation* T0007 *Telephone* (207) 287-7535

*M.R.S.A., Sect.* 000000098

### **PURPOSE:**

The Pull Events Commission develops rules for the certification of ox and horse pull event 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 ten member Pull Events Commission is composed of two members appointed by a statewide association representing owners of draft horses and oxen who participate in pulling events; one member appointed by a statewide association representing owners of oxen who participate in pulling events; one member appointed by a statewide association representing owners of draft horses who participate in pulling events; one member appointed by a statewide association representing owners of draft oxen who participate in pulling events; one fair superintendent appointed by the commissioner; one member appointed by a state association of agricultural fairs; one representative appointed by state humane organizations; one member appointed by the commissioner representing the general public; and one member appointed by the Animal Welfare Advisory Council.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### **PROGRAM:**

The Commission determines the qualifications for certification of pull superintendents, conducts superintendent training seminars, and conducts hearings for violations of the Commission's rules or state statutes.

### **LICENSES:**

Pull Superintendent License  
Pull Event License

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **(OFFICE OF) SEALER OF WEIGHTS AND MEASURES STEVE GIGUERE, PROGRAM MANAGER**

*Central Office* MARQUARDT BLDG, 32 BLOSSOM LN, AUGUSTA, ME 04333-0028  
*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX* (207) 287-5576  
*Established* 1939 *Telephone* (207) 287-3841  
*Reference Policy Area* 04 *Umbrella* 01 *Unit* 005 *Citation* T0010 *M.R.S.A., Sect.* 000002401

### **PURPOSE:**

The Weights and Measures Program maintains standards that form the basis for payment in commercial transactions within the State of Maine. Program staff test and evaluate weighing and measuring devices, investigate cases of fraud, and provide training, supervision and calibration services to municipalities which have local Weights and Measures Sealers. The Program staff also provides traceability of the State's Standards to the National Standards and ensures that this traceability is transferred to business and industry within the State of Maine.

### **ORGANIZATION:**

The Commissioner of Agriculture, Conservation and Forestry 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 Regulation.

### **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 for correct labeling, net contents, weight and measure. It is responsible for uniform standards for the measurement of wood and enforcement of the Wood Measurement Law and regulations. Other areas of impact include parking meters, licensing of fuel meter and scale technicians, weighmasters and gasoline testing for quality.

National Institute of Standards and Technology standards of weights and measures are maintained in the state through Maine's own Metrology Lab located in Augusta.

### **LICENSES:**

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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### **PUBLICATIONS:**

Laws pertaining to Maine Weights and Measures  
Established Fees for Testing Weighing and Measuring Devices  
Wood Measurement Rules

**FINANCES, FISCAL YEAR 2017:** 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**

**JANET T. MILLS, ATTORNEY GENERAL**

*Central Office* BURTON CROSS BUILDING 6 FLOOR, AUGUSTA, ME 04333-0006  
*Mail Address* 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006 *FAX* (207) 287-3145  
*Established* 1820 *Telephone* (207) 626-8800  
*Reference Policy Area* 06 *Umbrella* 26 *Unit* 239 *Citation* T0005 *M.R.S.A., Sect.* 000000191  
*Average Counts-All Positions* 302.000 *Legislative Count* 302.00  
*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. All litigation involving the State must be prosecuted or defended under the direction of the Attorney General unless the Attorney General otherwise approves in writing. The Office (a) appears in all civil actions and proceedings in which the State is a party; (b) directs the investigation and prosecution of homicides and other major crimes, including major drug cases and frauds against the State; (c) renders legal services to State officers, boards and commissions in matters relating to their official duties; (d) issues written opinions upon questions of law submitted pursuant to statute; (e) administers and enforces the State's unfair trade practices and antitrust laws; (f) enforces proper application of endowments to public trusts and charities; and (g) consults with and advises the District Attorneys.

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. Section 191 with the Attorney General as its chief executive. The Office consists of ten operating divisions that carry out various criminal, civil, and investigative responsibilities and the Office of the Chief Medical Examiner, which is reported separately in this publication. The operating divisions are: Natural Resources, Health and Human Services, Child Support, Child Protection, Professional and Financial Regulation, Investigations, Litigation, Consumer Protection, Criminal, and Administrative Services.

**PROGRAM:**

The Consumer Protection Division handles enforcement actions in consumer fraud and antitrust matters, protects public charities, and operates the Consumer Complaint Mediation Program. The Criminal Division has exclusive responsibility for the prosecution of homicide cases, handles numerous criminal appeals to the Supreme Judicial Court, advises the District Attorneys, and prosecutes major drug cases across the State; prosecutes white collar and financial crimes, welfare fraud, Medicaid fraud, computer crimes, tax crimes, and securities violations; and brings enforcement actions under the Maine Civil Rights Act. The Investigation Division investigates fraud against the State and the use of deadly force by police officers and provides investigative services for other divisions of the Office.

Three divisions represent the offices within the Department of Health and Human Services (DHHS). The Child Protection Division represents the State in child protection matters. The Child Support Division represents the State in child support enforcement matters. The Health and Human Services Division represents all other offices within DHHS in complex litigation in state and federal courts, in contract and rule review, in administrative hearings and in providing routine legal advice. The Division provides legal advice regarding a variety of topics including MaineCare, adult protection, guardianship, mental health, physical health, rules, contracts, licensing, and public benefit programs. The Division also represents DHHS in enforcement actions designed to protect public health and safety.

The Professional and Financial Regulation Division represents the Department of Professional & Financial Regulation, which includes the Bureaus of Insurance,

## DEPARTMENT OF THE ATTORNEY GENERAL

Financial Institutions and Consumer Credit Protection, the Office of Securities and numerous professional and occupational licensing boards. It also represents the Property Tax Review Board and liquor and lottery regulation within the Department of Administrative and Financial Services. The Natural Resources Division provides comprehensive legal services to the State's environmental and natural resource agencies. The Division represents these agencies in both affirmative and defensive litigation, including judicial enforcement actions and appeals of agency actions. It also provides legal advice to client agencies on a wide variety of issues including administrative decision-making, rulemaking, constitutional law, property law, contract law and enforcement of judgments, among others.

The Litigation Division handles tort claims against the State, tax litigation, and other complex litigation in state and federal courts. This Division also represents the Departments of Labor, Education, Corrections, Administrative and Financial Services, the Commission on Governmental Ethics and Election Practices, and the Secretary of State. This Division has primary responsibility for matters involving unfair labor practices, elections, state contracts and leases.

The Administrative Services Division provides staff support in the areas of human resources, budget, financial management and information technology and supervises the Civil Rights Team Project and Victims Compensation program.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	20,178,873	11,486,568	8,086,607		605,698	
HEALTH BENEFITS	5,638,773	3,198,084	2,208,395		232,294	
RETIREMENTS	4,787,346	2,826,879	1,766,204		194,263	
OTHER FRINGE BENEFITS	446,982	239,889	187,946		19,147	
COMPUTER SERVICES	176,183	96,136	68,319		11,728	
CONTRACTUAL SERVICES	2,976,434	1,135,750	1,469,108		371,576	
RENTS	242,967	88,671	130,983		23,313	
COMMODITIES	212,413	172,149	37,005		3,259	
GRANTS, SUBSIDIES, PENSIONS			57,164		-57,164	
TRANSFER TO OTHER FUNDS	375,017		339,031		35,986	
<b>TOTAL EXPENDITURES</b>	<b>35,034,988</b>	<b>19,244,126</b>	<b>14,350,762</b>		<b>1,440,100</b>	

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	19,157,006	10,597,541	7,971,396		588,069	
HEALTH BENEFITS	5,386,405	2,983,934	2,172,575		229,896	
RETIREMENTS	4,542,740	2,611,863	1,740,614		190,263	
OTHER FRINGE BENEFITS	424,717	220,462	185,489		18,766	
COMPUTER SERVICES	151,832	77,387	64,093		10,352	
CONTRACTUAL SERVICES	1,405,591	441,765	918,810		45,016	
RENTS	231,506	77,210	130,983		23,313	
COMMODITIES	117,236	79,309	34,668		3,259	
GRANTS, SUBSIDIES, PENSIONS			57,164		-57,164	
TRANSFER TO OTHER FUNDS	352,312		320,160		32,152	
<b>TOTAL EXPENDITURES</b>	<b>31,769,345</b>	<b>17,089,471</b>	<b>13,595,952</b>		<b>1,083,922</b>	

## DISTRICT ATTORNEYS

### JANET T. MILLS, ATTORNEY GENERAL

Central Office BURTON CROSS BUILDING 6 FLOOR, AUGUSTA, ME 04333-0006  
 Mail Address 6 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX (207) 287-3145  
 Established 1974 Telephone (207) 626-8800  
 Reference Policy Area 06 Umbrella 26 Unit 239D Citation T0005 M.R.S.A., Sect. 000000199

## DEPARTMENT OF THE ATTORNEY GENERAL

### **PURPOSE:**

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

### **ORGANIZATION:**

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

Dist.1 York - Kathryn Slattery, District Attorney;  
Dist.2 Cumberland - Stephanie Anderson, District Attorney;  
Dist.3 Oxford, Franklin, Androscoggin - Andrew Robinson, District Attorney;  
Dist.4 Kennebec, Somerset - Maeghan Maloney, District Attorney;  
Dist.5 Penobscot, Piscataquis-R. Christopher Almy, District Attorney;  
Dist.6 Sagadahoc, Knox, Lincoln, Waldo - Jonathan Liberman, District Attorney;  
Dist.7 Hancock, Washington - Matthew Foster, District Attorney;  
Dist.8 Aroostook - Todd Collins, District Attorney.

### **PROGRAM:**

The District Attorneys prosecute all criminal offenses other than homicides as well as traffic violations within their counties. The District Attorneys serve as legal advisors to the counties within the districts to which they are elected, and may appear for each county within the district in civil proceedings where the county is a party.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE MARK FLOMENBAUM, CHIEF MEDICAL EXAMINER**

*Central Office* 30A HOSPITAL STREET, AUGUSTA, ME 04330  
*Mail Address* 37 STATE HOUSE STATION, AUGUSTA, ME 04333-0037 *FAX* (207) 624-7178  
*Established* 1967 *Telephone* (207) 624-7180  
*Reference Policy Area* 06 *Umbrella* 26 *Unit* 242 *Citation* T0022 *M.R.S.A., Sect.* 000003022  
*Average Counts-All Positions* 12.500 *Legislative Count* 12.50

### **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. The Office is responsible for determining the cause and manner of death in all deaths that cannot be certified by private physicians. Medical examiner cases include: deaths due to trauma or poisoning, unexplained deaths of children under the age of three, and deaths occurring under suspicious circumstances. When there is no private physician available to certify a death, even if apparently due to natural causes, the Medical Examiner by law assumes responsibility for certifying cause of death.

The Chief Medical Examiner appoints a number of doctors across the State to serve under the direction of the Chief on a fee basis and who assist in determining the cause and manner of death.

### **ORGANIZATION:**

The Office has 12.5 employees, consisting of 1 Chief Medical Examiner, 1 Deputy Chief Medical Examiner, 2 Medical Examiner Assistants, 1 Senior Forensic Medical Technician, 1 Office Administrator, 2 Medicolegal Death Investigators, 1 Records Coordinator, 3 administrative support staff, and a part-time federally funded Research Analyst.

### **PROGRAM:**

Investigations include extensive interactions with law enforcement officers, scene visits, review of medical records, and telephone interviews with family and physicians, as well as external examination of bodies, autopsy, toxicology and

## DEPARTMENT OF THE ATTORNEY GENERAL

other laboratory tests.

The Office monitors cases to identify public health related concerns and to report contagious and infectious disease deaths to the Maine Center for Disease Control and Prevention. Additionally, the Office continuously conducts surveillance for drugs, elder and minor abuse and neglect, among other public health matters related to violent deaths and suicides.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	906,656	889,027			17,629	
HEALTH BENEFITS	216,548	214,150			2,398	
RETIREMENTS	219,017	215,017			4,000	
OTHER FRINGE BENEFITS	19,808	19,427			381	
COMPUTER SERVICES	20,124	18,748			1,376	
CONTRACTUAL SERVICES	889,204	693,984	29,549		165,671	
RENTS	11,462	11,462				
COMMODITIES	92,853	92,840	13			
TRANSFER TO OTHER FUNDS	2,038		2,038			
<b>TOTAL EXPENDITURES</b>	2,377,710	2,154,655	31,600		191,455	

## VICTIMS' COMPENSATION BOARD

### ANDREW DIONNE, MD., CHAIR

*Central Office* BURTON CROSS BUILDING 6 FLOOR, AUGUSTA, ME 04333-0006

*Mail Address* 6 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-3145

*Established* 1992 *Telephone* (207) 624-7882

*Reference Policy Area* 06 *Umbrella* 26 *Unit* 550 *Citation* T0005 *M.R.S.A., Sect.* 000003360A

*Average Counts-All Positions* 3.000 *Legislative Count* 3.00

#### PURPOSE:

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

#### ORGANIZATION:

The Victims' Compensation Board consists of three members appointed by the Attorney General: a physician licensed to practice in Maine, an attorney licensed to practice in Maine and an individual experienced in working with victims of crime.

#### PROGRAM:

The Board reviews claims and determines compensation, up to \$15,000, of documented losses incurred by victims of crime. In FY 2017 the Board received 191 new compensation cases. Additionally, Maine hospitals filed 279 claims for reimbursement for forensic examinations for victims of gross sexual assault. Payments for forensic examinations were \$191,236.53. Payments of direct victim-related claims were \$387,107.57. Total payments were \$578,344.10. The Board provided assistance to 389 individuals and families during the period. Funding comes from assessments on convicted Maine criminals and federal matching funds.

#### PUBLICATIONS:

An informational pamphlet - free

# DEPARTMENT OF THE ATTORNEY GENERAL

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

VICTIMS' COMPENSATION BOARD	<b>TOTAL</b>					
	<b>FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	115,211		115,211			
HEALTH BENEFITS	35,821		35,821			
RETIREMENTS	25,590		25,590			
OTHER FRINGE BENEFITS	2,457		2,457			
COMPUTER SERVICES	4,226		4,226			
CONTRACTUAL SERVICES	681,639		520,749		160,890	
COMMODITIES	2,324		2,324			
TRANSFER TO OTHER FUNDS	20,667		16,833		3,834	
<b>TOTAL EXPENDITURES</b>	<b>887,935</b>		<b>723,211</b>		<b>164,724</b>	

OFFICE OF THE STATE AUDITOR

**OFFICE OF THE STATE AUDITOR**

**POLA BUCKLEY, CPA, CISA, STATE AUDITOR**

**B. MELISSA PERKINS, CPA, DEPUTY STATE AUDITOR**

*Central Office* 187-189 STATE STREET, AUGUSTA, ME 04330

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

*Established* 1883

*Telephone* (207) 624-6250

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

*Average Counts-All Positions* 37.000

*Legislative Count* 37.00

*Units:*

*AUDIT BUREAU*

*UNORGANIZED TERRITORY*

**PURPOSE:**

The Office of the State Auditor (OSA) has the authority to audit all accounts and other financial records of State Government and its departments or agencies, including the judiciary, 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. This office conducts financial and compliance audits of all State agencies subject to the Single Audit Act Amendments of 1996, 31 United States Code, Section 7501-7507 (1998) and in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. This Office 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. In addition, the Office receives complaints from persons alleging fraud, waste, inefficiency, or abuse in State government; and either investigates them further or refers the complaint to other State agencies for investigation.

The State Auditor must prepare and publish an annual report and to notify the Governor and Legislature immediately of any improper transactions, unacceptable practices in keeping accounts or handling funds, or any other improper practice of financial administration. The State Auditor has access to all information required to perform the above duties including confidential records that this office protects as provided by law.

As a convenience to citizens, the annual audited financial statements of all counties and municipalities are available on the OSA website. These are prepared by other certified public accountants. Copies of county budgets are also available on OSA's website. See [Maine.gov/audit](http://Maine.gov/audit).

**ORGANIZATION:**

The Office of the State Auditor originated in 1883 with the establishment of a three-member Committee to examine accounts of the State Treasurer. In 1907, the Committee was replaced by a State Auditor who examined all accounts and demands against the State, including all matters requiring payment from the State Treasury. The Office is headed by the State Auditor who is responsible for the overall executive management of the Office and receives support from staff who carry-out the duties and responsibilities outlined primarily, but not exclusively in Title 5 MRSA Chapter 11.

In 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by a joint ballot of the Legislature for a term of four years.

In 1987, during the term of Rodney L. Scribner, Certified Public Accountant (CPA), this office assumed responsibility for conducting the State of Maine's annual Single Audit in accordance with the Single Audit Act. The audit is conducted in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

In 1992 the position of Fiscal Administrator of the Unorganized Territory was

## OFFICE OF THE STATE AUDITOR

officially added following the Office's performance of this function for several years.

On October 9, 2013 the name of the Department of Audit changed to the Office of the State Auditor. This change is consistent with Public Law Chapter 16 of the 126th Legislature.

In 2015, during the term of Pola A. Buckley, CPA, CISA (Certified Information Systems Auditor), funds were appropriated during the Second Regular Session of the 127th Legislature to establish three information technology auditing positions.

### PROGRAM:

The programs of the Office are implemented through its Bureaus.

### PUBLICATIONS:

The following Reports can be found at [www.maine.gov/audit](http://www.maine.gov/audit)

Single Audit Report

Unorganized Territory Annual Report

Unorganized Territory Municipal Cost Components Report

Semi-Annual Fraud Report

Other Reports

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### DEPARTMENT SUMMARY

	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,979,007	915,113	1,063,894			
HEALTH BENEFITS	604,568	277,331	327,237			
RETIREMENTS	497,401	239,299	258,102			
OTHER FRINGE BENEFITS	40,313	17,965	22,348			
COMPUTER SERVICES	19,095	5,074	14,021			
CONTRACTUAL SERVICES	131,041	19,414	111,627			
RENTS	1,672	666	1,006			
COMMODITIES	30,393	9,893	20,500			
GRANTS, SUBSIDIES, PENSIONS	12,496		12,496			
TRANSFER TO OTHER FUNDS	63,547		63,547			
<b>TOTAL EXPENDITURES</b>	<b>3,379,533</b>	<b>1,484,755</b>	<b>1,894,778</b>			

## AUDIT BUREAU

### B. MELISSA PERKINS, CPA, DEPUTY STATE AUDITOR

*Central Office* 187-189 STATE STREET, AUGUSTA, ME 04330

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

*Established* 1907

*Telephone* (207) 624-6250

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

*Average Counts-All Positions* 35.000

*Legislative Count* 35.00

### PURPOSE:

The purpose of the Audit Bureau is to conduct financial and compliance audits including the State's Single Audit subject to the Single Audit Act Amendments of 1996, 31 United State Code, Section 7501 to 7507 (1998). In addition the Office 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 Audit Bureau serves the Governor, Legislature and its committees by studying systems of internal control for the purpose of safeguarding assets, verifying accounts and identifying costs savings or additional revenues to the General

## OFFICE OF THE STATE AUDITOR

Fund.

### ORGANIZATION:

The Audit Bureau performs the State of Maine's annual Single Audit administered by the Deputy State Auditor. The Office's auditors have in-depth knowledge of State government operations and many hold professional certifications including Certified Public Accountant (CPA) and Certified Information System Auditor (CISA). Several members of our staff hold graduate degrees, some in addition to their CPA and CISA certifications. Other members of our staff are certified as internal auditors or as certified fraud examiners. Many auditors who are not certified have graduate degrees.

### PROGRAM:

The primary goal of the Audit 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 the federal Uniform Guidance. This audit is conducted for the purpose of forming opinions on the financial statements that collectively comprise the State of Maine's basic financial statements prepared by the Office of the State Controller. These basic financial statements are included in Maine's Comprehensive Annual Financial Report. In addition, the Office will audit approximately 74 percent of the \$2.6 billion received by the State in fiscal year 2017 in the form of federal financial assistance. Federal programs are audited to ensure that State and federal funds are expended properly and that these funds are administered in accordance with both State and federal laws and regulations.

### PUBLICATIONS:

The following Reports can be found at [www.maine.gov/audit](http://www.maine.gov/audit):  
Single Audit Report - Uniform Guidance  
Semi-Annual Fraud Report  
Other Reports

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

AUDIT BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,894,998	915,113	979,885			
HEALTH BENEFITS	581,848	277,331	304,517			
RETIREMENTS	477,199	239,299	237,900			
OTHER FRINGE BENEFITS	37,505	17,965	19,540			
COMPUTER SERVICES	17,171	5,074	12,097			
CONTRACTUAL SERVICES	89,535	19,414	70,121			
RENTS	1,288	666	622			
COMMODITIES	24,728	9,893	14,835			
TRANSFER TO OTHER FUNDS	57,285		57,285			
<b>TOTAL EXPENDITURES</b>	<b>3,181,557</b>	<b>1,484,755</b>	<b>1,696,802</b>			

## UNORGANIZED TERRITORY

### MARCIA MCINNIS, FISCAL ADMINISTRATOR

*Central Office* 187-189 STATE STREET, AUGUSTA, ME 04330  
*Mail Address* 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 *FAX* (207) 624-6273  
*Established* 1985 *Telephone* (207) 624-6263  
*Reference* Policy Area 00 *Umbrella* 27 *Unit* 244U *Citation* T0005 *M.R.S.A., Sect.* 000000246  
*Average Counts-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 that request funds for providing services to the Unorganized

## OFFICE OF THE STATE AUDITOR

Territory Tax District.

### 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. These activities support the completeness and accuracy of the analysis submitted annually to the Legislature. In addition, the Fiscal Administrator prepares and submits the Municipal Cost Components legislation for the UT tax levy for each legislative session; attends and participates in public hearings; and, publishes and distributes the annual financial report. The Fiscal Administrator also serves as the Chair of the State Commission on Municipal Deorganization.

### PUBLICATIONS:

Unorganized Territory Annual Report  
Unorganized Territory Municipal Cost Components Report

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

UNORGANIZED TERRITORY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	84,010		84,010			
HEALTH BENEFITS	22,720		22,720			
RETIREMENTS	20,203		20,203			
OTHER FRINGE BENEFITS	2,808		2,808			
COMPUTER SERVICES	1,924		1,924			
CONTRACTUAL SERVICES	41,506		41,506			
RENTS	385		385			
COMMODITIES	5,665		5,665			
GRANTS, SUBSIDIES, PENSIONS	12,496		12,496			
TRANSFER TO OTHER FUNDS	6,262		6,262			
<b>TOTAL EXPENDITURES</b>	197,979		197,979			

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

**DEPARTMENT OF HEALTH AND HUMAN SERVICES -  
FORMERLY BDS**

**RICKER HAMILTON, COMMISSIONER**

*Central Office* 221 STATE STREET, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STA, AUGUSTA, ME 04333-0011

*FAX* (207) 287-3005

*Established* 1939

*Telephone* (207) 287-4223

*Reference Policy Area* 05 *Umbrella* 14 *Unit* 191 *Citation* T0022A *M.R.S.A., Sect.* 000000201

*Average Counts-All Positions* 933.860

*Legislative Count* 933.50

**Units:**

*CHILDREN WITH SPECIAL HEALTH NEEDS*

*OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH  
SERVICES*

*OFFICE OF AGING AND DISABILITY SERVICES*

*RIVERVIEW PSYCHIATRIC CENTER*

*DOROTHEA DIX PSYCHIATRIC CENTER*

**PURPOSE:**

The mission of the Maine Department of Health and Human Services is to provide integrated health and human services to the people of Maine and to assist individuals in meeting their needs while respecting the rights and preferences of the individuals and families it serves.

All of the department's functions and activities are directed toward one or more of the following goals: (a) to protect and enhance the health and well-being of Maine people; (b) to promote independence and self-sufficiency; (c) to protect and care for those who are unable to care for themselves; and (d) to provide effective stewardship for the resources entrusted to the department.

**ORGANIZATION:**

Effective July 1, 2004, the Governor and the Legislature created the Department of Health and Human Services (DHHS) by combining and reorganizing the former Department of Human Services (DHS) and the former Department of Behavioral and Developmental Services (BDS). The organizational framework for the new department was established the following year by Public Law 2005, Ch. 412.

**PROGRAM:**

The department's statutory mandate requires it to provide the following programs and services to adults, children and families: Economic assistance and employment support services; behavioral health services, including mental health and substance abuse prevention and treatment services; developmental disability and brain injury services; physical health services; and public health services.

Services targeted specifically for children, families, and adults include: child welfare services; early childhood services, including Head Start and child care services; maternal and child health services, including home-visiting programs; paternity establishment and child support enforcement services; residential and community support services for children and adults with disabilities; adult protective services; and long-term care services for the elderly and adults with disabilities.

The department delivers programs and services through an integrated delivery system that focuses on meeting the needs of individuals and families. The department uses a combination of public personnel and contracts with private agencies to administer programs and deliver services.

The department administers the Medicaid program funded jointly by the federal government's Centers for Medicare and Medicaid Services (CMS) and the State. MaineCare provides health care services for Maine's children and adults who are elderly, disabled or with low income.

More information about the Department of Health and Human Services may be found at <http://www.maine.gov/dhhs>.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	43,427,775	33,407,389	9,661,588		358,798	
HEALTH BENEFITS	14,903,277	5,548,302	9,211,886		143,089	
RETIREMENTS	10,432,734	3,561,354	6,789,968		81,412	
OTHER FRINGE BENEFITS	979,861	312,789	659,792		7,280	
COMPUTER SERVICES	2,918,075	2,188,061	251,088		478,926	
CONTRACTUAL SERVICES	20,969,670	18,342,669	1,394,008		1,232,993	
RENTS	1,009,366	899,464	85,538		24,364	
COMMODITIES	3,174,495	2,818,763	355,171		561	
GRANTS, SUBSIDIES, PENSIONS	291,605,744	248,026,763	29,225,301		14,353,680	
EQUIPMENT	8,270	8,270				
TRANSFER TO OTHER FUNDS	447,215		372,248		74,967	
<b>TOTAL EXPENDITURES</b>	<b>389,876,482</b>	<b>315,113,824</b>	<b>58,006,588</b>		<b>16,756,070</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	1,658,000		1,658,000			
<b>TOTAL EXPENDITURES</b>	<b>1,658,000</b>		<b>1,658,000</b>			

## CHILDREN WITH SPECIAL HEALTH NEEDS

### HOLLY RICHARDS, PROGRAM MANAGER

*Central Office* 286 WATER STREET, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-5355  
*Established* 2012 *Telephone* (207) 287-4263  
*Reference Policy Area* 05 *Umbrella* 14 *Unit* 191C *Citation* T0022A *M.R.S.A., Sect.* 00000203  
*Average Counts-All Positions* 49.000 *Legislative Count* 49.00

#### PURPOSE:

The Children with Special Health Needs (CSHN) Program, in the Division of Disease Prevention, Maine Center for Disease Control and Prevention, promotes the health of children 0-21 years with special health needs through statewide initiatives and collaborations, as well as through specific public health programs. Those functions include early identification of children with genetic conditions, hearing loss and other birth defects; the coordination of clinical services to support access to special medical services; and the promotion of family-centered care through the collaboration between families with CSHN health professionals and policy makers to improve the quality of life for CSHN.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CHILDREN WITH SPECIAL HEALTH NEEDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,936,190	1,913,590			22,600	
HEALTH BENEFITS	692,626	685,209			7,417	
RETIREMENTS	444,230	439,102			5,128	
OTHER FRINGE BENEFITS	39,018	38,581			437	
COMPUTER SERVICES	253,127	252,053			1,074	
CONTRACTUAL SERVICES	335,727	271,662			64,065	
RENTS	13,594	13,594				
COMMODITIES	2,296	2,296				
GRANTS, SUBSIDIES, PENSIONS	44,116,682	42,903,221			1,213,461	
TRANSFER TO OTHER FUNDS	3,244				3,244	
<b>TOTAL EXPENDITURES</b>	<b>47,836,734</b>	<b>46,519,308</b>			<b>1,317,426</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

**OFFICE OF AGING AND DISABILITY SERVICES**  
**DANIEL SYLVESTER, DIRECTOR**

*Central Office* 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-9230  
*Established* 1971 *Telephone* (207) 287-9200  
*Reference Policy Area* 05 *Umbrella* 14 *Unit* 191D *Citation* T00022 *M.R.S.A., Sect.* 000005106  
*Average Counts-All Positions* 231.000 *Legislative Count* 231.00

**PURPOSE:**

The mission of the Office of Aging and Disability Services is to promote the highest level of independence for older adults and adults with disabilities. The priority is to assure the safety and well-being of all adults.

**ORGANIZATION:**

The Office of Aging and Disability Services (OADS) was created by the Legislature on August 30, 2012 when it merged the former Offices of Elder Services and Adults with the Office of Cognitive and Physical Disability Services. The merger integrated the operations, programs and services of the two offices and combined district operations under one organizational structure.

**PROGRAM:**

The OADS is designated as Maine's State Unit on Aging, acts under federal requirements as the authority for persons with intellectual disabilities, autism and other related conditions and serves as the federally designated state office for brain injury services.

The office, subject to the direction of the Commissioner, establishes the overall policy objectives for functions and activities relating to Maine's older population and to adults with disabilities. Pursuant to federal and State laws, it prepares and administers a comprehensive State Plan for older persons. It promotes independence for elders and adults with disabilities through services, including evidence-based prevention programs and comprehensive home and community based services.

The OADS also provides Adult Protective Services, including public guardianship and public conservatorship for incapacitated adults who have no family member or other private individual able or suitable to serve in those capacities.

Programs fall within the following major categories:

Neurobehavioral Services (Brain Injury, Other Related Conditions), including the management of two federal waivers and the development and oversight of the State Plan;

Compliance/Quality Assurance, which is responsible for meeting quality assurance requirements defined in the federal waiver programs and direct service programs;

Adult Protective Services, which is responsible for receiving and investigating reports for abuse, neglect and exploitation of incapacitated and dependent adults. It also provides public guardianship and conservatorship services;

Developmental Services, which serves persons with intellectual disabilities or autism and includes community and State case management services, management of two federal home and community based waiver programs and Statewide crisis response;

Long Term Care, which includes the management of State and federal long term care programs serving elders and adults with disabilities, oversight of the medical eligibility process for long term care, policy oversight of nursing facilities and community residential settings and the management of the Money Follows the Person program;

Aging Services, which includes serving as the State Unit on Aging, management of social services and nutrition programs funded by the Older American's Act, management of the State Health Insurance Program and oversight and development of

## DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

the Aging and Disability Resource Centers;

Resource Development, which includes oversight of contracts, grants and federal waiver expenditures and provision of prior authorization and utilization of intellectual and developmental disabilities services;

Information Services, which includes the management, oversight and development of multiple information technology systems, including 3 major client databases used by OADS.

### **PUBLICATIONS:**

Please refer to the DHHS website at [www.maine.gov/dhhs/oads](http://www.maine.gov/dhhs/oads)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF AGING AND DISABILITY SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	10,062,245	8,946,958	1,115,287			
HEALTH BENEFITS	3,687,896	3,299,653	388,243			
RETIREMENTS	2,372,445	2,086,778	285,667			
OTHER FRINGE BENEFITS	204,519	182,477	22,042			
COMPUTER SERVICES	604,296	562,970	41,326			
CONTRACTUAL SERVICES	1,945,800	1,723,809	20,839		201,152	
RENTS	447,445	433,252	14,193			
COMMODITIES	33,061	31,368	1,228			465
GRANTS, SUBSIDIES, PENSIONS	159,094,267	140,509,137	18,585,130			
TRANSFER TO OTHER FUNDS	67,333		60,839			6,494
<b>TOTAL EXPENDITURES</b>	<b>178,519,307</b>	<b>157,776,402</b>	<b>20,534,794</b>		<b>208,111</b>	

## **DOROTHEA DIX PSYCHIATRIC CENTER CAROLYN DIMEK, ACTING SUPERINTENDENT**

*Central Office* 656 STATE STREET, BANGOR, ME 04402

*Mail Address* PO BOX 926, BANGOR, ME 04402-0926

*Established* 1985

*Reference Policy Area* 05 *Umbrella* 14 *Unit* 195 *Citation* T0022A *M.R.S.A., Sect.* 000000208

*Average Counts-All Positions* 197.500

*FAX* (207) 941-4062

*Telephone* (207) 941-4037

*Legislative Count* 197.50

### **PURPOSE:**

The Dorothea Dix Psychiatric Center (DDPC) operates under laws established by the Maine Legislature to provide care and treatment for both voluntary and court-committed patients. The hospital has its own Advisory Board with by-laws covering organization, purpose, duties, appointment process, committees and relationship to the medical staff. DDPC is part of a comprehensive mental health system of services in the State, which includes community mental health centers with multiple branch offices, private psychiatric and community hospitals and private providers.

### **ORGANIZATION:**

DDPC was established by the Legislature in 2005, renaming the former Bangor Mental Health Institute. The hospital's roots in the community date back to 1901, when it was known as the Eastern Maine Insane Hospital.

### **PROGRAM:**

DDPC operates 45 beds with the potential of an additional three beds for patients ordered by the court to return to a treatment setting. The hospital is organized into major clinical, administrative and support service departments. DDPC has three inpatient treatment units, admitting approximately 109 people in FY2017. All three co-ed units provide both acute and non-acute levels of care. DDPC also has an Outpatient Services Program that serves forensic patients discharged into community settings.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

For the past five years, the two state psychiatric hospitals have been working to create efficiencies by sharing and integrating administrative functions where feasible. Evaluating processes in all aspects of hospital functions is ongoing to maximize efficiency and offer patients treatment that is evidenced-based and focused on personal recovery.

### LICENSES:

State of Maine Division of Licensing and Certification  
The Joint Commission  
Center for Medicaid and Medicare Services

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	10,631,105	6,013,051	4,618,054			
HEALTH BENEFITS	3,368,906	58,185	3,310,721			
RETIREMENTS	2,561,862	54,191	2,507,671			
OTHER FRINGE BENEFITS	264,514	4,492	260,022			
COMPUTER SERVICES	717,900	514,057	203,843			
CONTRACTUAL SERVICES	2,939,904	1,692,170	1,247,734			
RENTS	105,792	34,972	70,820			
COMMODITIES	1,334,704	982,461	352,243			
TRANSFER TO OTHER FUNDS	132,877		132,877			
<b>TOTAL EXPENDITURES</b>	<b>22,057,564</b>	<b>9,353,579</b>	<b>12,703,985</b>			

## OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES

### SHELDON WHEELER, DIRECTOR

*Central Office* 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-4334  
*Established* 2012 *Telephone* (207) 287-2595  
*Reference Policy Area* 05 *Umbrella* 14 *Unit* 191A *Citation* T00005 *M.R.S.A., Sect.* 000020002  
*Average Counts-All Positions* 91.50 *Legislative Count* 91.50

### PURPOSE:

The mission of the Office of Substance Abuse and Mental Health Services (SAMHS) is to promote appropriate access to efficient and effective substance abuse and mental health services to achieve improved outcomes for those with substance abuse disorders and mental illness.

### ORGANIZATION:

SAMHS was established by the 125th Maine Legislature and merged the Office of Substance Abuse with the Office of Adult Mental Health Services. SAMHS is the single state substance abuse and mental health authority providing support to the uninsured and expertise to the provider community. Central administrative offices are located in Augusta.

### PROGRAM:

SAMHS is responsible for developing a comprehensive plan for administering services, promoting best practices and ensuring accountability through the delivery of contractual, regulatory and technical assistance supports throughout the State. In addition, SAMHS regularly assesses the extent of substance use and abuse, as well as severe and persistent mental illness by collecting data from a number of sources, including national prevalence rates. This includes substantial reporting from all providers and regular surveys of a variety of populations.

SAMHS provides expertise and information in serving as the primary liaison with other DHHS offices, state departments, the Legislature, citizen's groups,

## DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

consumer groups and service providers on issues pertaining to substance abuse and mental health.

The Prescription Monitoring Program (PMP) is an intervention tool that was developed and implemented by SAMHS to prevent, detect and reduce prescription drug misuse and diversion. The PMP maintains a database of all transactions for controlled substances dispensed in the State of Maine. The database is available free online to prescribers and dispensers who are registered users. The PMP will continue to represent a critical component in informing decision makers, commercial insurers, MaineCare and other entities in the State's coordinated response to the opiate epidemic.

SAMHS continues to work to transform behavioral health services to a system of recovery-oriented care and support. This collaborative process specifically defines a recovery-oriented behavioral health system and provides a foundation to determine how policy, contracts, programs and evaluation procedures can support that system.

SAMHS is working collaboratively with other state agencies and providers at further integration of behavioral health and physical health. SAMHS has been an active partner in the development of Behavioral Health Homes with both Stage A (substance use disorders) and Stage B (severe mental illness & co-occurring disorders).

SAMHS continues its work to meet and exceed the requirements of the Bates vs. DHHS Consent Decree and on strategies to both review and improve the timeliness, appropriateness and quality of adult mental health services. Through improved contracting and ongoing rule making efforts, SAMHS is actively promoting and requiring Evidence Based Best Practices and is implementing specific outcome measures in all contracts. With a consumer-first focus, we continue to support and enhance consumer choice independence and control in where persons live and what services they can access in an appropriate and timely manner.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	4,043,460	3,707,262			336,198	
HEALTH BENEFITS	1,443,158	1,307,485			135,673	
RETIREMENTS	945,735	869,451			76,284	
OTHER FRINGE BENEFITS	82,458	75,614			6,844	
COMPUTER SERVICES	943,509	461,437	4,220		477,852	
CONTRACTUAL SERVICES	7,634,088	6,573,692	92,620		967,776	
RENTS	212,984	188,120	500		24,364	
COMMODITIES	97,038	95,242	1,700		96	
GRANTS, SUBSIDIES, PENSIONS	86,678,859	64,556,469	8,982,171		13,140,219	
TRANSFER TO OTHER FUNDS	68,418		3,190		65,228	
<b>TOTAL EXPENDITURES</b>	<b>102,149,707</b>	<b>77,834,772</b>	<b>9,084,401</b>		<b>15,230,534</b>	

## RIVERVIEW PSYCHIATRIC CENTER ROD BOUFFARD, SUPERINTENDENT

Central Office 250 ARSENAL STREET, AUGUSTA, ME 04333  
Mail Address 11 STATE HOUSE STATION, AUGUSTA, ME 04333  
Established 1934  
Reference Policy Area 05 Umbrella 14 Unit 194 Citation T0022A M.R.S.A., Sect. 000000208  
Average Counts-All Positions 364.860  
FAX (207) 287-6123  
Telephone (207) 624-4656  
Legislative Count 364.50

### PURPOSE:

Riverview Psychiatric Center (RPC) is an acute care psychiatric hospital which provides care and treatment to individuals with serious and persistent mental illness. This care is provided to both voluntary and court committed patients, as well as outpatients who require such support in order to transition to, or

## DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

remain in, the community.

### ORGANIZATION:

RPC opened in June 2004. The hospital has its own Advisory Board with by-laws covering organization, purpose, duties, appointment process, committees and the relationship to the medical staff.

### PROGRAM:

RPC is a 92-bed psychiatric hospital with 44 beds used for court-ordered patients and those found not criminally responsible. The remaining 48 beds are for patients who are civilly committed or voluntary patients. It is organized into clinical, administrative and support service departments. RPC has four inpatient treatment units; in FY17 RPC admitted 228 patients. All four co-ed units provide an acute level of care. The Outpatient Program includes Community Support Services for both the adult and geriatric population.

### LICENSES:

RPC is licensed by State of Maine Division of Licensing and Certification and accredited by The Joint Commission.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

RIVERVIEW PSYCHIATRIC CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	16,754,774	12,826,528	3,928,246			
HEALTH BENEFITS	5,710,693	197,771	5,512,922			
RETIREMENTS	4,108,463	111,833	3,996,630			
OTHER FRINGE BENEFITS	389,351	11,624	377,727			
COMPUTER SERVICES	399,244	397,544	1,700			
CONTRACTUAL SERVICES	8,114,151	8,081,336	32,815			
RENTS	229,551	229,526	25			
COMMODITIES	1,707,396	1,707,396				
GRANTS, SUBSIDIES, PENSIONS	57,936	57,936				
EQUIPMENT	8,270	8,270				
TRANSFER TO OTHER FUNDS	175,342		175,342			
<b>TOTAL EXPENDITURES</b>	<b>37,655,171</b>	<b>23,629,764</b>	<b>14,025,407</b>			

DEPARTMENT OF CORRECTIONS

**DEPARTMENT OF CORRECTIONS**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

**JODY BRETON, DEPUTY COMMISSIONER**

*Central Office* 25 TYSON DRIVE, 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* 06 *Umbrella* 03 *Unit* 201 *Citation* T0034A *M.R.S.A., Sect.* 000001202

*Average Counts-All Positions* 1317.765 *Legislative Count* 1314.50

**Units:**

*BOLDUC CORRECTIONAL FACILITY*

*CHARLESTON CORRECTIONAL FACILITY*

*COUNTY JAIL OPERATIONS*

*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*

*SOUTHERN MAINE WOMEN'S REENTRY CENTER*

*OFFICE OF VICTIM SERVICES*

**PURPOSE:**

The Department of Corrections is responsible for the planning, direction and management of adult and juvenile correctional facilities, community corrections and other correctional 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, 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 administration of the Maine State Prison, the Maine Correctional Center including the Southern Maine Reentry Center, the Long Creek Youth Development Center, Mountain View Correctional Facility including the former Charleston Correctional Facility, the Downeast Correctional Facility, and the Bolduc Correctional Facility. The department also administers community corrections programs for adult and juvenile probationers.

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 2008, the department reorganized internally to establish a division of juvenile services and a division of adult services. The institutional and community corrections functions are now included in the juvenile or adult divisions.

In 2015, the department re-purposed the Mountain View Youth Development Center from housing mostly juveniles to an adult treatment facility, consolidating adjudicated juveniles to the Long Creek Youth Development Center. The Mountain View facility now only houses a small population of detained juveniles and the remainder of the facility is incarcerated adults. The treatment options at Mountain View include substance abuse treatment, sex offender treatment and assisted living.

**PROGRAM:**

The program activities of the department are discussed in the individual reports of its program components except for the following:

**JAIL INSPECTIONS** - the department has the statutory responsibility to establish, inspect and enforce standards for county jails, municipal holding facilities, juvenile detention areas, correctional community residential and electronic monitoring. These standards are based on established and emerging professional

## DEPARTMENT OF CORRECTIONS

practices and case law requirements. Additionally, the department provides technical assistance to all entities in establishing and maintaining compliance programs.

MANAGEMENT INFORMATION SERVICES - the department is expanding its information management system for adult and juvenile offenders. Corrections Information System (CORIS) is a fully integrated, web based offender information system built from the ground up using Microsoft.NET technology. The result is an industry leading, enterprise class system that, being fully scalable, effectively supports the needs of all state correctional functions. CORIS also supports case management, offender financial management, restitution collection and information reports. The department has implemented a customized Inmate Phone System which is integrated with CORIS. The phone system uses Voice over Internet Protocol, voice recognition, CORIS's inmate trust accounts and the FCC's standardized rates.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	63,859,099	63,441,616	118,219		144,040	155,224
HEALTH BENEFITS	23,028,013	22,874,296	49,405		45,927	58,385
RETIREMENTS	21,275,937	21,144,913	37,329		39,739	53,956
OTHER FRINGE BENEFITS	1,315,376	1,306,756	2,363		2,951	3,306
COMPUTER SERVICES	3,099,187	3,064,289			33,068	1,830
CONTRACTUAL SERVICES	36,302,884	34,090,760	214,178		1,237,314	760,632
RENTS	2,128,180	2,110,089	5,522		457	12,112
COMMODITIES	11,856,318	11,016,162	110,222		118,483	611,451
GRANTS, SUBSIDIES, PENSIONS	15,389,940	14,865,559	392,074		132,307	
BUILDING IMPROVEMENTS	7,212,708	7,212,708				
EQUIPMENT	457,505	457,505				
INTEREST-DEBT RETIREMENT	69,143	69,143				
TRANSFER TO OTHER FUNDS	60,127		5,452		21,536	33,139
<b>TOTAL EXPENDITURES</b>	<b>186,054,417</b>	<b>181,653,796</b>	<b>934,764</b>		<b>1,775,822</b>	<b>1,690,035</b>

	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,044,100	2,805,761			83,115	155,224
HEALTH BENEFITS	1,022,320	930,142			33,793	58,385
RETIREMENTS	917,934	842,387			21,591	53,956
OTHER FRINGE BENEFITS	63,205	58,159			1,740	3,306
COMPUTER SERVICES	2,984,947	2,955,977			27,140	1,830
CONTRACTUAL SERVICES	28,816,873	27,676,249	95,083		284,909	760,632
RENTS	107,729	95,160			457	12,112
COMMODITIES	5,051,972	4,391,538	663		48,320	611,451
GRANTS, SUBSIDIES, PENSIONS	253,892	120,000	1,585		132,307	
BUILDING IMPROVEMENTS	7,212,708	7,212,708				
EQUIPMENT	457,505	457,505				
INTEREST-DEBT RETIREMENT	69,143	69,143				
TRANSFER TO OTHER FUNDS	45,015		1,905		9,971	33,139
<b>TOTAL EXPENDITURES</b>	<b>50,047,343</b>	<b>47,614,729</b>	<b>99,236</b>		<b>643,343</b>	<b>1,690,035</b>

## BOLDUC CORRECTIONAL FACILITY

**BENJAMIN BEAL, DIRECTOR**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

Central Office 516 CUSHING ROAD, WARREN, ME 04864

Mail Address 516 CUSHING ROAD, WARREN, ME 04864

Established 2013

Reference Policy Area 06 Umbrella 03 Unit 678 Citation T0034A M.R.S.A., Sect. 0000004201

Average Counts-All Positions 57.000

FAX (207) 273-5316

Telephone (207) 273-5123

Legislative Count 57.00

## DEPARTMENT OF CORRECTIONS

### **PURPOSE:**

The mission of the Bolduc Correctional Facility (BCF) is to protect the public by providing a safe, healthy environment where prisoners are held to a high standard of conduct and are provided with opportunities for personal growth that allow them to return to society as productive citizens.

### **ORGANIZATION:**

There are 220 minimum security prisoners housed at the Bolduc Correctional Facility in South Warren. In 1978 the official name of the minimum security unit became the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc the first Director. The former barracks now serve as the Bolduc Correctional Facility. Prior to 1970 a fire destroyed the working farm at BCF which had previously supported the prison with beef, dairy and produce.

Currently BCF is supporting both the prison and its own kitchen with fresh produce and beef from the farm that is currently continuing in full operation.

### **PROGRAM:**

Substance abuse services are provided by licensed alcohol and drug counselors. Services include substance abuse programming that is offered through our medical provider Correct Care Solutions (CCS), education programs and Alcoholics Anonymous. Case management services are provided to all prisoners. Case management staff develop an Individual Case Plan and monitor compliance. They also act as advocates and serve on their unit's multi-disciplinary Unit Team. For prisoners nearing release, the workers focus on community resources and re-entry programs. They frequently play a role in defusing potentially disruptive situations and provide a more stable environment. The facilities Community Programs Coordinator works with all arenas in the local area to place offenders with local employers and also in volunteer roles for Maine Department of Transportation, Camden Hills State Park, Rockland Transfer station, Rockland Public Works and the towns of Union and Warren.

Educational programs at BCF include literacy and remedial reading with individual instruction. General Education Development (GED) or high school diplomas are offered through prison teachers and a college program through the University of Maine, Rockland campus. Typing, computer science, music, literature, writing, art, horticulture, languages and a Long Distance Dad's program provide additional choices. The Family Violence Education Program is in place to address the needs surrounding domestic abuse convictions. The facility has a Work Ready Coordinator that aids in the process of rehabilitation to promote interviewing techniques and many other facets of the re-entry process. Religious services are provided by ordained clergy who support a varied faith group base. In addition, recreational programs available to all prisoners include basketball, softball, soccer, pool and physical fitness.

Industrial programs offer a variety of paying jobs which include wood working, upholstery, plate shop, machine shop and a prison showroom. These programs are designed to establish meaningful work programs for prisoners and to help reduce the financial burden of correctional programming to the general public.

### **LICENSES:**

ACA Accredited

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

<b>BOLDUC CORRECTIONAL FACILITY</b>	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,002,475	3,002,475				
HEALTH BENEFITS	1,098,892	1,098,892				
RETIREMENTS	998,495	998,495				
OTHER FRINGE BENEFITS	60,899	60,899				
COMPUTER SERVICES	2,314	2,314				
CONTRACTUAL SERVICES	241,589	217,354	24,235			
RENTS	99,380	99,380				
COMMODITIES	324,682	291,431	33,251			
TRANSFER TO OTHER FUNDS	1,187		1,187			
<b>TOTAL EXPENDITURES</b>	<b>5,829,913</b>	<b>5,771,240</b>	<b>58,673</b>			

## CHARLESTON CORRECTIONAL FACILITY

**JEFF MORIN, SUPERINTENDENT**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 1202 DOVER RD, CHARLESTON, ME 04422

*Mail Address* 1202 DOVER RD, CHARLESTON, ME 04422

*Established* 1980

*Reference Policy Area* 06 *Umbrella* 03 *Unit* 211 *Citation* T0034A *M.R.S.A., Sect.* 000003601

*Average Counts-All Positions* 57.000

*FAX* (207) 285-0815

*Telephone* (207) 285-0800

*Legislative Count* 57.00

### PURPOSE:

The Mission of facility is to protect the public by providing a safe and secure environment for our staff and prisoners. A dedicated team of professionals provide treatment programs and model behavior to promote rehabilitation and reintegration back to families and communities. We offer education, vocational and real-world work opportunities, along with graduated furloughs to promote successful re-entry; thereby promoting public safety.

### ORGANIZATION:

The Charleston Correctional Facility is located on the site of the former Charleston Air Force Station in Charleston, Maine. The facility opened with about 30 prisoners under the administrative control of the Maine Correctional Center in 1980.

Between 1981 and 1985 a second dorm was opened which brought the facility prisoner count to 62. Then in 1985 a third dorm was opened which increased the prisoner population to 93 prisoners. This was the year the facility split away from the Maine Correctional Center and assumed primary responsibility for its own development and operation.

In 1990, the State's prisoner population was in a growth pattern which resulted in a new "bat wing dorm" being constructed. The facility count was then increased to 143. During the next 9 years our prisoner population grew to 180+ with four dormitories open.

In 1999, the facility became a co-correctional facility in order to house a segment of the rapidly expanding minimum security female prisoner population. One dormitory was closed and the facility's population was adjusted to 131 male and 32 female prisoners.

In 2001, during a major restructuring of the Maine Department of Corrections the facility was downsized. The female population was moved to new housing at the Maine Correctional Center in Windham and the male population was cut back to 75 with an overcrowd count of 95.

In 2007, the facility opened a second, 55 bed-dorm in order to assist with the higher volume of prisoners entering the system. The facility currently averages approximately 145 prisoners.

In 2014, a statewide increase in minimum security prisoners allowed CCF to renovate an unoccupied dorm increasing the population capacity to 211.

Mountain View Youth Development Center and Charleston Correctional Facility were combined into one facility in 2017 and renamed to Mountain View Correctional

## DEPARTMENT OF CORRECTIONS

Facility. The former Charleston Correctional Facility is now the Minimum Custody Unit and the former Mountain View Youth Development Center is now the Medium Custody Unit. Mountain View Correctional Facility now provides a total of 374 Adult beds and 20 Juvenile beds. The Juvenile beds are used for Detention juveniles awaiting a court date or who are serving a brief detention sentence.

### PROGRAM:

We are dedicated to helping each prisoner develop the skills and judgment that will allow them to be successful and make a positive contribution to society. Programs and services offered promote each prisoner's growth toward mature thinking, decision making, realistic understandings of themselves and others, and the knowledge and competence to deal well with problems and challenges encountered in daily life.

A comprehensive treatment program is provided in a structured, safe and supportive environment. Objectives of the treatment program include: assisting prisoners to accept responsibility for behavior, helping prisoners develop pro-social skills, increase prisoner's self-awareness of the consequences of poor decisions, enhance ability to empathize with victims, enabling prisoners to employ more adaptive thinking patterns and utilize effective problem solving strategies. The overall program goal is to focus on a treatment and educational foundation that will support you with future life goals as well as increase the likelihood that you use these skills in your personal life, both within and outside the facility.

Programs include: substance abuse treatment, sexual behavior treatment, assisted living for those with physical and medical needs, and young adult offender program providing treatment specific to youthful offenders.

Additional programs include: Think for a Change for improving social development, family violence education prevention, Inside Out Dads for incarcerated fathers, high school equivalency tests, WorkReady for workplace skills development, wood harvesting, culinary arts, computer literacy, building trades and small engine repair.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,739,696	2,739,696				
HEALTH BENEFITS	1,119,399	1,119,399				
RETIREMENTS	914,148	914,148				
OTHER FRINGE BENEFITS	55,692	55,692				
COMPUTER SERVICES	3,318	3,318				
CONTRACTUAL SERVICES	319,119	291,576	27,543			
RENTS	53,704	53,143	561			
COMMODITIES	291,489	266,576	24,913			
TRANSFER TO OTHER FUNDS	700		700			
<b>TOTAL EXPENDITURES</b>	<b>5,497,265</b>	<b>5,443,548</b>	<b>53,717</b>			

## COUNTY JAIL OPERATIONS

**DR. JOSEPH FITZPATRICK, COMMISSIONER**  
**JODY BRETON, DEPUTY COMMISSIONER**

Central Office 25 TYSON DRIVE, AUGUSTA, ME 04333

Mail Address 111 SHS, AUGUSTA, ME 04333

Established 2016

Reference Policy Area 06 Umbrella 03 Unit 201C Citation T0034-A M.R.S.A., Sect. 00001210-D

Average Counts-All Positions 2.000

FAX (207) 287-6092

Telephone (207) 310-1575

Legislative Count 2.00

## DEPARTMENT OF CORRECTIONS

### PURPOSE:

Provide funding to the county jails of Maine.

### ORGANIZATION:

The program was established to provide funding support for the operations of the county jails in Maine.

### PROGRAM:

The program distributes annual payments for the support of the county jails.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### COUNTY JAIL OPERATIONS

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	118,219		118,219			
HEALTH BENEFITS	49,405		49,405			
RETIREMENTS	37,329		37,329			
OTHER FRINGE BENEFITS	2,363		2,363			
GRANTS, SUBSIDIES, PENSIONS	12,592,593	12,202,104	390,489			
TRANSFER TO OTHER FUNDS	1,308		1,308			
<b>TOTAL EXPENDITURES</b>	<b>12,801,217</b>	<b>12,202,104</b>	<b>599,113</b>			

## MAINE CORRECTIONAL CENTER

**SCOTT LANDRY, SUPERINTENDENT**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 17 MALLISON FALLS ROAD, SO. WINDHAM, ME 04062

*Mail Address* P. O. BOX 260, SO. WINDHAM, ME 04062

*FAX* (207) 893-7001

*Established* 1919

*Telephone* (207) 893-7000

*Reference Policy Area* 06 *Umbrella* 03 *Unit* 205 *Citation* T0034A *M.R.S.A., Sect.* 000003401

*Average Counts-All Positions* 291.988

*Legislative Count* 291.50

### PURPOSE:

It is the mission of the Maine Correctional Center to improve public safety by decreasing the likelihood that incarcerated men and women will reoffend once released back into their communities. This is supported by providing opportunities for correctional rehabilitation in a setting that assures the safety of the public, the staff, and the incarcerated population and through the utilization of objective risk and needs assessment, professional practices, and evidence based programming.

While striving to complete this mission, the Maine Correctional Center recognizes the indispensable and valuable contributions of its security, programs, and support staff and is committed to the ongoing development of a professional and skilled work force with high ethical standards.

This mission is accomplished through the Maine Correctional Center's responsibility as the Department of Corrections' (DOC) primary reception center, and the utilization of professional correctional practices, objective risk assessment and research-based rehabilitation programs, which have been proven to reduce the likelihood that an offender will re-offend.

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. They are strongly encouraged to participate in the programs that will teach skills to assist them in being successful upon release and to overcome obstacles to their success. The Maine Correctional Center also strives to have incarcerated men and women recognize their family obligations and to plan for a successful reentry into their communities. Maine Correctional Center is generally designated as a medium security institution with a maximum-security capability for short duration

## DEPARTMENT OF CORRECTIONS

confinement. The Women's Center is a separate, comprehensive housing and programming unit.

### 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. Unit One is primarily a medium custody housing area and includes the department's forty (40) bed Correctional Recovery Center (CRC) which provides intensive residential substance abuse treatment. The unit's mission is to serve as a general population housing unit for prisoners who present higher custody and security issues. Its programming and focus is on behavioral stability, followed by risk reduction. Unit Two is primarily a medium custody housing area with a small population of minimum custody prisoners and the DOC's Responsibility Understanding Learning Experience (RULE) program, a 60-bed residential program for the treatment of sexual offenders. Programs in Unit Two include transition skills re-entry program for men. 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. The Maine Correctional Center in Windham received re-accreditation in January 2015 by the American Correctional Association.

### PROGRAM:

The Maine Correctional Center is the primary reception center for the 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 the Maine Correctional Center 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 which include kitchen, laundry, grounds maintenance and landscaping. Industry programs in upholstery, wood construction and garments provide basic work skills. Education programs include Hi-Set preparation and testing. Vocational training offers graphic arts and computer repair. Medical, mental health and psychiatry services are available to all prisoners through a contract with Correct Care Solutions (CCS). Prisoners are assigned to a unit team which monitors prisoner adjustment to case management and transition/release planning. The substance abuse programs for both men and women are provided through a partnership with Correct Care Solutions.

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 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CORRECTIONAL CENTER	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>REVENUE FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	13,873,253	13,873,253				
HEALTH BENEFITS	5,008,320	5,008,320				
RETIREMENTS	4,688,924	4,688,924				
OTHER FRINGE BENEFITS	283,254	283,254				
COMPUTER SERVICES	19,756	19,756				
CONTRACTUAL SERVICES	1,027,645	967,595	45,981		14,069	
RENTS	147,273	142,312	4,961			
COMMODITIES	1,616,230	1,577,862	36,618		1,750	
<b>TOTAL EXPENDITURES</b>	<b>26,664,655</b>	<b>26,561,276</b>	<b>87,560</b>		<b>15,819</b>	

DEPARTMENT OF CORRECTIONS

**DOWNEAST CORRECTIONAL FACILITY**

**DAVID DANIELS, DIRECTOR**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 64 BASE ROAD, MACHIASPORT, ME 04655

*Mail Address* 64 BASE ROAD, MACHIASPORT, ME 04655

*Established* 1984

*Reference Policy Area* 06 *Umbrella* 03 *Unit* 220 *Citation* T0034A

*Average Counts-All Positions* 51.000

*FAX* (207) 255-1176

*Telephone* (207) 255-1100

*M.R.S.A., Sect.* 000003901

*Legislative Count* 51.00

**PURPOSE:**

Downeast Correctional Facility (DCF) was established for the confinement and rehabilitation of adult men who have been duly sentenced to the Department of Corrections (DOC). Confinement focuses on providing responsible custody and control of prisoners to ensure the safety of the public, DOC employees and the prisoners themselves. Rehabilitation of prisoners focuses on following practices and providing programs and services which are evidence-based, proven to reduce recidivism and hold the offenders accountable.

**ORGANIZATION:**

In 1956 the Bucks Harbor Air Force Station was built and remained a joint Air Force/Federal Aviation Administration Station until 1979 when it was deactivated by the Air Force and turned over to the Federal Aviation Administration (FAA). The FAA continues to operate the facility as a joint surveillance system (Eastern Air Defense Sector J-54). In 1984 DCF was established by the Maine legislature and part of the Bucks Harbor Air Force Base was purchased and renovated into a medium security correctional facility for an average population of 143 to 150 prisoners. The facility began receiving prisoners in June of 1985. The facility and FAA station continue to share a mutually beneficial relationship. In 2012 DCF transitioned to an all minimum security prison. Prisoners are housed in three dorm units.

The correctional facility is located beside a rural coastal community which does not have public water services. In order to provide for its domestic water needs the facility operates a small water district with reservoir capacity and a chlorination system. The facility also operates its own water treatment facility. The facilities maintenance department oversees the operation of these plants and is responsible for maintenance and repairs throughout the facility.

Medical services for the prisoners are provided by Correct Care Solutions. The facility utilizes three full time nurses with one additional per-diem nurse which provide daily medical coverage. A physician, dentist and ophthalmologist also visit the facility on regular schedules to provide appropriate medical care and treatment.

DCF is located in Bucks Harbor, Washington County Maine, ten miles south of Machias on Route 92.

**PROGRAM:**

DCF utilizes a Unit Management system which is a multi-disciplinary team whose core members are composed of an Assistant Director/Unit Manager, a Sergeant, Correctional Officer(s), Correctional Care and Treatment Worker(s) and a Community Programs Coordinator. The Unit Management team has decision making authority, as delegated by the Chief Administrative Officer. This Unit is authorized to make decisions regarding prisoner housing, case management, classification, programming, orientation, work assignments, safety and sanitation inspections, etc. Correctional Care and Treatment Workers complete needs assessment of each prisoner to determine program needs and individual goals. A Case Plan is developed to address all need areas including education, counseling, substance abuse training, mental health treatment/counseling, job training, family relationships, etc. Case planning is a vital component in outlining and monitoring all need areas. Assessment tools are used to target high risk areas which contribute to criminogenic behaviors. Prisoners are engaged in the case planning process and expectations are made clear. Case plans are monitored for progress or lack thereof and the plan is reviewed with the prisoner.

Services available at DCF include Alcoholic Anonymous and Substance Abuse

## DEPARTMENT OF CORRECTIONS

Treatment to address substance abuse issues. Prisoners with mental health issues are referred to the mental health counselor for individual counseling, medication and psychiatric services. Work Ready is a sixty-hour class provided to prisoners which consists of seven basic employment standards designed to assist prisoners in achieving a Work Ready certificate. A Family Violence Education Program and an Anger Management course are also provided. All services, programs and casework focus on assisting prisoners with successful reentry into society.

Vocational and work programs offered at DCF are automotive, welding, woodworking, public restitution and work release. In addition to the vocational and work programs the facility has a prison industries garment program. All of the programs focus on instilling personal responsibility, work ethic and basic job skills. The public restitution program at DCF provides assistance to other state agencies, local municipalities and not for profit organizations throughout much of Washington County. Much of the work performed through the public restitution program would otherwise not be completed due to many of the agencies' limited funding. The program is a unique tool which benefits the prisoners, the agencies receiving the services, the community and the Department of Corrections. DCF also provides work release opportunities for those prisoners who qualify. Work release provides prisoners with the opportunity to work for private entities within the community. Prisoners on work release are required to pay room and board, contribute a percentage of their earnings to savings, and make payments toward restitution fees, victim fees, court ordered fines and child support if applicable. Work release is a proven program aimed at assisting prisoners with successful reintegration back into the community. The education program at DCF includes General Education Development (HSET) coursework and testing. Prisoners can also participate in a High School Diploma program which is administered through Machias High School Adult Education Department.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOWNEAST CORRECTIONAL FACILITY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,428,588	2,428,588				
HEALTH BENEFITS	974,784	974,784				
RETIREMENTS	810,656	810,656				
OTHER FRINGE BENEFITS	52,301	52,301				
COMPUTER SERVICES	1,651	1,651				
CONTRACTUAL SERVICES	225,247	221,691	3,556			
RENTS	49,227	49,227				
COMMODITIES	402,091	392,197	9,894			
TRANSFER TO OTHER FUNDS	138		138			
<b>TOTAL EXPENDITURES</b>	<b>4,944,683</b>	<b>4,931,095</b>	<b>13,588</b>			

## JUVENILE JUSTICE ADVISORY GROUP

**BARTLETT STOODLEY, CHAIRMAN**  
**DR. JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 25 TYSON DRIVE, 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 06 Umbrella 03 Unit 201J Citation T0034A M.R.S.A., Sect. 000001209

### **PURPOSE:**

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

## DEPARTMENT OF CORRECTIONS

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 (T0034A M.R.S.A., Sect.: 0000001209). 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 areas, including: units of local government; public agencies responsible for law enforcement, juvenile justice, corrections, probation, and the juvenile courts; and those responsible for delinquency prevention or treatment, including welfare, social services, mental health, education, and youth services; private organizations concerned with delinquency prevention or treatment, neglected or dependent children, and the quality of juvenile justice, education, and social services for children, public and private agencies that utilize volunteers to work with delinquents or potential delinquents; businesses and business groups employing youth; and persons with special experience and competency in addressing the problem of school violence, vandalism, and learning disabilities.

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

### **PROGRAM:**

The JJAG and its committees advocate for youth through recommendations for legislative and policy reform, monitor state compliance with federal requirements, and provide technical assistance to jurisdictions needing support for compliance or program development efforts.

Programs supported with JJAG funding served 1,114 youth in 2015-2016.

The federal allocation for Maine Juvenile Justice and Delinquency Prevention Program for federal fiscal year 2017 was \$400,402. Up to 10% of the award is available for planning and program administration, determined by need and available state matching funds, and \$20,000 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 prevention and early intervention programs designed to keep at-risk youth out of the juvenile justice system, develop a comprehensive strategy to address delinquency among Native American youth, and monitor and provide technical assistance for jails and lock-ups to maintain compliance with the Federal JJDP Act.

The JJAG was unable to support community prevention efforts as the pass-through of federal funds from the Title V Local Delinquency Prevention Program was cancelled by Congress.

The Juvenile Accountability Block Grant (JABG) is administered by the JJAG. The JABG program is administered by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Office of Justice Programs, U.S. Department of Justice. Through the JABG program, funds are provided as block grants to states for programs promoting greater accountability in the juvenile justice system. Maine supported a community-based diversion program in five Maine communities. Funding for this grant was also cancelled by Congress.

### **LICENSES:**

None

### **PUBLICATIONS:**

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

## DEPARTMENT OF CORRECTIONS

or their website, [www.mainejjag.org](http://www.mainejjag.org):

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan 2015 to 2017  
Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan Updates  
Maine Juvenile Justice Advisory Group's 2015-2016 Annual Report to the Governor  
and The 127th Legislature  
Restorative Justice Blueprint - A Statewide Initiative  
An Improved Police Response to Juveniles in Crisis A Collaborative Approach  
Disproportionate Minority Contact Report 2015  
Youth of Color in Maine's Juvenile Justice System  
Gender Responsiveness in the Juvenile Justice System  
A Survey of Maine Police Departments

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## JUVENILE COMMUNITY CORRECTIONS

### COLIN O'NEILL, ASSOC COMM JUVENILE SERV.

### DR. JOSEPH FITZPATRICK, COMMISSIONER

*Central Office* 19 ELKINS LANE, AMHI COMPLEX, AUGUSTA, ME 04333-0111  
*Mail Address* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX* (207) 287-4518  
*Established* 2001 *Telephone* (207) 287-4362  
*Reference Policy Area* 06 *Umbrella* 03 *Unit* 237A *Citation* T0034A *M.R.S.A., Sect.* 00005601  
*Average Counts-All Positions* 78.50 *Legislative Count* 78.50

#### **PURPOSE:**

Juvenile Community Corrections was established to provide effective supervision to youth under its jurisdiction who are residing in the community. Using a risk reduction case management model, staff assess risk domains and strengths presented by juveniles, develop case plans, access and advocate for appropriate resources to implement case plans, collaborate with other State agencies and public and private providers to ensure that appropriate interventions are provided and monitor progress of the case plan. This approach targets dynamic risk factors that lead to continued criminal behavior, provides and directs appropriate interventions that will mitigate those risk factors, which ultimately assists the juvenile to remain crime free. Concurrently, the Juvenile Community Corrections Officers (JCCOs) will divert youth from the correctional system, supervise those on probation or aftercare status, and manage those youth detained or incarcerated to protect public safety. Juvenile Community Corrections is also responsible for the administration of the Interstate Compact for Juveniles.

#### **ORGANIZATION:**

Three 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 region. JCCOs accept referrals from law enforcement officers and supervise and case manage juvenile offenders in the community. Regional Correctional Managers provide case management consultation and direct supervision to JCCOs and assist them to find appropriate resources for juveniles on their caseloads. Contract Managers, through the Division of Quality Assurance, ensure that all contracted services are provided in a manner consistent with the assessed needs of juvenile offenders. Outcome performance measures are incorporated into all contracts to ensure program effectiveness. Support staff assists 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 JCCOs, 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

## DEPARTMENT OF CORRECTIONS

lieu of going to court. Using an evidence-based risk management and risk focused intervention approach, the JCCO's supervise and case manage youth placed on probation or on aftercare from one of the juvenile facilities. JCCOs also serve as the primary case managers for juveniles committed or detained at juvenile correctional facilities.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

JUVENILE COMMUNITY CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,751,402	3,751,402				
HEALTH BENEFITS	1,410,942	1,410,942				
RETIREMENTS	1,271,503	1,271,503				
OTHER FRINGE BENEFITS	80,259	80,259				
COMPUTER SERVICES	9,232	9,232				
CONTRACTUAL SERVICES	1,433,678	817,046			616,632	
RENTS	384,921	384,921				
COMMODITIES	123,475	123,475				
GRANTS, SUBSIDIES, PENSIONS	2,543,455	2,543,455				
TRANSFER TO OTHER FUNDS	6,185				6,185	
<b>TOTAL EXPENDITURES</b>	<b>11,015,052</b>	<b>10,392,235</b>			<b>622,817</b>	

## LONG CREEK YOUTH DEVELOPMENT CENTER

**CAROLINE RAYMOND, SUPERINTENDENT**  
**DR. JOSEPH FITZPATRICK, COMMISSIONER**

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

*Mail Address* 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106 *FAX* (207) 822-2775

*Established* 1853 *Telephone* (207) 822-2600

*Reference* Policy Area 06 Umbrella 03 Unit 204 *Citation* T0034A *M.R.S.A., Sect.* 000003801

*Average Counts-All Positions* 174.777 *Legislative Count* 172.00

### 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 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. On July 1, 2001 the Maine Youth Center changed its name to Long Creek Youth Development Center.

## DEPARTMENT OF CORRECTIONS

### PROGRAM:

Long Creek Youth Development Center functions as the primary correctional facility for juveniles in Maine. The purpose of the center is to provide for the detention and rehabilitation of juvenile offenders. Long Creek provides a variety of programs that address the risk factors associated directly with recidivism. Youth are provided with education, treatment, and other services that teach skills and competencies, strengthen pro-social behaviors and require accountability to victims and communities.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LONG CREEK YOUTH DEVELOPMENT CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,541,887	8,506,651			35,236	
HEALTH BENEFITS	2,917,898	2,913,336			4,562	
RETIREMENTS	2,743,066	2,733,536			9,530	
OTHER FRINGE BENEFITS	177,736	177,065			671	
COMPUTER SERVICES	13,116	13,116				
CONTRACTUAL SERVICES	901,303	743,422	709		157,172	
RENTS	57,746	57,746				
COMMODITIES	738,478	672,195	1,783		64,500	
TRANSFER TO OTHER FUNDS	3,235		29		3,206	
<b>TOTAL EXPENDITURES</b>	<b>16,094,465</b>	<b>15,817,067</b>	<b>2,521</b>		<b>274,877</b>	

## MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER

**JEFF MORIN, SUPERINTENDENT**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 1182 DOVER RD, CHARLESTON, ME 04422

*Mail Address* 1182 DOVER RD, CHARLESTON, ME 04422

*Established* 1991

*Reference Policy Area* 06 *Umbrella* 03 *Unit* 225 *Citation* T0034A *M.R.S.A., Sect.* 000004101

*Average Counts-All Positions* 117.000

*FAX* (207) 285-0825

*Telephone* (207) 285-0880

*Legislative Count* 117.00

### PURPOSE:

The Mission of facility is to protect the public by providing a safe and secure environment for our staff and prisoners. A dedicated team of professionals provide treatment programs and model behavior to promote rehabilitation and reintegration back to families and communities. We offer education, vocational and real-world work opportunities, along with graduated furloughs to promote successful re-entry; thereby promoting public safety.

### ORGANIZATION:

The original Northern Maine Juvenile Detention Facility opened in 1998, was constructed with 40 beds for detained juvenile offenders on the grounds of the Charleston Correctional Facility. This facility alleviated the northern and central county jails of holding juvenile offenders in adult county jails and/or transporting them to Southern Maine.

In February 2002, in order to meet the demands of the rising rates of juvenile incarceration, the Maine Department of Corrections Juvenile Services expanded its services by building and reorganizing two new facilities; The Mountain View Youth Development Center in Charleston, and the Long Creek Youth Development Center built in So. Portland. Mountain View's facility capacity expanded to beds to provide services for long-term commitments, alongside the detention beds. Committed juveniles were afforded the opportunity to continue their education through a unique alternative school that provided special education services, vocational programs in culinary, carpentry and small engine repairs. Professional staff offered therapeutic treatment, psychological and cognitive behavior therapies, along with religious, recreational and substance abuse services and 24 hour medical services.

In April 2014, while still serving a reduced juvenile population in one unit of

## DEPARTMENT OF CORRECTIONS

the facility, services were expanded to open a new program for committed Young Adult Male Offenders ages 18-25 that could greatly benefit from the continued educational, therapeutic and substance abuse services that facility staff were already providing to juveniles.

Mountain View Youth Development Center and Charleston Correctional Facility were combined into one facility in 2017 and renamed to Mountain View Correctional Facility. The former Charleston Correctional Facility is now the Minimum Custody Unit and the former Mountain View Youth Development Center is now the Medium Custody Unit. Mountain View Correctional Facility now provides a total of 374 Adult beds and 20 Juvenile beds. The Juvenile beds are used for Detention juveniles awaiting a court date or who are serving a brief detention sentence.

### PROGRAM:

We are dedicated to helping each prisoner develop the skills and judgment that will allow them to be successful and make a positive contribution to society. Programs and services offered promote each prisoner's growth toward mature thinking, decision making, realistic understandings of themselves and others, and the knowledge and competence to deal well with problems and challenges encountered in daily life.

A comprehensive treatment program is provided in a structured, safe and supportive environment. Objectives of the treatment program include: assisting prisoners to accept responsibility for behavior, helping prisoners develop pro-social skills, increase prisoner's self-awareness of the consequences of poor decisions, enhance ability to empathize with victims, enabling prisoners to employ more adaptive thinking patterns and utilize effective problem solving strategies. The overall program goal is to focus on a treatment and educational foundation that will support you with future life goals as well as increase the likelihood that you use these skills in your personal life, both within and outside the facility.

Programs include: substance abuse treatment, sexual behavior treatment, assisted living for those with physical and medical needs, and young adult offender program providing treatment specific to youthful offenders.

Additional programs include: Thing for a Change for improving social development, family violence education prevention, Inside Out Dads for incarcerated fathers, high school equivalency tests, WorkReady for workplace skills development, wood harvesting, culinary arts, computer literacy, building trades and small engine repair.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	5,573,723	5,573,723				
HEALTH BENEFITS	2,070,278	2,070,278				
RETIREMENTS	1,864,940	1,864,940				
OTHER FRINGE BENEFITS	115,683	115,683				
COMPUTER SERVICES	12,662	12,662				
CONTRACTUAL SERVICES	532,712	532,712				
RENTS	88,091	88,091				
COMMODITIES	744,146	744,064	82			
TRANSFER TO OTHER FUNDS	1		1			
<b>TOTAL EXPENDITURES</b>	<b>11,002,236</b>	<b>11,002,153</b>	<b>83</b>			

DEPARTMENT OF CORRECTIONS

STATE PAROLE BOARD

DR. JOSEPH FITZPATRICK, COMMISSIONER  
RYAN THORNELL, ASSOCIATE COMMISSIONER

Central Office 25 TYSON DRIVE, AMHI COMPLEX,, 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 06 Umbrella 03 Unit 208 Citation T0034A M.R.S.A., Sect. 000005201

**PURPOSE:**

The State Parole Board was established to evaluate and adjudicate applications for parole as well as to provide oversight and management of offenders already admitted to parole. The two primary responsibilities of the Board are to determine the eligibility for access to parole or to sanction parolees when warranted due to rule violations. 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's 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 re-designated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In 1976 the State of Maine abolished Parole though the Board continues to serve in a limited capacity providing services to offenders placed on parole prior to its 1976 abolition.

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 offenders who were sentenced prior to May 1976 (the abolition date for parole in Maine) to determine if or when inmates should be released on parole. If parolees have been accused of violating the terms of their parole the Board sits as an adjudicatory body to determine if a violation has occurred and if they find that a violation has in fact occurred they impose sanctions as they see fit.

**PUBLICATIONS:**

Parole Board Rules and Policy - Free

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	600	600				
CONTRACTUAL SERVICES	794	794				
COMMODITIES	2,033	2,033				
TOTAL EXPENDITURES	3,427	3,427				

DEPARTMENT OF CORRECTIONS

**STATE PRISON**

**RANDALL LIBERTY, WARDEN**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

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

*Mail Address* 807 CUSHING ROAD, WARREN, ME 04864-4600

*Established* 1823

*Reference Policy Area* 06 *Umbrella* 03 *Unit* 206 *Citation* T0034A

*Average Counts-All Positions* 310.000

*FAX* (207) 273-5320

*Telephone* (207) 273-5310

*M.R.S.A., Sect.* 00003201-A

*Legislative Count* 310.00

**PURPOSE:**

The Maine State Prison (MSP) 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.

**ORGANIZATION:**

The State Prison at Thomaston was opened officially in July of 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term one year or longer. 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. The prison was plagued by fires in 1837, 1841, 1851, 1873 and 1923. Renovations and additions took place throughout the years and in 1992 high risk prisoners were transferred from Thomaston to a new maximum security facility in Warren known as Maine Correctional Institution (MCI). It was built to house male prisoners who posed the highest risk to the public, safety of staff, other prisoners, and the security and orderly management of the Department's facilities. An increasing population and an antiquated prison resulted in the construction of a new facility in Warren, adjoined to MCI. On February 13, 2002, prisoners were transferred to the new prison and the former Thomaston facility was demolished in June 2002. Only a section of the wall remains at the site beside the prison cemetery.

The new facility was built to house 916 prisoners. Capacity is being increased to approximately 1016 by adding additional beds to existing cells in most housing pods. The new Warren facility also houses a 7 bed infirmary for the adult population. In 2008, the first female prisoner from Maine Correctional Center was transferred to receive infirmary level medical care.

The prison is organized under the philosophy of unit management and direct supervision. It was designed to separate prisoners into three separate housing units: Special Management, Close and Medium units each with their own housing pods. The units operate semi-autonomously under the authority and guidance of the Warden. Staff are trained in the concepts of unit management which improves control and relationships by dividing a large population into smaller, more manageable groups.

**PROGRAM:**

A 32 bed Intensive Mental Health Unit operates in the Special Management Unit. Mental Health Services assure assessment and treatment planning for all prisoners with major mental illnesses or behavioral disorders. Treatment may include medication management, supportive counseling, cognitive-behavioral psychotherapy, group therapy, and discharge planning. Mental Health Workers collaborate with security and medical personnel, as well as community agencies to provide consistency and continuity of patient-prisoner care and treatment. Substance abuse services are provided by licensed alcohol and drug counselors. Services include Differential Substance Abuse Treatment (DSAT), education programs and Alcoholics Anonymous. Case management services are provided to all prisoners. Staff develop an Individual Case Plan and monitor compliance. They also act as advocates and serve on their respective multi-disciplinary Unit Management Teams. For prisoners nearing release, the workers focus on community resources and re-entry programs. They frequently play a role in defusing potentially disruptive situations and provide a more stable environment.

## DEPARTMENT OF CORRECTIONS

Educational programs at the prison include literacy and remedial reading with individual instruction. High School Equivalency Test (HSET) diplomas are offered through prison teachers and a "live" college program through a grant. Interactive video college courses are also available through the University of Maine at Augusta Thomaston Center. Typing, computer science, music, literature, writing, art, horticulture, composting, recycling, Long Distance Dad's, Thinking for a Change, self-reflective challenge programs, along with languages provide additional choices. Religious services are provided by ordained clergy who support a varied faith group base. In addition, recreational programs available to all prisoners include basketball, softball, soccer, pool and physical fitness.

Industrial programs offer a variety of paying jobs which include wood working, upholstery, plate shop, machine shop and a prison showroom. These programs are designed to establish meaningful work programs for prisoners and to help reduce the financial burden of correctional programming to the general public.

### LICENSES:

Accredited by the American Correctional Association.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PRISON	TOTAL FOR ALL GENERAL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	14,897,887	14,897,887				
HEALTH BENEFITS	5,088,968	5,088,968				
RETIREMENTS	5,050,018	5,050,018				
OTHER FRINGE BENEFITS	304,179	304,179				
COMPUTER SERVICES	40,437	40,437				
CONTRACTUAL SERVICES	2,279,085	2,273,952	5,133			
RENTS	134,601	134,601				
COMMODITIES	2,267,975	2,267,886	89			
TRANSFER TO OTHER FUNDS	35		35			
<b>TOTAL EXPENDITURES</b>	<b>30,063,185</b>	<b>30,057,928</b>	<b>5,257</b>			

## DIVISION OF PROBATION AND PAROLE

**RYAN THORNELL, ASSOCIATE COMMISSIONER**  
**DR. JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 25 TYSON DRIVE, 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* 06 *Umbrella* 03 *Unit* 237 *Citation* T0034A *M.R.S.A., Sect.* 000005401

*Average Counts-All Positions* 114.500 *Legislative Count* 114.50

### PURPOSE:

The Division of Adult Community Services (formerly the Division of Adult Community Corrections though more commonly referred to as Probation and Parole) was established to provide community based supervision and related services to convicted offenders sentenced to probation or parole. The division's primary role is to motivate a change in the probationer's behavior in order to lessen the likelihood of the probationer to re-offend. The enhancement of public safety is achieved through the reduction of victimization. Over the years the role of the probation officer has changed dramatically. Thus, while monitoring and supervision are still important activities performed by probation officers, they are also actively involved in risk and needs assessments, interventions, case management, treatment and program referrals, etc. Traditional duties such as pardons and commutation investigations for the Governor's office, pre-sentence investigations for the courts, post-sentence, pre-parole, furloughs and other investigations for the state's correctional institutions remain part of their assignment.

In addition, activities such as sex offender registration, restitution/fine

## DEPARTMENT OF CORRECTIONS

collection, DNA and substance abuse testing, data collection, community notification and supervision of adult probationers under the interstate compact are also some of the newer duties that have been assumed by probation officers as new laws and court cases impact their duties and responsibilities. The demands on probation officers continue to escalate and therefore the need for ongoing training has never been greater in the history of this division.

### **ORGANIZATION:**

When the Division of Probation and Parole was created in 1967 it included adult and juvenile offenders. In 1976 Parole was abolished in the State of Maine and the only available post-release supervision was probation ordered by the Courts (that said, the State of Maine still maintains a parole supervision function for offenders sentenced to parole before 1976 and more importantly for all offenders on parole who come to Maine through the Interstate Compact for Adult Offender Supervision). In 1984 the juvenile intake function was developed and incorporated as part of the division's mission. In 1986 an Intensive Supervision statute was passed and in 1991 the Supervised Community Confinement Program was created through a legislative initiative. Both these programs were directed at providing responsible alternatives to incarceration.

In 1996 the division was reorganized and all adult services were consolidated into the newly formed Division of Adult Community Corrections headed by a newly authorized Associate Commissioner. At the same time juvenile services were similarly reorganized. Adult Community Corrections consisted of 4 regional offices, 20 sub offices and numerous reporting sites. Each regional office was administered by a Regional Correctional Administrator (RCA), and an Assistant RCA. The Assistant RCA positions were upgraded to Regional Correctional Managers in 2010. In early 2011, the division implemented a Coaching, Mentoring and Supervision model that provided more direct field supervision for the Probation Officers. Regional Managers provide direct and immediate feedback on performance, decision making and case management. This is critical to the full implementation of evidence based practices in the department. In order to maximize resources and improve continuity of practice, the division was reduced to three (3) regions each consisting of one (1) Regional Correctional Administrator, two (2) Regional Correctional Managers and approximately twenty five (25) Probation Officers. The majority of Probation Officers are assigned to a general caseload made up of offenders who have committed a wide variety of felony level offenses. A few Officers are selected to supervise a specialized caseload which consists solely of sex offenders, domestic violence offenders or severe substance abusers who are assigned to Drug Court. These Probation Officers receive specialized training in their area of expertise. In 2012, Twelve (12) Probation Officer Assistants positions were created in an effort to reduce the administrative tasks that Probation Officers were responsible for, leaving them more time to work directly with their clients on risk reduction. Each region has four (4) Probation Officer Assistants who are responsible for court intake, drug testing and supervision of administrative and low risk clients.

### **PROGRAM:**

The Division of Adult Community Services is dedicated to balancing the needs of public safety, victim and community restoration, offender accountability and using effective approaches to reduce re-offending and enhance effective reintegration into communities. Under community supervision, offenders receive services that include: increased personal contact with Probation Officers and dialogue that encourages and supports behavior change; monitoring of special court ordered conditions of probation through surveillance; referrals to services that are based on the assessed risk of re-offending; and treatment intervention that target specific identified needs.

### **LICENSES:**

As of October 9, 2013, legislation took effect that required all Probation Officers be certified law enforcement officers by the Maine Criminal Justice Academy.

### **PUBLICATIONS:**

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

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PROBATION AND PAROLE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,459,032	5,433,343			25,689	
HEALTH BENEFITS	2,103,740	2,096,169			7,571	
RETIREMENTS	1,847,869	1,839,252			8,617	
OTHER FRINGE BENEFITS	110,974	110,434			540	
COMPUTER SERVICES	9,082	3,154			5,928	
CONTRACTUAL SERVICES	390,592	214,122	11,938		164,532	
RENTS	919,335	919,335				
COMMODITIES	184,708	177,866	2,930		3,912	
TRANSFER TO OTHER FUNDS	2,323		149		2,174	
<b>TOTAL EXPENDITURES</b>	<b>11,027,655</b>	<b>10,793,675</b>	<b>15,017</b>		<b>218,963</b>	

## SOUTHERN MAINE WOMEN'S REENTRY CENTER

### AMANDA WOOLFORD, DIRECTOR WOMEN'S SERVICES

### DR. JOSEPH FITZPATRICK, COMMISSIONER

*Central Office* 17 MALLISON FALLS ROAD, WINDHAM, ME 04062  
*Mail Address* 17 MALLISON FALLS ROAD, WINDHAM, ME 04062 *FAX* (207) 893-7157  
*Established* 2013 *Telephone* (207) 893-7132  
*Reference Policy Area* 06 *Umbrella* 03 *Unit* 679 *Citation* PL2013 *M.R.S.A., Sect.* CH 368

#### **PURPOSE:**

The mission of the Southern Maine Re-Entry Center (SMRC) is to provide women with three years or less left of their sentence with the opportunities and support they need to reintegrate back into the community successfully. We recognize that women offenders have unique pathways to their crimes and because of that we assess and provide programs with a gender responsive and trauma informed approach.

The Southern Maine Re-Entry Center focuses on educational and vocational opportunities and growth, while encouraging the reunification and development of family and natural supports.

#### **ORGANIZATION:**

The Southern Maine Women's Re -Entry Center provides minimum, community, secure facility housing for prisoners cleared for community work release and work crews. The facility is located in Windham and is supervised through Adult Community Corrections. SMWRC currently has a rated capacity of 96 and, currently houses 96 residents. SMWRC provides structure, supervision and security to prisoners during the transition from incarceration to release. Residents participate in community re-entry programs (work release, education release, public service release, family reunification), and unitize community services (counseling, substance abuse treatment, Alcoholics Anonymous, educational, and social services), while presenting a minimum risk to the public's safety and property. SMWRC uses a variety of gender responsive approaches to achieve their goals.

Education is offered in Hi-Set preparation and testing, adult basic education and the opportunity to attend college classes at the local community college if community status eligible. The following programs are offered at the facility; Moving On, Mapping Your Re-entry, Equine Therapy, Anger Management, Healthy Relationships, Alcoholics Anonymous/Narcotics Anonymous, Read to Me Mommy, Active Parenting Class, Houses of Healing, Moving On, Turning Points, Beyond Trauma and Beyond Anger and violence. Substance abuse services include: Relapse Prevention Plan, Seeking Safety, Co-Dependency No More, Living in Balance and criminal additive thinking.

#### **PROGRAM:**

##### **CULINARY ARTS PROGRAM**

This program works step by step with the residents to go over the fundamentals of kitchen safety, proper handling and storage of knives, portion sizes, food

## DEPARTMENT OF CORRECTIONS

presentation, food guide pyramid, menu planning, balancing of ingredients and meals on a budget.

Catering activities range from meetings to weddings. The residents participating in the culinary arts program go over every aspect of a typical catering job. This starts from table linens to plating food. Residents learn how to set up a buffet and break it down. Residents also learn self-preparation, grooming and presenting in a professional manner.

Prisoners participating in this program are also educated in the Serv-Safe program and go through a certification process.

### WORK READY PROGRAM

Work Ready is a workforce training program developed by the Maine Department of Education Adult Education (DOE) team and local workforce investment boards. Trainings are designed to prepare participants for the attitudinal and disciplinary rigors of employment and to provide a highly structured simulated work environment that encourages the behavior required for workplace success.

In this 60-hour training program, participants take ownership of their decisions and develop concrete skills necessary to get a job, such as resume writing and interviewing. Before leaving, participants learn the basic qualities that constitute a good employee: reliability, punctuality, a strong work ethic and a positive demeanor.

Work Ready is based on seven standards, which cover personal motivations and challenges, plans for employment, working with others, effective communication, the principles of getting a job, employee rights and work-related safety information.

SMRC works closely with the Maine Department of Labor Career Center to place residents into high growth/high demand careers where employers are in need of good employees. Residents will be able to keep these jobs after their release.

Work Ready programs, in partnership with local businesses, provide participants with real-time feedback through mock interviews and other workshops with human resource professionals. Successful participants will receive a credential issued by the Maine DOE and recognized by employers throughout the state.

Residents who complete the Work Ready Program and begin working in the community are required to contribute to their living expenses, program family support, pay victims restitution, pay fines and save money to utilize upon their release.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SOUTHERN MAINE WOMEN'S REENTRY CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	272,086	272,086				
HEALTH BENEFITS	100,420	100,420				
RETIREMENTS	92,710	92,710				
OTHER FRINGE BENEFITS	5,539	5,539				
COMPUTER SERVICES	2,672	2,672				
CONTRACTUAL SERVICES	126,337	126,337				
RENTS	85,048	85,048				
COMMODITIES	106,467	106,467				
<b>TOTAL EXPENDITURES</b>	<b>791,279</b>	<b>791,279</b>				

## OFFICE OF VICTIM SERVICES

**TESSA MOSHER, CHIEF VICTIM SERVICES ADV**  
**DR. JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111

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

*Established* 2001 *Telephone* (207) 287-4385

*Reference* Policy Area 06 Umbrella 03 Unit 615 *Citation* T0034A *M.R.S.A., Sect.* 000001214

*Average Counts-All Positions* 4.000 *Legislative Count* 4.00

## DEPARTMENT OF CORRECTIONS

### PURPOSE:

The Office of Victim Services (M.R.S.A. 34-A Section 1214) advocates for compliance by the department, any correctional facility, any detention facility, community corrections or contract agency with all laws, administrative rules and other policies relating to the rights and dignity of victims. The Office of Victim Services provides services to victims whose offenders are in the custody of or under supervision by the Department of Corrections.

### ORGANIZATION:

The Office of Victim Services advocates for compliance by the department, any correctional facility, any detention facility, community corrections or contract agency with all laws, administrative rules and other policies relating to the rights and dignity of victims. The Office of Victim Services provides services to victims whose offenders are in the custody of or under supervision by the Department of Corrections.

### PROGRAM:

The Office of Victim Services strives to ensure that victims who request notification are notified of the prisoner's release, victims receive the restitution to which they are entitled, and victims are free from harassment by offenders in the custody of or under the supervision of the department.

The Office of Victim Services provides a toll free number for victims to receive information regarding an offender's status. The Office of Victim Services encourages the participation of crime victims on the Department of Corrections Victim Advisory Group and Impact of Crime Panels. The Office of Victim Services offers assistance with victim impact statements, and promotes the inclusion of victim impact statements into decisions regarding prisoner release. The Office of Victim Services offers safety planning meetings to victims of sex offenders and other high risk offenders prior to the offender's release from incarceration.

The Office of Victim Services certifies and monitors Batterer Intervention Programs throughout the state. The Office of Victim Services provides training and technical assistance as requested throughout the state. The Office of Victim Services provides referrals to appropriate community based service providers.

### PUBLICATIONS:

After the Sentencing: A Handbook for Victims about Offenders Time in Prison  
Victim Friendly Guide to Maine Court Ordered Restitution  
Victim Services at the Department of Corrections (pamphlet)  
Supervised Community Confinement (pamphlet)  
Community Notification of Sex Offenders (pamphlet)  
Daycare Notification of Juvenile Sex Offenders (pamphlet)  
Sex Offender: Registration and Community Notification (pamphlet)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF VICTIM SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	156,150	156,150				
HEALTH BENEFITS	62,646	62,646				
RETIREMENTS	38,345	38,345				
OTHER FRINGE BENEFITS	3,292	3,292				
CONTRACTUAL SERVICES	7,910	7,910				
RENTS	1,124	1,124				
COMMODITIES	2,573	2,573				
<b>TOTAL EXPENDITURES</b>	<b>272,040</b>	<b>272,040</b>				

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

**BG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL**  
**BG SCOTT A. YOUNG, DEPUTY COMMISSIONER**

*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) 430-6000

*Reference Policy Area* 06 *Umbrella* 15 *Unit* 210 *Citation* T0037B *M.R.S.A., Sect.* 000000001  
*Average Counts-All Positions* 199.000 *Legislative Count* 199.00

*Units:*

*ADMINISTRATIVE SERVICES DIVISION*  
*MAINE EMERGENCY MANAGEMENT AGENCY*

*MILITARY BUREAU*  
*BUREAU OF MAINE VETERANS' SERVICES*

**PURPOSE:**

The Department of Defense, Veterans and Emergency Management is responsible for all military, veterans and emergency management related operations within the State of Maine. Our Soldiers and Airmen are also readily available to respond to the Governor during emergencies or disasters in Maine. The Bureau of Maine Veterans' Services provides numerous support services to Maine's 120,000 veterans and manages Maine's Veterans' Memorial Cemeteries. The Maine Emergency Management Agency is charged with all disaster mitigation, preparedness, response, recovery and Homeland Security operations within the State of Maine.

**ORGANIZATION:**

The Department of Defense, Veterans and Emergency Management was created by the Legislature 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 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. Subsequently the Department was redesignated as the Department of Defense and Veterans Services.

During the 113th Legislature 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. 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, re-designated the Division of Veterans' Services as the Bureau of Maine Veterans Services and designated its leader as the Bureau Director. In October 2001, the Department was assigned responsibility for coordinating the homeland security activities of the State, to include interface in such matters with federal, county, and local government. The Commissioner was assigned the additional duty of directing these activities. In 2007, the position of Maine Emergency Management Agency Director was changed to become a gubernatorial appointment, recommended by the Commissioner, and subject to confirmation by the State Senate. The Adjutant General was also designated as the Governor's Homeland Security Advisor (HSA) at this time.

**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

# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

significant events and accomplishments of the Department during the previous two years.

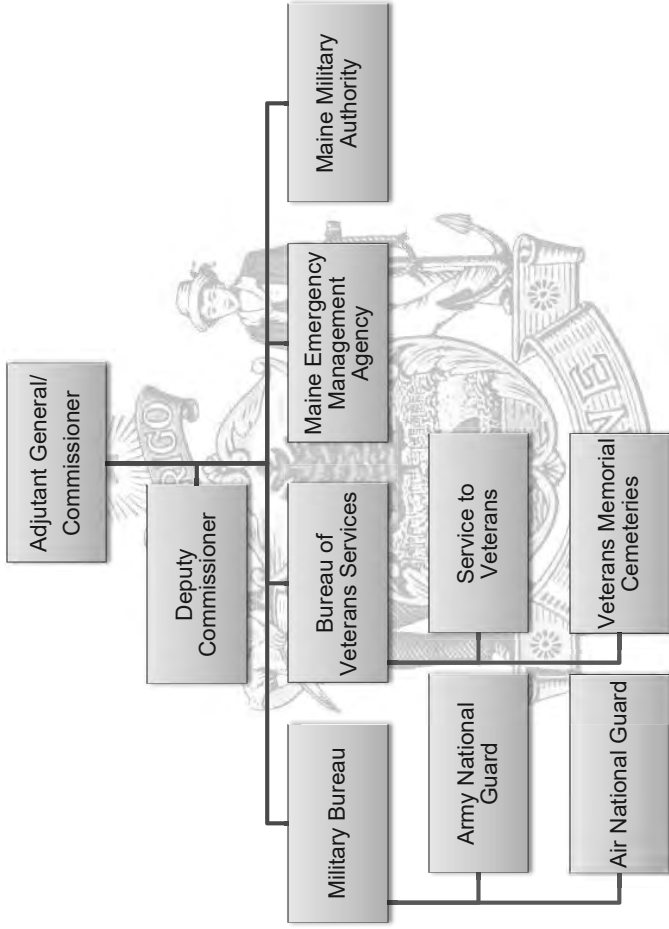
**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## DEPARTMENT SUMMARY

	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,866,585	2,638,894	262,510		6,335,850	2,629,331
HEALTH BENEFITS	4,117,173	983,978	78,727		2,109,043	945,425
RETIREMENTS	2,662,096	519,976	53,283		1,481,185	607,652
OTHER FRINGE BENEFITS	309,408	76,784	7,711		167,807	57,106
COMPUTER SERVICES	547,888	218,331	17,829		281,310	30,418
CONTRACTUAL SERVICES	13,812,884	2,237,694	63,276		7,982,292	3,529,622
RENTS	565,203	113,164	1,831		314,936	135,272
COMMODITIES	2,150,693	538,123	24,977		1,381,388	206,205
GRANTS, SUBSIDIES, PENSIONS	7,079,348	645,232	841,311		5,537,822	54,983
PURCHASE OF LAND	1,387,451				529	1,386,922
BUILDING IMPROVEMENTS	15,097,458				15,097,458	
EQUIPMENT	178,985	6,175			172,810	
TRANSFER TO OTHER FUNDS	3,315,798		131,865		37,569	3,146,364
<b>TOTAL EXPENDITURES</b>	<b>63,090,970</b>	<b>7,978,351</b>	<b>1,483,320</b>		<b>40,899,999</b>	<b>12,729,300</b>



# DVEM Organizational Chart



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**ADMINISTRATIVE SERVICES DIVISION**

**BG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL**

**BG SCOTT A. YOUNG, DEPUTY COMMISSIONER**

*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) 430-6000

*Reference Policy Area* 06 *Umbrella* 15 *Unit* 210A *Citation* T0037B *M.R.S.A., Sect.* 000000003

*Average Counts-All Positions* 2.000

*Legislative Count* 2.00

**PURPOSE:**

The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department of Defense, Veterans and Emergency Management various major programs and activities.

**ORGANIZATION:**

The Administrative Services Division originated from a nucleus of the Adjutant General's Department in 1973 as a result of the reorganization and consolidation of State Agencies. Part of this action included the Bureaus of Veterans Services and Civil Defense.

**PROGRAM:**

Bureau/Agency Directors and Program Managers assist the Commissioner in the various daily operations of the department including the following tasks: developing biennial budget requests, annual work programs, and preparing financial and budget orders; initiating purchase requisitions/orders when appropriate; processing invoice and contract payments; participating in workers' compensation activities; billing for federal service contracts, and other funds due the State; maintaining revenue/expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records; processing personnel actions, including labor related activities; maintaining Bureau/Agency personnel and time records; providing training and orientation sessions for supervisory personnel and new employees; conducting internal audit reviews and providing other administrative services as required.

Additionally, staff members offer a centrally coordinated information base to Program Managers to assist them in their daily operational decision-making process thereby enhancing management effectiveness through a much higher degree of control by those delegated that responsibility.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	234,865	234,865				
HEALTH BENEFITS	7,433	7,433				
OTHER FRINGE BENEFITS	17,874	17,874				
COMPUTER SERVICES	3,612	3,612				
CONTRACTUAL SERVICES	42,052	42,052				
RENTS	15,000	15,000				
COMMODITIES	183	183				
<b>TOTAL EXPENDITURES</b>	<b>321,019</b>	<b>321,019</b>				

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**MAINE EMERGENCY MANAGEMENT AGENCY**

**PETER ROGERS, ACTING DIRECTOR**

**BG DOUGLAS A. FARHNHAM, COMMISSIONER/ADJ GENERAL**

*WATS (800) 452-8735*

*Central Office 45 COMMERCE CENTER, AUGUSTA, ME 04333*

*Mail Address 72 STATE HOUSE STATION, AUGUSTA, ME 04333-0072 FAX (207) 287-3180*

*Established 1949*

*Telephone (800) 452-8735*

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

*Average Counts-All Positions 29.000*

*Legislative Count 29.00*

**PURPOSE:**

The Maine Emergency Management Agency (MEMA) statutory mission is to lessen the effects of disaster on the lives and property of the people of the State of Maine through leadership, coordination, and support, in the four phases of emergency management: mitigation, preparedness, response and recovery. The 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. Since 2001, the Agency has been the focal point for the implementation of programs regarding Homeland Security, integrating these programs into its all-hazard mission. In 2005, statutory language was added to make MEMA the coordinating agency within state government for homeland security operational preparedness, response, recovery and mitigation. Cybersecurity became a focus for the Agency several years ago working with the Office of Information Technology (OIT), the Maine State Police, Maine National Guard, and other partners to develop plans and procedures for managing cyber related incidents.

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 preparedness, response and 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 State and 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, re-titled the Maine Civil Defense Act, caused the agency to be re-designated as the Bureau of Civil Defense within the Department of Military. In 1974, the Department of Military was re-designated as the Department of Defense and Veterans Services and the bureau name changed to the Bureau of Civil Emergency Preparedness. Public Law 1987, chapter 370, signed by the Governor on June 19, 1987, re-designated 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 International Emergency Assistance Compact was enacted in 1999, to provide mutual aid among northeast states and eastern Canadian provinces. The Governor, through Executive Order, created the State Emergency Response Commission in April of 1987 to coordinate 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 Agency also coordinates the State Homeland Security Advisory Council (HSAC) under the chairmanship of The Adjutant General, who is also the Governor's Homeland Security Advisor (HSA). The HSAC brings together law enforcement,

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

public health, and other safety and security officials from State departments as well as Federal offices operating in Maine, to share information and brief on emerging Homeland Security issues.

The Agency coordinates state government operations with county and local governments for emergencies resulting from natural disaster, technological hazards or national security incidents. During an emergency, the Agency's effectiveness is dependent upon representatives from numerous state agencies staffing the State Emergency Operations Center. In addition, the Agency relies upon the county and local organizations throughout the state which are comprised of paid and volunteer personnel.

### PROGRAM:

The Federal Government has been granting money to the states for civil emergency preparedness (emergency management) for more than 40 years. The Emergency Management Performance Grant (EMPG) has been the primary source of funding for EMA programs at the State, County and Local levels since 1998. The Agency receives funding from FEMA for administration and administrative services. In addition, the Agency distributes EMPG funds to 16 counties to reimburse 50% of the daily operating costs of their emergency management agencies and also offers Local Capacity Grants to eligible local governments to support their emergency management programs. In addition to EMPG funding, the Agency also distributes the following grants; State Homeland Security Grants, and Operation Stonegarden grants for border protection. Agency activities are additionally supported by the USDOT Hazardous Materials Emergency Planning Grant and FEMA Dam Safety grant.

The Agency administers the Maine Dam Safety Program, which facilitates Emergency Action Planning with owners of all high and significant hazard dams in Maine, inspects State-regulated dams for both hazard and condition, and recommends action on inspection findings. The Program is funded by the State and FEMA grants. The principal grant is the National Dam Safety Program (NDSP) grant administered by FEMA.

### PUBLICATIONS:

Preparedness and Educational Brochures, including:  
General Home and Family preparedness, hurricane, cybersecurity and identity theft, earthquake and tsunami preparedness, If You See Something, Say Something campaign.

Web-based programmatic and educational information and materials, available at:

<http://www.maine.gov/mema>

<http://www.maineprepares.com>

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE EMERGENCY MANAGEMENT AGENCY	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,564,737	361,182	174,329		1,029,226	
HEALTH BENEFITS	563,450	133,398	57,539		372,513	
RETIREMENTS	371,926	82,635	41,650		247,641	
OTHER FRINGE BENEFITS	32,676	6,731	3,919		22,026	
COMPUTER SERVICES	288,796	36,471	17,357		234,968	
CONTRACTUAL SERVICES	325,244	67,844	31,672		225,728	
RENTS	176,027	2,977	1,831		171,219	
COMMODITIES	80,585	11,431	2,780		66,374	
GRANTS, SUBSIDIES, PENSIONS	6,311,767	645,232	128,713		5,537,822	
TRANSFER TO OTHER FUNDS	36,600		4,483		32,117	
<b>TOTAL EXPENDITURES</b>	<b>9,751,808</b>	<b>1,347,901</b>	<b>464,273</b>		<b>7,939,634</b>	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**MILITARY BUREAU**

**BG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL**  
**BG HUGH T. CORBETT, ASST. ADJ GENERAL-ARMY**

*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) 430-6000

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

*Average Counts-All Positions* 125.000

*Legislative Count* 125.00

**PURPOSE:**

The Military 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, designated National Guard personnel 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 37-B MRSA, Chapter 3, to be known as the Maine State Guard.

The Military Bureau was created in July 1972, under State Government reorganization legislation. It 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).

**ORGANIZATION:**

The Military Bureau's two components, the Army National Guard and the Air National Guard, both report to the Adjutant General. The Maine National Guard, as a professional military institution, performs a dual role. One role 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.

**PROGRAM:**

The Maine Army National Guard's authorized strength is 2,066 Soldiers. These Soldiers are trained in various skills, including building maintenance, carpentry, plumbing, electrical, heavy equipment operations, medical, aviation, military police, and combat arms. The 52nd Troop Command completed Engineer Innovative Readiness training in many local communities over the past year; trained with Canadian Forces at Canadian Forces Base Gagetown, New Brunswick. The 120 Regional Support Group focused their efforts on preparing for mobilization to Afghanistan and 35 members of the Headquarters are currently deployed. Subordinate units of the 120 Regional Support Group completed Annual Training Activities in various training sites in-state and out-of-state.

The Directorate of Facilities Engineering under the Military Bureau is responsible for operating, constructing, maintaining, and repairing over 200 Maine Army National Guard facilities to include Readiness Centers, Field Maintenance and Combined Maintenance Shops, Dining Halls, Billets, an Army Aviation Support Facility, Armed Forces Reserve Centers, Warehouses, and Storage and Administrative buildings statewide. Construction of a new Maine National Guard Joint Forces Headquarters in Augusta and the design for the new Northern Maine Readiness Center in Presque Isle continue, and both are scheduled to be

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completed in 2018. To date, the bond money approved by the Maine voters has supported over 38 armory upgrades at 19 locations. In addition to the construction projects, total of 3,700 acre parcels of land had been purchased for new training areas, providing opportunities for increased unit readiness for state and national missions.

The Maine National Guard continues to support its State Partnership Program with Montenegro, specifically in the areas of logistics, human resource management, North Atlantic Treaty Organization (NATO) environmental compliance, emergency management and cyber. Activities include events in both Montenegro and Maine, and more than 60 Soldiers and Airman directly participated in the program, its tenth year since its inception. Montenegro became a NATO member in June 2019.

The Maine Air National Guard's authorized strength is 1,154 Airmen who are combat ready to serve in Federal missions of Air Refueling, Combat Communications and Engineering Installations. The 101st Air Refueling Wing is composed of sixteen units including Groups, Squadrons and Flights and when called to active duty reports to the Air Mobility Command. The 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, Air National Guard and all NATO countries. The 243rd Engineering Installation Squadron (EIS) and the 265th Combat Communications Squadron (CBCS) train for mobility. The 243rd EIS and the 265th CBCS when called to active duty report to Air Force Space Command. Their high state of readiness enables them to deploy in support of the Department of Defense worldwide. The Maine Air Guard, in fiscal year 2016, deployed 222 personnel worldwide; maintained alert aircraft and crews 24 hours a day, 7 days a week; processed over 13.4 million gallons of jet fuel, flew 5,300 hours and received 1,157 transient aircraft. We also stand ready to protect the lives and property of the citizens of Maine and to preserve peace, order, and public safety under the orders of the Governor.

### PUBLICATIONS:

The MAINIAC  
The Bayonet  
Guard ME  
Family Program Chain of Concern

Unit Newsletters

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MILITARY BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,616,615	660,273	88,180		5,238,831	2,629,331
HEALTH BENEFITS	2,895,295	236,347	21,187		1,692,336	945,425
RETIREMENTS	1,977,407	139,961	11,633		1,218,161	607,652
OTHER FRINGE BENEFITS	220,834	15,622	3,792		144,314	57,106
COMPUTER SERVICES	108,234	41,402	472		35,942	30,418
CONTRACTUAL SERVICES	12,855,219	1,636,520	26,797		7,662,280	3,529,622
RENTS	321,380	42,391			143,717	135,272
COMMODITIES	1,928,174	396,901	22,197		1,302,871	206,205
GRANTS, SUBSIDIES, PENSIONS	544,120		489,137			54,983
PURCHASE OF LAND	1,386,922					1,386,922
BUILDING IMPROVEMENTS	15,042,837				15,042,837	
EQUIPMENT	125,871				125,871	
TRANSFER TO OTHER FUNDS	3,273,639		127,275			3,146,364
<b>TOTAL EXPENDITURES</b>	<b>49,296,547</b>	<b>3,169,417</b>	<b>790,670</b>		<b>32,607,160</b>	<b>12,729,300</b>

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**BUREAU OF MAINE VETERANS' SERVICES**

**ADRIA HORN, DIRECTOR**

**BG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL**

*Central Office* CAMP KEYES, AUGUSTA, ME 04333

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

*Established* 1947

*Telephone* (207) 430-6034

*Reference Policy Area* 06 *Umbrella* 15 *Unit* 215 *Citation* T0037B *M.R.S.A., Sect.* 000000501

*Average Counts-All Positions* 43.000

*Legislative Count* 43.00

**PURPOSE:**

The Maine Bureau of Veterans' Services provides support services to Maine's estimated 130,000 veterans and their dependents. These programs include, but are not limited to advocacy, veteran/constituent briefings, housing, medical and hospital care, educational aid and compensation, vocational rehabilitation, employment, nursing homes, and burials. The seven regional offices located throughout the State provide support to veterans statewide in addition to supplementing the US Department of Veterans' Affairs claims offices at Togus, the Vet Center in Lewiston, and the Bangor Community Based Outpatient Clinic. The Bureau's regional offices also provide support to bedridden veterans. The State Claims Office, located at Togus, administers the claims support, quality control, and appeals advocacy program. Veterans' Service Officers cover districts and travel to itinerant office sites at least four times a month to reach as many of Maine's veterans as possible with two Mobile/Traveling Veterans' Service Officers (VSOs).

The Central Office, located at Camp Keyes in Augusta, administers educational benefits provided to dependents of totally disabled veterans, maintains records of military service, provides park passes, processes applications for Gold Star license plates, and organizes outreach events. Under the Bureau of Veterans' Services is the Maine Veterans Memorial Cemetery System which provides for the burial and perpetual care of eligible veterans and their dependents. The Bureau administers the Honoring a Veteran from a Grateful State Program which provides recognition for the service and sacrifice of Maine's veterans.

The Director sits on the Board of Trustees for the Maine Veterans' Homes, the Executive Council of the Governing Body for the VA Maine Healthcare System (ECGB), the Statewide Homeless Council, the State Workforce Board Veterans Employment Committee (SWB VEC), and serves as the primary public advocate 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. The Bureau of Veterans' Services was created by Council Order in 1945 as The Division of Veterans' Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963. In the spring of 1970, the Maine Veterans' Memorial Cemetery became operational. Under reorganization legislation of 1972, the agency was placed within the new Department of Military, Civil Defense and Veterans' Services which, in 1974, was redesignated the Department of Defense and Veterans' Services.

**PROGRAM:**

**CLAIMS SERVICE.** The 7 regional offices represented 44,451 clients during the fiscal year 2017. These offices also filed 1,841 claims with the US Department of Veterans' Affairs. The Claims Office at Togus, acting as the veterans advocate, filed 1,341 new Powers of Attorney on the behalf of veterans and/or their dependents. Actions taken by the Bureau have resulted in 1,013 new awards or recoveries totaling \$25,089,150.94 by the US Department of Veterans Affairs. The Bureau also maintains the discharge records of Maine veterans who were discharged from service in the Armed Forces of the United States.

**VETERANS' DEPENDENTS EDUCATIONAL BENEFITS.** Dependents of permanent and totally disabled veterans may be eligible for free tuition at a state supported

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

institution. During the past year there were 278 students enrolled in the program at a value of \$1,655,355.57. Students attended 15 University of Maine system schools. The top 3 schools by amount of tuition waived were the University of Maine Orono, the University of Southern Maine, and the University of Maine Augusta.

**MAINE VETERANS' MEMORIAL CEMETERY SYSTEM.** The Maine Veterans Memorial Cemetery System serves veterans throughout Maine with 2 cemeteries in Augusta, one in Caribou, and one in Springvale. During the past year, 951 burials were conducted and a total of 25,480 persons have been buried in the cemetery system since its inception. 405 reservations for burial were made. At the end of the year there were 6,351 reservations for future burial on file. There were 613 Certificates of Eligibility issued with a total of 14,145 certificates on file.

**ACTIVITIES.** The Bureau increased its legislative headcount by receiving 4 new positions: Director of Communication, 2 Mobile Veterans Service Officers, and the Homeless Veteran Coordinator

The Outreach Specialist attended, organized, or delegated Bureau employee attendance at 252 outreach events for veterans, veteran organizations, and/or veteran stakeholder groups within the State of Maine.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MAINE VETERANS' SERVICES	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,450,367	1,382,574			67,793	
HEALTH BENEFITS	650,994	606,800			44,194	
RETIREMENTS	312,762	297,380			15,382	
OTHER FRINGE BENEFITS	38,024	36,557			1,467	
COMPUTER SERVICES	147,245	136,845			10,400	
CONTRACTUAL SERVICES	590,370	491,278	4,808		94,284	
RENTS	52,796	52,796				
COMMODITIES	141,750	129,607			12,143	
GRANTS, SUBSIDIES, PENSIONS	223,461		223,461			
PURCHASE OF LAND	529				529	
BUILDING IMPROVEMENTS	54,621				54,621	
EQUIPMENT	53,114	6,175			46,939	
TRANSFER TO OTHER FUNDS	5,558		107		5,451	
<b>TOTAL EXPENDITURES</b>	<b>3,721,591</b>	<b>3,140,012</b>	<b>228,376</b>		<b>353,203</b>	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**DEPARTMENT OF ECONOMIC AND COMMUNITY  
DEVELOPMENT**

**GEORGE GERVAIS, COMMISSIONER**

*Central Office* CROSS OFFICE BLDG, 3RD FLOOR, AUGUSTA, ME 04330

*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 Counts-All Positions* 33.000

*Legislative Count* 33.00

**Units:**

*OFFICE OF BUSINESS DEVELOPMENT*

*MAINE STATE FILM COMMISSION*

*MAINE STATE FILM OFFICE*

*OFFICE OF INNOVATION*

*MAINE SMALL BUSINESS AND ENTREPRENEURSHIP*

*COMMISSION*

*OFFICE OF TOURISM*

*OFFICE OF COMMUNITY DEVELOPMENT*

**PURPOSE:**

The Department of Economic and Community Development (DECD) is responsible for administering Maine's programs related to business growth, community development, tourism, and film promotion. These programs fall within four divisions: the Office of the Commissioner, the Office of Business Development and Innovation, the Office of Tourism and Film, and the Office of 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 the Commissioner 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 development and implementation of the State Economic Development Strategic Plan and several grant programs.

**ORGANIZATION:**

The department traces its roots back to the Maine Development Commission which was established in 1933. A 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. 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 and Community Development. In 2004, the Energy Resource and Conservation programs were transferred to the Public Utilities Commission as a part of their energy office. DECD underwent a reorganization in 2003 when the Office of Innovation was established to support research and development throughout the State. In 2006, the Legislature created the Office of Small Business and Entrepreneurship in realigning the small business programs in the Office of Business Development but this office was left vacant by budget cuts in 2008. In 2012, after the State Planning Office was abolished, DECD acquired the Code Enforcement Training and Certification Program and oversight of the State-owned landfill properties.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

### PROGRAM:

For more program information pertaining to Department of Economic & Community Development, please visit the departments' website at [www.maine.gov/dec](http://www.maine.gov/dec).

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,287,709	1,309,765	649,426		328,518	
HEALTH BENEFITS	576,680	312,361	177,958		86,361	
RETIREMENTS	535,362	315,537	137,537		82,288	
OTHER FRINGE BENEFITS	46,931	27,810	12,783		6,338	
COMPUTER SERVICES	113,152	84,447	28,705			
CONTRACTUAL SERVICES	22,071,156	7,358,530	11,882,839		4,787	2,825,000
RENTS	57,170	4,705	52,465			
COMMODITIES	39,440	24,829	14,611			
GRANTS, SUBSIDIES, PENSIONS	20,183,228	1,403,575	1,288,613		10,491,040	7,000,000
TRANSFER TO OTHER FUNDS	85,554		50,862		34,692	
<b>TOTAL EXPENDITURES</b>	<b>45,996,382</b>	<b>10,841,559</b>	<b>14,295,799</b>		<b>11,034,024</b>	<b>9,825,000</b>

### DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	599,840	536,967			62,873	
HEALTH BENEFITS	110,485	101,902			8,583	
RETIREMENTS	133,285	115,886			17,399	
OTHER FRINGE BENEFITS	13,093	11,786			1,307	
COMPUTER SERVICES	11,455	11,455				
CONTRACTUAL SERVICES	179,795	165,630	11,488		2,677	
RENTS	916	916				
COMMODITIES	18,687	18,583	104			
GRANTS, SUBSIDIES, PENSIONS	2,129,692	1,733,043	100,000		296,649	
TRANSFER TO OTHER FUNDS	3,535		392		3,143	
<b>TOTAL EXPENDITURES</b>	<b>3,200,783</b>	<b>2,696,168</b>	<b>111,984</b>		<b>392,631</b>	

## OFFICE OF BUSINESS DEVELOPMENT

### JOHN ENDICOTT, DIRECTOR

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

*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 Counts-All Positions* 8,000

*Legislative Count* 8,00

### PURPOSE:

The Office of Business Development's (OBD) mission is to foster business start-up, growth, expansion and retention, and to increase quality employment opportunities for Maine citizens. OBD works in partnership with the business community and a system of regional and local development agencies to provide resources, technical assistance and financial tools necessary to attract and encourage new investment, as well as create and retain quality jobs.

### ORGANIZATION:

The Office of Business Development includes two major functional areas: business assistance and business development. These areas also include the administration of Tax Incentives Programs, Business Answers and the Regulatory Red Tape Hotline.

### PROGRAM:

**TAX INCENTIVES PROGRAMS:** The Tax Incentives program oversees three major tax incentives: the Pine Tree Zone program (PTZ), which offers a variety of

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

incentives for new or expanding businesses to assist them in creating new, well-paying jobs; the Employment Tax Increment Financing program (ETIF), by which employers are reimbursed a percentage of qualified, net-new employee's state withholding taxes; and the Tax Incremental Financing program (TIF), which is driven by municipalities choosing to leverage new property taxes to drive economic growth, job creation and infrastructure improvements.

**BUSINESS ASSISTANCE:** The Business Answers Program responds to approximately 180 telephone and e-mail inquiries per month regarding doing business in Maine. This includes a One-Stop Business License Center and the online Business Licensing Assistant at [www.maine.gov/businessanswers](http://www.maine.gov/businessanswers).

The Maine Small Business and Entrepreneurship Commission funds and oversees the Maine Small Business Development Centers program.

**BUSINESS DEVELOPMENT:** This office facilitates business and job growth through business attraction, expansion and retention activity. Staff provides information directly to businesses on incentives programs, technical assistance and information on labor, wages, taxes, transportation, utilities and environmental regulations. Assistance is also provided for site location; financial opportunities through federal, state and local financing programs and training opportunities through federal and state training programs.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF BUSINESS DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	475,124	475,124				
HEALTH BENEFITS	128,778	128,778				
RETIREMENTS	123,459	123,459				
OTHER FRINGE BENEFITS	9,580	9,580				
COMPUTER SERVICES	50,847	50,847				
CONTRACTUAL SERVICES	510,329	510,329				
RENTS	2,143	2,143				
COMMODITIES	2,859	2,859				
GRANTS, SUBSIDIES, PENSIONS	251,250	251,250				
<b>TOTAL EXPENDITURES</b>	1,554,369	1,554,369				

## MAINE STATE FILM COMMISSION

**KAREN CARBERRY-WARHOLA, DIRECTOR**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

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

*Established* 1987 *Telephone* (207) 624-9828

*Reference* Policy Area 01 *Umbrella* 19 *Unit* 505 *Citation* T0005 *M.R.S.A., Sect.* 000013090H

### **PURPOSE:**

The Maine Film Commission consists of 11 member advisory board appointed by the Governor, which supports and advises the Maine Film Office through legislative and community liaison activities. The Film Commission is a volunteer organization.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**MAINE STATE FILM OFFICE**

**KAREN CARBERRY-WARHOLA, DIRECTOR**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

*Mail Address* 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 *FAX* (207) 624-5701

*Established* 1996

*Telephone* (207) 624-9828

*Reference Policy Area* 01 *Umbrella* 19 *Unit* 588 *Citation* T0005 *M.R.S.A., Sect.* 0000130901

**PURPOSE:**

The Maine Film Office was created by law to serve as the official liaison for the film and video production communities in the State of Maine. The Maine Film Office enhances our economy by facilitating and promoting film, television, photography and emerging media production in Maine.

**ORGANIZATION:**

The Maine Film Office is comprised of one Director position and is a division within the Office of Tourism at the Department of Economic and Community Development. An eleven member commission appointed by the Governor serves an advisory capacity to the Film Office.

**PROGRAM:**

To accomplish its objectives, the Film Office manages a number of projects and programs. The Film Office conducts primary marketing and public relations programs that market Maine as a media production location. The Film Office provides numerous resources for production professionals including the Maine Online Production Guide, an extensive website of location photographs, production information and links to Maine based production professionals and companies. The Film Office administers the Maine Attraction Film Incentive Program, financial incentives designed to attract out-of-state production and help in-state production companies. The Film Office helps productions find needed locations, Maine-based production professionals, equipment and accommodations. Projects working with the Maine Film Office provide Maine with more than \$10 million in economic impact each year.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**OFFICE OF INNOVATION**

**JOHN ENDICOTT, DIRECTOR**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

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

*Established* 2004

*Telephone* (207) 624-9804

*Reference Policy Area* 01 *Umbrella* 19 *Unit* 631 *Citation* T0005 *M.R.S.A., Sect.* 000013105

*Average Counts-All Positions* 2.000

*Legislative Count* 2.00

**PURPOSE:**

The Office of Innovation encourages and coordinates the State's research and development activities to foster collaboration among the State's higher education and nonprofit research institutions and the business community. The office promotes, evaluates and supports research and development relevant to the State including: Technology transfer activities to increase the competitiveness of businesses and public institutions of higher education in the State; The development of new commercial products and the fabrication of such products in the State through the Maine Technology Institute and the Technology Centers; Research opportunities that create sustained, inter-institutional multidisciplinary efforts; and Coordinating cooperative efforts among government agencies, the private sector and universities and colleges on research and development relevant to Maine.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

### **ORGANIZATION:**

The Office manages the Maine Experimental Program to Stimulate Competitive Research (EPSCoR) (5 MRSA 13110), prepares the biennial science and technology plan (5 MRSA 13106), coordinates the Technology Centers (5 MRSA 15322) and oversees the Comprehensive Research and Development Evaluation (5 MRSA 13107).

The Technology Centers are established to support the early-stage development of technology-based businesses. The goals of the Centers are to accelerate the development of these businesses through one-on-one technical assistance, peer networks, classroom or other training on subjects unique to technology commercialization and the management of high-growth enterprises, mentorship programs that link senior technology executives with entrepreneurs and other networking opportunities.

The Centers complement the State's other investments in research and development by providing a supportive environment for new technology-intensive businesses. The goals of the Centers include the retention of successful start-up businesses in the State, the improvement of opportunities for workers through the creation of technologically advanced jobs and the encouragement of private-sector initiatives.

The Director works with the Maine Innovation Economy Advisory Board (10 MRSA 949) to coordinate the State's research and development activities and to foster collaboration among its higher education and nonprofit research institutions and members of the business community. In addition the Board develops and implements the state's Science and Technology Action Plan.

The Maine Technology Institute (MTI), a separate nonprofit corporation, is funded through the Office of Innovation. MTI (5 MRSA 15302) stimulates and supports research and development activity leading to the commercialization of new products and services in the state's technology-intensive industrial sectors.

### **PROGRAM:**

The Maine Technology Institute (MTI) serves as the state's champion for the creation of a culture of innovation and entrepreneurship. Its strategy is based upon three themes: Fund, Connect, and Grow. They provide funding to companies engaged in the development of technology; connect them to the resources they need; and help them grow. MTI's investments focus on the sectors of Aquaculture & Marine Technology; Biotechnology; Composites & Advanced Materials; Environmental Technologies; Forest Products & Agriculture; Information Technology; and, Precision Manufacturing. MTI works in partnership with a wide variety of organizations focused on Technology-Based Economic Development (TBED) and entrepreneurial development and serves as the leader in this arena to combine, and coordinate, all of these efforts to increase investment, company payrolls, sales revenues as well as the further development of a base of intellectual and scientific knowledge. MTI offers a suite of funding opportunities to support technology-based economic development.

MTI is a publicly-funded and industry-led 501(c)(3) non-profit managed by a Board of Directors appointed by the Governor, with specific requirements for sector representation, financial expertise, the Chancellor of the University of Maine, the President of the Maine Community College System, the Commissioner of the DECD, and the Director of the Office of Policy and Management. MTI staff members are not State employees. The budget includes funding for a position at DECD and a position who serves as the president of the Maine Technology Institute as well as pass-through funding in support of its operations. It also allocates and manages investments in the State's technology assets as provided through voter-approved bonds. Currently, MTI manages a portfolio of approximately \$105 million.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INNOVATION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	173,011	173,011				
HEALTH BENEFITS	36,636	36,636				
RETIREMENTS	47,907	47,907				
OTHER FRINGE BENEFITS	3,749	3,749				
COMPUTER SERVICES	2,272	2,272				
CONTRACTUAL SERVICES	9,559,650	6,615,055	119,595			2,825,000
COMMODITIES	642	642				
GRANTS, SUBSIDIES, PENSIONS	5,768,003	-1,258,933	26,936			7,000,000
TRANSFER TO OTHER FUNDS	675		675			
<b>TOTAL EXPENDITURES</b>	<b>15,592,545</b>	<b>5,620,339</b>	<b>147,206</b>			<b>9,825,000</b>

## MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION

### JOHN ENDICOTT, DIRECTOR

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

*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 Maine Small Business and Entrepreneurship Commission negotiates, approves 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 and 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, a designee of the administrative unit, three public members appointed by the Commissioner of the Department of Economic and Community Development, the chair of the Maine Small Business Development Centers (SBDC) Advisory Council and the House and Senate chairs of the Joint Standing Committee of the Legislature having jurisdiction over Labor, Commerce, Research and Economic Development matters.

#### PROGRAM:

The most comprehensive statewide program of small business assistance available in the State of Maine is delivered through the Maine Small Business Development Centers (Maine SBDC) network headquartered at the University of Southern Maine. The Maine SBDC program receives funding through the Maine Small Business and Entrepreneurship Commission with the balance provided by the US SBA, the USM School of Business, and local hosting organizations. The Maine SBDC also generates income via registration fees for its training events.

Utilizing its 14 certified business advisors at contracted host organizations, the SBDC offers advice, technical assistance, hosts workshops and provides assistance on how best to access capital to start-up or existing small businesses in Maine. In FY17, its advisors worked with 1,516 clients creating or saving 858 jobs, launching 114 new businesses and helping its clients access \$49,155,757 in capital. For more information, contact the Maine SBDC Office at (207) 780-4420 or visit their website at [www.mainesbdc.org](http://www.mainesbdc.org).

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	5,408		5,408			
GRANTS, SUBSIDIES, PENSIONS	678,215		678,215			
<b>TOTAL EXPENDITURES</b>	<b>683,623</b>		<b>683,623</b>			

## OFFICE OF TOURISM

### STEVE LYONS, DIRECTOR

TTY (877) 624-6331

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

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

*Established* 2003      *Telephone* (207) 624-9815

*Reference Policy Area* 01    *Umbrella* 19    *Unit* 501    *Citation* T0005    *M.R.S.A., Sect.* 13090C

*Average Counts-All Positions* 9.000      *Legislative Count* 9.00

#### **PURPOSE:**

The Office of Tourism was created by law to serve as a single, official entity 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 research to determine market demand; implement public relations and promotional programs designed to market Maine's travel-product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and attractions; 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 regional tourism agencies.

#### **ORGANIZATION:**

The Office is supervised by the Director of Tourism, who oversees the activities of six professional and one support staff, and one professional person in the Maine Film Office.

#### **PROGRAM:**

During the past year the office engaged in promotional efforts that included digital, social, broadcast, out-of-home and print media advertising, editorial promotion, publication of a quarterly electronic magazine, domestic and international sales, participation in consumer travel and trade shows, strategic marketing partnerships, presentations before professional, consumer and media groups, and fulfillment associated with the promotional efforts. Local outreach programs continue and include informational seminars, workshops and conferences with elements of the Maine tourism industry. The office provides oversight of the State visitor centers through contract management. The office consults with communities throughout the state, providing guidance for developing the communities into places that can meet traveler expectations.

#### **LICENSES:**

None.

#### **PUBLICATIONS:**

The Maine Thing Quarterly electronic magazine; International Lure brochure; Maine Birding Trail brochure.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF TOURISM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	579,948		579,948			
HEALTH BENEFITS	170,467		170,467			
RETIREMENTS	125,462		125,462			
OTHER FRINGE BENEFITS	11,772		11,772			
COMPUTER SERVICES	25,805		25,805			
CONTRACTUAL SERVICES	11,737,361		11,737,361			
RENTS	50,830		50,830			
COMMODITIES	14,092		14,092			
GRANTS, SUBSIDIES, PENSIONS	1,111,677		1,111,677			
TRANSFER TO OTHER FUNDS	41,453		41,453			
<b>TOTAL EXPENDITURES</b>	<b>13,868,867</b>		<b>13,868,867</b>			

## OFFICE OF COMMUNITY DEVELOPMENT DEBORAH JOHNSON, DIRECTOR

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

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

*Established* 1987 *Telephone* (207) 624-9817

*Reference Policy Area* 01 *Umbrella* 19 *Unit* 498 *Citation* T0005 *M.R.S.A., Sect.* 0000013072

*Average Counts-All Positions* 8.000 *Legislative Count* 8.00

### PURPOSE:

The Office of Community Development (OCD) provides financial assistance to municipalities for community revitalization, enhancing economic growth and infrastructure improvements. The OCD accomplishes this by providing technical assistance and grant funds (through a competitive application process) to municipalities to assist with economic development initiatives; develop, repair and establish public infrastructure, services and create and/or to rehabilitate affordable housing units.

### ORGANIZATION:

The Department of Economic and Community Development assumed responsibility for administration of 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 six full-time employees.

In 2012, the Code Enforcement Training and Certification Program and oversight of the state-owned landfill properties were transferred from the former State Planning Office to the Office of Community Development. This Office also supports the Maine Made Program, Co-Working Development Fund and the Brownfields Revolving Loan Fund.

### PROGRAM:

The Community Development Block Grant (CDBG) Program distributes funds to municipalities in two general areas; community development and economic development. The primary focus is to benefit low and moderate-income persons, but may also be used to address slums and/or blighting conditions, or for the purpose of addressing conditions having a particular urgency because of serious health/safety conditions affecting the community. CDBG funded programs include Public Infrastructure, Housing Assistance, Micro Enterprise Program, Workforce Development, Downtown Revitalization, Urgent Need and Economic Development. The OCD also offers technical assistance to communities that want to access the program and to provide information on other available funding resources. The state program is not available to the communities of Auburn, Bangor, Biddeford, Lewiston, Portland and all of Cumberland County except Brunswick and Frye Island. These are entitlement communities, which receive an annual allocation directly from the U.S. Department of Housing and Urban

# DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Development.

## PUBLICATIONS:

CDBG Program materials may be obtained from the Office of Community Development or from our web site at [www.maine.gov/decd/meocd.org](http://www.maine.gov/decd/meocd.org).

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	459,785	124,662	69,478		265,645	
HEALTH BENEFITS	130,314	45,045	7,491		77,778	
RETIREMENTS	105,250	28,286	12,075		64,889	
OTHER FRINGE BENEFITS	8,737	2,695	1,011		5,031	
COMPUTER SERVICES	22,774	19,874	2,900			
CONTRACTUAL SERVICES	78,613	62,109	14,394		2,110	
RENTS	3,281	1,646	1,635			
COMMODITIES	3,161	2,745	416			
GRANTS, SUBSIDIES, PENSIONS	10,244,391		50,000		10,194,391	
TRANSFER TO OTHER FUNDS	39,892		8,342		31,550	
<b>TOTAL EXPENDITURES</b>	<b>11,096,198</b>	<b>287,062</b>	<b>167,742</b>		<b>10,641,394</b>	

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION

ROBERT G. HASSON, JR., COMMISSIONER

*Central Office* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

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*Established* 1931

*Telephone* (207) 624-6600

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

*Average Counts-All Positions* 190.332

*Legislative Count* 163.00

**Units:**

LEADERSHIP TEAM

MAGNET SCHOOLS

LEARNING SYSTEMS TEAM

SCHOOL FINANCE AND OPERATIONS TEAM

SPECIAL SERVICES TEAM

LEARNING THROUGH TECHNOLOGY TEAM

TEACHER RETIREMENT

EDUCATION UNORGANIZED TERRITORY

**PURPOSE:**

To provide leadership, focus, support and information to assist Maine school systems and the greater community in achieving high performance for all students and in preparing all Maine students for college, career and citizenship. The Maine Department of Education is dedicated to the principle that students must receive a world-class education in order to participate in the global economy and contribute to the democratic ideals of the nation, while reflecting the values of local communities. We recognize that quality education is the cornerstone that ensures all Maine students will be prepared for work, postsecondary education, citizenship and personal fulfillment. The way to accomplish these goals is through an integrated and seamless educational system from pre-school through college that ensures this outcome. This system must be founded on commonly agreed upon standards, diverse learning opportunities, comprehensive professional development, and a comprehensive assessment program that informs teaching and learning. We continue to set high expectations for our public school system to provide all students an equitable opportunity to receive a world-class education and have established a blueprint for Maine education that will launch our students for careers, college and citizenship in the global economy.

**ORGANIZATION:**

The Department is organized in a team structure that includes the Leadership Team, School Finance and Operations Team, Learning Systems Team, Learning Through Technology Team, Special Services Team and Education in the Unorganized Territories.

**PROGRAM:**

All Department teams, and the programs, initiatives and activities they carry out, are aligned to and reflect a commitment to achieve this vision. The overall emphasis of the Department of Education is to ensure that each child in Maine has access to meeting the standards of Maine's Learning Results and the federal Every Student Succeeds Act (ESSA) through comprehensive educational planning and leadership. The Department 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; and to encourage training and development for educators in cooperation with local school officials.

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,631,780	5,029,089	452,259		3,150,432	
HEALTH BENEFITS	2,619,743	1,545,642	120,416		953,685	
RETIREMENTS	2,002,474	1,158,628	122,032		721,814	
OTHER FRINGE BENEFITS	186,443	103,708	13,150		69,585	
COMPUTER SERVICES	6,811,993	6,073,509	8,459		730,025	
CONTRACTUAL SERVICES	25,283,064	18,674,416	416,308		6,192,340	
RENTS	89,505	54,731	11,240		23,534	
COMMODITIES	241,996	175,250	29,033		37,713	
GRANTS, SUBSIDIES, PENSIONS	1,356,406,294	1,138,835,160	17,094,266		200,476,868	
EQUIPMENT	512,118	493,408			18,710	
TRANSFER TO OTHER FUNDS	31,824,995	20,420,395	11,196,428		208,172	
<b>TOTAL EXPENDITURES</b>	<b>1,434,610,405</b>	<b>1,192,563,936</b>	<b>29,463,591</b>		<b>212,582,878</b>	

DEPARTMENT OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	168,883		996		167,887	
HEALTH BENEFITS	37,829		586		37,243	
RETIREMENTS	21,776		226		21,550	
OTHER FRINGE BENEFITS	7,756		14		7,742	
COMPUTER SERVICES	17,729		6,310		11,419	
CONTRACTUAL SERVICES	311,474	150,000	39,956		121,518	
RENTS	3,920		3,920			
COMMODITIES	7,461		7,240		221	
GRANTS, SUBSIDIES, PENSIONS	1,264,254				1,264,254	
TRANSFER TO OTHER FUNDS	7,486		1,039		6,447	
<b>TOTAL EXPENDITURES</b>	<b>1,848,568</b>	<b>150,000</b>	<b>60,287</b>		<b>1,638,281</b>	

## LEADERSHIP TEAM

### ROBERT G. HASSON, JR., COMMISSIONER

*Central Office* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6700

*Established* 1996 *Telephone* (207) 624-6600

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

*Average Counts-All Positions* 12.000

*Legislative Count* 12.00

#### PURPOSE:

This unit consists of Administrative and Policy-Making Services which support the operations of the Department of Education in the areas of statewide educational planning, Maine Administrative Procedure Act (APA) and Freedom of Access Act compliance, state and federal legislative activity, agency budgeting and finance, strategic planning, communications, and personnel. Each of the activities has broad responsibilities for both supporting the work of all other organizational units in the Department and representing the Department within these areas of responsibility.

#### ORGANIZATION:

This unit reports directly to the Commissioner and includes administrative oversight of the Department, personnel, finance and budget, state and federal legislative activities, and communications. This team also oversees compliance with the Maine Administrative Procedure Act (APA) including rulemaking, federal compliance matters, the Freedom of Access Act and school approval.

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEADERSHIP TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	758,530	614,365	111,611		32,554	
HEALTH BENEFITS	205,465	162,205	29,638		13,622	
RETIREMENTS	168,528	130,868	30,273		7,387	
OTHER FRINGE BENEFITS	20,656	14,298	5,686		672	
COMPUTER SERVICES	27,441	6,054	241		21,146	
CONTRACTUAL SERVICES	1,692,504	346,833	337,600		1,008,071	
RENTS	8,602		7,320		1,282	
COMMODITIES	40,531	17,196	20,348		2,987	
GRANTS, SUBSIDIES, PENSIONS	3,083,985		118,363		2,965,622	
TRANSFER TO OTHER FUNDS	44,475		25,396		19,079	
<b>TOTAL EXPENDITURES</b>	<b>6,050,717</b>	<b>1,291,819</b>	<b>686,476</b>		<b>4,072,422</b>	

## MAGNET SCHOOLS

### LUKE C. SHORTY, EXECUTIVE DIRECTOR

*Central Office* 95 HIGH ST, LIMESTONE, ME 04750

*Mail Address* 95 HIGH ST, LIMESTONE, ME 04750

*Established* 1996

*Reference Policy Area* 02 *Umbrella* 05 *Unit* 071B *Citation* T0020A *M.R.S.A., Sect.* 000008201

*FAX* (207) 325-3340

*Telephone* (207) 325-3303

#### **PURPOSE:**

The Board of Trustees of the Maine School of Science and Mathematics operates a residential mathematics and sciences public school in Limestone with funding from the department that includes a summer program for middle school students and a school year program for high school students. Also the established plan of the Maine School of Science and Mathematics includes, but is not limited to, offering short courses, workshops, seminars, weekend instructional programs, distance learning and various other programs of short duration for teachers and students. The plan may include other innovative programs that meet the purpose of the school and assist in the professional development of the State's science and mathematics teachers.

#### **ORGANIZATION:**

The Maine School of Science and Mathematics is a public, chartered, residential school located in Limestone, Maine for the purpose of providing certain high-achieving high school students with a challenging educational experience. The school is a body politic and corporate and is an instrumentality and agency of the State. The Board of Trustees is the policy making authority and the governing body of the school.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEARNING SYSTEMS TEAM

### PAUL HAMBLETON, CHIEF ACADEMIC OFFICER

*Central Office* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6821

*Established* 2008

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

*Telephone* (207) 624-6697

*M.R.S.A., Sect.*

*Average Counts-All Positions* 54.077

*Legislative Count* 53.50

## DEPARTMENT OF EDUCATION

### **PURPOSE:**

The PK-12 Office of Learning Systems is comprised of five work teams: Early Learning Pre-K-grade 5 and Technology Integration; Secondary Learning grades 6-12 and Technology Integration; Elementary and Secondary Education Act (ESEA) Federal Programs and School supports; Assessment; and Career and Technical Education (CTE). This Office administers or utilizes a number of federal programs including the Carl Perkins Vocational, George Briggs Grant, and ESEA federal programs and grants. The PK-12 Office of Learning Systems coordinates, manages, and supervises the services related to a wide array of instructional programs, activities, supports 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 grade 12. Its activities cover state, federal, private and foundation funded educational activities through the secondary level. This office reviews and testifies on legislation regarding education and develops rules as directed by legislation; collects and analyzes student data for performance and other required elements; summarizes data for public reports and policy direction; and provides technical assistance and staff development to school personnel on instructional items and program operations. This Office provides support services, is responsible for grant processing and approvals for CTE/vocational, and entering into contractual and inter-agency agreements where appropriate for the delivery of services. The Office provides assistance to local school systems and Career and Technical Education Centers administrators, teachers, staff and communities across the State to implement and integrate: standards-based initiatives including Learning Results, the knowledge and skills essential to prepare students for college, careers and citizenship; proficiency-based diplomas; comprehensive state assessment systems to measure student achievement of the Accountability Standards and Learning Results; Parameters for Essential Instruction; graduation requirements, industry standards, high school redesign, support services to assure students fair and appropriate opportunities to achieve the Learning Results through multiple pathways and opportunities; and approval and support of CTE programs. The Office of Learning Systems staff plays a leadership role by providing a direct link from the field to the Department and by forging and supporting a variety of regional partnerships and collaborative efforts to enhance the ability of local school systems and CTE centers to undertake results-based systemic educational improvement efforts.

### **ORGANIZATION:**

The Office of Learning Systems' current organizational structure was established by the Commissioner in 2017. This organization brings together all the program areas of curriculum instruction and assessment across PK-12 programs and career and technical programs. The design provides information, professional development, technical assistance and research and development in curriculum, instruction, and assessment in the content areas of the Learning Results; student support services, including those students with special needs and English Language learners; and comprehensive school improvement and reform. The Office of Learning Systems staff work at the district level, across districts in a region, across regions, and statewide on a variety of purposes. Team members work collaboratively with external organizations, agencies and other internal teams in order to ensure comprehensive, integrated and coordinated services to the field. Team members are assigned to represent and serve the nine regions that are designated by the Maine School Superintendents' Association: York, Cumberland, Western Maine, Kennebec Valley, Midcoast Maine, Penquis Valley, Washington, Hancock, and Aroostook. Work at the national level is done to reduce state costs by sharing costs with other states. A number of advisory committees and task forces are integral components of this team's management, informational, and decision making structure.

### **PROGRAM:**

Staff members on this team provide a wide array of services to the school systems regionally and statewide. 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 collaborations with a variety of agencies, educational institutions, organizations, and partners; and provide expertise in curriculum content areas and other special areas of expertise statewide. They provide expertise in the design and implementation of the state's content standards; the

## DEPARTMENT OF EDUCATION

design and construction of Maine's statewide assessment system; in the development of assessment systems and the approval of Career and Technical Education programs and the implementation of the Carl Perkins funds, ESSA Titles I, II, III, IV and V, and coordinate with programs such as Adult Education including the high school equivalency exam and adult diplomas, Federal Adult Basic Education, and Family Literacy Programs, Alternative Education and Maine's dropout office, Migrant Education Program and Language Instruction for English Learners and Immigrant Students. The Office of Learning Systems develops and implements the Maine Comprehensive Assessment program for grades 3-8 and High school, which includes the Maine Educational Assessment, the Maine Alternative Assessment for severely, cognitively delayed learners, Maine's English language proficiency assessment, and the National Assessment of Educational Progress (NAEP). Team members also implement initiatives of the Commissioner. The team is expanded in the actual work to include all of the content specialists in both regular and Career and Technical Education (CTE) programs. Members of this team work with higher education institutions to advocate for increased quality and diverse student entry into post-secondary education.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEARNING SYSTEMS TEAM	TOTAL FOR ALL GENERAL	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>	<b>FUNDS</b>					
SALARIES & WAGES	2,794,890	1,334,338	26,940		1,433,612	
HEALTH BENEFITS	821,952	385,690	6,696		429,566	
RETIREMENTS	655,602	311,637	6,112		337,853	
OTHER FRINGE BENEFITS	59,977	28,321	573		31,083	
COMPUTER SERVICES	574,103	38,323			535,780	
CONTRACTUAL SERVICES	7,458,887	3,991,539	5,092		3,462,256	
RENTS	32,634	20,651			11,983	
COMMODITIES	50,619	26,111			24,508	
GRANTS, SUBSIDIES, PENSIONS	85,970,262	5,613,651	40,000		80,316,611	
TRANSFER TO OTHER FUNDS	110,714		797		109,917	
<b>TOTAL EXPENDITURES</b>	<b>98,529,640</b>	<b>11,750,261</b>	<b>86,210</b>		<b>86,693,169</b>	

## SCHOOL FINANCE AND OPERATIONS TEAM

**JOANNE ALLEN, DIRECTOR**

*Central Office* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

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*Established* 1993 *Telephone* (207) 624-6790

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

*Average Counts-All Positions* 45.000 *Legislative Count* 45.00

### PURPOSE:

This Team is comprised of three sub-teams; the School Finance, Compliance & Governance sub-team, the Data sub-team, and the Child Nutrition sub-team. The School Finance, Compliance & Governance sub-team administers the Essential Programs and Services Funding Act, controls distribution of state subsidies for all school administrative units and collects statutorily required financial data from all school administrative units. This sub-team also provides technical assistance to school units regarding school closings, school board re-apportionment, withdrawals from school units, school-based Maine Care, Postsecondary Options (Aspirations) program, and calculates the annual tuition rates for public and some private schools. This sub-team oversees the Compliance section which reviews all audits of school administrative units and other entities receiving educational funds and administers compliance review of all State approved school construction projects. The Data sub-team provides data management support including the collection, control, processing, production, and dissemination of financial and statistical data in support of most departmental programs including Teacher Certification, Nutrition, Special Education, Career and Technical Education, and Local Staff Information as well as legislative, federal reporting, local school units, and public needs. This sub-team also

## DEPARTMENT OF EDUCATION

administers local school unit reporting of staff student data to meet state and Federal reporting requirements for calculation of State support of local education and accountability of programs. The Child Nutrition sub-team provides nutrition education training, and technical and financial assistance for the provision of USDA breakfast, lunch, after school snack, and fresh fruits and vegetables programs to public and private school, charitable and residential child care institutions and summer camps.

### ORGANIZATION:

The Team functions organizationally in three sub-teams. The School Finance, Compliance & Governance sub-team consists of seven positions (five supported by General Purpose Aid for Local Schools). The Data sub-team consists of five positions (supported by General Purpose Aid for Local Schools). The Child Nutrition sub-team consists of nine positions (seven supported by federal funds).

### PROGRAM:

The School Finance, Compliance & Governance sub-team's annual production goals were met with completion of all programs. In the General Purpose Aid Support Services, the actual distribution of the 2016-2017 State school subsidies of \$1,0024 billion was processed and analysis and information were prepared and distributed for the 2016-2017 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 Essential Programs and Services Funding Act, Title 20-A M.R.S.A., Chapter 606-B. This team also works with the Data sub-team to provide data to meet federal reporting requirements. The Data sub-team provides management support and the collection, processing, and production of educational data in order to meet State and federal reporting requirements and funding allocations. This sub-team provides for the dissemination of financial and statistical data in support of most departmental programs including Teacher Certification, Nutrition, Special Education, Career and Education, and Local Staff Information as well as legislative, federal reporting, local school units, and public needs. The Child Nutrition sub-team reimbursed \$48,575,265 in Federal and State funds to schools and other food service sponsors for serving nutritious meals to school children. Meals subsidized in whole or part during the 2017 School Year included 249,338,828 school lunches, 13,906,059 school breakfasts and 565,535 after school snacks. The Child Nutrition team also reimbursed \$1,990,732 to schools that offered fresh fruit and vegetables as a snack. Prior to the start of the school year, the Summer Food Service Program made available \$2,457,377 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 711,514. USDA commodity foods valued for all programs at \$5,244,615 were allocated and distributed.

### PUBLICATIONS:

Available on the World Wide Web/Internet (<http://www.maine.gov/education/>):  
Accounting Handbook and Model Chart of Accounts  
Administrative Calendar  
Audit Guidance  
Budget Guidance  
Child Nutrition Data  
Educational Staff Data  
Educational Directory  
Elementary and Secondary Tuition Rates  
Essential Programs and Service Model  
Expenditure by Budget Category  
High School Graduation Rates  
Dropout Rates  
Student Demographics  
Per Pupil Operating Costs, Resident  
Pupil Transportation Statistics  
School Budget Information  
School District Organization and Cost Sharing  
Statewide Financial Data  
Subsidy Allocations including subsidy printouts FY 06 to FY 16  
Teacher and Administrator Certification Guidance

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SCHOOL FINANCE AND OPERATIONS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,401,285	1,675,126	312,712		413,447	
HEALTH BENEFITS	727,591	504,672	83,496		139,423	
RETIREMENTS	579,988	396,618	85,420		97,950	
OTHER FRINGE BENEFITS	49,757	34,659	6,876		8,222	
COMPUTER SERVICES	5,554,282	5,548,646	1,908		3,728	
CONTRACTUAL SERVICES	5,055,713	4,891,310	33,660		130,743	
RENTS	24,383	19,304			5,079	
COMMODITIES	54,321	52,855	1,446		20	
GRANTS, SUBSIDIES, PENSIONS	1,013,113,752	947,216,806	16,935,704		48,961,242	
EQUIPMENT	18,710				18,710	
TRANSFER TO OTHER FUNDS	23,226		9,218		14,008	
<b>TOTAL EXPENDITURES</b>	<b>1,027,603,008</b>	<b>960,339,996</b>	<b>17,470,440</b>		<b>49,792,572</b>	

## SPECIAL SERVICES TEAM

### JAN BRETON, DIRECTOR

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*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6651

*Established* 2008

*Telephone* (207) 624-6676

*Reference Policy Area* 02 *Umbrella* 05 *Unit* 071P *Citation*

*M.R.S.A., Sect.*

*Average Counts-All Positions* 23.000

*Legislative Count* 23.00

#### PURPOSE:

The Office of Special Services provides leadership, management, coordination and supervision of programs and services provided in accordance with the Individuals with Disabilities Education Act (IDEA) to children with disabilities birth to 20 years old. Activities are directed at the goal of enhancing the performance of children with disabilities. The Office also works with various educational organizations, including institutions of higher education, private educational organizations, and service providers. The Office of Special Services participates in the legislative process regarding the education and services for children with disabilities by proposing legislation and reviewing proposed legislation. It develops, promulgates and enforces regulatory requirements in alignment with state and federal statutes and regulations. It is responsible for the collection and analysis of student and school performance data that are reported publicly in conformity with federal and state obligations. Responsibility includes administration of the federal Individuals with Disabilities Education Act, Part B (children with disabilities age 3- 20) and Part C (early intervention for children with disabilities birth -3). It is also responsible for oversight of the plan and vendor for the Assistive Technology Act of 1998, as amended (AT Act).

#### ORGANIZATION:

The Office of Special Services is organized as follows: Team 1 is responsible for general supervision of special purpose private schools, the state agency client program and the surrogate parent program; Team 2 is responsible for technical assistance, professional development, support and general supervision of public schools, including charters; Team 3 is responsible for fiscal monitoring of public school special education programs, and data (including the State Performance Plan and the Annual Performance Report); Team 4 is responsible for due process functions, dyslexia technical assistance, the math project to improve results for students with disabilities as required in the State Performance Plan and the work in the field to implement positive behavior supports (Positive Behavior Instructional Supports or PBIS). The work of the Office of Special Services is guided by several advisory groups including the Assistive Technology Advisory Council, the Interdepartmental Coordinating Committee for IDEA, Part C, the State Advisory Panel for IDEA, Part B, the PBIS Stakeholder Committee and the advisory committee for the math project.

## DEPARTMENT OF EDUCATION

### PROGRAM:

Personnel in the Office of Special Services provide leadership and support for an array of services to schools, locally, regionally and statewide. Support is also provided to interdepartmental activities outlined in Memoranda of Understanding with the Departments of Health and Human Services, Labor and Corrections. In addition, the Office of Special Services team collaborates internally with the Department's personnel in general education, certification, school approval, and assessment. Maine Unified Special Education Regulation Birth to Age Twenty (MUSER) aligns services to children with disabilities age birth-2 years old and children with disabilities age 3-5 through the statewide Child Development Services program. The Office supports implementation of the Assistive Technology Act Program in collaboration with the University of Maine System and a network of public and private entities.

### LICENSES:

The Office of Special Services collaborates with other state agencies to ensure appropriateness of special education personnel licensing and associated program and services costs.

### PUBLICATIONS:

The Office of Special Services provides a number of guidance documents for the Maine Unified Special Education Regulation Birth to Age Twenty as well as for various other functions performed under the federal IDEA.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SPECIAL SERVICES TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	992,452	31,499			960,953	
HEALTH BENEFITS	294,866	5,450			289,416	
RETIREMENTS	232,636	7,777			224,859	
OTHER FRINGE BENEFITS	19,642	498			19,144	
COMPUTER SERVICES	153,760	14,123			139,637	
CONTRACTUAL SERVICES	1,472,354	88,363			1,383,991	
RENTS	5,380	190			5,190	
COMMODITIES	8,923	8,761			162	
GRANTS, SUBSIDIES, PENSIONS	95,659,235	28,690,097			66,969,138	
TRANSFER TO OTHER FUNDS	52,842				52,842	
<b>TOTAL EXPENDITURES</b>	<b>98,892,090</b>	<b>28,846,758</b>			<b>70,045,332</b>	

## LEARNING THROUGH TECHNOLOGY TEAM DEBORAH FRIEDMAN, PROJECT MANAGER

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*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX*  
*Established* 2009 *Telephone* (207) 624-6834  
*Reference* Policy Area 02 Umbrella 05 Unit 071K Citation *M.R.S.A., Sect.*

### PURPOSE:

This team is charged with implementation and oversight of State programs that leverage technology to support student learning and achievement. These include professional learning programs to help teachers develop and share best practices in using technology to enhance student achievement, programs that provide or support technology infrastructure in Maine schools (MLTI, MSLN), and a program that uses technology to provide expanded educational choices for students (AP4ALL).

### ORGANIZATION:

The Team is comprised of five positions (supported by General Purpose Aid for Local Schools). In 2017, the Team was incorporated into the Department's Office of Learning Systems.

## DEPARTMENT OF EDUCATION

### PROGRAM:

Staff on this team provides a wide array of services and technical support to school systems, teachers, and other organizations across the state. This is done by staff and through contracted services managed by the staff (i.e. HP, Apple, Inc.). They provide direct technical assistance to schools in the form of professional development for teachers, administrators, and technology support specialists as well as project management support. They work with schools as they develop plans and increase skills in using technology to enhance student learning. The team coordinates with other professional development efforts within the Department of Education as well as with other organizations in Maine.

Through the MLTI project, schools are provided with computer equipment, services, technical support, and professional development. Management of the project includes procurement, contract management, and on-going support for over 80,000 wireless laptop and tablet computers, wireless network infrastructure in over 300 public schools (K-12), and professional development activities in support of educators, administrators, and technology support specialists.

The Maine School and Library Network (MSLN) provides advanced broadband Internet connectivity to virtually all K-12 public and private schools in Maine through a cooperative effort between the Maine Department of Education (DoE), Maine State Library (MSL), Maine Office of Information Technology (OIT), and the University of Maine System (UMS). Together, these agencies have formed NetworkMaine which serves as the entity that procures services, manages contract relationships with telecommunications providers, and coordinates with schools and public libraries to ensure that schools and libraries have sufficient broadband Internet connectivity to support their educational and public service needs. NetworkMaine, a cooperative effort between DoE, MSL, OIT, and UMS, provides administrative and operational support of the Maine School and Library Network, which is largely funded by the Maine Telecommunications Education Access Fund (Maine Revised Statute Title 35-A, section 7104-B) and the federal E-Rate program.

The team oversees implementation of the AP4ALL program, which is operated through a Cooperative Agreement with the University of Maine at Fort Kent. AP4ALL provides free, rigorous, online Advanced Placement (AP) courses to any Maine public school student. AP4ALL provides opportunities for Maine students to participate in an AP course regardless of the local school's capacity to offer these courses.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEARNING THROUGH TECHNOLOGY TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
COMPUTER SERVICES	459,447	459,447				
CONTRACTUAL SERVICES	519,455	519,455				
RENTS	1,067	1,067				
COMMODITIES	8,924	8,924				
GRANTS, SUBSIDIES, PENSIONS	329,323	329,123	200			
TRANSFER TO OTHER FUNDS	31,580,374	20,420,395	11,159,979			
<b>TOTAL EXPENDITURES</b>	<b>32,898,590</b>	<b>21,738,411</b>	<b>11,160,179</b>			

## TEACHER RETIREMENT

### SANDY MATHESON, EXECUTIVE DIRECTOR

Central Office 96 SEWALL STREET, AUGUSTA, ME 04332-0349 TTY (207) 512-3102  
Mail Address PO BOX 349, AUGUSTA, ME 04332-0349 FAX (207) 512-3101  
Established 1996 Telephone (207) 512-3100  
Reference Policy Area 02 Umbrella 05 Unit 071T Citation T0020A M.R.S.A., Sect. 000000202

### PURPOSE:

Public Law 2013, chapter 368 changes the method for funding normal costs of teacher retirement. Beginning in fiscal year 2014, the normal cost of retirement for a teacher is reflected in the General Purpose Aid for Local Schools

## DEPARTMENT OF EDUCATION

expenditures for School Finance and Operations Team Unit and included in the costs for the school administrative unit that employs the teacher. The remaining employer retirement cost component is the unfunded actuarial liability, which forms the expenditures for teacher retirement.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

TEACHER RETIREMENT	TOTAL FOR ALL GENERAL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	156,985,484	156,985,484				
<b>TOTAL EXPENDITURES</b>	156,985,484	156,985,484				

## EDUCATION UNORGANIZED TERRITORY SHELLEY LANE, DIRECTOR OF STATE SCHOOLS

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*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6891  
*Established* 1983 *Telephone* (207) 624-6892  
*Reference* Policy Area 02 Umbrella 05 Unit 071U Citation T0020A *M.R.S.A., Sect. Chap* 119  
*Average Counts-All Positions* 51.255 *Legislative Count* 24.50

### PURPOSE:

The mission of Education in the Unorganized Territory (EUT) 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 approximately 855 pupils reside in the unorganized territory.

### ORGANIZATION:

Education in the Unorganized Territory consists of a Director of State Schools EUT, an Education Specialist III who serves as the Director of Special Education for the unorganized territory, a Business Manager, a Secretary Specialist and a full-time Accounting Associate I. All positions except the Director of Special Education are located at the central office in Augusta.

### PROGRAM:

Education in the Unorganized Territory is responsible for the operation of three elementary schools with a total enrollment of approximately 107 pupils (Connor, Edmunds, and Kingman). Employees in these schools include teacher / principal, teachers, office assistant IIs, teacher aides, janitors / bus drivers and cooks. Transportation for these schools is provided through the operation of 9 buses. In addition, approximately 748 pupils are tuitioned to approximately 75 local school systems, with transportation provided through the operation of 13 buses and approximately 9 contracted conveyances. In addition, EUT works collaboratively with 21 Local Education Agencies to coordinate bus routes to transport unorganized territory children to and from school. 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.

# DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EDUCATION UNORGANIZED TERRITORY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,515,739	1,373,761			141,978	
HEALTH BENEFITS	532,039	487,625			44,414	
RETIREMENTS	343,942	311,728			32,214	
OTHER FRINGE BENEFITS	28,655	25,933			2,722	
COMPUTER SERVICES	25,231	6,916			18,315	
CONTRACTUAL SERVICES	8,772,678	8,686,917			85,761	
RENTS	13,520	13,520				
COMMODITIES	71,220	61,404			9,816	
EQUIPMENT	493,408	493,408				
TRANSFER TO OTHER FUNDS	5,880				5,880	
<b>TOTAL EXPENDITURES</b>	11,802,312	11,461,212			341,100	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**PAUL MERCER, COMMISSIONER**

**MELANIE LOYZIM, DEPUTY COMMISSIONER**

WATS (800) 452-1942

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

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

*FAX* (207) 287-2814

*Established* 1972

*Telephone* (207) 287-2812

*Reference Policy Area 04 Umbrella 06 Unit 096 Citation T0038 M.R.S.A., Sect. 0000341-A*

*Average Counts-All Positions* 374.666

*Legislative Count* 373.00

Units:

*BUREAU OF AIR QUALITY*

*BUREAU OF WATER QUALITY*

*LAND RESOURCES*

*BUREAU OF REMEDIATION AND WASTE MANAGEMENT*

*OFFICE OF THE COMMISSIONER*

*BOARD OF UNDERGROUND STORAGE TANK INSTALLERS*

*BOARD OF ENVIRONMENTAL PROTECTION*

**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, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the policy powers of the State to prevent the pollution of the natural environment. It recommends to the Legislature measures for the improvement of environmental protection, administers grants, issues licenses and initiates enforcement actions. The department negotiates agreements with federal, state and municipal agencies, administer laws relating to the environment and educate the public and regulated community on environmental issues and obligations.

**ORGANIZATION:**

On July 1, 1972, the Department was formally created with a broad mandate of responsibilities extending to air, land, water, waste and other environmental areas of concern.

**PROGRAM:**

The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus, programs and specific initiatives.

The Bureau of Air Quality administers state air pollution laws and the Federal Clean Air Act. The bureau conducts air monitoring and modeling, licenses air emissions, enforces license conditions and manages technical data.

The Bureau of Remediation and Waste Management is responsible for responding to discharges or spills of oil products or hazardous matter; directing the cleanup or mitigation of adverse effects associated with uncontrolled hazardous substance sites; and managing hazardous wastes, hazardous substances, petroleum products and biomedical waste; administering the State's solid waste facility licensing program, the asbestos and lead abatement programs, and the sludge and residuals landspreading program.

The Bureau of Water Quality is responsible for assessing the quality of Maine's waterways, licensing waste water discharges and reporting water body uses and recommended classifications to the Legislature.

The Bureau of Land Resources is responsible for administering the laws and regulations related to a wide range of land development activities, including large-scale developments, stormwater, impacts to natural resources (ponds, streams, wetlands, etc.), mining and gravel pits, shoreland zoning, and hydropower facilities. The Bureau also performs compliance and enforcement tasks to ensure land development activities are in compliance with the licenses issued.

**LICENSES:**

Licenses: Air Emission, Oil Terminal Facility, Hazardous Waste Treatment Facility

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

and Storage Facility, Hazardous Waste Transporter, Vessels at Anchorage, Waste Oil Storage Facility, Waste Oil Dealer and Transporter, Hazardous Waste Disposal Facility, Septage Sites, Solid Waste Facility, Maine Pollutant Discharge Elimination System, Waste Water and Experimental Discharge, and Stormwater.

Permits: Log Storage, Mining Rehabilitation of Land, Site Location of Development, Hydropower, Sludge Utilization, and Natural Resources Protection.

Certifications: Underground Oil and Hazardous Substance Storage Tank Installer, Asbestos Abatement Contractor, Design Consultant and Worker, Asbestos Evaluation Specialist and Project Supervisor, Water Quality, Waste Water Treatment Facility Operator, Servicing and Repairing Sanitary Waste Treatment Facilities, FAME, Water Pollution Control Facilities, Tax Exemption for Pollution Control Facilities, Small Scale Wind.

(See Bureau entries for details)

### PUBLICATIONS:

Guidance documents include short documents on a variety of laws, programs and environmental issues, and periodic publications, on timely topics of relatively narrow focus.

Study reports as directed by the Legislature.

(see [www.Maine.gov/DEP](http://www.Maine.gov/DEP) for details)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	18,647,225	3,708,782	10,437,347		4,501,096	
HEALTH BENEFITS	6,321,833	1,241,592	3,529,636		1,550,605	
RETIREMENTS	4,485,464	855,048	2,585,910		1,044,506	
OTHER FRINGE BENEFITS	398,859	87,027	218,270		93,562	
COMPUTER SERVICES	921,652	385,094	515,709		20,849	
CONTRACTUAL SERVICES	7,990,989	718,606	6,533,366	11,365	727,652	
RENTS	1,049,679	125,821	887,204	4,869	31,785	
COMMODITIES	415,919	100,300	205,864	20,993	88,762	
GRANTS, SUBSIDIES, PENSIONS	8,952,124	174,500	6,109,866		1,247,949	1,419,809
EQUIPMENT	304,569	61,637	191,279		51,653	
TRANSFER TO OTHER FUNDS	1,190,675		900,117	1,356	289,202	
<b>TOTAL EXPENDITURES</b>	<b>50,678,988</b>	<b>7,458,407</b>	<b>32,114,568</b>	<b>38,583</b>	<b>9,647,621</b>	<b>1,419,809</b>

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	6,043,468		2,956,341		3,087,127	
HEALTH BENEFITS	2,114,420		1,077,346		1,037,074	
RETIREMENTS	1,402,618		693,647		708,971	
OTHER FRINGE BENEFITS	122,924		60,580		62,344	
COMPUTER SERVICES	89,723		70,895		18,828	
CONTRACTUAL SERVICES	1,064,952		664,785		400,167	
RENTS	158,558		127,242		31,316	
COMMODITIES	100,521		20,261		80,260	
GRANTS, SUBSIDIES, PENSIONS	2,712,121		1,820,375		891,746	
EQUIPMENT	182,471		154,722		27,749	
TRANSFER TO OTHER FUNDS	400,144		205,456		194,688	
<b>TOTAL EXPENDITURES</b>	<b>14,391,920</b>		<b>7,851,650</b>		<b>6,540,270</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF AIR QUALITY**

**MARC CONE, BUREAU DIRECTOR**

*Central Office* AMHI TYSON BLDG, AUGUSTA, ME 04330

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

*Established* 1972

*Reference Policy Area* 04 *Umbrella* 06 *Unit* 096A *Citation* T0038

*Average Counts-All Positions* 17.500

*FAX* (207) 287-7641

*Telephone* (207) 287-1932

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

*Legislative Count* 17.50

**PURPOSE:**

The Bureau of Air Quality implements state air pollution laws and the federal Clean Air Act, and administers the Department of Environmental Protection's accounts and environmental data management systems. The Bureau issues air emission licenses, assesses ambient air impacts from emissions, ensures compliance with state and federal air emission regulations, monitors ambient air quality, manages data systems to measure environmental impacts and program performance, and manages financial transactions for environmental protection program implementation.

**ORGANIZATION:**

The Bureau consists of the Division of Licensing and Compliance, the Division of Air Quality Assessment, and the Division of Resource Administration.

**PROGRAM:**

The Licensing and Compliance Division issues air emission licenses and ensures compliance with state and federal laws for stationary sources. The Licensing Section performs technical reviews of license applications, evaluates emission control technologies, identifies applicable state and federal regulatory requirements, provides technical assistance and drafts licensing documents. The Mobile Sources Section ensures new vehicles sold in Maine meet low emission standards; and conducts inspections of trucks under the statewide heavy-duty diesel-testing program, and on-board diagnostic inspections for Cumberland County's enhanced motor vehicle inspection program. The Compliance Section provides compliance assistance, conducts facility inspections, reviews compliance reports, and investigates and responds to complaints from the public. The Enforcement Section resolves discovered or reported violations through education or formal enforcement actions, and reviews facility emission testing.

The Air Quality Assessment Division monitors ambient air quality across the state, performs air chemistry analysis and conducts data assessments for air quality trends and forecasts. The Monitoring Section operates and maintains the State's air quality monitoring networks for a variety of pollutants following federal requirements and reports all monitoring results to EPA. The Laboratory and Quality Assurance Section analyzes canister samples for over 100 Hazardous Air Pollutants (HAPs) and particulate matter filters for over 30 trace metals collected at ambient sites; operates a Photochemical Assessment Monitoring Station (PAMS) for reactive oxides of nitrogen (NO<sub>y</sub>) and volatile organic compounds (VOCs); and provides quality assurance support for all monitoring activities, including calibration standards and performance audits. The Atmospheric Science & Analysis Section assesses ambient air quality data for trends, issues daily state-wide ozone and particle pollution forecasts, and performs complex regional technical data analyses.

The Resource Administration Division performs agency-wide functions in three areas: Environmental Data Management; Collections, Claims and Cost Recovery; and Account Management. The Environmental Data Management team manages databases and environmental data for analysis, reporting, and federal submissions. The Collections, Claims and Cost Recovery Section pursues collection of environmental and licensing fees, and processes oil contamination damage and reimbursement claims. The Account Management team reviews and tracks department expenditures; develops and administers internal controls; and supports grant, loan and contracting activities.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF AIR QUALITY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	705,768	590,331			115,437	
HEALTH BENEFITS	243,089	205,216			37,873	
RETIREMENTS	169,030	142,837			26,193	
OTHER FRINGE BENEFITS	13,308	10,805			2,503	
COMPUTER SERVICES	997	844			153	
CONTRACTUAL SERVICES	77,767	38,244		11,365	28,158	
RENTS	11,911	7,042		4,869		
COMMODITIES	35,668	11,029		20,993	3,646	
GRANTS, SUBSIDIES, PENSIONS	107,870				107,870	
EQUIPMENT	19,999				19,999	
TRANSFER TO OTHER FUNDS	9,108			1,356	7,752	
<b>TOTAL EXPENDITURES</b>	<b>1,394,515</b>	<b>1,006,348</b>		<b>38,583</b>	<b>349,584</b>	

## LAND RESOURCES

### MARK BERGERON, BUREAU DIRECTOR

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

*Mail Address* 17 STATE HOUSE STATION, AUGUSTA, ME 04330

*Established* 2015

*Reference Policy Area* 04 *Umbrella* 06 *Unit* 096C *Citation*

*Average Counts-All Positions* 28.00

*FAX*

*Telephone* (207) 215-4397

*M.R.S.A., Sect.*

*Legislative Count* 28.00

#### PURPOSE:

The Bureau of Land Resources is responsible for administering environmental laws designed to protect and improve the quality of Maine's land resources; for reviewing land development projects that may have an adverse impact on the natural environment and protected natural resources; and, for providing a coordinated approach to environmental stewardship in managing resources utilized in our daily lives.

The Bureau administers the: Site Location of Development Act; Natural Resources Protection Act; Mandatory Shoreland Zoning Act; Maine Waterway Development and Conservation Act; Stormwater Management Law; Erosion and Sedimentation Control Law; Performance Standards for Excavations for Borrow, Clay, Topsoil, or Silt; Performance Standards for Quarries; the Maine Wind Energy Act; state water quality laws; the Product Stewardship programs and associated recycling efforts; the Beverage Container Redemption Program; the organics management initiative; and climate adaptation/resilience efforts.

The Bureau receives some federal funding under the Coastal Zone Management Act in return for state-level administration of the state's core environmental laws. The Bureau is also responsible for the completion of Federal Consistency reviews in conjunction with the Maine Coastal Program at the Maine Department of Marine Resources.

#### ORGANIZATION:

There are two divisions in this bureau: the Land Division and the Sustainability Division.

#### PROGRAM:

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

The Sustainability Division merges several cross-media programs, including: waste reduction, reuse, recycling, and composting programs, along with multiple product stewardship programs' activities and associated compliance. Included are the

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

mercury-added product initiatives, the used electronics recycling program, and the paint stewardship program. The Division also administers Maine's "Bottle Bill" program, including the licensing and renewal of redemption centers, and the annual registration of beverage container labels. The Division's climate adaptation/resilience role focuses on identifying Maine's strategies for addressing potential impacts from a changing climate, including fluctuating water levels, infrastructure needs, species migration, and serving as a coordination point for state efforts in this area.

### LICENSES:

Site Location of Development permits; Natural Resources Protection Act permits; Stormwater Management Law permits; Maine Construction General Permits; Borrow, Clay, Topsoil, Silt and Quarry notices; 401 Water Quality Certifications; Coastal Zone Management Consistency Determinations; Hydropower Permits; Shoreland Zoning Municipal Ordinance Approvals; Redemption Center Licenses; and approvals for electronic waste consolidators.

### PUBLICATIONS:

Representative list. More at [www.maine.gov/dep](http://www.maine.gov/dep)  
Maine Erosion and Sedimentation Control BMPs  
<http://www.maine.gov/dep/land/erosion/escbmps/index.html>  
Maine Shoreland Zoning - A Handbook for Shoreland Owners  
<http://www.maine.gov/dep/land/slz/citizenguide.pdf>  
Maine Stormwater BMP Manual  
<http://www.maine.gov/dep/land/stormwater/stormwaterbmps/index.html>  
Maine Product Stewardship Programs  
<http://www.maine.gov/dep/waste/productstewardship/index.html>

Maine's Bottle Bill

<http://www.maine.gov/dep/sustainability/bottlebill/index.html>

Maine Climate Change Adaptation Toolkit

<http://maine.gov/dep/sustainability/climate/adaptation-toolkit/index.html>

Maine Guide to Recovering and Composting Organics in Maine

[http://www.maine.gov/dep/sustainability/compost/compost\\_guide2016.pdf](http://www.maine.gov/dep/sustainability/compost/compost_guide2016.pdf)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LAND RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,225,232	1,073,222			152,010	
HEALTH BENEFITS	424,958	355,739			69,219	
RETIREMENTS	279,604	243,527			36,077	
OTHER FRINGE BENEFITS	28,046	25,202			2,844	
COMPUTER SERVICES	2,056	2,056				
CONTRACTUAL SERVICES	41,645	41,645				
RENTS	52,958	52,958				
COMMODITIES	3,341	3,341				
GRANTS, SUBSIDIES, PENSIONS	1,259,332					1,259,332
TRANSFER TO OTHER FUNDS	9,425				9,425	
<b>TOTAL EXPENDITURES</b>	<b>3,326,597</b>	<b>1,797,690</b>			<b>269,575</b>	<b>1,259,332</b>

## OFFICE OF THE COMMISSIONER

**PAUL MERCER, COMMISSIONER**

**MELANIE LOYZIM, DEPUTY COMMISSIONER**

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

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

*Established* 2004

*Reference* Policy Area 04 Umbrella 06 Unit 096F Citation T0038

*Average Counts-All Positions* 28.00

*FAX* (207) 287-2814

*Telephone* (207) 287-2812

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

*Legislative Count* 28.00

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### PURPOSE:

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

### ORGANIZATION:

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

### PROGRAM:

The Office of Policy Services oversees rule making, agency licensing, enforcement activities, legislative initiatives, coordinates strategic planning and quality assurance, and provides support services to the Department. The Office also serves as primary liaison with the Office of Attorney General.

The Office of Innovation and Assistance reviews departmental initiatives and makes recommendations to the Commissioner on how to integrate multi-media, innovative programs and technical assistance. The Office administers the Small Business Technical Assistance Program (SBTAP), and the state's Environmental Leader programs.

The Office of Education and Outreach develops and coordinates departmental communications and outreach initiatives. Staff provides the central point of contact for the media and the general public. The Office is responsible for delivery of proactive, integrated and professional quality educational initiatives and for execution of the agency's annual legislative agenda.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,565,830	317,537	1,248,293			
HEALTH BENEFITS	462,540	77,584	384,956			
RETIREMENTS	375,775	49,719	326,056			
OTHER FRINGE BENEFITS	40,861	14,928	25,933			
COMPUTER SERVICES	741,847	375,659	366,188			
CONTRACTUAL SERVICES	1,569,710	266,609	1,303,101			
RENTS	220,263		220,263			
COMMODITIES	27,801	1	27,800			
TRANSFER TO OTHER FUNDS	143,290		143,290			
TOTAL EXPENDITURES	5,147,917	1,102,037	4,045,880			

## BOARD OF ENVIRONMENTAL PROTECTION

**JAMES W PARKER, CHAIR**

**CYNTHIA BERTOCCL, EXECUTIVE ANALYST**

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

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

*Established* 1972

*Reference Policy Area* 04 *Umbrella* 06 *Unit* 101 *Citation* T0038

*Average Counts-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 (Board) is charged with providing informed, independent and timely decisions on the interpretation, administration and enforcement of the laws relating to environmental protection, and with providing for credible, fair and responsible public participation in Department decisions. The Board fulfills its purpose through major substantive rulemaking, decisions on applications of statewide significance, decisions on appeals of the Commissioner's licensing and enforcement actions, and recommending changes in the law to the Legislature.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### ORGANIZATION:

The Board consists of seven members appointed by the Governor, subject to review by the joint standing committee of the Legislature having jurisdiction over natural resource matters and confirmation by the Senate. Members are selected to represent a broad range of professional backgrounds and experiences. At least three members must have technical or scientific backgrounds in environmental issues and no more than four members may reside in the same Congressional District. Members serve four-year terms, and a member may not serve more than two consecutive four-year terms. The Governor appoints one member to serve as chair. The Board is staffed by the Executive Analyst and the Board Clerk. Members receive \$55 per day for each meeting or hearing attended and reimbursement for travel expenses incurred while attending meetings, public hearings or participating in other official Board business. Four members of the Board constitute a quorum for the purposes of opening a meeting and for a vote of the Board.

### PROGRAM:

The Board generally holds meetings and hearings in Augusta on the first and third Thursdays of each month to undertake its work including major substantive rulemaking, consideration of appeals of Commissioner licensing or enforcement actions, and review of applications of statewide significance. Additional meetings and hearings are scheduled by the Board as needed to address pending matters. The Board's agenda and the documents presented for Board consideration and decision are available on-line for public review prior to each Board meeting, and the Board provides live audio-streaming of its proceedings. [<http://www.maine.gov/dep/bep/index.htm>].

### LICENSES:

The majority of license applications are processed at the Department staff level and decided by the Commissioner; however, State law provides that the Board shall decide applications for projects determined to be of statewide significance.

### PUBLICATIONS:

Fact Sheets and Information Sheets providing guidance on public participation in Board proceedings and periodic reports to the Legislature are available on-line at [<http://www.maine.gov/dep/bep/index.htm>].

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	135,110		135,110			
HEALTH BENEFITS	33,898		33,898			
RETIREMENTS	35,904		35,904			
OTHER FRINGE BENEFITS	1,732		1,732			
CONTRACTUAL SERVICES	20,448		20,448			
RENTS	8,430		8,430			
COMMODITIES	2,808		2,808			
TRANSFER TO OTHER FUNDS	4,252		4,252			
<b>TOTAL EXPENDITURES</b>	<b>242,582</b>		<b>242,582</b>			

## BUREAU OF WATER QUALITY

### MICK KUHN, DIRECTOR

Central Office AMHI RAY BLDG, AUGUSTA, ME 04330  
Mail Address 17 STATE HOUSE STATION, AUGUSTA, ME 04333  
Established 1994  
Reference Policy Area 04 Umbrella 06 Unit 096B Citation  
Average Counts-All Positions 40.000

FAX (207) 287-7191  
Telephone (207) 287-2827  
M.R.S.A., Sect.  
Legislative Count 40.00

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### **PURPOSE:**

The Bureau of Water Quality is responsible for administering environmental laws designed to improve and protect the quality of Maine's water resources. The Bureau administers the state water quality laws, as well as the delegated federal National Pollutant Discharge Elimination System (NPDES) program that includes the Phase I and Phase II stormwater programs. The Bureau receives federal funding under the Federal Clean Water Act in return for state-level administration of those core laws.

### **ORGANIZATION:**

There are two divisions in this bureau: the Division of Water Quality Management and the Division of Environmental Assessment.

### **PROGRAM:**

The Water Quality Management Division regulates the discharge of pollutants to surface or ground waters of the State as authorized under the States' Protection and Improvement of Waters Law and the Federal Clean Water Act. Its activities include licensing, compliance, and enforcement. The Division also oversees the operation of all wastewater treatment facilities, certifies wastewater treatment operators and provides technical assistance.

In addition, the Water Quality Management Division administers funding programs for the planning, design and construction of wastewater treatment facilities. These include the State Revolving Fund (SRF) which funds rehabilitation and upgrade projects to maintain Maine's existing inventory of municipal wastewater treatment and collection facilities. Also included are the Small Communities Grant program, which focuses on remediating failing septic systems throughout the state, the Overboard Discharge Removal Program, which provides grants for the removal of certain systems as obligated under current law, and the Boat Pumpout Grant Program that provides grants for boat pumpout facilities.

The Division of Environmental Assessment is responsible for monitoring and assessing ground/surface water quality to provide the scientific foundation for the land and water regulatory programs as well as for developing environmental indicators to evaluate program effectiveness. The Division oversees the development of the biennial Integrated Water Quality Monitoring and Assessment Report, Surface Water Ambient Toxics Monitoring Program, the Dioxin Monitoring Program, the Lakes Program, and the Invasive Aquatic Species Program, and does quality assurance and control of the Volunteer Lake Monitoring Program. Services include biological, toxicological, and water quality computer modeling of wastewater impacts, complete ambient monitoring, and investigative capabilities. The Division also coordinates regulatory/non-regulatory approaches that are tailored to problems in specific watersheds and administers the Nonpoint Source Program under section 319 and section 604b of the Federal Clean Water Act. The Division assists with education and outreach and public awareness campaigns to carry out these programs.

### **LICENSES:**

Waste Discharge Licenses; Maine MEPDES permits; Certificates of Tax Exemptions; 401 Water Quality Certifications; IRS Certifications for five year amortization and for tax exempt bonding.

### **PUBLICATIONS:**

(Representative list. More at [www.maine.gov/dep](http://www.maine.gov/dep))  
The Buffer Handbook (1998) and associated plant list  
<http://www.maine.gov/dep/land/watershed/buffhandbook.pdf>  
[http://www.maine.gov/dep/land/watershed/buffer\\_plant\\_list.pdf](http://www.maine.gov/dep/land/watershed/buffer_plant_list.pdf)  
Maine Shoreland Zoning - A Handbook for Shoreland Owners (Spring 2008)  
<http://www.maine.gov/dep/water/lakes/publake.htm>  
Maine Stormwater BMP Manual (2010)  
<http://www.maine.gov/dep/land/stormwater/index.html>

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF WATER QUALITY	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	2,268,099	1,355,821	823,004		89,274	
HEALTH BENEFITS	776,741	479,134	268,158		29,449	
RETIREMENTS	526,242	320,318	185,662		20,262	
OTHER FRINGE BENEFITS	46,324	27,816	16,924		1,584	
COMPUTER SERVICES	6,407	6,407				
CONTRACTUAL SERVICES	365,364	297,609	59,142		8,613	
RENTS	55,240	48,512	6,728			
COMMODITIES	63,148	61,533	1,615			
GRANTS, SUBSIDIES, PENSIONS	3,194,786	174,500	2,611,477		248,332	160,477
EQUIPMENT	6,637	6,637				
TRANSFER TO OTHER FUNDS	54,723		49,318		5,405	
<b>TOTAL EXPENDITURES</b>	<b>7,363,711</b>	<b>2,778,287</b>	<b>4,022,028</b>		<b>402,919</b>	<b>160,477</b>

## BUREAU OF REMEDIATION AND WASTE MANAGEMENT

### DAVID BURNS, BUREAU DIRECTOR

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

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

*Established* 1980

*Reference Policy Area* 04 *Umbrella* 06 *Unit* 096D *Citation*

*Average Counts-All Positions* 127.416

*FAX* (207) 287-7826

*Telephone* (207) 287-7166

*M.R.S.A., Sect.*

*Legislative Count* 127.00

#### PURPOSE:

The Bureau of Remediation and Waste Management administers Maine's oil, hazardous material, and solid waste management programs, including: emergency response for oil and hazardous materials spills; regulation of aboveground and underground oil storage facilities; certification of underground oil storage facility installers and inspectors; licensing of waste facilities, waste transporters, oil terminals, and spreading sites for septage, sludge and other residuals; oversight of asbestos and lead management and disposal; investigation and cleanup of uncontrolled hazardous substances sites; coordination with EPA on investigation and clean-up of Superfund sites; and implementation of the Brownfields and Voluntary Response Action Programs. The Bureau also manages the Maine Ground and Surface Waters Clean-Up and Response Fund, the Maine Hazardous Waste Fund, the Uncontrolled Sites Fund, and the Solid Waste Management Fund, as well as bond accounts for uncontrolled sites and landfill closure. The Bureau provides staff support to the Clean-up and Response Fund Review Board and the Board of Underground Storage Tank Installers.

#### ORGANIZATION:

The Bureau of Remediation and Waste Management consists of five divisions: Materials Management, Petroleum Management, Remediation, Response Services, and Technical Services. Each of these divisions is described in more detail below.

#### PROGRAM:

The Division of Materials Management is responsible for regulatory oversight, assistance, and outreach concerning liquid residuals and solid and hazardous waste facilities and activities. The division supports and encourages the handling of materials in ways that are consistent with Maine's solid waste management hierarchy.

The Division of Petroleum Management is responsible for regulatory oversight, assistance, and outreach for petroleum facilities (such as oil terminals), aboveground storage tanks, and underground storage tank facilities. The division is responsible for investigating and mitigating risks posed by the release of petroleum. The division processes applications from owners and operators of underground oil storage facilities to the Maine Ground and Surface Waters Clean-up and Response Fund.

The Division of Remediation investigates and mitigates risks posed by

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

uncontrolled hazardous substance sites. The Division coordinates with the U.S. Environmental Protection Agency and the Department of Defense on the investigation and clean-up of federal Superfund sites and formerly used defense sites in Maine. The Division administers the lead and asbestos abatement programs. This division is also responsible for reimbursing municipalities for the state share of closure costs at former solid waste landfills, and investigating and mitigating the risks posed by these closed landfills to adjacent landowners. The Division oversees private investigation and remediation under the Voluntary Response Action Program, and facilitates such action by administering the federal Brownfields Grant program.

The Division of Response Services is the lead entity for response to oil spills in Maine, and is the co-lead, along with the appropriate public safety agency, for the assessment and remediation of hazardous materials releases in Maine. This division responds to reports of spills and threatened releases of petroleum products and hazardous materials, responds to reports of incidents involving weapons of mass destruction, radiation, and clandestine drug labs, coordinates emergency clean up, and provides training to local fire departments and to the state's hazardous materials teams.

The Division of Technical Services provides technical support to the Bureau's other divisions and programs in the areas of engineering, geology and chemistry. The division plans and implements the cleanup of long term petroleum remediation sites, provides technical assistance to the business community and the general public, and operates a program to replace home heating oil tanks that are at high risk of leaking. The division is also responsible for regulatory oversight, assistance, and outreach for active solid waste landfills.

### LICENSES:

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

### PUBLICATIONS:

Numerous publications are available to assist the general public and regulated community in understanding and achieving compliance with the requirements of the programs administered by the Bureau of Remediation and Waste Management. These publications are available on the Internet at <http://www.maine.gov/dep/publications/index.html>.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REMEDIATION AND WASTE MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,703,717	371,871	5,274,599		1,057,247	
HEALTH BENEFITS	2,266,189	123,919	1,765,280		376,990	
RETIREMENTS	1,696,291	98,647	1,344,641		253,003	
OTHER FRINGE BENEFITS	145,662	8,275	113,100		24,287	
COMPUTER SERVICES	80,622	128	78,626		1,868	
CONTRACTUAL SERVICES	4,851,101	74,499	4,485,889		290,713	
RENTS	542,318	17,309	524,540		469	
COMMODITIES	182,632	24,396	153,380		4,856	
GRANTS, SUBSIDIES, PENSIONS	1,678,014		1,678,014			
EQUIPMENT	95,462	55,000	36,557		3,905	
TRANSFER TO OTHER FUNDS	569,734		497,802		71,932	
<b>TOTAL EXPENDITURES</b>	<b>18,811,742</b>	<b>774,044</b>	<b>15,952,428</b>		<b>2,085,270</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BOARD OF UNDERGROUND STORAGE TANK INSTALLERS**  
**WILLIAM CARVER, CHAIR**

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

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

*Established* 1985

*Reference Policy Area* 04 *Umbrella* 06 *Unit* 481 *Citation* T0032

*FAX*

*Telephone* (207) 287-7688

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

**PURPOSE:**

The Board of Underground Storage Tank Installers (Board) was established under 32 M.R.S.A. §§10001-10016 to safeguard public health, safety and welfare, to protect the public from incompetent and unauthorized persons performing work in this field, to ensure the highest degree of professional conduct on the part of underground oil storage tank installers and inspectors, and to ensure the availability of underground oil storage tank installations and inspections of high quality to persons in need of those services.

**ORGANIZATION:**

The Board consists of seven members appointed by the Governor: one from the Department of Environmental Protection; one from the Maine Energy Marketers' Association; one underground oil storage tank installer; one from the Maine Chamber of Commerce or an underground tank installer or inspector; one from the Maine Fire Chiefs Association; and two members of the public. The Department provides staff support to the Board.

**PROGRAM:**

The Board offers initial and final examinations to applicants interested in becoming certified as underground storage tank installers or inspectors. Since the inception of the program in 1985, about 295 certificates for underground oil storage tank installers or inspectors and 135 certificates for apprentices have been granted. There are currently 74 certified underground storage tank installers and 60 underground storage tank inspectors in Maine. The Board also accredits continuing education for underground storage tank installers and inspectors. In the past fiscal year, the Department and Board conducted the annual underground storage tank installer and inspector training program for certified underground storage tank installers, inspectors and interested parties with 154 people attending (93 were certified underground tank installers or inspectors). The Board also reviewed and accredited various other programs offered by equipment manufacturers and trade associations as well as individual requests to the Board from certified underground storage tank installers or inspectors. The third responsibility of the Board is taking disciplinary actions against underground storage tank installers or inspectors who allegedly violate Board and Department rules. Two complaints were received in fiscal year 2016-17.

**LICENSES:**

Underground Oil Storage Tank Installer Certificate

Underground Oil Storage Tank Inspector Certificate

**PUBLICATIONS:**

Annual Report to the Commissioner, Department of Environmental Protection  
Annual Report to the Secretary of State's Bureau of Corporations, Elections, and Commissions

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

**(OFFICE OF) GOVERNOR  
PAUL R. LEPAGE, 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 Counts-All Positions* 48.184

*Legislative Count* 47.50

**Units:**

GOVERNOR'S OFFICE OF COMMUNICATIONS

GOVERNOR'S ENERGY OFFICE

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL  
APPOINTMENTS

(OFFICE OF) PUBLIC ADVOCATE

**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) 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 provides services for the Governor, the Governor's family and guests; maintains House offices for the Governor; displays the mansion during public visiting hours; and assists 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 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,440,423	2,523,963	763,325		153,135	
HEALTH BENEFITS	841,327	602,642	203,722		34,963	
RETIREMENTS	591,817	394,656	169,423		27,738	
OTHER FRINGE BENEFITS	104,789	75,050	23,187		6,552	
COMPUTER SERVICES	103,852	83,209	16,983		3,660	
CONTRACTUAL SERVICES	928,765	264,785	592,084		71,896	
RENTS	66,640	20,177	46,463			
COMMODITIES	84,086	69,465	11,750		2,871	
GRANTS, SUBSIDIES, PENSIONS	548,928	252,079	187,908		108,941	
TRANSFER TO OTHER FUNDS	22,659		17,377		5,282	
<b>TOTAL EXPENDITURES</b>	<b>6,733,286</b>	<b>4,286,026</b>	<b>2,032,222</b>		<b>415,038</b>	

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,523,963	2,523,963				
HEALTH BENEFITS	602,642	602,642				
RETIREMENTS	394,656	394,656				
OTHER FRINGE BENEFITS	75,050	75,050				
COMPUTER SERVICES	83,209	83,209				
CONTRACTUAL SERVICES	264,785	264,785				
RENTS	20,177	20,177				
COMMODITIES	69,465	69,465				
GRANTS, SUBSIDIES, PENSIONS	479,919	252,079	187,908		39,932	
<b>TOTAL EXPENDITURES</b>	<b>4,513,866</b>	<b>4,286,026</b>	<b>187,908</b>		<b>39,932</b>	

## GOVERNOR'S OFFICE OF COMMUNICATIONS

### PETER STEELE, DIRECTOR

*Central Office* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001  
*Mail Address* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX* (207) 287-1034  
*Established* 2011 *Telephone* (207) 287-5086  
*Reference Policy Area* 00 *Umbrella* 07 *Unit* 662 *Citation* T0002 *M.R.S.A., Sect.* 00000010

#### PURPOSE:

The Governor's Office of Communications exists to consolidate, coordinate, and streamline communication functions in State Government. The office is administered by the Executive Department.

#### ORGANIZATION:

The Office is under the control and supervision of the Director of the Governor's Office of Communications. The Director is appointed by and serves at the pleasure of the Governor.

#### PROGRAM:

The Office provides coordinated public communication services to State departments and agencies.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

**GOVERNOR'S ENERGY OFFICE**  
**STEVEN G. MCGRATH, DIRECTOR**

*Central Office* 3RD FLOOR CROSS OFFICE BLDG, AUGUSTA, ME 04333  
*Mail Address* 62 STATE HOUSE STATION, AUGUSTA, ME 04333-0062 *FAX*  
*Established* 2008 *Telephone* (207) 624-7405  
*Reference Policy Area* 00 *Umbrella* 07 *Unit* 647 *Citation* T0002 *M.R.S.A., Sect.* 000000009  
*Average Counts-All Positions* 3.000 *Legislative Count* 3.00

**PURPOSE:**

The Governor's Energy Office (GEO) was created to form effective public and private partnerships that advance Maine's energy security and economic development in an environmentally responsible manner. The GEO is responsible for planning and coordinating state energy policy, and serves as the primary energy policy advisor to the Governor. As the designated State Energy Office, the GEO is charged with providing leadership in the development of public and private partnerships that achieve clean, reliable, affordable, efficient, sustainable, indigenous and renewable energy resources. It is the responsibility of the GEO to work in conjunction with other departments of State government, the Legislature, and private and nonprofit sectors to advance and optimize Maine's energy security, economic development and environmental health. Maine's energy objectives are supported in part through GEO oversight and administration of the U.S. State Energy Program (SEP) funds and priorities.

**ORGANIZATION:**

The GEO is established in the Executive Department and is directly responsible to the Governor.

**PROGRAM:**

By January 15th of each year, the director prepares and submits to the Governor and to the joint standing committee of the Legislature having jurisdiction over utilities and energy matters the following reports:

Governor's Energy Office Annual Report, which includes updates on progress toward implementing the State Energy Plan, and accounts for the Office's resources devoted to its various duties and activities.

Interagency Review Panel's (IRP) report on activities and actions pertaining to the use or potential use of statutory corridors for energy infrastructure.

Activities of the office regarding the development and permitting of renewable energy generation facilities.

Every two years, the GEO is responsible for submitting an updated State Comprehensive Energy Plan, which includes identification of transmission and other infrastructure needs; energy assurance planning; an assessment of the progress made toward state wind energy goals and their tangible benefits; the association between energy planning and meeting greenhouse gas reduction goals; and, a listing of recommended actions to facilitate the development of renewable energy generation.

## EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GOVERNOR'S ENERGY OFFICE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	185,229		32,094		153,135	
HEALTH BENEFITS	37,976		3,013		34,963	
RETIREMENTS	29,763		2,025		27,738	
OTHER FRINGE BENEFITS	8,154		1,602		6,552	
COMPUTER SERVICES	7,615		3,955		3,660	
CONTRACTUAL SERVICES	87,328		15,432		71,896	
COMMODITIES	4,358		1,487		2,871	
GRANTS, SUBSIDIES, PENSIONS	69,009				69,009	
TRANSFER TO OTHER FUNDS	6,329		1,047		5,282	
<b>TOTAL EXPENDITURES</b>	<b>435,761</b>		<b>60,655</b>		<b>375,106</b>	

## GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY LEONARD I. SHARON, CHAIR

*Central Office* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001  
*Mail Address* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX*  
*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 25 FY11/12 on November 1, 2011, the Governor's Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice to the Governor on all applications for gubernatorial clemency. The Board meets at the call of the Chairman.

### ORGANIZATION:

The Governor's Board on Executive Clemency consists of three members who have demonstrated humanitarian concern, as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assist them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The members of the board are appointed by the Governor to serve at the Governor's pleasure, and serve without compensation.

### 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. The sole power to grant clemency remains with the Governor.

Information on Executive Clemency and petition forms is available from the Pardon Clerk, Maine Department of Corrections, Division of Adult Community Services, 111 State House Station, Augusta, Maine 04333-0111.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

**GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS**

**JOSH TARDY, CHAIR**

*Central Office* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001  
*Mail Address* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX*  
*Established* 1988 *Telephone* (207) 287-3531  
*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 investigating, evaluating and providing advice to the Governor 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 the Governor's pleasure.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**(OFFICE OF) PUBLIC ADVOCATE**

**BARRY HOBBINS, PUBLIC ADVOCATE**

**PATTY J MOODY-D'ANGELO, PUBLIC SERVICE MANAGER II**

*Central Office* 103 WATER STREET, 3RD FLOOR, HALLOWELL, ME 04347  
*Mail Address* 112 STATE HOUSE STATION, AUGUSTA, ME 04333-0112 *FAX* (207) 287-4300  
*Established* 1981 *Telephone* (207) 624-3687  
*Reference Policy Area* 00 *Umbrella* 07 *Unit* 413 *Citation* T0035A *M.R.S.A., Sect.* 000001701  
*Average Counts-All Positions* 9.000 *Legislative Count* 9.00

**PURPOSE:**

The fundamental role of the Public Advocate is to represent and advocate for the interests of utility ratepayers in proceedings before the Maine Public Utilities Commission, the Maine Legislature, federal and regional regulatory bodies, and in relevant courts.

In 2017, the Office of Public Advocate completed its 36th year of advocacy on behalf of utility customers before the Public Utilities Commission. During the past 36 years the Public Advocate has saved ratepayers more than \$573 million through its advocacy and negotiations.

**ORGANIZATION:**

In 1981, 35-A MRSA §1701 established the office as an agency of the Executive Department to represent the interests of utility consumers before regulatory bodies, the courts and the Legislature. Beginning in 1999 the office moved from a General Fund basis for its budget to a system of utility assessments. The office no longer receives any General Fund dollars. In 2009 the Legislature gave the Public Advocate a fixed term in order to provide the office greater independence from political influence.

In addition to the Public Advocate, the office currently employs 8 staff members (4 support staff and 4 attorneys). The office also uses expert witness consultants in technically or financially complicated cases. The Public Advocate is appointed by the Governor and confirmed by the Legislature.

## EXECUTIVE DEPARTMENT

### **PUBLICATIONS:**

Guidelines for Consumer Participation in Public Hearings Held by the Maine Public Utilities Commission (no charge)

Annual Report to the Joint Standing Committee on Energy, Utilities and Technology of the Legislature - August 23, 2017 (no charge)

Electricity Guide Volume 19, Spring 2017 (no charge)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

(OFFICE OF) PUBLIC ADVOCATE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	731,231		731,231			
HEALTH BENEFITS	200,709		200,709			
RETIREMENTS	167,397		167,397			
OTHER FRINGE BENEFITS	21,585		21,585			
COMPUTER SERVICES	13,028		13,028			
CONTRACTUAL SERVICES	576,652		576,652			
RENTS	46,463		46,463			
COMMODITIES	10,263		10,263			
TRANSFER TO OTHER FUNDS	16,330		16,330			
<b>TOTAL EXPENDITURES</b>	<b>1,783,658</b>		<b>1,783,658</b>			

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**DEPARTMENT OF HEALTH AND HUMAN SERVICES -  
FORMERLY DHS**

**RICKER HAMILTON, COMMISSIONER**

*Central Office* 221 STATE STREET, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-3005

*Established* 1975

*Telephone* (207) 287-4223

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144 *Citation* T0022A *M.R.S.A., Sect.* 000000201

*Average Counts-All Positions* 2499.000

*Legislative Count* 2498.00

**Units:**

*OFFICE OF CHILD AND FAMILY SERVICES*

*DIVISION OF DISEASE PREVENTION*

*OFFICE OF DATA, RESEARCH AND VITAL STATISTICS*

*DIVISION OF DISABILITY DETERMINATION SERVICES*

*DIVISION OF DISEASE CONTROL*

*OFFICE FOR FAMILY INDEPENDENCE*

*MAINE CENTER FOR DISEASE CONTROL AND PREVENTION*

*DIVISION OF ENVIRONMENTAL AND COMMUNITY HEALTH  
FINANCE*

*OFFICE OF MAINECARE SERVICES*

*OFFICE OF AGING AND DISABILITY SERVICES*

*MAINE PUBLIC DRINKING WATER COMMISSION*

*DISTRICT OPERATIONS*

*SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD*

**PURPOSE:**

The mission of the Maine Department of Health and Human Services is to provide integrated health and human services to the people of Maine and to assist individuals in meeting their needs, while respecting the rights and preferences of the individuals and families it serves.

All of the department's functions and activities are directed toward one or more of the following goals: (a) to protect and enhance the health and well-being of Maine people; (b) to promote independence and self-sufficiency; (c) to protect and care for those who are unable to care for themselves; and (d) to provide effective stewardship for the resources entrusted to the department.

**ORGANIZATION:**

Effective July 1, 2004, the Governor and the Legislature created the Department of Health and Human Services (DHHS) by combining and reorganizing the former Department of Human Services (DHS) and the former Department of Behavioral and Developmental Services (BDS). The organizational framework for the new department was established the following year by Public Law 2005, Ch. 412.

**PROGRAM:**

The department's statutory mandate requires it to provide the following programs and services to adults, children and families: Economic assistance and employment support services; behavioral health services, including mental health and substance abuse prevention and treatment services; developmental disability and brain injury services; physical health services; and public health services.

Services targeted specifically for children, families, and adults include: child welfare services; early childhood services, including Head Start and child care services; maternal and child health services, including home-visiting programs; paternity establishment and child support enforcement services; residential and community support services for children and adults with disabilities; adult protective services; and long-term care services for the elderly and adults with disabilities.

The department delivers programs and services through an integrated delivery system that focuses on meeting the needs of individuals and families. The department uses a combination of public personnel and contracts with private agencies to administer programs and deliver services.

The department administers the Medicaid program funded jointly by the federal government's Centers for Medicare and Medicaid Services (CMS) and the State. MaineCare provides health care services for Maine's children and adults who are elderly, disabled or with low income.

More information about the Department of Health and Human Services may be found at <http://www.maine.gov/dhhs>.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	98,286,532	45,913,371	31,677,263		20,695,898	
HEALTH BENEFITS	37,249,918	18,163,098	11,186,516		7,900,304	
RETIREMENTS	22,588,632	11,075,779	6,695,683		4,817,170	
OTHER FRINGE BENEFITS	2,024,512	987,821	607,311		429,380	
COMPUTER SERVICES	46,730,417	12,724,243	9,134,223		24,871,951	
CONTRACTUAL SERVICES	136,913,195	41,428,210	18,787,987		76,696,998	
RENTS	10,863,664	6,251,249	3,567,128		1,045,287	
COMMODITIES	15,954,699	4,229,670	11,087,233		637,796	
GRANTS, SUBSIDIES, PENSIONS	2,844,107,260	675,405,621	340,993,823		1,827,707,816	
EQUIPMENT	669,925		117,249		552,676	
TRANSFER TO OTHER FUNDS	7,476,541	51,030	2,793,409		4,632,102	
<b>TOTAL EXPENDITURES</b>	<b>3,222,865,295</b>	<b>816,230,092</b>	<b>436,647,825</b>		<b>1,969,987,378</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY DHS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,945,999	1,607,403	1,338,596			
HEALTH BENEFITS	992,209	544,847	447,362			
RETIREMENTS	669,943	375,565	294,378			
OTHER FRINGE BENEFITS	57,204	31,756	25,448			
COMPUTER SERVICES	144,222	92,684	51,538			
CONTRACTUAL SERVICES	1,240,576	1,209,001	31,575			
RENTS	123,858	102,286	21,572			
COMMODITIES	28,609	19,057	9,552			
GRANTS, SUBSIDIES, PENSIONS	2,379,958	2,379,000	958			
TRANSFER TO OTHER FUNDS	74,577	473	74,104			
<b>TOTAL EXPENDITURES</b>	<b>8,657,155</b>	<b>6,362,072</b>	<b>2,295,083</b>			

## OFFICE OF CHILD AND FAMILY SERVICES

**JEFFREY WILEY, ACTING DEP. COMM. FINANCE**  
**JEFFREY WILEY, ACTING DEP. COMM. FINANCE**

TTY (207) 287-4479

Central Office 221 STATE STREET, AUGUSTA, ME 04333-0011  
 Mail Address 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX (207) 287-3005  
 Established 1974 Telephone (207) 287-1921  
 Reference Policy Area 05 Umbrella 10 Unit 148 Citation T0022 M.R.S.A., Sect. 000005308  
 Average Counts-All Positions 87.500 Legislative Count 87.50

### PURPOSE:

The Office of Child and Family Services (OCFS) seeks to serve and protect Maine's vulnerable children and families. The Office has two primary priorities: ensuring the safety of all youth and assisting youth to become productive community members. OCFS supports Maine's children and their families by providing children's behavioral health, child welfare, early childhood and community services.

### ORGANIZATION:

OCFS administers and monitors both direct and community-based services throughout the state. OCFS is structured into eight district offices reporting to a central administrative office, and provides services from Eliot to Fort Kent. In addition, OCFS manages a statewide 24/7 child abuse hotline that operates in Augusta.

### PROGRAM:

Early Intervention and Prevention - This program seeks to promote the health, well-being and safety of children and families by reducing the risk and effect of adverse childhood experiences (such as neglect, trauma or exposure to violence). Services focus on increasing protective factors such as health, education, safety

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

promotion, social connections and family strengthening supports. Services include Domestic Violence and Sexual Assault supports, Child Care, Head Start, Food Subsidy, Child Abuse Prevention, and statewide Child Welfare Policy/ Training development.

**Child Welfare** - This program seeks safety, well-being and permanent homes for children while working with professionalism and respecting the dignity of all families. Child abuse reports are investigated on behalf of Maine communities, working to keep children safe and to guide families in creating safe homes for children.

**Behavioral Health** - This program provides behavioral health treatment and services for children from birth up to age 21. OCFS provides oversight and policy management for MaineCare services related to children and youth with developmental disabilities/delays, intellectual disabilities, autism spectrum disorders and mental health disorders.

**Operations** - This program performs a variety of functions that assist DHHS/OCFS managers, supervisors and field staff in managing their performance, as well as programs that provide oversight of contracted services that assist the children and families served. Its mission is to provide efficient, effective and quality services in the areas of administration, financial service, contract oversight and management, quality improvement programing and information services to all OCFS programs.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF CHILD AND FAMILY SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,206,721	2,681,491	1,022,746		502,484	
HEALTH BENEFITS	1,560,453	969,286	380,092		211,075	
RETIREMENTS	979,703	620,317	245,396		113,990	
OTHER FRINGE BENEFITS	85,095	53,644	21,271		10,180	
COMPUTER SERVICES	709,990	489,167	194,961		25,862	
CONTRACTUAL SERVICES	8,798,824	4,110,400	557,600		4,130,824	
RENTS	532,013	311,723	105,319		114,971	
COMMODITIES	540,905	507,710	21,934		11,261	
GRANTS, SUBSIDIES, PENSIONS	118,428,783	69,220,213	4,129,338		45,079,232	
TRANSFER TO OTHER FUNDS	460,587	49,894	149,489		261,204	
<b>TOTAL EXPENDITURES</b>	<b>136,303,074</b>	<b>79,013,845</b>	<b>6,828,146</b>		<b>50,461,083</b>	

## DIVISION OF DISEASE PREVENTION

### STEPHANIE SYLVESTER, ACTING DIRECTOR

*Central Office* 286 WATER STREET, AUGUSTA, ME 04333-0011

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

*Established* 1937

*Telephone* (207) 287-4624

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144F *Citation* T0022A *M.R.S.A., Sect.* 000000201

*Average Counts-All Positions* 27.000

*Legislative Count* 27.00

#### PURPOSE:

The Division of Disease Prevention (DDP) promotes health and disease reduction in four program areas: Tobacco and Substance Use Prevention and Control, Maternal and Child Health, Chronic Disease Prevention and Control and WIC Nutrition Program. The DDP provides data informed public health planning, implementation and evaluation to decrease high-risk health behaviors and chronic diseases and improve the health of Maine residents across their life span.

#### PROGRAM:

The Tobacco and Substance Use Prevention and Control Program works to decrease the initiation of tobacco and substance use among Maine's youth and young adult population as well as promote adolescent health and injury prevention. The program works to decrease health costs and increase quality of life by providing

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

information and support so people can make healthy choices about tobacco and substance use and injury prevention. The program provides funding to local communities for these efforts through the Maine Prevention Services initiative. State and local providers implement training on best-practice, public education/outreach and strategies including environmental change, education and information dissemination. Data collection, analysis and dissemination are aspects of the program that ensure programming is based on need and emerging health trends. By focusing on support and development of healthy, safe environments the program seeks to prevent the onset of addiction to tobacco and other substances as well as preventing injuries.

The Maternal and Child Health (MCH) Program works to improve the health of the MCH population (women 15 to 44 years, children birth through 21 years, and children with special health needs). The program supports training of best-practice at the community-level, direct funding of services to community-based partners and public health nursing services. Data collection, analysis and dissemination are aspects of the program that ensure programming is based on need and emerging health trends. The program collaborates with governmental and non-governmental agencies and organizations. The concept of prevention is vital. By addressing health in preconception, pregnancy and childhood, there is opportunity to prevent chronic and costly conditions such as obesity.

The Chronic Disease Prevention and Control Program works to prevent, detect and control some of the most serious chronic health conditions (asthma, cancer, obesity, diabetes and heart disease). It provides training, public education and funds to community-based partners. Data collection, analysis and distribution all ensure that programming is based on need and emerging health trends.

The Women, Infants and Children (WIC) Nutrition Program, funded by the United States Department of Agriculture (USDA), is a supplemental nutrition program for pregnant, breastfeeding or postpartum women and infants and children from birth to five years. WIC counselors provide growth assessment, health screening, breastfeeding promotion and support and referrals along with individualized nutritious food benefits to over 19,000 Maine participants. WIC services are available for families whose income is less than or equal to income guidelines established for the program by USDA. WIC food benefits follow federal regulations, which are based on nutrition research as well as recommendations from the National Academies of Science. Program goals include positive pregnancy outcomes and optimal growth for infants and children.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF DISEASE PREVENTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	822,964				822,964	
HEALTH BENEFITS	291,985				291,985	
RETIREMENTS	188,152				188,152	
OTHER FRINGE BENEFITS	17,505				17,505	
COMPUTER SERVICES	36,396				36,396	
CONTRACTUAL SERVICES	712,175				712,175	
RENTS	4,558				4,558	
COMMODITIES	303				303	
GRANTS, SUBSIDIES, PENSIONS	5,921,811				5,921,811	
TRANSFER TO OTHER FUNDS	69,231				69,231	
<b>TOTAL EXPENDITURES</b>	<b>8,065,080</b>				<b>8,065,080</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**OFFICE OF DATA, RESEARCH AND VITAL STATISTICS**

**JAMES MARKIEWICZ, DIRECTOR**  
**KIM HAGGAN, STATE REGISTRAR**

*Central Office* 286 WATER STREET, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-4612

*Established* 1992 *Telephone* (207) 287-8104

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 146 *Citation* T0022 *M.R.S.A., Sect.* 000002701

**PURPOSE:**

The Office of Data, Research and Vital Statistics is part of the Division of Public Health Operations (DPHO is within the Maine Center for Disease Control and Prevention). The Division has a systems focus on preserving and promoting public health through Public Health Emergency Preparedness, Data, Research and Vital Statistics, and District Public Health.

**PROGRAM:**

Public Health Emergency Preparedness (PHEP)

PHEP is responsible for the planning, coordination and response to bioterrorism and other public health emergencies. PHEP works with multiple federal, State and local partners to protect the health and safety of all Maine people through the development and implementation of a coordinated, statewide protocol that assures the early detection, containment and management of public health emergency events.

Data, Research and Vital Statistics (DRVS)

DRVS administers Maine's vital records system and provides quantitative information for surveillance, planning, policy development, program management and evaluation. DRVS produces detailed population estimates for use within and outside the Department of Health and Human Services and compiles data on health status and health resources. The office provides technical assistance and consultation on survey procedures and statistical analysis. It is an affiliate State census data center.

District Public Health

The Public Health District Liaisons are located within and across Maine's public health districts. The District Liaisons are charged with providing technical assistance, lines of communication and a quality feedback loop to strengthen and improve delivery and accountability of public health services at local and district levels (22 MRSA §412).

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DIVISION OF DISABILITY DETERMINATION SERVICES**

**SCOTT MACK, DIRECTOR**

*Central Office* CARLTON MILLS, 1705 US RTE 202, WINTHROP, ME 04364

*Mail Address* 116 STATE HOUSE STATION, AUGUSTA, ME 04333-0116 *FAX* (866) 652-7253

*Established* 1956 *Telephone* (207) 377-9500

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144Z *Citation* T0022A *M.R.S.A., Sect.* 000000201

*Average Counts-All Positions* 56.500 *Legislative Count* 56.50

**PURPOSE:**

To provide timely, accurate and fair disability decisions to Maine citizens filing under the Title II (coverage based) or Title XVI (low-income based) sections of the Social Security Act. In 2005, the responsibility for Disability Determination Services was assigned to the Office for Family Independence.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### ORGANIZATION:

Disability Determination Services exists as a partnership between the State and federal governments. The agency had an operating budget of \$9.3 million for fiscal year 2017 and employs 56.5 people. The workforce includes disability claim examiners, physicians, psychologists and various administrative and support people. Oversight and funding is provided by the Social Security Administration.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF DISABILITY DETERMINATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,186,175				2,186,175	
HEALTH BENEFITS	841,751				841,751	
RETIREMENTS	499,541				499,541	
OTHER FRINGE BENEFITS	44,505				44,505	
COMPUTER SERVICES	139,757				139,757	
CONTRACTUAL SERVICES	1,702,234				1,702,234	
RENTS	315,135				315,135	
COMMODITIES	20,927				20,927	
GRANTS, SUBSIDIES, PENSIONS	2,496,574				2,496,574	
TRANSFER TO OTHER FUNDS	191,936				191,936	
<b>TOTAL EXPENDITURES</b>	<b>8,438,535</b>				<b>8,438,535</b>	

## DIVISION OF DISEASE CONTROL

### LORI WOLANSKI, DIRECTOR

WATS (800) 821-5821

*Central Office* 286 WATER STREET, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-8186

*Established* 1972 *Telephone* (207) 287-6448

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144V *Citation* T0022A *M.R.S.A., Sect.* 000000201

### PURPOSE:

The Division of Disease Control, (formerly known as the Division of Infectious Disease) promotes and protects the health of Maine people through programs focusing on the surveillance, prevention, control and testing of infectious diseases and conditions.

### PROGRAM:

The Division implements its mission through key programs: Infectious Disease Program, Maine Immunization Program, Environmental and Occupational Health Program, the State's Health and Environmental Testing Laboratory, and coordination with Medical Epidemiology.

The Infectious Disease Program conducts surveillance for notifiable diseases and conditions of potential public health significance, investigates outbreaks and clusters of disease, and recommends intervention strategies to reduce disease related morbidity and mortality. The program consults with health care providers on the prevention and control of various infectious diseases and provides public health alerts, advisories and updates to key public health stakeholders. The program partners with community health professionals to prevent the transmission of diseases such as HIV, STD and Viral Hepatitis infection through targeted outreach and testing services. The program administers funds for medical case management for people living with HIV/AIDs, and oversees the AIDS Drug Assistance program (ADAP) as the payer of last resort for low income Mainers living with HIV/AIDs.

The Maine Immunization Program strives for full protection of all Maine people from vaccine preventable disease. Through cooperative partnerships with health practitioners and community members, the program provides: vaccines; comprehensive education and technical assistance; vaccine-preventable disease tracking and outbreak control; and population-based management tools. This program manages universal immunization for insured or underinsured Maine

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

children, as well as the federal Vaccines for Children Program.

The Environmental and Occupational Health Program (EOHP) implements legislative mandates in Environmental Health (22 MRSA, C.271), Childhood Lead Poisoning Prevention and Control (22 MRSA, C.252) and Occupational Disease Reporting (22 MRSA, C.259-A) to ensure that threats to the health of Maine people posed by natural phenomena or potentially toxic substances in the environment and workplace are identified, appropriately considered and responded to by those responsible for protecting public health and the environment. The program maintains systems to monitor health status; identifies and investigates health problems which may be related to environmental or occupational factors; advises state agencies regarding potential health implications of their actions; and provides information on preventative and corrective actions in the environmental health realm.

The Health and Environmental Testing Laboratory (HETL) is a state resource in the prevention, treatment and control of hazards that threaten the health of the community and environment. Core functions include: monitoring public and private water supplies for chemical and microbiological contaminants necessary for public health and regulatory compliance; monitoring and diagnosing infectious diseases; performing a wide range of environmental testing, including radiation, pesticides and industrial pollutants; detecting lead poisoning; forensic testing for the drug enforcement agency and highway safety; and providing key alert data to support the state's emergency preparedness to chemical and biological terrorism.

### LICENSES:

n/a

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF DISEASE CONTROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	210,843		210,843			
TOTAL EXPENDITURES	210,843		210,843			

## OFFICE FOR FAMILY INDEPENDENCE

### BETHANY HAMM, DIRECTOR

*Central Office* 19 UNION STREET, AUGUSTA, ME 04333-0011

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

*Established* 1913

*Telephone* (207) 624-4103

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144B *Citation* T0022A *M.R.S.A., Sect.* 000000201

*Average Counts-All Positions* 386.000

*Legislative Count* 386.00

### PURPOSE:

The Office for Family Independence (OFI) administers multiple State and federal programs to help Maine citizens in need. There are 15 offices across the State where staff assists people who may need assistance.

In addition to policy and program functions, OFI also monitors benefit distribution through quality assurance activities, investigations and recovery through audits of municipal welfare programs.

### ORGANIZATION:

The central office unit provides staff support to the department's local offices. As an administrative unit of the Department of Health and Human Services, the office's internal structure and functions are subject to the discretion of the Commissioner of the Department Health and 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.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### **PROGRAM:**

Temporary Assistance for Needy Families (TANF) is a work program that provides financial assistance in the form of cash to families with children who meet the financial and non-financial rules of the program. This cash helps families meet their basic needs for food, shelter and clothing. TANF is funded primarily through a federal block grant, with a required State maintenance of effort contribution. The State operates a state-funded TANF program for non-citizens who are ineligible for federal benefits.

The Parents as Scholars (PaS) program provides cash assistance to parents enrolled in a post-secondary education the same way as the TANF program. Additional Support for People in Retraining and Employment (ASPIRE) engages with people receiving TANF and PaS to support their efforts to attain employment and become self-sufficient. The ASPIRE program is administered through a contractual agreement with Fedcap who provides the work support services through their Breaking the Cycle Program.

Transitional Services provides post-TANF assistance in the form of food support, child care, transportation and medical assistance. Alternative Aid provides voucher payments for services to help parents retain or obtain employment and to help them remain self-supporting. Emergency Assistance provides payment of services to families who are threatened by destitution or homelessness because of emergency situations.

The Food Supplement Program (SNAP, formerly Food Stamps), provides a monthly food benefit via an electronic benefits card. SNAP-Education provides nutrition education for SNAP-eligible Maine residents. SNAP-Ed and SNAP benefits are 100 percent federally funded. The State pays half the administrative cost and operates a state-funded SNAP program for non-citizens who are ineligible for federal benefits. SNAP-Employment and Training program provides job readiness activities to SNAP eligible recipients.

Medicaid (MaineCare) and Cub Care provides payment of medical expenses, including long term care, for children, parents, elderly and disabled who meet financial and non-financial criteria. Medicaid is funded through State contributions with a federal match of approximately 64.38 percent (benefits) and 50 percent (administration).

State Supplemental Benefit provides a small State funded monthly cash benefit to recipients of federal Supplemental Security Income (SSI). This is required as part of the maintenance of effort for Medicaid participation. The State operates a state-funded SSI cash program for non-citizens who are ineligible for federal SSI.

Division of Support Enforcement and Recovery (DSER) establishes and enforces child support obligations. It locates missing parents, establishes paternity and then initiates enforcement actions to recover current and past due support. Administrative expenses of the DSER program are matched 66 percent by federal dollars; the remaining costs are borne by the State.

General Assistance provides vouchers at the municipal level for individuals who meet strict income and asset criteria. General Assistance is the program of last resort for basic life necessities.

The Division of Disability Determination (DDS) is responsible to provide disability decisions to Maine citizens who apply for Social Security Disability programs. DDS is funded 100 percent by federal dollars.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE FOR FAMILY INDEPENDENCE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,446,536	2,783,958	2,926,573		7,736,005	
HEALTH BENEFITS	5,383,494	1,171,333	1,039,476		3,172,685	
RETIREMENTS	3,077,365	686,093	614,372		1,776,900	
OTHER FRINGE BENEFITS	274,418	58,567	54,580		161,271	
COMPUTER SERVICES	14,218,023	4,708,698	6,735,256		2,774,069	
CONTRACTUAL SERVICES	14,744,983	5,495,922	2,677,105		6,571,956	
RENTS	13,874	5,112	3,559		5,203	
COMMODITIES	211,248	81,397	24,025		105,826	
GRANTS, SUBSIDIES, PENSIONS	210,429,556	55,995,556	90,058,980		64,375,020	
TRANSFER TO OTHER FUNDS	1,214,147		469,646		744,501	
<b>TOTAL EXPENDITURES</b>	<b>263,013,644</b>	<b>70,986,636</b>	<b>104,603,572</b>		<b>87,423,436</b>	

## MAINE CENTER FOR DISEASE CONTROL AND PREVENTION

**BRUCE BATES, DIRECTOR**

**CHRISTOPHER PEZZULLO, STATE HEALTH OFFICER**

*Central Office* 286 WATER STREET, AUGUSTA, ME 04333-0011

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

*Established* 1935

*Telephone* (207) 287-8016

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144A *Citation* T0022A *M.R.S.A., Sect.* 000000201

*Average Counts-All Positions* 303.000

*Legislative Count* 302.00

### PURPOSE:

The Maine Center for Disease Control and Prevention (Maine CDC) serves as the State's public health agency. Its purpose is to preserve, protect, and promote the health of all Maine people.

### ORGANIZATION:

The Chief Operating Officer (COO) of the Maine CDC and the State Health Officer (SHO) serve as the state public health leaders. The COO is responsible for the day-to-day operational decision-making, while the clinical expertise of the SHO informs decisions affecting public health for the Maine CDC and DHHS. Maine CDC has five functional divisions: Environmental and Community Health, Public Health Systems and Operations, Disease Prevention, Disease Control, and Licensing and Certification.

### PROGRAM:

Among the broad range of public health programs and services administered by the Maine CDC are tobacco and substance use prevention; chronic disease prevention and control; laboratory certification and testing; vital statistics; drinking water; food safety; licensing and regulatory enforcement; infectious disease prevention and control; public health emergency preparedness and response; reproductive health; lead poisoning; immunizations; maternal and child health; and social determinants of health.

The Medical Epidemiology Program provides medical leadership, guidance and consultation on strategic, operational and clinical issues to all Division programs. The Healthcare Associated Infections Prevention Program within the Medical Epidemiology Program works to reduce and prevent infections acquired in healthcare facilities. Through collaboration with hospitals and other State agencies, this program regularly establishes best practices for the prevention of healthcare associated infections.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EXPENDITURES	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS		HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	FUND	FUNDS	FUNDS			
MAINE CENTER FOR DISEASE CONTROL AND PREVENTION							
SALARIES & WAGES	11,885,951	2,212,120	3,970,933			5,702,898	
HEALTH BENEFITS	4,133,753	766,552	1,380,230			1,986,971	
RETIREMENTS	2,786,623	544,604	906,933			1,335,086	
OTHER FRINGE BENEFITS	236,047	41,271	77,111			117,665	
COMPUTER SERVICES	3,927,301	1,091,298	334,893			2,501,110	
CONTRACTUAL SERVICES	21,222,623	1,824,418	7,989,266			11,408,939	
RENTS	1,050,553	277,928	265,268			507,357	
COMMODITIES	11,903,641	702,397	10,744,389			456,855	
GRANTS, SUBSIDIES, PENSIONS	28,226,522	318,001	7,378,908			20,529,613	
EQUIPMENT	669,925		117,249			552,676	
TRANSFER TO OTHER FUNDS	1,303,238	607	501,546			801,085	
<b>TOTAL EXPENDITURES</b>	<b>87,346,177</b>	<b>7,779,196</b>	<b>33,666,726</b>			<b>45,900,255</b>	

## DIVISION OF ENVIRONMENTAL AND COMMUNITY HEALTH NANCY BEARDSLEY, DIRECTOR

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*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-4172  
*Established* 1917 *Telephone* (207) 287-5674  
*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144E *Citation* T0022A *M.R.S.A., Sect.* 000000201  
*Average Counts-All Positions* 4.000 *Legislative Count* 4.00

### PURPOSE:

The Division of Environmental and Community Health exists to protect and promote the health and safety of Maine's population through the regulatory oversight, licensing, inspection and enforcement of laws and rules designed to ensure the safety of public drinking water, the proper disposal of subsurface wastewater, the proper storage, handling, preparation and service of food, the safety and health of children in day care and residential care, the investigation of allegations of abuse and neglect of children and the implementation of any resulting corrective actions. The Division also licenses and inspects sources of radiation and oversees the storage of high-level nuclear waste in Maine.

### PROGRAM:

The Division of Environmental and Community Health consists of four programs: Drinking Water, including the Subsurface Wastewater Unit; Health Inspection; Radiation Control; and Children's Licensing and Investigation Services. Drinking Water and Health Inspection staff are located at DHHS offices statewide. Children's Licensing and Investigation Services field staff are dispatched from home. All other staff are centrally located in Augusta.

The Drinking Water Program is responsible for ensuring that public water systems provide safe and reliable supplies of drinking water to more than half of the State's population. The program regulates 1,900 public water systems. It also provides grants and low interest loans to eligible public water systems for infrastructure improvements, wellhead protection and source water protection through the Drinking Water State Revolving Loan Fund.

The Subsurface Wastewater Unit is responsible for the implementation of the State's Subsurface Wastewater Disposal Rules, site evaluator licensing and the oversight of local plumbing inspectors working in every municipality in Maine.

The Health Inspection Program licenses and inspects about 8,500 businesses including restaurants, mobile food carts, public pools and spas, campgrounds, youth camps, sports camps, mass gatherings/large festivals, lodging places, body artist practices - including body piercing, tattooing, micro-pigmentation and electrology. The program provides statewide emergency response services for public health events such as fires, floods, power failures and water and food borne disease outbreaks.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

The Radiation Control Program is responsible for emergency preparedness and response to radiation events; oversight of radon testers, mitigators and labs; minimizing radiation exposure through licensing and inspection of all sources of radiation including X-Ray, mammography, radioactive materials and tanning facilities; oversight of low-level radioactive waste generators; and monitoring of Maine's high-level nuclear waste storage facility.

The Children's Licensing and Investigation Services program is responsible for licensing and inspecting family child providers, child care facilities, nursery schools and residential homes; and for investigating allegations of the abuse and neglect of children in out-of-home settings.

### LICENSES:

The Division of Environmental and Community Health is responsible for registering or licensing: eating places; caterers; senior citizen meals; school kitchens; lodging places; cottages; campgrounds; recreational camps; youth camps; bed and breakfasts; mass gatherings; public pools and spas; retail tobacco vendors; vending machines operators; tattooists; electrologists; body piercers; micro-pigmentation practitioners; compressed air tanks operators; businesses with x-ray machines; tanning machines; radioactive materials; radon testers and mitigators; radon testing labs; low-level nuclear waste generators; water treatment plant and water distribution system operators; well drillers and pump installers; site evaluators; bulk water transporters; family child care providers; child care facilities; nursery schools and residential homes.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ENVIRONMENTAL AND COMMUNITY HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	199,261		199,261			
HEALTH BENEFITS	62,099		62,099			
RETIREMENTS	45,212		45,212			
OTHER FRINGE BENEFITS	2,705		2,705			
COMPUTER SERVICES	129,273		129,273			
CONTRACTUAL SERVICES	92,732		92,732			
RENTS	69,410		69,410			
COMMODITIES	11,115		11,115			
GRANTS, SUBSIDIES, PENSIONS	1,450		1,450			
TRANSFER TO OTHER FUNDS	20,422		20,422			
<b>TOTAL EXPENDITURES</b>	<b>633,679</b>		<b>633,679</b>			

## FINANCE

### JEFFREY WILEY, ACTING DEP. COMMISSIONER

*Central Office* 221 STATE STREET, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-3005

*Established* 1975 *Telephone* (207) 287-4568

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144M *Citation* T0022A *M.R.S.A., Sect.* 000000201

*Average Counts-All Positions* 101.000 *Legislative Count* 101.00

### PURPOSE:

The Department of Health and Human Services manages a \$3.6 billion budget and serves a large portion of Maine's population. DHHS Finance links program operations with fiscal and audit activities to coordinate department policies, procedures, budgets and strategies. DHHS Finance is responsible for oversight of the Department's budget and for managing the resources entrusted therein, such that they are employed in an efficient and effective manner.

### ORGANIZATION:

DHHS Finance is composed of the Division of Audit, the Budget Unit, the Division of Contract Management, the Division of Program and Fiscal Coordination and the Rate Setting Unit. It also receives significant support from the DHHS Service

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Center and the MaineCare Finance Unit.

The Division of Audit has five verticals. The MaineCare Cost Settlement Unit and the Social Service Contract Unit perform compliance and cost settlement audits on approximately 600 different provider organizations and community agencies which receive more than \$1.5 billion of state and federal funds through either the MaineCare program or from contracted services. The Program Integrity Unit conducts post-payment reviews and complaint follow-ups to identify potential MaineCare provider fraud. The Internal Audit Unit is responsible for monitoring all audit findings of the department, as well as testing internal controls to assure compliance with state and federal regulations.

The Division of Contract Management (DCM) provides administration of purchased services agreements and contracts. DCM reviews, approves and processes more than 1,000 agreements each year. Administration of these agreements entails review and monitoring of financial activities, including budgets, expenses, performance measurements and payments. DCM provides technical assistance for agreement and request-for-proposal (RFP) development. It promotes best business practices in contracting to ensure consistency, accountability and cost-effectiveness so that services delivered meet the needs of beneficiaries; fulfill the mission of the department; and adhere to requirements set forth by each funding source.

The Budget Unit and Division of Program and Fiscal Coordination are responsible for the financial analysis and coordination of fiscal management activities. These groups oversee budget development, management and implementation thereof, financial forecasting and process improvement to align activities with department strategy and policies. The Budget Unit and the Division of Program and Fiscal Coordination track expenditures and forecast future cash, allotment and contractual obligations, while also reporting budgeted and actual expenses to executive leadership, program managers, the Maine Legislature and other interested parties.

The Rate Setting Unit is responsible for establishing and maintaining reimbursement policy and payment rates for all providers and payment programs within the department. The unit determines adequate methods of reimbursement for departmental services provided by designated agencies or providers as required in Chapter 101 and Chapter 115 and by various federal agencies.

The DHHS Financial Service Center, which is part of the Department of Administrative and Financial Services (DAFS) but serves the department in an exclusive client relationship, establishes internal controls to ensure reliable financial reporting, effective and efficient operations and compliance with applicable state and federal statutes, rules and regulations. The Service Center is also responsible for all DHHS federal grant program accounting.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FINANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,305,632	2,431,372	2,827,306		46,954	
HEALTH BENEFITS	1,599,012	927,169	652,838		19,005	
RETIREMENTS	1,231,131	721,647	498,830		10,654	
OTHER FRINGE BENEFITS	109,438	64,062	44,370		1,006	
COMPUTER SERVICES	1,663,294	1,067,730	531,468		64,096	
CONTRACTUAL SERVICES	9,023,236	4,813,446	4,203,585		6,205	
RENTS	130,798	84,319	46,479			
COMMODITIES	50,016	30,156	19,408		452	
GRANTS, SUBSIDIES, PENSIONS	1,730,272	5,340			1,724,932	
TRANSFER TO OTHER FUNDS	299,485		294,532		4,953	
<b>TOTAL EXPENDITURES</b>	<b>21,142,314</b>	<b>10,145,241</b>	<b>9,118,816</b>		<b>1,878,257</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**OFFICE OF MAINECARE SERVICES**

**STEFANIE NADEAU, DIRECTOR**

*Central Office* 242 STATE STREET, AUGUSTA, ME 04333-0011

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

*Established* 1978

*Telephone* (207) 287-2093

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144D *Citation* T0022A *M.R.S.A., Sect.* 000000201

*Average Counts-All Positions* 281.500

*Legislative Count* 281.50

**PURPOSE:**

The Office of MaineCare Services (OMS) administers the Department's Medicaid services in compliance with federal and state laws to assure they operate according to federal policy and with the Department's goals and mandates.

**ORGANIZATION:**

MaineCare is organized into the following divisions:

Operations, which includes the Claims Unit, processes non-pharmacy claims for reimbursement. Claims examiners manually review and troubleshoot claims when necessary.

The Adjustment Unit works with providers to process adjustments when a provider requests a review related to overpayment or underpayment of claims.

Third Party Liability includes Estate Recovery, Casualty Recovery and Pay and Chase activities and securing reimbursement from liable third party payers.

The Pharmacy Unit manages the Pharmacy Help Desk, assists members with Medicare Part D enrollment, maintains the Preferred Drug List (PDL) and oversees MaineCare's Drug Rebate program.

The Policy Division works with the federal Centers for Medicare and Medicaid Services (CMS) to develop rules and regulations, define the scope of coverage, submit waiver requests and maintain the Medicaid State Plan in order to incorporate administrative and legislative changes into the Medicaid program.

The Business Analytic and Data Management Unit provides internal and external stakeholders with reliable, timely and accurate program and financial information, delivering operational support and strategic insight.

The Value-Based Purchasing Unit strategy, consisting of a set of inter-related reform efforts designed to drive better care and increased accountability. This includes the Emergency Department (ED) Care Collaborative, Health Homes and Accountable Communities.

The Emergency Department (ED) Care Management Collaborative works with all Maine hospital EDs to decrease ED utilization by high utilizing members and improve health outcomes for these individuals.

The Health Homes initiative coordinates the total care of the individual through a primary care centered approach and is for individuals who have two or more chronic conditions or are diagnosed with one and are at risk of another. Behavioral Health Homes utilizes a similar model for individuals with Serious and Persistent Mental Illness (SPMI) and children with Serious Emotional Disturbance (SED). In 2017, Opioid Health Homes was implemented, and is an evidence-based program that provides treatment for MaineCare recipients and the uninsured who are struggling with opioid dependency.

Accountable Communities (AC) is MaineCare's version of an Accountable Care Organization (ACO). It provides a new payment opportunity for providers who organize and coordinate care to achieve high quality, lower cost of care for a defined population of MaineCare beneficiaries.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF MAINECARE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,574,120	4,436,030	3,750,266		3,387,824	
HEALTH BENEFITS	4,156,460	1,531,395	1,342,162		1,282,903	
RETIREMENTS	2,738,337	1,006,030	912,475		819,832	
OTHER FRINGE BENEFITS	242,806	88,616	83,653		70,537	
COMPUTER SERVICES	23,132,485	3,531,242	281,010		19,320,233	
CONTRACTUAL SERVICES	73,305,318	19,817,452	1,497,170		51,990,696	
RENTS	377,842	121,967	160,984		94,891	
COMMODITIES	2,573,428	2,483,713	47,612		42,103	
GRANTS, SUBSIDIES, PENSIONS	2,461,480,397	542,119,397	239,173,357		1,680,187,643	
TRANSFER TO OTHER FUNDS	2,806,317		269,554		2,536,763	
<b>TOTAL EXPENDITURES</b>	<b>2,582,387,510</b>	<b>575,135,842</b>	<b>247,518,243</b>		<b>1,759,733,425</b>	

## OFFICE OF AGING AND DISABILITY SERVICES DANIEL SYLVESTER, DIRECTOR

*Central Office* 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-9230  
*Established* 2012 *Telephone* (207) 287-9200  
*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144G *Citation* T00022 *M.R.S.A., Sect.* 000005106  
*Average Counts-All Positions* 98.000 *Legislative Count* 98.00

### PURPOSE:

The mission of the Office of Aging and Disability Services is to promote the highest level of independence for older adults and adults with disabilities. The priority is to assure the safety and well-being of all adults.

### ORGANIZATION:

The Office of Aging and Disability Services (OADS) was created by the Legislature on August 30, 2012 when it merged the former Offices of Elder Services and Adults with the Office of Cognitive and Physical Disability Services. The merger integrated the operations, programs and services of the two offices and combined district operations under one organizational structure.

### PROGRAM:

The OADS is designated as Maine's State Unit on Aging, acts under federal requirements as the authority for persons with intellectual disabilities, autism and other related conditions and serves as the federally designated state office for brain injury services.

The office, subject to the direction of the Commissioner, establishes the overall policy objectives for functions and activities relating to Maine's older population and to adults with disabilities. Pursuant to federal and State laws, it prepares and administers a comprehensive State Plan for older persons. It promotes independence for elders and adults with disabilities through services, including evidence-based prevention programs and comprehensive home and community based services.

The OADS also provides Adult Protective Services, including public guardianship and public conservatorship for incapacitated adults who have no family member or other private individual able or suitable to serve in those capacities.

Programs fall within the following major categories:

Neurobehavioral Services (Brain Injury, Other Related Conditions), including the management of two federal waivers and the development and oversight of the State Plan;

Compliance/Quality Assurance, which is responsible for meeting quality assurance requirements defined in the federal waiver programs and direct service programs;

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Adult Protective Services, which is responsible for receiving and investigating reports for abuse, neglect and exploitation of incapacitated and dependent adults. It also provides public guardianship and conservatorship services;

Developmental Services, which serves persons with intellectual disabilities or autism and includes community and State case management services, management of two federal home and community based waiver programs and Statewide crisis response;

Long Term Care, which includes the management of State and federal long term care programs serving elders and adults with disabilities, oversight of the medical eligibility process for long term care, policy oversight of nursing facilities and community residential settings and the management of the Money Follows the Person program;

Aging Services, which includes serving as the State Unit on Aging, management of social services and nutrition programs funded by the Older American's Act and management of the State Health Insurance Program and oversight and development of the Aging and Disability Resource Centers;

Resource Development, which includes oversight of contracts, grants and federal waiver expenditures and provision of prior authorization and utilization of intellectual and developmental disabilities services;

Information Services, which includes the management, oversight and development of multiple information technology systems, including 3 major client databases used by OADS.

### **PUBLICATIONS:**

Please refer to the DHHS website at [www.maine.gov.dhhs/oads](http://www.maine.gov.dhhs/oads)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF AGING AND DISABILITY SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,551,190	4,240,598			310,592	
HEALTH BENEFITS	1,676,792	1,582,862			93,930	
RETIREMENTS	1,058,511	985,496			73,015	
OTHER FRINGE BENEFITS	91,285	84,575			6,710	
COMPUTER SERVICES	338,858	304,563	23,867		10,428	
CONTRACTUAL SERVICES	870,207	628,105	68,133		173,969	
RENTS	297,716	294,423	121		3,172	
COMMODITIES	28,737	28,259	410		68	
GRANTS, SUBSIDIES, PENSIONS	12,766,285	5,349,695	23,597		7,392,993	
TRANSFER TO OTHER FUNDS	25,518		3,089		22,429	
<b>TOTAL EXPENDITURES</b>	<b>21,705,099</b>	<b>13,498,576</b>	<b>119,217</b>		<b>8,087,306</b>	

## MAINE PUBLIC DRINKING WATER COMMISSION

**JIM WILLIS, BOARD CLERK**  
**JEFF LACASSE, CHAIRPERSON**

*Central Office* 286 WATER STREET, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-4172

*Established* 1993 *Telephone* (207) 287-2070

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 560 *Citation* T00022 *M.R.S.A., Sect.* 00002660C

*Average Counts-All Positions* 4.000 *Legislative Count* 4.00

### **PURPOSE:**

The Maine Public Drinking Water Commission serves as an advisory board to the Maine CDC Drinking Water Program. The Commission evaluates the proportion of Drinking Water Program effort dedicated to each type of public water system, evaluates Drinking Water Program workloads, staffing and resource needs and

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

determines funding requirements, fee formula, fee assessments and collection schedules for each type of public water system.

### ORGANIZATION:

The Commission, created by the 116th Legislature, consists of nine members, eight who represent the interest of the regulated community and the drinking water public. The Commissioner of the Department of Health and Human Services or designee is the ninth member. Commissioners are appointed by the Governor and serve for a term of four years. The Commission meets at least quarterly.

### PROGRAM:

The Commission provides representatives of the drinking water industry and the public with the opportunity to provide input and oversight over the Maine CDC Drinking Water Program. It meets on a quarterly basis with Drinking Water Program staff to review budgets and to discuss public water system needs. The Commission provides input on major policy setting at the Drinking Water Program and advocates on behalf of the Drinking Water Program when needed. In addition, the Commission makes annual recommendations to the Drinking Water Program on the rate and structure of the annual fee on public water systems.

The Commission met in September, November, February and May in FY2017.

### LICENSES:

n/a

### PUBLICATIONS:

Annual Report to the Commissioner of the Department of Health and Human Services.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC DRINKING WATER COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	340,652		340,652			
HEALTH BENEFITS	128,113		128,113			
RETIREMENTS	77,333		77,333			
OTHER FRINGE BENEFITS	7,274		7,274			
COMPUTER SERVICES	8,948		8,948			
CONTRACTUAL SERVICES	39,507		39,507			
RENTS	12,968		12,968			
COMMODITIES	1,401		1,401			
GRANTS, SUBSIDIES, PENSIONS						
TRANSFER TO OTHER FUNDS	9,298		9,298			
<b>TOTAL EXPENDITURES</b>	<b>625,494</b>		<b>625,494</b>			

## DISTRICT OPERATIONS

### MARTHA KLUZAK, DIRECTOR

*Central Office* 221 STATE STREET, AUGUSTA, ME 04333

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-3005

*Established* 1975

*Telephone* (207) 287-5837

*Reference* Policy Area 05 Umbrella 10 Unit 144R Citation T0022A M.R.S.A., Sect. 000000201

*Average Counts-All Positions* 1080.500

*Legislative Count* 1080.50

### PURPOSE:

The Division of Facilities Management and Operations is comprised of District Operations' staff and Office Services' employees, whose major functions include physical plant management, oversight of general office operations and coordination and administration of office and support services within leased and state-owned buildings throughout the state.

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### ORGANIZATION:

This Division has employees throughout Maine. Working titles within this Division include, but are not limited to, Business Services Managers, Office Managers, Receptionists and Clerical and Administrative Assistants.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DISTRICT OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	40,821,331	25,520,400	15,300,931			
HEALTH BENEFITS	16,423,800	10,669,654	5,754,146			
RETIREMENTS	9,236,779	6,136,027	3,100,752			
OTHER FRINGE BENEFITS	856,228	565,329	290,899			
COMPUTER SERVICES	2,281,870	1,438,861	843,009			
CONTRACTUAL SERVICES	5,160,781	3,529,465	1,631,316			
RENTS	7,934,939	5,053,491	2,881,448			
COMMODITIES	584,366	376,981	207,385			
GRANTS, SUBSIDIES, PENSIONS	34,810	18,418	16,392			
TRANSFER TO OTHER FUNDS	1,001,782	56	1,001,726			
<b>TOTAL EXPENDITURES</b>	<b>84,336,686</b>	<b>53,308,682</b>	<b>31,028,004</b>			

## SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD TAMAR MATHIEU, CHAIR

*Central Office* 262 HARLOW STREET, BANGOR, ME 04401

*Mail Address*

*Established* 2015

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 685 *Citation* T0005

*FAX*

*Telephone* (207) 973-3651

*M.R.S.A., Sect.* 000003360N

### PURPOSE:

The Sexual Assault Forensic Examiner Advisory Board is tasked with advising and assisting the State in promoting and supporting the statewide creation, growth and sustainability of sexual assault forensic examiner programs.

### ORGANIZATION:

The board is comprised of 13 members appointed by the Commissioner of the Department of Health and Human Services. The term of each member of the board is 3 years. The members must include the following: one physician licensed to practice medicine in the State; one member of the State Board of Nursing; one sexual assault nurse examiner; one representative from a sexual assault center; one member from a statewide coalition against sexual assault; one survivor of sexual assault; one attorney from the Department of the Attorney General, designated by the Attorney General; one employee of the Maine State Police Crime Laboratory; one member from a statewide association of prosecutors; one member from a statewide association of hospitals; one member who is a forensic pediatric health care provider; and two public members.

### PROGRAM:

The board provides advice and assistance regarding training, technical assistance, standards and resources to the sexual assault forensic examiner programs.

The board may establish prerequisites applicable to persons who wish to participate in sexual assault forensic examiner training and authorize the issuance of certificates to those who complete the training.

**FINANCES, FISCAL YEAR 2017:** 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**

**CHANDLER WOODCOCK, COMMISSIONER**

**TIMOTHY E. PEABODY, DEPUTY 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* 04 *Umbrella* 09 *Unit* 137 *Citation* T0012 *M.R.S.A., Sect.* 000010051

*Average Counts-All Positions* 298.925

*Legislative Count* 291.00

*Units:*

*DIVISION OF LICENSING AND REGISTRATION*

*ADVISORY COUNCIL*

*DIVISION OF ENGINEERING*

*ADVISORY BOARD FOR THE LICENSING OF GUIDES*

*MAINE OUTDOOR HERITAGE FUND BOARD*

*DIVISION OF PUBLIC INFORMATION AND EDUCATION*

*BUREAU OF RESOURCE MANAGEMENT*

*BUREAU OF WARDEN SERVICE*

**PURPOSE:**

The Department of Inland Fisheries and Wildlife was established to preserve, protect and enhance the inland fisheries and wildlife; to encourage wise use of the resources; to ensure the resources 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 laws and regulations governing fishing, hunting and trapping; the registration and operation of snowmobiles, watercraft, and all-terrain vehicles; propagation and stocking of fish; acquisition of wildlife management areas; safety programs for hunters, snowmobiles, all-terrain vehicles and watercraft, and the issuing of licenses and permits (hunting, fishing, trapping, guide, wildlife possession/importation, as well as many other miscellaneous permits).

The overall Department budget is comprised of three parts: general fund, federal grant funds and other special revenue funds. The Department's revenue from license sales, registrations, fees and other items is constitutionally protected and can only be used for the administration of the Department. This requires the Legislature to appropriate to the Department a general fund appropriation that is not less than the revenues collected by the Department for a given year. In essence, this gives the Department an advance from the general fund against anticipated revenue which is then repaid to the general fund with the Department's revenue from license sales, registrations and fees as it is received through the fiscal year. This allows the Department to overcome fluctuations in license sales and fees that occur throughout the year, impacting cash flow, and instead have a predictable and responsible budget. The difference between the annual appropriated amount and the actual revenue earned through license sales, registrations, fees and other items is the true general fund contribution to the Department. Federal Funds come from the US Fish and Wildlife Service's Wildlife and Sport Fish Restoration Program. These funds are distributed to State fish and wildlife agencies through grants authorized under the Pittman-Robertson Wildlife Restoration Act (PR) and the Dingell-Johnson Sport Fish Restoration Act (DJ). The funds are generated by excise taxes and import duties on equipment and gear manufactured for purchase by hunters, anglers, boaters, archers, and recreational shooters. Federal taxes on motorboat and small engine fuels are also a source of DJ funding. These federal funds require a matching share which comes from state hunting, trapping and fishing licenses. This program is an example of a user pay, user benefits program based on hunters, trappers, and anglers who recreate here in Maine. In this case all the residents and visitors to Maine benefit from the sportsman's dollars as they are used to manage all of the fisheries and wildlife resources of the State of Maine both game and nongame.

**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 laws 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 later replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

as the Department mandates and responsibilities were expanded, e.g. Warden Service Aviation 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.

In 2006, a statewide reorganization removed the financial and information technology functions of the agency and placed them within the newly-created Natural Resources Service Center and the Office of Information Technology. The Bureau of Administrative Services, as it was known prior to this reorganization became the Division of Licensing, Registration and Engineering in 2009 to more accurately reflect the duties of the Division. In 2011, the Division of Engineering was established as a separate Division to oversee maintenance, contracting and repair of Department facilities.

### **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, coordination of Department interests between state and federal agencies and the private sector, environmental permitting coordination, the search for lost persons, the registration of watercraft, snowmobiles and all-terrain vehicles, and hunter/trapper education programs, and hunter, snowmobile, boating and ATV safety programs.

The establishment of rules is an important part of the program carried out by the Department. The Commissioner provides abstracts of the inland fisheries and wildlife laws and rules for distribution to the public (six summaries plus migratory bird regulations are updated and distributed in electronic and some printed formats). The Open Water and Ice Fishing Regulations, upon filing with the Secretary of State as an electronic document and distributed to the public, are declared to be official consolidations of fishing rules.

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:**

The Department has many varied electronic and print publications including law summaries, books on various species or species groups and many colorful posters of fish and wildlife. Consult the Department's website for a complete list with pricing.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	16,420,748	11,758,147	871,036		3,791,565	
HEALTH BENEFITS	5,815,471	4,084,671	331,199		1,399,601	
RETIREMENTS	4,333,302	3,215,182	223,388		894,732	
OTHER FRINGE BENEFITS	369,362	276,654	18,797		73,911	
COMPUTER SERVICES	1,208,033	912,221	235,940		59,872	
CONTRACTUAL SERVICES	7,122,208	3,907,443	1,253,547		1,961,218	
RENTS	2,099,503	1,583,023	146,764		369,716	
COMMODITIES	1,348,021	919,496	168,282		260,243	
GRANTS, SUBSIDIES, PENSIONS	1,703,212		579,628		1,123,584	
PURCHASE OF LAND	564,206		179,471		384,735	
BUILDING IMPROVEMENTS	1,507,249	115,721	628,121		763,407	
EQUIPMENT	1,217,499	353,350	266,470		597,679	
TRANSFER TO OTHER FUNDS	378,012	6,000	226,599		145,413	
<b>TOTAL EXPENDITURES</b>	<b>44,086,826</b>	<b>27,131,908</b>	<b>5,129,242</b>		<b>11,825,676</b>	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	529,040	295,714	233,326			
HEALTH BENEFITS	130,258	43,942	86,316			
RETIREMENTS	116,176	55,086	61,090			
OTHER FRINGE BENEFITS	10,657	4,532	6,125			
COMPUTER SERVICES	960,873	743,153	217,720			
CONTRACTUAL SERVICES	1,583,376	1,023,677	559,699			
RENTS	6,704	3,124	3,580			
COMMODITIES	50,890	3,665	47,225			
BUILDING IMPROVEMENTS	617,961		617,961			
EQUIPMENT	66,243		66,243			
TRANSFER TO OTHER FUNDS	101,585		101,585			
<b>TOTAL EXPENDITURES</b>	<b>4,173,763</b>	<b>2,172,893</b>	<b>2,000,870</b>			

## DIVISION OF LICENSING AND REGISTRATION

### BILL SWAN, DIRECTOR

*Central Office* 284 STATE ST, AUGUSTA, ME  
*Mail Address* 41 STATEHOUSE STATION, AUGUSTA, ME 04333-0041 *FAX* (207) 287-8094  
*Established* 1965 *Telephone* (207) 287-5225  
*Reference Policy Area* 04 *Umbrella* 09 *Unit* 167 *Citation* T0012 *M.R.S.A., Sect.* 000010052  
*Average Counts-All Positions* 20.000 *Legislative Count* 20.00

#### PURPOSE:

The purpose of the Division is to administer the issuance of department licenses, stamps and permits and the registration of snowmobiles, watercraft and all-terrain vehicles.

#### ORGANIZATION:

In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau was 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.

During fiscal year 2005-06 a statewide reorganization of administrative functions substantially changed the make-up of Administrative Services. A new entity, the Natural Resources Service Center under the Department of Administrative and Financial Services, was established to provide budget, accounting, human resources and payroll services to all of the Natural Resource Departments within

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

State government. These functions were removed from the Department during that consolidation. In addition, the Office of Information Technology centralized the Department's IT functions under a consolidated Natural Resources IT cluster. The licensing and registration, engineering and land acquisition functions were left in Administrative Services. In 2009, legislation was passed to change the name from the Bureau of Administrative Services, to the Division of Licensing, Registration and Engineering to more accurately reflect the responsibilities and duties of the Division. In 2011, the Engineering Division was separated from Licensing and Registration to become its own Division. The Natural Resources Service Center coordinates the purchase of capital equipment and supplies and disperses 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.

### PROGRAM:

The Division of Licensing and Registration provides the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Division also registers 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.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF LICENSING AND REGISTRATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	718,779	718,779				
HEALTH BENEFITS	323,938	323,938				
RETIREMENTS	169,271	169,271				
OTHER FRINGE BENEFITS	15,256	15,256				
COMPUTER SERVICES	174,590	158,654	15,936			
CONTRACTUAL SERVICES	847,497	629,866	217,631			
RENTS	359,368	359,368				
COMMODITIES	88,959	88,959				
GRANTS, SUBSIDIES, PENSIONS	12,889		12,889			
EQUIPMENT	5,637	5,637				
TRANSFER TO OTHER FUNDS	2,539		2,539			
<b>TOTAL EXPENDITURES</b>	<b>2,718,723</b>	<b>2,469,728</b>	<b>248,995</b>			

## ADVISORY COUNCIL

### DONALD DUDLEY, CHAIRPERSON

*Central Office* 284 STATE ST, AUGUSTA, ME

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

*Established* 1945

*Telephone* (207) 287-5202

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 140 *Citation* T0012 *M.R.S.A., Sect.* 000010151

### PURPOSE:

To provide advice and consent to the Commissioner of Inland Fisheries and Wildlife on regulation changes necessary for the proper implementation, enforcement and interpretation of any provision of law that the Commissioner is charged with the duty of administering.

### 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 non-voting member of the Council ex officio but may vote to break a tie. Appointments are for three years or until successors are appointed and qualified. No person shall serve more than two consecutive three-year terms. Upon the death, resignation,

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 to provide information and advice on enhancing fisheries and wildlife resource management in the State. 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 and other department matters eight times during fiscal year 2016-17.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF ENGINEERING**

### **RICHARD PARKER, DIRECTOR**

*Central Office* 284 STATE STREET, AUGUSTA, ME 04333-0041

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

*Established* 2011

*Telephone* (207) 287-5218

*Reference* Policy Area 04 *Umbrella* 09 *Unit* 661 *Citation* T00012 *M.R.S.A., Sect.* 0001052-A

### **PURPOSE:**

The purpose of the Division is to administer contracts for work or services performed for the Department; and to coordinate the design, maintenance and report of all Department-owned facilities and infrastructure by utilization of Department staff and/or outside contractors. The Division also prepares the capital improvement plan to be printed in the budget document.

### **ORGANIZATION:**

In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau was 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.

During fiscal year 2005-06 a statewide reorganization of administrative functions substantially changed the make-up of Administrative Services. A new entity, the Natural Resources Service Center under the Department of Administrative and Financial Services, was established to provide budget, accounting, human resources and payroll services to all of the Natural Resources Departments within State government. The licensing and registration, engineering and land acquisition functions were left in Administrative Services. In 2009, legislation was passed to change the name from the Bureau of Administrative Services, to the Division of Licensing, Registration and Engineering to more accurately reflect the responsibilities and duties of the Division. In 2011, the Engineering Division was separated from Licensing and Registration to become its own Division.

### **PROGRAM:**

The Division of Engineering oversees the design, maintenance and repair of department-owned facilities and infrastructure, including the preparation of a capital improvement plan to be printed in the budget document.

**FINANCES, FISCAL YEAR 2017:** 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  
CHANDLER WOODCOCK, COMMISSIONER**

*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) 287-5202

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 142 *Citation* T0012 *M.R.S.A., Sect.* 000010153

**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;
- C. To review guide complaints and handle accordingly; and
- D. 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-I, subsection 23, shall consist of the following eight members:

- A. One subordinate officer of the department designated by the Commissioner;
- B. Two wardens of the department;
- C. Four representatives of the public, with no more than three holding license under this chapter 927, to be appointed by the Governor for a term of three years to reflect a wide diversity of guiding experience. At least two members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379; and
- D. One marine patrol officer of the Department of Marine Resources.

**PROGRAM:**

The categories of licenses granted by the Advisory Board for the Licensing of Guides are as follows:

Master  
Hunting  
Fishing  
Recreation  
Hunting/Fishing  
Hunting/Recreation  
Fishing/Recreation  
Sea Kayaking  
Tidewater Fish  
Recreation/Sea Kayaking  
Fish/Tidewater

**LICENSES:**

Master Guides License  
Hunting Guides License  
Fishing Guides License  
Recreational Guides License  
Tidewater Guides License  
Sea Kayaking Guides License

**FINANCES, FISCAL YEAR 2017:** 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**  
**CAROL GAY, SECRETARIAT**

*Central Office* 284 STATE ST., AUGUSTA, ME 04333-0041

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

*Established* 1995

*Telephone* (207) 458-8421

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 585 *Citation* T0012 *M.R.S.A., Sect.* 000010308

**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 Agriculture, Conservation and Forestry and the Coordinator of the Natural Areas Program are permanent members. With approval from the Legislature, the Governor appoints four citizen members to staggered four-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 administrator 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 resources agencies and organizations for conservation and recreation projects that meet the guidelines stated in the Outdoor Heritage Fund's Strategic Plan.

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 and protection of public health.

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 twice per year.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE OUTDOOR HERITAGE FUND BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	385		385			
CONTRACTUAL SERVICES	62,934		62,934			
RENTS	56		56			
COMMODITIES	6,144		6,144			
GRANTS, SUBSIDIES, PENSIONS	404,302		404,302			
EQUIPMENT	5,500		5,500			
TRANSFER TO OTHER FUNDS	4,333		4,333			
<b>TOTAL EXPENDITURES</b>	<b>483,654</b>		<b>483,654</b>			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**DIVISION OF PUBLIC INFORMATION AND EDUCATION**

**BONNIE HOLDING, DIRECTOR**

*Central Office* 284 STATE ST, AUGUSTA, ME

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

*Established* 1952

*Telephone* (207) 287-5244

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 236 *Citation* T0012 *M.R.S.A., Sect.* 000010056

*Average Counts-All Positions* 11.000

*Legislative Count* 11.00

**PURPOSE:**

The main function of the Public Information and Education Division is to create and maintain public understanding and support for Department objectives and programs, including safety in the outdoors and ethical hunting and fishing practices.

**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.

**PROGRAM:**

The major programs of the Public Information and Education Division are the Information Center, media relations, public relations, educational outreach, law book publications, youth activities, the Maine Wildlife Park, and education programs on Swan Island.

The Information Center provides a knowledgeable staff responding to telephone inquiries and directing calls to appropriate Department divisions, as well as e-mail requests. The Information Center also maintains the Department's website. The Information Center handles an average of 1,000 phone calls and 100 e-mails per week.

Media and public relations provides press releases about the Department, its programs and the work of the Maine Warden Service to newspapers, radio and television in both written and electronic formats as well as through a media contact person. The Division publishes the "Monthly Report" each month, sent electronically to a wide e-mail distribution list. It also provides feature articles for magazines and periodicals, and utilizes social networking to expand our outreach capabilities. The Division currently maintains Facebook pages on a daily basis.

The Maine Wildlife Park in Gray, Maine hosted over 120,000 visitors last year. A variety of wildlife and conservation school programs and tours are offered at the Park, reaching well over 4,000 Maine school children annually. Teacher workshops are offered statewide using Project WILD 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.

Swan Island, located in the Kennebec River off the shore of Richmond, Maine provides another location for educational and outdoor recreation opportunities. An island steeped in Maine history, the buildings and land are favorite spots and the island is busy year round, with the emphasis on spring, summer and fall programs.

The Division represents the Department at sportsman shows (instate, out-of-state and Canada) and produces and distributes a variety of advertising to promote outdoor recreation in the state. The Division organizes the Maine Migratory Waterfowl Stamp art contest, Governor's Cup Charity Bass Tournament, and the annual Open House at the Maine Wildlife Park.

The programs for youth are designed to expose young people to a variety of

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

outdoor activities, such as the "Hooked on Fishing" program which is held statewide, both open water and ice fishing, and certify instructors for this program.

The Division annually produces multiple law books covering the laws, rules and regulations for hunting and trapping, snowmobiling, ice fishing, open water fishing, boating and ATV's.

Information and Education also provides support to other Department divisions for video, photography, displays, presentations, and the design, development, and distribution of printed material.

### PUBLICATIONS:

Maine Wildlife Park calendars and brochures  
Swan Island brochures  
Warm water and cold water fish ID cards  
Animal track cards  
Coloring posters  
Warm water and cold water fish posters  
Animal track posters  
Mammal posters  
Hunt/Fish maps and series of six brochures  
Fishing Opportunities of Maine  
Go Fish MDI  
Outdoor Partners brochure  
Avoiding Bear Conflicts brochure  
Fishes of Maine book  
The Maine Way cookbook

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PUBLIC INFORMATION AND EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	482,364	319,673	162,691			
HEALTH BENEFITS	178,741	99,959	78,782			
RETIREMENTS	95,429	58,514	36,915			
OTHER FRINGE BENEFITS	12,280	10,180	2,100			
COMPUTER SERVICES	1,868	1,309	559			
CONTRACTUAL SERVICES	296,754	171,767	124,987			
RENTS	33,691	22,150	11,541			
COMMODITIES	85,675	18,338	67,337			
GRANTS, SUBSIDIES, PENSIONS	120,200		120,200			
TRANSFER TO OTHER FUNDS	106,473	6,000	100,473			
<b>TOTAL EXPENDITURES</b>	<b>1,413,475</b>	<b>707,890</b>	<b>705,585</b>			

## BUREAU OF RESOURCE MANAGEMENT

### JAMES CONNOLLY, DIRECTOR

*Central Office* 284 STATE ST, AUGUSTA, ME 04333-0041  
*Mail Address* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX* (207) 287-6395  
*Established* 1965 *Telephone* (207) 287-5259  
*Reference Policy Area* 04 *Umbrella* 09 *Unit* 189 *Citation* T0012 *M.R.S.A., Sect.* 000010053  
*Average Counts-All Positions* 127.577 *Legislative Count* 122.00

### 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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

Committee. The Bureau presently consists of the following:  
Division of Wildlife  
Division of Fisheries and Hatcheries  
Support Services Section  
Division of Safety

### **PROGRAM:**

#### Division of Wildlife:

Management of Maine's Wildlife: Management of Maine's wildlife is carefully planned and monitored. Department biologists enlist members of the public to help develop long-term management goals for Maine's key wildlife species. Biologists use that public input in management systems that direct how the Wildlife Division manages a species. The Department owns or has management agreements on more than 100,000 acres of land acquired for wildlife management purposes. These wildlife management areas (WMAs) are covered by management plans that are designed to maintain or create the highest quality wildlife habitats possible, allow public access and recreational use, and serve as demonstration areas. In addition, the Department works with the Bureau of Parks and Lands to implement wildlife habitat management on the state's public reserved and state park lands, as well as with private landowners interested in wildlife management.

Research and Assessment -Coordinate, supervise, plan, and direct all wildlife projects; collect and analyze information on species abundance, use, habitat requirements, and habitat quality and quantity; monitor wildlife populations; maintain species assessments and management systems; produce technical reports and develop recommendations for specific harvest and use regulations in support of the Department's species management goals and objectives; and provide biological guidance and technical support to all parties having management, planning, or regulatory responsibility concerning wildlife.

#### Division of Fisheries and Hatcheries:

Maine's inland fisheries are managed under structured work programs that ensure the preservation, protection, enhancement and wise use of the State's fishery resources. The conservation of native fish and their habitat, and providing sustainable recreational and commercial fisheries for both wild and stocked fisheries remain an important management focus. Maine is a recognized fishing destination in the eastern United States, generating over \$300 million annually to the State's economy.

The Fisheries Management section works with public members to plan and develop work programs to investigate, monitor, and manage recreational and commercial fisheries. Management includes stocking, fishing regulations, population monitoring, public water access, habitat improvement, remediation of invasive species, and research. Management recommendations are rooted in sound science and data collection, guided by public input.

The Hatcheries Section is comprised of eight fish culture facilities and a fish pathology laboratory responsible for the propagation of healthy fish to support statewide fisheries management programs. Currently the hatchery program stocks over one million salmon and trout annually.

#### Division of Safety:

The Safety Division provides a number of programs that inform the public on how to fish, hunt, trap, and operate recreational vehicles safely. These programs reach more than 9,000 participants each year using a cadre of more than 500 volunteers and 11 part-time staff.

#### Support Services Section:

The Support Services Section houses the Environmental Review, Computer Services, Federal Aid Coordination, Water Access, and Habitat Information Transfer Programs within Resource Management.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,994,258	2,394,391	260,185		3,339,682	
HEALTH BENEFITS	2,313,805	959,636	92,064		1,262,105	
RETIREMENTS	1,368,585	546,932	58,732		762,921	
OTHER FRINGE BENEFITS	116,501	47,631	5,166		63,704	
COMPUTER SERVICES	66,510	5,256	1,725		59,529	
CONTRACTUAL SERVICES	2,699,411	642,051	221,789		1,835,571	
RENTS	467,337	126,073	11,890		329,374	
COMMODITIES	855,307	558,706	43,848		252,753	
GRANTS, SUBSIDIES, PENSIONS	1,128,584		5,000		1,123,584	
PURCHASE OF LAND	428,107		179,471		248,636	
BUILDING IMPROVEMENTS	843,333	115,721	10,160		717,452	
EQUIPMENT	915,436	310,718	124,787		479,931	
TRANSFER TO OTHER FUNDS	150,427		12,149		138,278	
<b>TOTAL EXPENDITURES</b>	<b>17,347,601</b>	<b>5,707,115</b>	<b>1,026,966</b>		<b>10,613,520</b>	

## BUREAU OF WARDEN SERVICE

**JOEL WILKINSON, GAME WARDEN COLONEL**  
**CHRIS CLOUTIER, GAME WARDEN MAJOR**

*Central Office* 284 STATE ST, AUGUSTA, ME 04333-0041  
*Mail Address* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX* (207) 287-8094  
*Established* 1965 *Telephone* (207) 287-2766  
*Reference Policy Area* 04 *Umbrella* 09 *Unit* 218 *Citation* T0012 *M.R.S.A., Sect.* 000010054  
*Average Counts-All Positions* 133.348 *Legislative Count* 131.00

### PURPOSE:

The primary function of the Maine Warden Service is to enforce Title 12, Chapters 901-939, 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), a Game Warden Captain, 5 Game Warden Lieutenants, 15 Game Warden Sergeants, 3 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 91 District Game Wardens, 4 Game Warden Specialists, and 6 Deputy Game Wardens. Support services within the Maine Warden Service include a Dive Team, Incident Management Team (for Search and Rescue & Natural Disasters), K-9 Team, Special Investigations Team, Aviation Division, Evidence Recovery Team, Use of Force Team, Forensic Mapping Team, and Critical Incident Stress Debrief Team.

### PROGRAM:

**Conservation Law Enforcement:** In fiscal year 2017, the Maine Warden Service responded to 30,425 complaints on matters of conservation law enforcement, search and rescue, and Inland Fisheries and Wildlife rules and regulations. During 2017, 3,144 persons were prosecuted 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 2017 Game Wardens drove 3,010,096 miles.

**Search and Rescue:** During 2017, the Maine Warden Service responded to 397

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

searches for persons lost in the fields and forests of Maine or presumed to be drowned on the inland waters of the State.

Data Collection: During 2017, Maine Warden Service was responsible for assisting with compiling the following data for management purposes: assistance with the administration of fur tagging stations, big game registration stations and tracking predation and vehicle mortality numbers of whitetail deer.

### LICENSES:

Special dog training area license  
 License to hold field trials for sporting dogs  
 Snowmobile race permit  
 Import permit (fish and wildlife)  
 Eel permit for licensed trappers (20 lbs. of eels)  
 Permit to stock rabbit  
 Permit to allow the use of a suppressor while hunting

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF WARDEN SERVICE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,695,922	8,029,590	214,449		451,883	
HEALTH BENEFITS	2,868,730	2,657,196	74,037		137,497	
RETIREMENTS	2,583,841	2,385,379	66,651		131,811	
OTHER FRINGE BENEFITS	214,668	199,056	5,405		10,207	
COMPUTER SERVICES	4,192	3,850			342	
CONTRACTUAL SERVICES	1,632,234	1,440,082	66,506		125,646	
RENTS	1,232,348	1,072,308	119,698		40,342	
COMMODITIES	261,043	249,827	3,727		7,489	
GRANTS, SUBSIDIES, PENSIONS	37,236		37,236			
PURCHASE OF LAND	136,098				136,098	
BUILDING IMPROVEMENTS	45,955				45,955	
EQUIPMENT	224,683	36,995	69,940		117,748	
TRANSFER TO OTHER FUNDS	12,655		5,520		7,135	
<b>TOTAL EXPENDITURES</b>	<b>17,949,605</b>	<b>16,074,283</b>	<b>663,169</b>		<b>1,212,153</b>	

JUDICIAL DEPARTMENT

**JUDICIAL DEPARTMENT**

**HON. LEIGH I. SAUFLEY, CHIEF JUSTICE**

*Central Office* ADMIN OFFICE OF THE COURTS, PORTLAND, ME 04112-4820

*Mail Address* BOX 4820, PORTLAND, ME 04112-4820

*FAX* (207) 822-0781

*Established* 1820

*Telephone* (207) 822-0792

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 274 *Citation* T0004 *M.R.S.A., Sect.* 000000001

*Average Counts-All Positions* 529,500

*Legislative Count* 529,50

**Units:**

ADMINISTRATIVE OFFICE OF THE COURTS

BOARD OF BAR EXAMINERS

COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE

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 justice by providing a safe, accessible, efficient and impartial system of dispute resolution that serves the public interest, protects individual rights, and instills respect for the law.

**ORGANIZATION:**

Until the signing of the Articles of Agreement for Separation in 1820, Maine was part of Massachusetts and 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 as a trial court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when both the municipal court and trial justice systems were abolished and the new District Court created. The Administrative Court, which was created in 1978, was abolished on March 15, 2001.

The administrative structure of the Maine Judicial Branch is similar to a corporation. The Supreme Judicial Court serves as the Branch "board of directors" and by statute has general administrative and supervisory authority over the Branch. 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 Branch 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. The Administrative Office of the Courts under the direction of the state court administrator, assists in meeting the operational needs of the courts.

## JUDICIAL DEPARTMENT

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	29,408,458	27,495,376	633,371		1,279,711	
HEALTH BENEFITS	9,513,373	8,924,792	253,329		335,252	
RETIREMENTS	6,000,604	5,591,510	150,362		258,732	
OTHER FRINGE BENEFITS	691,000	652,898	13,819		24,283	
COMPUTER SERVICES	2,008,862	1,788,846	211,567		8,449	
CONTRACTUAL SERVICES	14,784,417	13,254,184	1,321,187		209,046	
RENTS	2,135,689	2,135,689				
COMMODITIES	1,169,394	1,104,505	43,468		21,421	
GRANTS, SUBSIDIES, PENSIONS	1,499,080	44,078	1,455,002			
BUILDING IMPROVEMENTS	351,909		351,909			
EQUIPMENT	241,064		241,064			
INTEREST-DEBT RETIREMENT	10,129,628	10,129,628				
TRANSFER TO OTHER FUNDS	66,222	-250,000	286,370		29,852	
<b>TOTAL EXPENDITURES</b>	<b>77,999,700</b>	<b>70,871,506</b>	<b>4,961,448</b>		<b>2,166,746</b>	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	29,408,458	27,495,376	633,371		1,279,711	
HEALTH BENEFITS	9,513,373	8,924,792	253,329		335,252	
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<b>TOTAL EXPENDITURES</b>	<b>77,999,700</b>	<b>70,871,506</b>	<b>4,961,448</b>		<b>2,166,746</b>	

## ADMINISTRATIVE OFFICE OF THE COURTS JAMES T. GLESSNER, STATE COURT ADMINISTRATOR

*Central Office* ADMIN OFFICE OF THE COURTS, PORTLAND, ME 04112-4820  
*Mail Address* BOX 4820, PORTLAND, ME 04112 *FAX* (207) 822-0781  
*Established* 1975 *Telephone* (207) 822-0792  
*Reference Policy Area* 06 *Umbrella* 40 *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 business methods to be used in all courts; implement standards and policies set by the Chief Justice; 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 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

## JUDICIAL DEPARTMENT

clerks' offices; develop and implement educational and training programs for nonjudicial personnel; plan and implement arrangements for court security; report on out-of-state travel; and prepare impact statements for executive orders and proposed legislation; perform other duties consistent with the powers delegated and assigned by the Chief Justice and the Supreme Judicial Court.

### 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, court operations, facility 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 undertaken to improve court security, enhance case processing technology, increase the availability and quality of interpretation services, and adapt court operations to meet the needs of Maine's citizens.

### PUBLICATIONS:

All publications, along with Court statistics information and helpful links, are available on-line at [www.courts.maine.gov](http://www.courts.maine.gov).

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF BAR EXAMINERS

**JENNIFER A. ARCHER, ESQ, CHAIR**

**DEBORAH FIRESTONE, ESQ, EXECUTIVE DIRECTOR**

*Central Office* 40 WATER STREET, 2ND FLOOR, HALLOWELL, ME 04347

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

*Established* 1899

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 291 *Citation* T0004

*FAX* (207) 622-0059

*Telephone* (207) 623-2464

*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 or being found eligible for admission without 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, members of the Board are appointed annually by the Governor on the recommendation of the Supreme Judicial Court, and hold office for terms of five (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

## JUDICIAL DEPARTMENT

the performance and duties of the Board and to the examinations which the Board conducts. Five 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:

Certificate of Qualification for Admission to the Bar

### **PUBLICATIONS:**

"Rules of the Board" - (Maine Bar Admission Rules)  
Available online at [www.mainebarexaminers.org](http://www.mainebarexaminers.org)

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE**

### **DIANE E. KENTY, ESQ, DIRECTOR**

### **HON. ANDREA NAJARIAN, FAMILY LAW MAGISTRATE, CHAIR**

*Central Office* 125 PRESUMPCOT STREET, PORTLAND, ME 04112

*Mail Address* PO BOX 4820, PORTLAND, ME 04112

*Established* 1996

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 589 *Citation* T0004

*FAX* (207) 822-0781

*Telephone* (207) 822-0792

*M.R.S.A., Sect.* 000000018B

### **PURPOSE:**

The purpose and objective of the Court Alternative Dispute Resolution Service (CADRES) is to provide an administrative structure for court-connected Alternative Dispute Resolution (ADR) services in Maine Courts.

### **ORGANIZATION:**

The operation and policies of the Service are overseen by the Court Alternative Dispute 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 administers statewide rosters and oversees the work of mediators and other ADR neutrals. The neutrals provide services as required in each of the State's District and Superior Court locations.

### **PROGRAM:**

CADRES provides ADR services - including mediation, arbitration and early neutral evaluation - to the parties in court cases in Maine in all counties. CADRES selects and maintains statewide rosters of neutrals in various types of cases: small claims, family matters, evictions, land use/environmental and civil litigation. More than 150 neutrals are available statewide to provide ADR services under the auspices of the courts. In District Court, referral to

## JUDICIAL DEPARTMENT

mediation is mandatory in most contested family matters and is available in other types of cases. In Superior Court, pursuant to Rule 16B of the Maine Rules of Civil Procedure, ADR is required in many types of civil cases. Parties are permitted to choose the type of ADR process, i.e., mediation, arbitration or early neutral evaluation, in which they will participate.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DISTRICT COURT FOR THE STATE OF MAINE HON. SUSAN ORAM, CHIEF JUDGE

*Central Office* 1 COURT STREET, AUGUSTA, ME 04330

*Mail Address* 163 STATE HOUSE STATION, AUGUSTA, ME 04333-0163 *FAX*

*Established* 1961

*Telephone* (207) 213-2985

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 279 *Citation* T0004 *M.R.S.A., Sect.* 000000151

### **PURPOSE:**

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

### **ORGANIZATION:**

The District Court was originally created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court's jurisdiction has expanded substantially. In criminal matters, it has original jurisdiction in non-felony cases. However, effective July 1, 2015 the Judicial Branch developed a Unified Criminal Docket (UCD) for all criminal misdemeanor and felony matters. Responsibility for all criminal matters in the UCD is shared by justices of the Superior Court and judges of the District Court.

Until March 15, 2001, the Court had concurrent jurisdiction with the Superior Court in divorce and non-equitable civil cases involving not more than \$30,000. As of March 15, 2001, the monetary claim limit for civil cases was eliminated, creating concurrent jurisdiction with the Superior Court. The District Court now has 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, and protection from abuse and protection from harassment cases. The District Court is the small claims court (for cases involving not more than \$6,000) 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 the enforcement of money judgments. The District Court also has original jurisdiction over civil violations, and exclusive jurisdiction over all violations bureau matters.

There are 39 judges in the District Court, including the Chief Judge, who is designated by the Chief Justice of the Supreme Judicial Court. All District Court judges are appointed by the Governor, reviewed by the Joint Standing Committee on the Judiciary, and confirmed by the Senate for seven-year terms. Pursuant to Administrative Order, District Court judges may also sit in the Superior Court. In the District Court, judges are assigned by the Chief Judge to sit in any District Court in the State.

### **PROGRAM:**

Within the District Court, there are administrative units and systems designed to enable the Court to achieve its purposes. The Family Division of the District Court was established by the Second Session of the 118th Legislature, which enacted 4 M.R.S.A. section 183 as follows: "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, renamed Family Law Magistrates in 2005,

## JUDICIAL DEPARTMENT

began to hear and dispose of certain family matter cases, usually involving child support.

The District Court Judges, along with Superior Court Justices, preside over Adult Drug Treatment Court, Co-Occurring Disorder Court and Veterans Court Proceedings. The Adult Drug Treatment Courts operate in York, Cumberland, Androscoggin, Hancock, and Washington Counties. The Co-Occurring Disorder Court and the Veterans Court are statewide courts located primarily in Kennebec County.

The Family Treatment Drug Court is operating within the Maine District Court in the Lewiston-Auburn area, the Bangor area and in Central Maine. This federally funded docket works with families in child protection proceedings when substance abuse is a major problem in the family. The District Court also operates Domestic Violence Monitoring Courts in several locations throughout the State. This grant-funded docket provides ongoing court monitoring of individuals that have been convicted of criminal acts of domestic violence.

The Chief Judge of the District Court rosters all Guardians ad Litem (GAL), who are appointed by the Court in part to provide children with a voice in family and child protection matters in the District Court. The Chief Judge of the District Court also appoints all Bail Commissioners and Justices of the Peace.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

**ANN E. POOLER, CHAIRMAN**  
**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* 06 *Umbrella* 40 *Unit* 276J *Citation* J1978

*FAX*

*Telephone* (207) 780-4364

*M.R.S.A., Sect.* SJ-00109

### PURPOSE:

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

### ORGANIZATION:

The Committee on Judicial Responsibility consists of eight members appointed by the Supreme Judicial Court. One member is a Justice of the Superior Court, one is a Judge of the District Court, and one is a Probate Judge. Two members are attorneys at law admitted to practice in the State of Maine, and three are public members, all 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.

## JUDICIAL DEPARTMENT

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. All of this information is also available on the Committee's website:  
[www.jrd.maine.gov](http://www.jrd.maine.gov)

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF OVERSEERS OF THE BAR**

**CATHY A. DEMERCHANT, CHAIR**

**JACQUELINE M. ROGERS, EXECUTIVE DIRECTOR**

*Central Office* 97 WINTHROP STREET, AUGUSTA, ME 04330

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

*Established* 1978

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 276B *Citation* J1978

*FAX* (207) 623-4175

*Telephone* (207) 623-1121

*M.R.S.A., Sect.* 000004890

### **PURPOSE:**

The mission of the Board of Overseers of the Bar is to encourage and promote competent and ethical practice by members of the Maine bar, and to make these standards known to members of the public, so that they have confidence in the legal profession in Maine. The Board accomplishes its mission on several fronts including attorney registration, continuing legal education requirements, ethical guidance, and attorney regulation. The Guardian ad Litem Review Board, an independent unit within the Board, administers the registration and regulation of Guardians ad litem as defined in the Maine Rules for Guardians ad Litem.

### **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 defined in the Maine Bar Rules, the Maine Rules of Professional Conduct, and the Maine Rules of Guardians ad Litem. In general, the Board supervises and administers the registration of attorneys admitted to the Maine bar and Guardians ad Litem rostered by the Court; investigates and processes ethical complaints that allege violations of the Maine Bar Rules, the Maine Rules of Professional Conduct, or the Maine Rules for Guardians ad Litem; provides a procedure for the arbitration of fee disputes between clients and attorneys; and provides limited consulting and advisory services for the court with respect to the interpretation and application of the Maine Bar Rules, the Maine Rules of Professional Conduct and the Maine Rules of Guardians ad Litem.

## JUDICIAL DEPARTMENT

### **PUBLICATIONS:**

"The Grievance Process: Rules and Steps to Follow in the Grievance Process"  
(Free)

"Legal Fee Arbitration: Rules and Steps to follow in the Fee Arbitration Process"  
(Free)

"Board of Overseers of the Bar Annual Report." Posted on Board's website at  
[www.mebarrowseers.org](http://www.mebarrowseers.org)

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **SUPERIOR COURT**

### **HON. ROLAND A. COLE, CHIEF JUSTICE**

*Central Office* 205 NEWBURY STREET, PORTLAND, ME 04101

*Mail Address* PO BOX 287, PORTLAND, ME 04112

*Established* 1930

*FAX* (207) 822-4136

*Telephone* (207) 822-4174

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 278 *Citation* T0004 *M.R.S.A., Sect.* 000000101

### **PURPOSE:**

The Superior Court was originally created by the Legislature in 1929 as Maine's trial court of general jurisdiction. Since 2001, the Court no longer has jurisdiction over divorce, family matters, child protection, and protection from abuse and harassment family matters. The Superior Court has exclusive jurisdiction over civil jury trials, including medical malpractice cases, and limited appellate jurisdiction regarding questions of law and de novo proceedings in certain District Court cases, and it has limited concurrent original jurisdiction with the Supreme Judicial Court over certain proceedings. Since its creation, the Superior Court has had exclusive jurisdiction over all felony-level criminal proceedings; however, the Judicial Branch has developed a Unified Criminal Docket (UCD) process for all criminal misdemeanor and felony matters, which was fully implemented Statewide by July 1, 2015. Responsibility for criminal matters in the UCD is shared by justices of the Superior Court and judges of the District Court.

### **ORGANIZATION:**

There are 17 justices of the Superior Court who hold sessions of the court in each of the State's 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.

The Chief Justice of the Superior Court is responsible for establishing the regular and special assignments of the justices, for specifying when the Grand Jury shall be summonsed in each county, and for assigning justices to the Single-Justice program and to Post-Conviction Review matters, and to other matters throughout the State. The Chief Justice also supervises the Medical Malpractice Pre-Litigation Screening Panel program for all medical malpractice cases in the Superior Court.

### **PROGRAM:**

In 2004, the Superior Court established a statewide Single-Justice system in which an individual justice is assigned for all purposes to each civil case and each criminal homicide case, including manslaughter, filed in the State. As a result, only one justice is responsible for all decisions and matters in each of those cases.

The Superior Court also conducts several types of problem-solving courts throughout the State, including the Business and Consumer Docket (aka The Business Court), the Adult Drug Treatment Court and the combined Co-occurring Disorders and Veterans Court. The Superior Court also has pioneered the use of judicially assisted settlement conferences, a highly successful form of mediation

## JUDICIAL DEPARTMENT

in which a judge not involved with the case being mediated serves as the neutral. This system is now used throughout the trial court system.

**FINANCES, FISCAL YEAR 2017:** 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* 205 NEWBURY STREET, PORTLAND, ME 04101-4125

*Mail Address* , PORTLAND, ME 04101-4125

*Established* 1920

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 276 *Citation* T0004

*FAX*

*Telephone* (207) 822-4146  
*M.R.S.A., Sect.* 000000001

### **PURPOSE:**

The purpose of the Supreme Judicial Court sitting as the Law Court is to serve as the final 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 may be assigned by the Chief Justice to sit in the Superior Court or the District 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 may be called upon to 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 Branch, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Branch. Upon retirement, a Supreme Judicial Court Justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

### **LICENSES:**

Admission to Practice - Attorney At Law, 4 M.R.S.A. Sec. 801

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

DEPARTMENT OF LABOR

JOHN BUTERA, COMMISSIONER

RICHARD FREUND, DEPUTY COMMISSIONER

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330

*Mail Address* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX* (207) 287-5292

*Established* 1971

*Telephone* (207) 621-5095

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 158 *Citation* T0026 *M.R.S.A., Sect.* 000001401A

*Average Counts-All Positions* 552.000

*Legislative Count* 552.00

Units:

OFFICE OF THE COMMISSIONER

DIVISION OF ADMINISTRATIVE HEARINGS

STATE BOARD OF ARBITRATION AND CONCILIATION

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

DIVISION FOR THE DEAF, HARD OF HEARING AND LATE

DEAFENED

COMMISSION FOR THE DEAF, HARD OF HEARING & LATE

DEAFENED

BUREAU OF EMPLOYMENT SERVICES

BUREAU OF UNEMPLOYMENT COMPENSATION

STATE WORKFORCE INVESTMENT BOARD

BUREAU OF LABOR STANDARDS

MAINE LABOR RELATIONS BOARD

PANEL OF MEDIATORS

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

BUREAU OF REHABILITATION SERVICES

MAINE UNEMPLOYMENT INSURANCE COMMISSION

CENTER FOR WORKFORCE RESEARCH AND INFORMATION

**PURPOSE:**

The Department of Labor strives to improve business and employment in Maine.

**ORGANIZATION:**

The Department of Labor is comprised of the units listed above. These units are organized around five core agencies: Employment Services; Labor Standards; Rehabilitation Services; Unemployment Compensation; and Workforce Research and Information. The Maine Labor Relations Board handles labor relations and functions as a quasi-independent agency within the department.

**PROGRAM:**

The department seeks to support Maine businesses in their growth, expansion and job creation. The department assists Maine workers in their search for sustainable and fulfilling employment. The department's efforts include helping match businesses with potential employees and helping workers improve their skills to achieve their employment goals. People with disabilities can receive additional assistance in their employment search. To help foster growth in Maine, the department provides comprehensive information on subjects such as wages, industries and workforce demographics to aid decision-makers in business, government and the general public.

Improving workplace safety for Maine workers is an important role of the department. Reducing workplace injuries has a positive impact on both workers and business including worker health, fewer missed days and lower business costs. The department is responsible for the enforcement of labor laws and regulations.

**LICENSES:**

None.

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	21,236,062	2,348,152	2,036,983		16,477,128	373,799
HEALTH BENEFITS	7,797,633	802,768	693,735		6,146,765	154,365
RETIREMENTS	4,785,990	540,508	402,042		3,757,784	85,656
OTHER FRINGE BENEFITS	436,579	45,936	42,153		340,776	7,714
COMPUTER SERVICES	6,692,979	1,052,195	1,667,489		3,880,823	92,472
CONTRACTUAL SERVICES	8,814,547	1,329,831	2,507,108		4,919,445	58,163
RENTS	3,251,408	971,351	779,781		1,443,719	56,557
COMMODITIES	187,590	15,051	63,949		107,740	850
GRANTS, SUBSIDIES, PENSIONS	132,260,278	3,703,048	1,157,965		28,849,503	98,549,762
TRANSFER TO OTHER FUNDS	756,557	12,058	141,397		586,216	16,886
<b>TOTAL EXPENDITURES</b>	<b>186,219,623</b>	<b>10,820,898</b>	<b>9,492,602</b>		<b>66,509,899</b>	<b>99,396,224</b>

## OFFICE OF THE COMMISSIONER

**JOHN BUTERA, COMMISSIONER**

**RICHARD FREUND, DEPUTY COMMISSIONER**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330

*Mail Address* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX* (207) 287-5292

*Established* 1983

*Telephone* (207) 621-5095

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 168 *Citation* T0026 *M.R.S.A., Sect.* 000001401A

*Average Counts-All Positions* 11.000

*Legislative Count* 11.00

### PURPOSE:

The Office of the Commissioner provides leadership and overall direction for the department, and is the primary liaison with the legislature and the public.

### ORGANIZATION:

The commissioner and deputy commissioner, along with their support staff, comprise the office.

### PROGRAM:

The commissioner and the staff work closely with program directors and with both federal and state government administrators. Coordination with these entities is crucial to delivering effective services that align with federal and state policy decisions.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	758,835	54,560	704,275			
HEALTH BENEFITS	198,232	14,239	183,993			
RETIREMENTS	130,753	8,999	121,754			
OTHER FRINGE BENEFITS	15,922	1,143	14,779			
COMPUTER SERVICES	58,822		58,822			
CONTRACTUAL SERVICES	2,464,952	349,131	2,115,821			
RENTS	124,824		124,824			
COMMODITIES	13,908		13,908			
TRANSFER TO OTHER FUNDS	55,314		55,314			
<b>TOTAL EXPENDITURES</b>	<b>3,821,562</b>	<b>428,072</b>	<b>3,393,490</b>			

DEPARTMENT OF LABOR

**DIVISION OF ADMINISTRATIVE HEARINGS**  
**HANCOCK FENTON, CHIEF HEARINGS OFFICER**  
**JOHN FEENEY, DIRECTOR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330-0030  
*Mail Address* 30 STATE HOUSE STATION, AUGUSTA, ME 04330-0030 *FAX* (207) 287-5949  
*Established* 1988 *Telephone* (207) 621-5001  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 183 *Citation* T0026 *M.R.S.A., Sect.* 000001082

**PURPOSE:**

The Division of Administrative Hearings conducts hearings on appeals of unemployment benefit eligibility determinations.

**ORGANIZATION:**

Administrative Hearings, which is led by the Chief Administrative Hearings Officer, is a division within the Bureau of Unemployment Compensation.

**PROGRAM:**

The Division conducts hearings, either by phone or in person, on decisions regarding the allowance or denial of unemployment benefits in which one or more of the parties involved disagree with the initial adjudicatory decision. Appellants are entitled to one due process hearing before an impartial hearing officer. Hearings are held in accordance with Maine's Administrative Procedures Act.

**LICENSES:**

None.

**PUBLICATIONS:**

The Division provides an informational pamphlet to all parties involved in a hearing. The pamphlet and instructional videos can also be found at [www.maine.gov/labor/appeals](http://www.maine.gov/labor/appeals). Click on the link for "How to Prepare for an Appeal".

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**STATE BOARD OF ARBITRATION AND CONCILIATION**  
**MARC P. AYOTTE, EXECUTIVE DIRECTOR, MLRB**

*Central Office* 2ND FLOOR, ELKINS BLDG, AUGUSTA, ME  
*Mail Address* 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090 *FAX* (207) 287-4416  
*Established* 1909 *Telephone* (207) 287-4335  
*Reference Policy Area* 01 *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. 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

## DEPARTMENT OF LABOR

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.

### PROGRAM:

In fiscal year 2017, requests for board services decreased from fiscal year 2016. In fiscal year 2017, 22 requests for services were received. The variety of employee and employer units requesting service in the past few years reflects the growing perception in the public sector labor relations community of the board's stature in providing quality and professional arbitration and conciliation services. In addition to the new matters filed in fiscal year 2017, there were six cases carried over from the prior year which required hearing and disposition by the board or other action. Of the 22 filings, 20 were grievance arbitration requests; there was one request for fact-finding services and one request for interest arbitration.

Under the statutes governing public employee collective bargaining, the board is given authority to hear fact finding and interest arbitration matters when there is a mutual submission for such services. In all, the board issued six formal Decisions and Awards, compared with 10 the previous year.

The board convened to hear nine matters, six concluded by formal Decision and Award and two resolved at hearing. 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.

### LICENSES:

None.

### PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION FOR THE BLIND AND VISUALLY IMPAIRED BRENDA DRUMMOND, DIVISION DIRECTOR

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330

*Mail Address* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX* (207) 287-5292

*Established* 1994 *Telephone* (207) 623-7954

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 150 *Citation* T0026 *M.R.S.A., Sect.* 000001418A

*Average Counts-All Positions* 37.500 *Legislative Count* 37.50

### PURPOSE:

The Bureau of Rehabilitation Services, Division for the Blind and Visually Impaired, was established to provide a broad spectrum of 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 or visually impaired from birth to age 21; provision of vocational rehabilitation services to accomplish job placement; provision of instruction in blindness specific skills in the area of independent living; 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. Since 1996, the division has been part of the Bureau of Rehabilitation Services in the Department of Labor. The division is based in CareerCenters and provides services throughout the State.

## DEPARTMENT OF LABOR

### PROGRAM:

The Division for the Blind and Visually Impaired (DBVI) administers four programs specific to persons in Maine who are blind or visually impaired. 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 Teachers of the Visually Impaired (TVI). This program currently serves up to 300 children per year.

The Independent Living Program provides direct blindness-specific skill instruction and 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 Vision Rehabilitation Therapists. This program serves about 400 adults each year.

The Vocational Rehabilitation Program provides blindness-specific training and other services to enable people who are blind or visually impaired to acquire or retain employment, including through vocational counseling, application of technology, direct blindness-specific instruction and skill training activities, and a variety of purchased and contracted services; the Vocational Rehabilitation program currently serves approximately 600 transitioning youth and adult clients.

The Business Enterprise Program (BEP) was developed under federal legislation enacted in 1936 called the Randolph-Sheppard Act. Under this law, legally blind individuals are given the priority to operate "vending facilities" on federal property. The operation of BEP facilities on state and municipal property in the State of Maine is provided by state legislation which parallels the federal act. This program provides employment opportunities for persons who are blind.

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,421,415	441,789	44,615		935,011	
HEALTH BENEFITS	490,088	169,798	15,442		304,848	
RETIREMENTS	321,004	100,239	10,123		210,642	
OTHER FRINGE BENEFITS	29,394	9,831	996		18,567	
COMPUTER SERVICES	120,282	21,288	2,365		96,629	
CONTRACTUAL SERVICES	220,212	35,877	30,669		153,666	
RENTS	297,320	204,823	3,020		89,477	
COMMODITIES	11,287	932	4,683		5,672	
GRANTS, SUBSIDIES, PENSIONS	3,116,875	1,869,141	3,478		1,244,256	
TRANSFER TO OTHER FUNDS	40,302		2,340		37,962	
<b>TOTAL EXPENDITURES</b>	<b>6,068,179</b>	<b>2,853,718</b>	<b>117,731</b>		<b>3,096,730</b>	

## DIVISION FOR THE DEAF, HARD OF HEARING AND LATE DEAFENED

**KAREN FRASER, BUREAU DIRECTOR**  
**TERRY MORRELL, DIVISION DIRECTOR**

<i>Central Office</i>	45 COMMERCE DR, AUGUSTA, ME	TTY	(207) 623-7998
<i>Mail Address</i>	150 STATE HOUSE STATION, AUGUSTA, ME 04333-0108	FAX	(207) 287-5292
<i>Established</i>	1994	Telephone	
<i>Reference Policy Area</i>	01 Umbrella 12 Unit 160 Citation T0026	M.R.S.A., Sect.	000001413

## DEPARTMENT OF LABOR

### **PURPOSE:**

The purpose of the Division for the Deaf, Hard of Hearing and Late Deafened (DDHHLD) is to ensure equal opportunity for people who are deaf, hard of hearing, or late deafened to fully participate in, contribute to, and benefit from Maine's community. This work is accomplished through contracts that provide individual and systemic advocacy, as well as the provision of telecommunications equipment. The DDHHLD consults with and offers training to state agencies to assist in making state services fully accessible. The DDHHLD also provides information and referral services and periodicals to support consumers and providers.

### **ORGANIZATION:**

The Division for the Deaf, Hard of Hearing and Late Deafened was established on November 1, 1982, and was known as the Office of Deafness. The division received its present name in July of 2009, as the result of a five-year plan goal to make the division more inclusive. In 2012, for streamlining purposes, legislation was put in place to move the supervision of the Division for the Deaf, Hard of Hearing and Late Deafened (DDHHLD) under the Division of Vocational Rehabilitation (DVR). By moving the DDHHLD under DVR, employment services became an added service to this division to include five specialty vocational rehabilitation counselors for the deaf and hard of hearing.

### **PROGRAM:**

The division maintains a toll-free number and responds to approximately 100-150 calls per month concerning information, referral, training, advocacy and other related services for people who are deaf, hard-of hearing or late deafened. The division also administers the state's telecommunication device program, which provides telecommunications equipment for people with any disability on either a cost-share or loan basis depending on the individual's income. This program was expanded by Maine Revised Statutes, Title 26, section 1419 to include equipment that provides or assists in providing emergency alert notification to deaf and hard of hearing persons. Supervision and oversight of five Vocational Rehabilitation Counselors for the Deaf and Hard of Hearing is provided by the director.

The division administers a state-created fund to provide for American Sign Language interpretation services for deaf persons who are subject to legal proceedings when meeting with an attorney or advocate. Also, the division provides voluntary identification cards for people who are deaf or hard of hearing.

### **LICENSES:**

None.

### **PUBLICATIONS:**

1. Resources: A Guide to Services for People who are Deaf or Hard of Hearing.
2. Using Your TTY Comfortably.
3. Interpreting Licensure Brochures.
4. Maine-Lines Quarterly Newsletter.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **COMMISSION FOR THE DEAF, HARD OF HEARING & LATE DEAFENED**

**CONRAD STRACK, CHAIR**  
**SITARA SHEIKH, VICE CHAIR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME

*Mail Address* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX* (207) 287-5292

*Established* 1994

*Telephone* (207) 623-7998

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 161 *Citation* T0026 *M.R.S.A., Sect.* 000001413C

## DEPARTMENT OF LABOR

### **PURPOSE:**

The Commission for the Deaf, Hard of Hearing and Late Deafened advises the Governor on the development and coordination of services to people who are deaf, hard of hearing and late deafened. The commission evaluates the progress toward goals and recommendations and advises the division on implementation plans.

### **ORGANIZATION:**

The commission has 24 members and three member-at-large positions. One third of the members are people who are deaf, hard of hearing or late deafened. The commission meets quarterly in Augusta on the second Thursday of January, April, June, and October. The chairperson is elected by the commission and serves a two-year term.

### **PROGRAM:**

Commission activities this past year focused on services for senior citizens, adult education, employment, youth leadership, support for low cost hearing aids and public accessibility for people who are deaf, hard of hearing or late deafened.

### **LICENSES:**

None.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF EMPLOYMENT SERVICES**

**EDWARD UPHAM, DIRECTOR**

**DAWN MEALEY, DEPUTY DIRECTOR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330

*Mail Address* 55 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1996

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 597 *Citation* T0026

*Average Counts-All Positions* 121.500

*FAX* (207) 287-5933

*Telephone* (207) 623-7981

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

*Legislative Count* 121.50

### **PURPOSE:**

The Bureau of Employment Services (BES) is the state administrative and oversight entity responsible for Maine Department of Labor (MDOL) employment and training services. BES is also responsible for developing policies, programs and services for the purpose of enhancing economic success through workforce development. The BES provides services to workers and employers through the CareerCenter network statewide, in conjunction with partner organizations; services are accessible both in person and through the [www.mainecareercenter.com](http://www.mainecareercenter.com) website. The BES works closely with other MDOL bureaus and divisions, the State Workforce Investment Board (SWIB), three Local Workforce Investment Boards, Department of Health and Human Services, Department of Education, Department of Economic and Community Development and other education and economic development entities, along with employer and community groups to ensure that responsive and high quality services are delivered through Maine's CareerCenters. The Bureau's work includes employment and training services to help provide a skilled workforce and increased employment opportunities for workers. This is accomplished through self-directed and consultative worker services including job placement, career guidance, education and training, and layoff assistance. Workforce consultation, worker recruitment, direct referral to business resources, layoff assistance, and access to training resources are among services available to businesses. The Bureau offers the Maine Job Link (MJL), an internet site that matches employers with job openings to job seekers. Occupational information and training are provided to educators, employment training program managers, and policy makers. These services are available through the statewide network of CareerCenters.

### **ORGANIZATION:**

As a bureau within the Maine Department of Labor, services are funded through

## DEPARTMENT OF LABOR

State General Fund, Federal Workforce Innovative and Opportunities Act (WIOA), Federal Wagner-Peyser, Trade Act and other federal funds. The BES, in consultation with the three local workforce boards, the Center for Workforce Research and Information, Bureau of Unemployment Compensation, Bureau of Rehabilitation Services, the Bureau of Labor Standards and other community based service providers including education and economic development partners ensures that workforce services are provided through Maine's Career Center network.

### PROGRAM:

The Bureau of Employment Services, in consultation with several other organizations, oversees and administers the design and delivery of services aimed at building the workforce of the state and connecting workers with employers. Through the CareerCenter network and on the internet, individuals have access to a library of resources designed to help individuals explore career options, learn about the labor market, search for employment, interview for jobs, explore self-employment possibilities, and much more. They may use a variety of electronic equipment to write, copy, e-mail and fax résumés and cover letters, search the Maine Job Link and other internet resources, and pursue training opportunities. A variety of workshops related to employment and training topics are available to interested parties. For individuals meeting eligibility criteria, assessment services, job counseling, employability enhancement, and occupational skills training are available. Businesses have access to a library of resources on topics relating to human resources, safety, business incentives, Americans with Disabilities Act, labor laws, labor market information, licensing, and more. Businesses can list their job openings on the Maine Job Link 24 hours a day. CareerCenter rooms are available at no charge for businesses to use for recruiting and interviewing. CareerCenter staff are available for on-site services including developing service strategies, packaging of services, referral, development of job descriptions, and writing job orders. Training assistance is available in the form of apprenticeships as well as new hire worker training resources. The Rapid Response Team of the bureau provides special on-site information services to laid-off workers. The team gives employees information about training, job opportunities, unemployment benefits, health care, and emergency services.

### LICENSES:

None.

### PUBLICATIONS:

The Bureau publishes state policy and operational guidelines for the One-Stop CareerCenter system. Planning instructions for the operation of programs are issued to Maine's three 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 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF EMPLOYMENT SERVICES	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,164,248	380,231	409,801		4,000,417	373,799
HEALTH BENEFITS	1,872,808	123,697	188,259		1,406,487	154,365
RETIREMENTS	1,201,740	91,741	92,723		931,620	85,656
OTHER FRINGE BENEFITS	102,861	7,285	8,193		79,669	7,714
COMPUTER SERVICES	902,202	55,315	147,879		606,536	92,472
CONTRACTUAL SERVICES	781,719	31,677	-6,181		698,060	58,163
RENTS	1,035,335	41,915	351,443		585,420	56,557
COMMODITIES	37,549	581	25,768		10,350	850
GRANTS, SUBSIDIES, PENSIONS	16,814,847	198,862	698,760		13,425,952	2,491,273
TRANSFER TO OTHER FUNDS	211,643	83	24,777		169,897	16,886
<b>TOTAL EXPENDITURES</b>	<b>28,124,952</b>	<b>931,387</b>	<b>1,941,422</b>		<b>21,914,408</b>	<b>3,337,735</b>

DEPARTMENT OF LABOR

**BUREAU OF UNEMPLOYMENT COMPENSATION**

**JOHN FEENEY, DIRECTOR**

**PATRICIA O'BRIEN, DEPUTY DIRECTOR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04332-0259

*Mail Address* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX* (207) 287-2305

*Established* 1980

*Telephone* (207) 621-5156

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 169 *Citation* T0026 *M.R.S.A., Sect.* 000001082

*Average Counts-All Positions* 191.000

*Legislative Count* 191.00

**PURPOSE:**

The Bureau of Unemployment Compensation contributes to the economic stability of Maine by providing temporary employer funded benefits to eligible individuals while they seek employment. The bureau, in cooperation with federal and state agencies, operates multiple unemployment insurance benefit programs.

**ORGANIZATION:**

The Bureau of Unemployment Compensation is organized into four divisions:

The largest is the Division of Benefit Services which includes unemployment claims centers responsible for making initial determinations of benefit eligibility and for processing benefit claims. Benefit Services also includes the unemployment fraud investigation unit and benefit overpayment collections unit. Benefit Services handles all processes associated with banking and the issuance of benefit payments.

The Division of Employer Services incorporates all unemployment tax functions including employer registration and account management. Field advisors and examiners within the Employer Services division provide employers with technical assistance concerning unemployment laws and regulations. Employer Services also ensures Maine workers are properly classified for unemployment insurance coverage.

The Administration & Program Performance division is responsible for the bureau's administrative functions including budget oversight, contract management, program security, federal program activities, program integrity, program performance reviews and records management. Quality control functions are handled by the benefits accuracy measurement unit within the Administration & Program Performance division.

The final division, Division of Administrative Hearings, is described separately in this report.

**PROGRAM:**

The bureau administers a number of unemployment programs with varying eligibility requirements, but all pertaining to the loss of employment that was not caused by the individual. The following programs were in effect during the fiscal year: State Unemployment Insurance (UI); Unemployment Compensation for Federal Employees (UCFE); Unemployment Compensation for Ex-Service Members (UCX); the Dislocated Workers Benefit (DWB) program; and, the federal Trade Readjustment Allowances (TRA) program.

**LICENSES:**

None.

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF UNEMPLOYMENT COMPENSATION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,905,234		50,886		5,854,348	
HEALTH BENEFITS	2,318,737		26,633		2,292,104	
RETIREMENTS	1,322,374		11,682		1,310,692	
OTHER FRINGE BENEFITS	126,157		1,845		124,312	
COMPUTER SERVICES	4,161,424	708,022	1,049,584		2,403,818	
CONTRACTUAL SERVICES	3,763,877	349,853	84,811		3,329,213	
RENTS	798,723		107,608		691,115	
COMMODITIES	58,173		2,639		55,534	
GRANTS, SUBSIDIES, PENSIONS	103,214,103				7,155,615	96,058,488
TRANSFER TO OTHER FUNDS	184,263	11,975	13,145		159,143	
<b>TOTAL EXPENDITURES</b>	<b>121,853,065</b>	<b>1,069,850</b>	<b>1,348,833</b>		<b>23,375,894</b>	<b>96,058,488</b>

## STATE WORKFORCE INVESTMENT BOARD

**FRED WEBBER, CHAIR**  
**GARRET OSWALD, DIRECTOR**

*Central Office* 45 COMMERCE DR., AUGUSTA, ME 04330-0045  
*Mail Address* 120 STATE HOUSE STATION, AUGUSTA, ME 04333-0120 *FAX*  
*Established* 1998 *Telephone* (207) 621-5087  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 605 *Citation* T0026 *M.R.S.A., Sect.* 000002006  
*Average Counts-All Positions* 3.000 *Legislative Count* 3.00

### **PURPOSE:**

The State Workforce Investment Board, formerly known as Maine Jobs Council, was created in 1997 out of the recognition that a more strategic, coordinated approach was needed to cultivate an educated and skilled workforce.

### **ORGANIZATION:**

The board is comprised of representatives from business, labor, education, community organizations and the public. Additionally, seven subcommittees are established to address the workforce development issues related to: people with disabilities, women, apprenticeship, older workers, youth, veterans and program policy. The Department of Labor and the Department of Education jointly administer the State Workforce Investment Board.

### **PROGRAM:**

The board's strategies are to 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.

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.

### **LICENSES:**

None.

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE WORKFORCE INVESTMENT BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	212,508		10,262		202,246	
HEALTH BENEFITS	55,190		1,083		54,107	
RETIREMENTS	53,875		2,332		51,543	
OTHER FRINGE BENEFITS	3,775		1		3,774	
COMPUTER SERVICES	58,062		5,728		52,334	
CONTRACTUAL SERVICES	17,233		17,203		30	
RENTS	5,781		5,781			
COMMODITIES	1,458		1,458			
GRANTS, SUBSIDIES, PENSIONS	-4,590				-4,590	
TRANSFER TO OTHER FUNDS	30,379		3,266		27,113	
<b>TOTAL EXPENDITURES</b>	<b>433,671</b>		<b>47,114</b>		<b>386,557</b>	

## BUREAU OF LABOR STANDARDS PAMELA MEGATHLIN, DIRECTOR

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330  
*Mail Address* 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 *FAX* (207) 623-7934  
*Established* 1973 *Telephone* (207) 623-7932  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 170 *Citation* T0026 *M.R.S.A., Sect.* 000000041  
*Average Counts-All Positions* 38.500 *Legislative Count* 38.50

### PURPOSE:

The Bureau of Labor Standards enforces State laws regulating the employment of minors and the payment of wages; State laws established for the protection of the health and safety of workers; and those enacted for the protection of working people in general. The bureau also has significant resources to encourage and support employers to be in compliance with state and federal labor laws.

### 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 and women, the protection of the physical well-being of factory workers and the payment of wages. The department remained as a separate entity until 1972, when in the reorganization of State government; it became the Bureau of Labor and Industry within the new Department of Manpower Affairs. In 1975, the bureau's name was changed to the Bureau of Labor. In 1981, when the name of the Department of Manpower Affairs was changed to the Department of Labor, the bureau's name changed to the Bureau of Labor Standards.

### PROGRAM:

The Wage and Hour Division enforces State laws relating to employment including, but not limited 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 evaluates and approves requests for work permits for minors to ensure compliance with restrictions. The division offers a number of public classes for employers to promote compliance with child labor and labor standards laws.

The Workplace Safety and Health Division enforces workplace safety standards as adopted by the Board of Occupational Safety and Health (also listed in this publication) on state and local public employers. It also conducts a variety of programs to assist public and private employers in improving their occupational safety and health performance. Public training classes, on-site consultations, and video library items are available through the "SafetyWorks!" program to all

## DEPARTMENT OF LABOR

Maine employers.

The Research and Statistics Unit within the Workplace Safety and Health Division collects and publishes statistical data concerning labor and industry, collects and analyzes data on 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 are available at libraries around the state and on-line at the research link below.

State-funds are augmented by funds from cooperative agreements with the US Occupational Safety and Health Administration, the US Mine Safety and Health Administration and the US Bureau of Labor Statistics.

The Technical Services Division includes the Customer Service unit, which functions as the bureau's and department's information center, assists callers, distributes brochures, maintains the video library, and inputs requests for bureau services.

### PUBLICATIONS:

Available on-line:

[http://www.maine.gov/labor/labor\\_stats/research.html](http://www.maine.gov/labor/labor_stats/research.html)

<http://www.safetyworksmaine.com/>

<http://www.maine.gov/wcb/Departments/administration/troika.html>

[http://digitalmaine.com/bls\\_docs/](http://digitalmaine.com/bls_docs/)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,711,193	421,259	731,382		558,552	
HEALTH BENEFITS	655,218	152,271	260,190		242,757	
RETIREMENTS	367,775	88,137	153,453		126,185	
OTHER FRINGE BENEFITS	36,321	8,342	15,418		12,561	
COMPUTER SERVICES	454,767	50,943	399,182		4,642	
CONTRACTUAL SERVICES	353,273	102,495	216,030		34,748	
RENTS	234,143	45,351	187,106		1,686	
COMMODITIES	19,734	2,788	15,494		1,452	
GRANTS, SUBSIDIES, PENSIONS	90,353		90,353			
TRANSFER TO OTHER FUNDS	47,699		31,870		15,829	
<b>TOTAL EXPENDITURES</b>	<b>3,970,476</b>	<b>871,586</b>	<b>2,100,478</b>		<b>998,412</b>	

## MAINE LABOR RELATIONS BOARD

### MARC P. AYOTTE, EXECUTIVE DIRECTOR

*Central Office* 2ND FL, ELKINS BLDG, 19 ELKINS, AUGUSTA, ME

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

*Established* 1972

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 180 *Citation* T0026

*Average Counts-All Positions* 5.000

*FAX* (207) 287-4416

*Telephone* (207) 287-2015

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

*Legislative Count* 5.00

### 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, community college, judicial, and legislative employees come within the Board's jurisdiction.

If employers and employee organizations are unable to agree on appropriate bargaining units, they are created 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

## DEPARTMENT OF LABOR

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 change or decertify their bargaining agent may petition the Board to conduct a secret ballot election. Board staff conduct unit proceedings and representation elections, subject to review by the Board. The Board also adjudicates alleged unfair labor practices, referred to as "prohibited acts" under the four labor relations statutes.

The various labor relations statutes administered by the Board prohibit public employees from engaging in work stoppages, strikes or slowdowns and provide dispute resolution procedures in lieu of the self-help options available to employees and employers in the private sector. The dispute resolution procedures include mediation, fact finding, interest arbitration, and, in the case of judicial employees, an option for mediation-arbitration.

### **ORGANIZATION:**

The Maine Labor Relations Board consists of three primary 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 (two for each of the primary positions), are appointed by the governor and confirmed by the Legislature, 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 fiscal year 2017, 18 voluntary or joint agreements relative to bargaining units were received, down from 22 in the prior year. Nine unit determination or clarification petitions were filed, compared with 13 such filings in fiscal year 2016. There were 14 election requests received by the board. In addition to this, the Board received six decertification/certification requests and one straight decertification election requests. With respect to election activities, there were 27 election requests in all requiring attention during the fiscal year. In all, Board officials conducted 15 elections pursuant to the various petitions filed. The Board received 19 prohibited practice complaints in fiscal year 2017, a decrease from the 22 complaints filed in fiscal year 2016. 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, scheduling post-hearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

### **LICENSES:**

None.

### **PUBLICATIONS:**

INTERNET SITE: The board's site may be found at the State of Maine web site and contains a search engine and a substantial data base of the board's decisions. (<http://www.maine.gov/mlrb>)

The Municipal Public Employees Labor Relations Law

The State Employees Labor Relations Act

The University of Maine System Labor Relations Act

The Judicial Employees Labor Relations Act

The Rules and Procedures of the Maine Labor Relations Board

Index and Abstracts of MLRB Prohibited Practice and Representation Appeals Decisions, 1973-88

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	303,836	262,036	41,800			
HEALTH BENEFITS	74,177	74,177				
RETIREMENTS	72,502	72,502				
OTHER FRINGE BENEFITS	3,118	3,118				
COMPUTER SERVICES	4,681	4,681				
CONTRACTUAL SERVICES	21,747	11,125	10,622			
COMMODITIES	4,196	4,196				
TRANSFER TO OTHER FUNDS	8,690		8,690			
<b>TOTAL EXPENDITURES</b>	<b>492,947</b>	<b>431,835</b>	<b>61,112</b>			

## PANEL OF MEDIATORS

### MARC P. AYOTTE, EXECUTIVE DIRECTOR

*Central Office* 2ND FL, ELKINS BLDG, 19 ELKINS, AUGUSTA, ME

*Mail Address* 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090 *FAX* (207) 287-4416

*Established* 1976 *Telephone* (207) 287-2015

*Reference Policy Area* 01 *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 by 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. By law, mediation procedures are mandatory, 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 was established in 1951 and came under the administrative auspices of the Maine Labor Relations Board in 1973. The law provides that there be no less than five nor more than ten impartial mediators nominated by the Maine Labor Relations Board and appointed by the Governor for terms of three years. There are currently ten State Mediators.

#### PROGRAM:

In fiscal year 2017, the number of new requests for mediation services decreased from the level experienced last year. New mediation requests received during 2017 numbered 39 (65 last year). In addition, there were 48 matters carried over from fiscal year 2016 that required mediation activity this year. Thus, the number of matters filed, pending, and requiring attention in 2017 reached a total of 73, down from 113 the previous year. The panel achieved a settlement rate of 60.5% for matters concluded this year, including those carried forward. There was one request for preventive mediation services. 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.

#### LICENSES:

None.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

**BOARD OF OCCUPATIONAL SAFETY AND HEALTH**  
**MICHAEL SAUDA, CHAIR**  
**PAMELA MEGATHLIN, DIRECTOR, LABOR STANDARDS**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME

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

*Established* 1975

*Telephone* (207) 623-7900

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 179 *Citation* T0026 *M.R.S.A., Sect.* 000000564

**PURPOSE:**

The board was established to formulate and adopt reasonable rules for safe and healthful working conditions in places of public employment provided by the State, county, municipal corporation, school district or other public corporation or political subdivision. The rules must conform as far as practicable with nationally recognized standards of occupational safety and health. The board also hears appeals of Bureau of Labor Standards enforcement actions by regulated parties.

**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. Appointed members include management and labor representatives from the state, county, and local levels, two public members, and one member from the insurance industry. The Bureau of Labor Standards enforces the rules adopted by the board.

**PROGRAM:**

The board meets four times to review and propose regulations for adoption and otherwise assist the bureau's enforcement activities.

**LICENSES:**

None.

**PUBLICATIONS:**

Available online at:

<http://www.safetyworksmaine.com>

Safety and Health Standards (free)

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

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BUREAU OF REHABILITATION SERVICES**  
**KAREN FRASER, BUREAU DIRECTOR**  
**BETSY HOPKINS, DIVISION DIRECTOR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330

*Mail Address* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX* (207) 287-5292

*Established* 1994

*Telephone* (207) 623-6745

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 152 *Citation* T0026 *M.R.S.A., Sect.* 000001412C

*Average Counts-All Positions* 122.000 *Legislative Count* 122.00

**PURPOSE:**

The purpose of the Bureau of Rehabilitation Services (BRS) is to help Maine people with disabilities find or maintain employment and achieve full

## DEPARTMENT OF LABOR

participation in the community.

Working in partnership with the Maine Department of Health and Human Services, and Department of Education, as well as other rehabilitation providers, the Division of Vocational Rehabilitation Services administers state and federal rehabilitation services for people (including students transitioning from high school) with disabilities.

### ORGANIZATION:

State administered 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 Division of Vocational Rehabilitation Services was created under this legislation. The administration of the Vocational Rehabilitation Division, the Division of Eye Care and Special Services, and the Division of Disability Determination Services were consolidated under this legislation. In 1994, the Legislature moved the Division of Rehabilitation Services to the Department of Education, and in 1996, moved the Division to the Department of Labor.

### PROGRAM:

The main program within the Bureau of Rehabilitation Services is the Division of Vocational Rehabilitation. This program provides comprehensive vocational rehabilitation services and endeavors to bring about full access to employment, independence and community integration for people with disabilities. Vocational Rehabilitation assists eligible individuals with physical or mental disabilities to prepare for and achieve an employment outcome. "Employment outcome" means entering or retaining full-time employment, or, if appropriate, part-time competitive employment in the integrated labor market, supported-employment, or any other type of employment in an integrated setting, including self-employment, telecommuting, or business ownership, that is consistent with an individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REHABILITATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,055,470	747,319	43,821		4,264,330	
HEALTH BENEFITS	1,917,124	258,729	18,093		1,640,302	
RETIREMENTS	1,154,165	169,785	9,941		974,439	
OTHER FRINGE BENEFITS	104,660	15,611	918		88,131	
COMPUTER SERVICES	518,255	119,293			398,962	
CONTRACTUAL SERVICES	964,281	312,940	37,133		614,208	
RENTS	692,192	675,392			16,800	
COMMODITIES	37,830	6,553			31,277	
GRANTS, SUBSIDIES, PENSIONS	9,028,688	1,635,045	365,374		7,028,269	
TRANSFER TO OTHER FUNDS	137,539		1,856		135,683	
<b>TOTAL EXPENDITURES</b>	<b>19,610,204</b>	<b>3,940,667</b>	<b>477,136</b>		<b>15,192,401</b>	

DEPARTMENT OF LABOR

**MAINE UNEMPLOYMENT INSURANCE COMMISSION**  
**JENNIFER DUDDY, CHAIR**

*Central Office* 45 COMMERCE DRIVE, AUGUSTA, ME 04330  
*Mail Address* 57 STATE HOUSE STATION, AUGUSTA, ME 04333  
*Established* 1936  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 172 *Citation* T0026  
*FAX* (207) 287-4554  
*Telephone* (207) 623-6786  
*M.R.S.A., Sect.* 000001081

**PURPOSE:**

The Unemployment Insurance Commission conducts appellate review of benefit eligibility determinations made by the Division of Administrative Hearings (the first appeal level). This review includes analyses of evidence, procedures, rules, statutes and case law, for each case.

**ORGANIZATION:**

The Unemployment Insurance Commission consists of three Commission members and their support staff. The three members are: a representative of labor, a representative of employers, and a representative of the general public. The general public member serves as the chairman of the Commission and, by statute, must be impartial and an attorney admitted to practice law in Maine. The Governor appoints the members, subject to review by the joint standing Labor, Commerce, Research & Economic Development Committee and confirmation by the Senate. Each member holds office for a term of six years, or until a successor has been duly appointed and confirmed. While the finances for the commission are included in those of the Bureau of Unemployment Compensation, the commission and the bureau are separate entities.

**PROGRAM:**

Where the commission determines that further development of the record is needed in benefit cases, the commission remands the case to the Division of Administrative Hearings for the taking of additional evidence. In limited circumstances, the Commission holds hearings to take additional evidence in benefit cases that are before it on appeal. The Commission reviews and decides all requests for waivers of overpayment. The commission processes requests for seasonal designation, which includes conducting public hearings. The commission processes appeals of State income tax offsets as well as garnishment of wages cases (including holding any necessary hearings in these cases). The commission may adopt or rescind rules with respect to unemployment insurance (the Rules Governing the Administration of the Employment Security Law) with the advice of the Commissioner of Labor.

**LICENSES:**

None.

**PUBLICATIONS:**

None

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**CENTER FOR WORKFORCE RESEARCH AND INFORMATION**  
**RICHARD FREUND, ACTING DIRECTOR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04332-0259  
*Mail Address* 118 STATE HOUSE STATION, AUGUSTA, ME 04333-0054  
*Established* 1996  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 594 *Citation* T0026  
*Average Counts-All Positions* 22.500  
*FAX* (207) 287-2947  
*Telephone* (207) 621-5099  
*M.R.S.A., Sect.* 000001401A  
*Legislative Count* 22.50

## DEPARTMENT OF LABOR

### **PURPOSE:**

The Center for Workforce Research and Information collects, analyzes and reports on the labor market to assist a wide range of users in assessing conditions and trends. The information is used by a wide range of users, including jobseekers, employers, policymakers, economic developers, educational institutions, training planners, and career guidance experts in decision making and planning. The Center provides the department with economic, management, and strategic analysis to guide program planning and delivery systems and employment and training programs.

### **ORGANIZATION:**

Program activities involve data collection, sophisticated research techniques, and detailed analysis. Demographic and economic research activities are conducted using social science disciplines. Results of this research are disseminated to a wide array of users. Data is published and used in functional analyses and studies that support decision making.

### **PROGRAM:**

Labor Force, Industry Employment Statistics: Current Employment Statistics program - Survey of employer job counts used to develop monthly estimates of nonfarm payroll jobs by sector for the state and the Portland, Lewiston-Auburn, and Bangor Metropolitan Statistical Areas. Local Area Unemployment Statistics program - Using survey, unemployment claims, and payroll jobs data, provides civilian labor force estimates and unemployment estimates each month for the state, 30 labor market areas, 16 counties, and over 500 cities and towns. Quarterly Census of Employment and Wages program - Extracts jobs and wages reported through quarterly unemployment insurance tax filings of employers to provide the most detailed information on jobs and wages by industry and location. Occupational Employment Statistics program - Survey of employers on jobs and wages paid by occupation to develop estimates for more than 600 occupations covering the state, three metropolitan areas, two other sub-state regions, and 16 counties. Workforce Projections program - Long- and short-term industry and occupational employment projections are developed for the state on a bi-annual basis. Agricultural and Logging Wage Surveys - Surveys of agricultural and logging employers to develop median wages paid for H2A immigrant wage certification. MaineEARNs - This data series provides information on employment and wage outcomes for Maine workers who graduated from the University of Maine System and Maine Community College System after July 2008.

Labor Market Information Services: Information is provided concerning labor markets for the state and sub-state areas. Staff provide data and analysis to cover the specific labor market information needs of the department, other public agencies and entities such as the Consensus Economic Forecasting Commission, and a variety of user groups in 31 labor market areas. Employers are assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility and business planning. Workforce information is provided to assist the work search efforts of job seekers. Economic analyses highlighting industry trends and outlook are prepared for 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. Consumer information regarding training providers is made available to assist individuals receiving federally funded training services.

### **LICENSES:**

None.

### **PUBLICATIONS:**

Website: [www.maine.gov/labor/cwri](http://www.maine.gov/labor/cwri) contains articles and interactive data sets to provide customers with a wide variety of data and analysis about labor markets. Articles about workforce issues and trends are published at [www.maine.gov/labor/cwri/pubs.html](http://www.maine.gov/labor/cwri/pubs.html) and recent blogs are published at <https://cwri1.blogspot.com/>

# DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTER FOR WORKFORCE RESEARCH AND INFORMATION	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	703,323	40,958	142		662,223	
HEALTH BENEFITS	216,059	9,857	42		206,160	
RETIREMENTS	161,800	9,105	32		152,663	
OTHER FRINGE BENEFITS	14,371	606	3		13,762	
COMPUTER SERVICES	414,484	92,653	3,929		317,902	
CONTRACTUAL SERVICES	227,254	136,733	1,001		89,520	
RENTS	63,089	3,869			59,220	
COMMODITIES	3,453				3,453	
TRANSFER TO OTHER FUNDS	40,727		139		40,588	
<b>TOTAL EXPENDITURES</b>	<b>1,844,560</b>	<b>293,781</b>	<b>5,288</b>		<b>1,545,491</b>	

LAW AND LEGISLATIVE REFERENCE LIBRARY

**LAW AND LEGISLATIVE REFERENCE LIBRARY**

**JOHN R. BARDEN, DIRECTOR**

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 T00003 M.R.S.A., Sect. 0000000171

Average Counts-All Positions 14.000

Legislative Count 14.00

**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. As State Law Librarian, the Director coordinates records management activities within the Legislature.

**ORGANIZATION:**

The Library was created by action of the Legislature, with the transfer of functions formerly performed by the law section of the Maine State Library. The nonpartisan Director is appointed by the Legislative Council.

**PROGRAM:**

The Library provides reference, interlibrary loan and circulation services by telephone and 711 relay service, via e-mail, through the postal service and in person. The shared URSUS Internet catalog (<http://ursus.maine.edu>) gives access to the Library's collection and supports circulation functions. Public computers in the Library provide access to Maine statutes and cases, citators, legislative bill status, the Internet and a comprehensive legal research service. The Library Internet site includes historical tables and lists, legal research links, a guide to frequently-requested Maine laws and a large collection of digitized materials relating to Maine law and legislation. To support research the library staff search a variety of print and electronic resources.

The Library collects all state statutes, selected legal treatises, and resources for non-lawyers. 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 subscribes to most daily and weekly newspapers published in Maine and a selection of law reviews and other legal publications from around the country. The Library also has the most complete collection of Maine legislative materials available anywhere, including committee files that contain copies of written testimony. The Library staff prepares legislative histories on request and lends compiled histories. Many of these materials are now available electronically as well. The Library participates in state and federal depository programs, receiving documents and providing access to online government information.

The URSUS system also supports new acquisitions and serials control. The Internet catalog shows items that are on order and issues that have been received for serials such as court reports, codes, journals and updates to topical works.

**PUBLICATIONS:**

\*INTERNET SITE - <http://legislature.maine.gov/lawlibrary/>

\*Law and Legislative Digital Library -

<http://www.maine.gov/legis/lawlib/lldl/lldlhome.htm>

\*Facebook presence

\*Library Briefs (newsletter)

\*Front Page news list and RSS feed

\*Legisbrief Cumulative Index

\*Maine State Law and Legislative Reference Library (brochure)

\*Introducing Our Online Resources (brochure)

\*How to Find Law Review Articles (brochure)

\*Resource Sharing (brochure)

\*How to Find Newspapers and Clippings (brochure)

\*Maine Education Finance Studies (bibliography)

\*Maine Economic Development and Policy: Studies and Reports 1929-2012

## LAW AND LEGISLATIVE REFERENCE LIBRARY

(bibliography)

- \*Legal Resources for Non-Lawyers: Employment Law (bibliography)
- \*Legal Sources for Non-Lawyers: Family Law (bibliography)
- \*Maine Tax Studies and Reports (bibliography)
- \*An Introduction to Maine Law and Maine Practice Materials (bibliography)
- \*Legal Resources for Representing Yourself in Court (bibliography)
- \*Legal Research for the Beginner (bibliography)
- \*Compiled Legislative Histories on Major Topics (electronic and print)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	748,843	748,843				
HEALTH BENEFITS	205,110	205,110				
RETIREMENTS	169,918	169,918				
OTHER FRINGE BENEFITS	14,634	14,634				
COMPUTER SERVICES	7,263	7,263				
CONTRACTUAL SERVICES	322,823	322,823				
COMMODITIES	5,130	5,130				
<b>TOTAL EXPENDITURES</b>	1,473,721	1,473,721				

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	748,843	748,843				
HEALTH BENEFITS	205,110	205,110				
RETIREMENTS	169,918	169,918				
OTHER FRINGE BENEFITS	14,634	14,634				
COMPUTER SERVICES	7,263	7,263				
CONTRACTUAL SERVICES	322,823	322,823				
COMMODITIES	5,130	5,130				
<b>TOTAL EXPENDITURES</b>	1,473,721	1,473,721				

## LEGISLATIVE DEPARTMENT

### LEGISLATURE

**MICHAEL D. THIBODEAU, PRESIDENT OF THE SENATE**  
**SARA GIDEON, SPEAKER OF THE HOUSE**

*Central Office* STATE HOUSE, AUGUSTA, ME

*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX*

*Established* 1820

*Telephone* (207) 287-1615

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

*Average Counts-All Positions* 182.198

*Legislative Count* 146.50

*Units:*

*CITIZEN TRADE POLICY COMMISSION*

*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 TECHNOLOGY*

*SENATE*

*HOUSE OF REPRESENTATIVES*

*LEGISLATIVE COUNCIL*

*(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL*

#### **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 three additional non-voting members who are elected by the Penobscot Indian Nation, the Passamaquoddy Tribe and the Houlton Band of Maliseet Indians, respectively, to represent their tribes at the Legislature.

The 128th Legislature is organized into 16 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 128th Legislature are: Agriculture, Conservation and Forestry; Appropriations and Financial Affairs; Criminal Justice and Public Safety; Education and Cultural Affairs; Energy, Utilities and Technology; Environment and Natural Resources; Health and Human Services; Inland Fisheries and Wildlife; Insurance and Financial Services; Judiciary; Labor, Commerce, Research and Economic Development; Marine Resources; State and Local Government; Taxation; Transportation; and Veterans and Legal Affairs. Also, by Joint Rule, the Legislature established the Joint Select Committee on Joint Rules, the Joint Select Committee on Marijuana Legalization Implementation and the Government Oversight Committee.

#### **PROGRAM:**

The First Regular Session of the 128th Legislature was convened on December 7, 2016 and adjourned sine die on August 2, 2017. In the First Regular Session, the Legislature considered 1,646 legislative instruments. Three hundred twenty one bills and 28 Resolves were chaptered into law. One hundred twenty eight bills were vetoed by the Governor, 73 of which were overridden and the rest sustained by the Legislature.

#### **PUBLICATIONS:**

\*INTERNET SITE - <http://legislature.maine.gov/>

\*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.

## LEGISLATIVE DEPARTMENT

\*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.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was  
 generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	12,989,517	12,989,242	275			
HEALTH BENEFITS	4,749,568	4,749,568				
RETIREMENTS	2,308,387	2,308,387				
OTHER FRINGE BENEFITS	239,291	239,291				
COMPUTER SERVICES	754,141	754,141				
CONTRACTUAL SERVICES	3,046,970	3,042,876	4,094			
RENTS	33,201	33,201				
COMMODITIES	125,436	125,436				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
TRANSFER TO OTHER FUNDS	176		176			
<b>TOTAL EXPENDITURES</b>	<b>24,445,952</b>	<b>24,441,407</b>	<b>4,545</b>			



**Michael Thibodeau**  
*President of the Senate*



**Sara Gideon**  
*Speaker of the House of Representatives*

LEGISLATIVE DEPARTMENT

**CITIZEN TRADE POLICY COMMISSION**  
**GRANT T. PENNOYER, 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* 2004 *Telephone* (207) 287-1615  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 681 *Citation* T000010 *M.R.S.A., Sect.* 000000011

**PURPOSE:**

The commission is established to assess and monitor the legal and economic impacts of trade agreements on state and local laws, working conditions and the business environment; to provide a mechanism for citizens and Legislators to voice their concerns and recommendations; and to make policy recommendations designed to protect Maine's jobs, business environment and laws from any negative impact of trade agreements.

**ORGANIZATION:**

The Citizen Trade Policy Commission comprises 17 voting members and four ex officio nonvoting members as follows: voting members include three Senators; three Representatives; ten members of the public (three of whom are appointed by the Speaker of the House, three by the President of the Senate, and four by the Governor); and the Attorney General or the Attorney General's designee.

Ex officio, non-voting members include the commissioners of the following departments or the commissioners' designees: Department of Labor; Department of Environmental Protection; Department of Agriculture, Conservation and Forestry; and the Department of Health and Human Services.

**PUBLICATIONS:**

2016 TRADE POLICY ASSESSMENT:

The Trans-Pacific Partnership's Potential Economic Impact on Maine by Catherine Reilly deLutio and Phillip A. Trostel, Margaret Chase Smith Policy Center, University of Maine, September 2016

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CITIZEN TRADE POLICY COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	275	275				
CONTRACTUAL SERVICES	20,110	20,110				
RENTS	220	220				
<b>TOTAL EXPENDITURES</b>	20,605	20,605				

**OFFICE OF FISCAL AND PROGRAM REVIEW**  
**CHRISTOPHER W. NOLAN, DIRECTOR**

*Central Office* STATE HOUSE - ROOM 226, AUGUSTA, ME 04333-0005  
*Mail Address* 5 STATE HOUSE STATION, AUGUSTA, ME 04333-0005 *FAX*  
*Established* 1962 *Telephone* (207) 287-1635  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 263F *Citation* T00003 *M.R.S.A., Sect.* 000000161

**PURPOSE:**

The Office of Fiscal and Program Review collects and analyzes fiscal and program information related to the finances and operation of State Government for legislators, legislative committees and commissions. As part of this role the Office analyzes the Governor's budget and other appropriation requests, reviews all bills and amendments for their fiscal impacts to provide projections of

## LEGISLATIVE DEPARTMENT

revenue and expenditures and monitors agency financial activities.

The Office also provides staff support to the Joint Standing Committee on Appropriations and Financial Affairs, the Joint Standing Committee on Taxation, the Joint Standing Committee on Transportation (for fiscal matters only), the Joint Standing Committee on Health and Human Services (for fiscal matters only) and other legislative committees as assigned. The Director of the Office and one of the Office's Principal Analysts represent the Legislature on the Revenue Forecasting Committee, which was established in law (5 MRSA, section 1710-E) to provide policy makers with revenue projections.

### ORGANIZATION:

The Office of Fiscal and Program Review is one of several nonpartisan offices operating under the direction of the Legislative Council and its Executive Director. It is led by a director who is appointed by the Legislative Council and is staffed by eight other professional staff and two administrative positions.

### PUBLICATIONS:

The following publications are available at <http://www.legislature.maine.gov/ofpr>  
"Compendium of State Fiscal Information" (Updated annually)  
"Summary of Major State Funding Disbursed to Municipalities and Counties" (Updated annually)  
"The Budget Process" (Updated biennially)  
"The Fiscal Note Process: An Overview" (Updated biennially)  
\*Fiscal News

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF POLICY AND LEGAL ANALYSIS

### MARION HYLAN BARR, DIRECTOR

*Central Office* 2ND FLOOR, CROSS BLDG, RM 215, AUGUSTA, ME 04333-0013  
*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* 30 *Unit* 263P *Citation* T00003 *M.R.S.A., Sect.* 000000161

### PURPOSE:

The Office of Policy and Legal Analysis is a nonpartisan office of the Maine Legislature that provides information, policy and legal analysis and assistance in formulating and drafting legislative proposals, reports and recommendations.

The Office provides nonpartisan research, analysis and professional staffing to joint standing committees of the Legislature, select committees, legislative study commissions and individual legislators. Major functions include: analysis of legislation, preparation of research documents, facilitation of committee decision-making and drafting of committee amendments and committee bills. The Office also assists the Office of the Revisor of Statutes in drafting initial bills for introduction to each legislative session.

When the Legislature is not in session, the Office provides staff support for interim legislative committee meetings and legislative studies authorized by the Legislative Council or established by law or joint order. Staff support to legislative committees and study committees includes providing policy and legal research and analysis and preparing final reports and accompanying legislation. The Office also assists the joint standing committees in fulfilling their legislative responsibilities relating to oversight of 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

## LEGISLATIVE DEPARTMENT

director. The office has a staff of 23, including an office director who is appointed by the Legislative Council.

### **PUBLICATIONS:**

The following general reference publications are available for a nominal or no charge and are available on the office website:

"Legislators' Handbook - A Guide for Maine Legislators: Procedures, Services and Facts" updated at the beginning of each legislative biennium;

"Legislative Digest of Bill Summaries and Enacted Laws", published after adjournment of each regular session of the Legislature; and

\*Legislative Study Reports on various topics, published each year.

\*INTERNET SITE - <http://legislature.maine.gov/legis/opla>

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **OFFICE OF THE REVISOR OF STATUTES SUZANNE M. GRESSER, REVISOR OF STATUTES**

*Central Office* STATE HOUSE - FIRST FLOOR, AUGUSTA, ME  
*Mail Address* 7 STATE HOUSE STATION, AUGUSTA, ME 04333-0007 *FAX* (207) 287-6468  
*Established* 1928 *Telephone* (207) 287-1650  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 263R *Citation* T00003 *M.R.S.A., Sect.* 000000161

### **PURPOSE:**

The Office of the Revisor of Statutes was originally created in 1928 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 the State of Maine and assists the commercial publishers of the Maine Revised Statutes by providing materials for the supplementary pamphlets and pocket parts.

The office may be contacted via e-mail: [revisor.office@legislature.maine.gov](mailto:revisor.office@legislature.maine.gov).

### **PUBLICATIONS:**

\*INTERNET SITE - <http://legislature.maine.gov/ros/publications/>

"Maine Revised Statutes Annotated" - Available to the public from Thomson/West, 610 Opperman Drive, Eagan, MN 55123, at current price.

"Maine Revised Statutes" - Available at the office's website, <http://legislature.maine.gov/legis/statutes/>

"Laws of the State of Maine" - Contains all session laws and related documents of each Legislative session. Electronic versions of the Laws of the State of Maine are available at: <http://legislature.maine.gov/ros/LOM/LOMpdfDirectory.htm>. Limited hard copies are available from the Revisor's Office at time of

## LEGISLATIVE DEPARTMENT

publication for a nominal fee 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 (207) 287-1324. Individual copies of enacted laws beginning with the 117th Legislature are available on-line at the office's website: <http://legislature.maine.gov/ros/LawsOfMaine/#Law/>.

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

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION GRANT T. PENNOYER, EXECUTIVE DIRECTOR

*Central Office* STATEHOUSE, AUGUSTA, ME

*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX*

*Established* 1978

*Telephone* (207) 287-1615

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 300 *Citation* T0003 *M.R.S.A., Sect.* 000000227

### **PURPOSE:**

The purpose of the Commission is to advise the Legislature in identifying ways to encourage increased cooperation between Maine and Canada; and, specifically, between the Maine Legislature and the legislative bodies of Canada, and to promote economic, cultural and educational exchanges between Maine and the Canadian provinces.

### **ORGANIZATION:**

Created by statute in February, 1978, the Maine-Canadian Legislative Advisory Commission consists of eight (8) members, four (4) of whom are appointed by the Speaker of the House and four (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.

3 MRSA §227 authorizes members to be compensated as provided in Title 5, Chapter 379.

### **PROGRAM:**

The Maine-Canadian Legislative Advisory Commission continues to encourage and support economic, cultural and educational exchanges between Maine and the Canadian provinces, including Franco-American Day activities.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE DEPARTMENT

**STATE HOUSE AND CAPITOL PARK COMMISSION**  
**GRANT T. PENNOYER, EXECUTIVE DIRECTOR**  
**KIRK MOHNEY, 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 five ex officio members. Voting members include the Director of the Maine Historic Preservation Commission; six members of the public (four of whom are appointed jointly by the Speaker of the House and the President of the Senate, and two 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 appointed by the Legislative Council. The Director of the Maine Historic Preservation Commission is the Chair 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 permanent chair of the Capitol Planning Commission; and the Executive Director of the Legislative Council.

**PROGRAM:**

The role of the Commission is to oversee the implementation of a master plan for repair and restoration projects in the State House and in Capitol Park.

The projects, all of which are in keeping with the master plans for the State House and Capitol Park, have included patching and re-painting of the building interior, roof maintenance and repair, repair of entry stairs, sidewalk and pavement repairs and protection, repairs to the high dome and restoration of Capitol Park by restoring paths, allées, seating and picnicking areas and installation of water control devices.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE HOUSE AND CAPITOL PARK COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	80,216	80,216				
COMMODITIES	975	975				
<b>TOTAL EXPENDITURES</b>	81,191	81,191				

**COMMISSION ON INTERSTATE COOPERATION**  
**GRANT T. PENNOYER, EXECUTIVE DIRECTOR**

*Central Office* STATE HOUSE, AUGUSTA, ME  
*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX* (207) 287-1621  
*Established* 1939 *Telephone* (207) 287-1615  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 272 *Citation* T0003 *M.R.S.A., Sect.* 000000201

## LEGISLATIVE DEPARTMENT

### 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 itself 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 and provide support to state legislatures: the Council of State Governments and the National Conference of State Legislatures. The Council of State Governments/Eastern Regional Council is a bipartisan organization serving all three branches of government and provides a regional 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 legislative staff of the nation's 50 states, its commonwealths and territories with the objectives of improving the quality and effectiveness of state legislatures, fostering interstate communication and cooperation, and ensuring states a strong, cohesive voice in the federal system.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	219,424	219,424				
<b>TOTAL EXPENDITURES</b>	219,424	219,424				

## COMMISSION ON UNIFORM STATE LAWS

### ANN ROBINSON, CHAIRPERSON

*Central Office* 324 GANNETT DRIVE, SUITE 200, PORTLAND, ME 04101-1110

*Mail Address* 324 GANNETT DRIVE, SUITE 200, PORTLAND, ME 04101-1110

*Established* 1955

*Telephone* (207) 482-7800

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

### PURPOSE:

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

### ORGANIZATION:

The Commission is authorized and organized pursuant to 3 M.R.S.A. §241:

The Commission on Uniform State Laws, as established by Title 5, section 12004-K, subsection 8, shall consist of 3 members to be appointed for a term of 4 years by the Governor. The commission shall also consist of any residents who, because of long service in the cause of state legislation, are elected life members of the National Conference of Commissioners on Uniform State Laws. The commission shall examine subjects on which uniformity of legislation in the different states is desirable; ascertain the best means to effect uniformity; cooperate with the commissioners of other states in the consideration and drafting of uniform acts for submission to the Legislatures of the several states; and prepare bills for introduction in the Legislature.

Commissioners are not compensated for their work. They seek reimbursement for expenses as Maine's delegates to the National Conference. The National Conference seeks payment of dues from Maine.

## LEGISLATIVE DEPARTMENT

### PROGRAM:

The Maine Commission on Uniform State Laws is a 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 examples of Acts developed and adopted by the Conference which have great value to the several states, and are among the 59 Uniform Acts adopted by the State of Maine in the last century.

The Commission, like its counterparts in other states, works through appropriate legislative committees, the Maine State Bar Association and others having an interest in the particular uniform act.

### PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request or at [www.uniformlawcommission.com](http://www.uniformlawcommission.com)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	10,000	10,000				
TOTAL EXPENDITURES	10,000	10,000				

## OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY KEVIN DIETERICH, DIRECTOR

*Central Office* STATE HOUSE RM 132, AUGUSTA, ME 04333  
*Mail Address* 100 STATE HOUSE STATION, AUGUSTA, ME 04333-0100 *FAX* (207) 287-2557  
*Established* 1996 *Telephone* (207) 287-1625  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 263I *Citation* M.R.S.A., Sect.

### PURPOSE:

The Legislative Council's Office of Legislative Information Technology (LIT) provides strategic planning, hardware, network, software development and PC support services to all legislative offices in the areas of information technology.

### ORGANIZATION:

LIT is responsible for the operation and support of legislative computer systems, as well as for coordinating the design and development of the applications that support the legislative process and the operations of individual legislative offices. LIT is also jointly responsible for all chamber and committee room audio/video infrastructure, software, networks, servers, IT security and legislative email systems.

### PROGRAM:

During fiscal year 2016-17, in the application development area, LIT continued work to rewrite and enhance existing (legacy) applications used in the chambers and production offices in support of legislative activities. In addition, LIT, replaced and upgraded the cameras and video systems used to broadcast, stream and record Senate and House sessions. LIT also worked to enhance the audio systems and replace the microphones in a number of committee rooms. LIT is currently in the final stages of an RFP process to select a vendor product to replace the legacy bill drafting system used by the Office of the Revisor of Statutes in support of the Legislature.

The Office of Legislative Information Technology also continues to provide technology support services to the production offices, the House of

## LEGISLATIVE DEPARTMENT

Representatives, the Senate and individual members, resolving hardware, software and printing problems and providing educational assistance and instruction in the use of available technology throughout the fiscal year.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## SENATE

**MICHAEL D. THIBODEAU, PRESIDENT OF THE SENATE**  
**HEATHER J.R. PRIEST, SECRETARY OF THE SENATE**

*Central Office* STATE HOUSE, AUGUSTA, ME 04333-0003  
*Mail Address* 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003 *FAX* (207) 287-5862  
*Established* 1820 *Telephone* (207) 287-1500  
*Reference* Policy Area 00 Umbrella 30 Unit 261 Citation C0004 *M.R.S.A., Sect.* 002-00001

### PURPOSE:

The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor. Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue. It may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce 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 25 years of age at the commencement of the term for which they are elected.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. In 2013, the Legislature, by a vote of 2/3rds of the members in each body, apportioned the Senate and House districts.

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 are permitted to hire their own staff assistants, with the approval of the presiding officer.

### PROGRAM:

Pursuant to Article IV, Part Third, Section 1 of the Constitution of Maine, the First Regular Session of the 128th Maine Legislature convened on Wednesday, December 7, 2016 and met for 70 legislative days. After completing all of its business, the Senate adjourned sine die at 7:04 p.m. on Wednesday, August 2, 2017.

## LEGISLATIVE DEPARTMENT

The Second Regular Session of the 128th Maine Legislature will convene on Wednesday, January 3, 2018.

### **PUBLICATIONS:**

Senate Website: <http://www.legislature.maine.gov/senate>

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **HOUSE OF REPRESENTATIVES**

**SARA GIDEON, SPEAKER OF THE HOUSE**

**ROBERT B. HUNT, HOUSE CLERK**

*Central Office* ROOM 300, STATE HOUSE, AUGUSTA, ME 04333

*Mail Address* 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002 *FAX* (207) 287-1456

*Established* 1820 *Telephone* (207) 287-1400

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 262 *Citation* C0004 *M.R.S.A., Sect.* 001-00002

### **PURPOSE:**

The House of Representatives 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 five 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 three 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.

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

### **PROGRAM:**

The House convened its First Regular Session of the 128th Maine Legislature on Wednesday, December 7, 2016 and adjourned from its Second Regular Session on Wednesday, August 2, 2017. During the First Regular Session there were 1105 House-sponsored Legislative Documents, 2 Initiated Bills, 44 House Orders, 11 House-sponsored Joint Orders, and 20 House-sponsored Joint Resolutions considered. House members submitted 51 Floor Amendments and 512 Committee Amendments to the Clerk for reproduction.

## LEGISLATIVE DEPARTMENT

### **PUBLICATIONS:**

\*HOUSE INTERNET SITE - <http://legislature.maine.gov/house/>

\*HOUSE ADVANCE JOURNAL AND CALENDAR-Available 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 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 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 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEGISLATIVE COUNCIL

**SARA GIDEON, CHAIR**

**GRANT T. PENNOYER, EXECUTIVE DIRECTOR**

*Central Office* 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002

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

*FAX* (207) 287-1308

*Established* 1973

*Telephone* (207) 287-1300

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

*Average Counts-All Positions* 182.198

*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 Technology. In addition, the Council appoints the nonpartisan director of the Office of Program Evaluation and Government Accountability. The Council has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 MRSA Section 162-B.

### **ORGANIZATION:**

The Legislative Council consists of the ten elected members of leadership: the President of the Senate, the Speaker of the House, and the Majority and Minority Floor Leaders and Majority and Minority Assistant Floor Leaders for the House and the Democratic and Republican Floor Leaders and Democratic and Republican Assistant Floor Leaders for the Senate. The Council Chair and Vice-Chair are elected by the Legislative Council at the beginning of each legislative biennium and serve for the entire biennium. By tradition, the Council chair 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.

## LEGISLATIVE DEPARTMENT

The Council is supported by an Executive Director and six 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 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	12,989,242	12,988,967	275			
HEALTH BENEFITS	4,749,568	4,749,568				
RETIREMENTS	2,308,387	2,308,387				
OTHER FRINGE BENEFITS	239,291	239,291				
COMPUTER SERVICES	754,141	754,141				
CONTRACTUAL SERVICES	2,717,219	2,713,125	4,094			
RENTS	32,981	32,981				
COMMODITIES	124,461	124,461				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
TRANSFER TO OTHER FUNDS	176		176			
<b>TOTAL EXPENDITURES</b>	<b>24,114,731</b>	<b>24,110,186</b>	<b>4,545</b>			

## (OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

### GRANT T. PENNOYER, EXECUTIVE DIRECTOR

*Central Office* STATE HOUSE, AUGUSTA, ME

*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* 30 *Unit* 264 *Citation* T0003 *M.R.S.A., Sect.* 000000162

### PURPOSE:

The Executive Director is the executive officer of the Legislature and directs the activities and services of the nonpartisan staff offices consistent with policies established by the Legislative Council. Statutory functions of the office include: agenda preparation and meeting management for the Legislative Council; implementing policy decisions of the council, providing administrative support to the Legislature, including all legislative payroll and benefits administration, legislators' expense reimbursements, accounting and budgeting, and human resource management. The Executive Director has overall responsibility for improvements, renovations and maintenance of the State House, other legislative facilities and grounds, and is an ex officio member of the State House and Capitol Park Commission.

Within the Office of the Executive Director is the Legislative Information Office which is responsible for providing information to the public and legislators on legislation and other legislative matters, maintaining information relating to legislation considered each biennium, producing the history and final disposition of bills, scheduling committee hearings on gubernatorial nominations, and

## LEGISLATIVE DEPARTMENT

coordinating the scheduling and work of committee clerks each legislative session.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF MARINE RESOURCES

**DEPARTMENT OF MARINE RESOURCES**

**PATRICK KELIHER, COMMISSIONER**

**MEREDITH MENDELSON, DEPUTY COMMISSIONER**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04333

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX* (207) 624-6024

*Established* 1967

*Telephone* (207) 624-6550

*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188 *Citation* T0012 *M.R.S.A., Sect.* 000006021

*Average Counts-All Positions* 167.750

*Legislative Count* 163.00

Units:

*ADVISORY COUNCIL (TO MARINE RESOURCES)*

*BUREAU OF PUBLIC HEALTH*

*BUREAU OF POLICY AND MANAGEMENT*

*BUREAU OF MARINE SCIENCE*

*BUREAU OF MARINE PATROL*

**PURPOSE:**

The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, administering and enforcing marine laws and regulations, and by advising agencies of government concerned with development or activity in coastal waters.

The Department has the authority to enter into reciprocal enforcement agreements 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.

**ORGANIZATION:**

The Department currently consists of four Bureaus, including the Bureau of Policy and Management, the Bureau of Marine Science, the Bureau of Public Health, the Bureau of Marine Patrol. Advisory councils are established by statute for Lobster, Scallop, Sea Urchin, Shellfish and Sea Run Fisheries and Habitat, as well as Commercial Fishing Safety and Aquaculture. In addition, seven lobster policy management councils (Zones) are established with authority to hold referenda regarding lobster fishing regulations.

**PROGRAM:**

The Department is responsible for managing Maine's commercial and recreational fisheries. The fishing industry is an important economic driver of Maine's coastal communities, generating approximately \$1.5 billion in economic activity annually. The department continues to focus on conservation and management of marine resources, on seafood safety and public health, boating safety, and marine education.

In addition to management of state water fisheries, many fisheries management issues are addressed through 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. There will be continued demands on agency time to participate in development of federal and interjurisdictional fisheries management plans. The Department has specific regulatory authority to place immediate restrictions on emerging new fisheries. The Department gathers both commercial and recreational fishery landings statistics.

## DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,422,619	4,448,219	2,748,012		1,226,388	
HEALTH BENEFITS	2,922,223	1,475,257	1,010,053		436,913	
RETIREMENTS	2,115,584	1,151,497	675,671		288,416	
OTHER FRINGE BENEFITS	179,478	97,724	58,284		23,470	
COMPUTER SERVICES	679,520	468,024	196,624		14,872	
CONTRACTUAL SERVICES	3,216,253	1,607,854	1,280,970		327,429	
RENTS	788,387	453,146	261,955		73,286	
COMMODITIES	436,480	300,301	102,275		33,904	
GRANTS, SUBSIDIES, PENSIONS	264,767				264,767	
BUILDING IMPROVEMENTS	14,700	14,700				
EQUIPMENT	199,136	33,510	165,626			
TRANSFER TO OTHER FUNDS	315,442		233,588		81,854	
<b>TOTAL EXPENDITURES</b>	<b>19,554,589</b>	<b>10,050,232</b>	<b>6,733,058</b>		<b>2,771,299</b>	

## ADVISORY COUNCIL (TO MARINE RESOURCES)

**LEWIS PINKHAM, CHAIRMAN**  
**PATRICK KELIHER, COMMISSIONER**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04333

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX* (207) 624-6024

*Established* 1947

*Telephone* (207) 624-6550

*Reference Policy Area* 04 *Umbrella* 13 *Unit* 190 *Citation* T0012 *M.R.S.A., Sect.* 000006024

### PURPOSE:

The Marine Resources Advisory Council, established by Title 5, section 12004-G and Title 12, section 6024, consists of 16 members and provides advice to the Commissioner on policy matters affecting the fishing industry, and outlines 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, a recreational fisherman, an aquaculture member and the chairs of the Lobster, Sea Urchin, Shellfish, and Sea Run Fisheries and Habitat Advisory Councils.

### PROGRAM:

The Council meets quarterly to provide advice to the Commissioner on policy matters affecting the industry, to provide advice and consent over Department rule-making, and to outline the problems and needs of the Maine fishing industry.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF MARINE RESOURCES

**BUREAU OF POLICY AND MANAGEMENT**

**PATRICK KELIHER, COMMISSIONER**

**MEREDITH MENDELSON, DEPUTY COMMISSIONER**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04333

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX* (207) 624-6024

*Established* 1978

*Telephone* (207) 624-6550

*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188A *Citation* T0012 *M.R.S.A., Sect.* 000006021

*Average Counts-All Positions* 26.000

*Legislative Count* 26.00

**PURPOSE:**

The Bureau of Policy and Management performs the administrative functions of the Department of Marine Resources (DMR), develops policy for the management of Maine's marine resources, and advises other governmental agencies concerned with development or activity in coastal waters.

Duties include coordination of public hearings for regulation changes, and aquaculture leases following Administrative Procedures Act (APA) procedures; maintenance of statistics; and contact with central service agencies.

**ORGANIZATION:**

The Bureau of Policy and Management provides service to the Department in equipment, purchasing, 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 Fisheries Management Council and the Atlantic States Marine Fisheries Commission is provided by Bureau personnel. The Bureau administers the department's financial records and provides liaison with the Legislature and various types of communications for the marine fishing industry. The Bureau includes policy staff that interacts with the various councils that are advisory to the Department.

**PROGRAM:**

The Office carries out directives of the Commissioner of Marine Resources in performing his/her statutory responsibilities. The Office provides data needed for departmental decisions, represents the Commissioner in matters concerning the Department, and assists in preparing strategic plans, licensure and processes of the Department.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF POLICY AND MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,500,160	620,996	879,164			
HEALTH BENEFITS	479,070	152,281	326,789			
RETIREMENTS	345,068	130,571	214,497			
OTHER FRINGE BENEFITS	32,539	13,369	19,170			
COMPUTER SERVICES	515,466	381,697	133,769			
CONTRACTUAL SERVICES	1,121,110	886,443	234,667			
RENTS	16,465	10,910	5,555			
COMMODITIES	43,802	32,039	11,763			
EQUIPMENT	46,613	17,445	29,168			
TRANSFER TO OTHER FUNDS	62,042		62,042			
<b>TOTAL EXPENDITURES</b>	4,162,335	2,245,751	1,916,584			

DEPARTMENT OF MARINE RESOURCES

**BUREAU OF MARINE PATROL**  
**JON CORNISH, COLONEL**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04333

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

*Established* 1978

*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188P *Citation* T0012

*Average Counts-All Positions* 55.000

*FAX* (207) 624-6024

*Telephone* (207) 624-6550

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

*Legislative Count* 55.00

**PURPOSE:**

The Bureau of Marine Patrol (BMP) is the enforcement arm of the Department of Marine Resources. Marine Patrol Officers are responsible for the enforcement of all marine commercial and recreational fishing laws and rules. Maine has over 5,000 miles of coast line and over 125,000 registered boats along with 20,000 licensed harvesters. The enforcement of Maine's robust Marine Resources involves a great deal of at sea work dedicated to monitoring inshore and offshore fisheries to include lobstering, ground fish, scallops, urchins, etc. This effort also involves onshore fisheries such as shellfish and marine worms. Maine is unique in that it has authority over all licensed fishermen in both territorial seas and in the Exclusive Economic Zone (EEZ). In other words Patrol is required to travel well off shore in order to meet its mission. Enforcement plays a significant role in both the inspection of the 3 million lobster traps that cover our coast as well as the monitoring of our public health issues involving polluted areas for shellfish. In this area there are over 230 closed areas due to pollution not to mention seasonal areas impacted by red tide and rainfall. Patrol also participates in aquaculture site inspections up and down the coast.

Maine Marine Patrol also has the additional responsibility of overseeing all seafood dealers in Maine to include wholesale and retail (seafood restaurants). Patrol also plays the lead role in boating safety along the Maine coast sharing that responsibility with the United States Coast Guard (USCG). Patrol also performs Homeland and Port Security working closely with the Maine State Police, Maine Emergency Management Agency (MEMA) and the USCG. Marine Patrol Officers are also federally deputized with National Oceanic and Atmospheric Administration (NOAA) thru a joint enforcement agreement requiring them to have knowledge and expertise in the enforcement of federal requirements. Marine Patrol is the state agency responsible for coastal searches and recovery in support of the USCG. Maine practices the model of voluntary compliance and promotes this by working very closely with the commercial fishing industry and the public.

**ORGANIZATION:**

Marine Patrol Officers were initially Fish Wardens and later became Coastal Wardens; The Bureau was officially established in 1869, although Fish Wardens began serving in 1843. In 1917 the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries. Headquarters is located in Augusta with Division Offices in Lamoine and Boothbay. Currently the Bureau is made up of 49 personnel not including support staff. Patrol has a large fleet of watercraft for both inshore and offshore enforcement.

**PROGRAM:**

The Bureau enforces the state's marine fisheries laws, federal regulations (under joint enforcement agreement), public health, recreational and boating safety laws and environmental laws in cooperation with the Department of Environmental Protection. In addition they assist the USCG with search and rescue operations and Homeland Security issues. Patrol continues to take on added responsibilities to include membership in the Area Maritime Security Team as well as whale disentanglement response. Marine Patrol works closely with its partner agencies Inland Fish and Wildlife (IF&W), United States Coast Guard (USCG), National Marine Fisheries Service (NMFS/NOAA) and the Maine Emergency Management Agency (MEMA), in order to support response to potential threats to the citizens, environment and infrastructure of the State of Maine.

**PUBLICATIONS:**

A pamphlet containing marine resource laws is published biannually following adjournment of the first regular session of each legislature.

## DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE PATROL	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,081,049	2,247,263	676,646		157,140	
HEALTH BENEFITS	983,706	697,966	221,963		63,777	
RETIREMENTS	892,911	655,623	190,815		46,473	
OTHER FRINGE BENEFITS	73,826	53,402	16,381		4,043	
COMPUTER SERVICES	125,299	77,339	47,960			
CONTRACTUAL SERVICES	733,092	182,858	537,175		13,059	
RENTS	484,816	257,605	226,462		749	
COMMODITIES	129,162	50,603	69,107		9,452	
EQUIPMENT	104,458		104,458			
TRANSFER TO OTHER FUNDS	76,975		67,541		9,434	
<b>TOTAL EXPENDITURES</b>	<b>6,685,294</b>	<b>4,222,659</b>	<b>2,158,508</b>		<b>304,127</b>	

## BUREAU OF PUBLIC HEALTH KOHL KANWIT, DIRECTOR

*Central Office* 195 MCKOWN PT. RD, WEST BOOTHBAY HARBOR, ME 04575  
*Mail Address* PO BOX 8, WEST BOOTHBAY HARBOR, ME 04575 *FAX* (207) 633-9579  
*Established* 2013 *Telephone* (207) 633-9535  
*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188C *Citation* M.R.S.A., Sect.  
*Average Counts-All Positions* 29.500 *Legislative Count* 29.00

### PURPOSE:

The Bureau of Public Health is primarily responsible for monitoring bivalve shellfish resources and ensuring their sanitation through regulation of the growing areas, harvesting, processing, and distribution under the National Shellfish Sanitation Program standards. The three major programs within the Bureau include Growing Area, Dealer Inspection and Shellfish Management. The Growing Area Program conducts water quality monitoring and pollution source identification for the classification of shellfish growing areas and biotoxin monitoring to ensure shellfish are safe for human consumption. The Dealer Inspection Program inspects and certifies bivalve shellfish dealers to ensure they have sanitary conditions and practices that reduce time and temperature abuse and contamination or adulteration. The Shellfish Management Program works with towns that are involved in municipal shellfish management programs. Approximately 71 towns of the 90 along the coast participate in shellfish management through shellfish conservation ordinance implementation.

The Bureau assesses the impacts of construction and dredging projects proposed by individuals, municipal and federal governments through the Environmental Permit Review process. The Bureau also participates in the Interstate Shellfish Sanitation Conference which is a cooperative management program with member state shellfish authorities, the federal government (Food and Drug Administration, Environmental Protection Agency and National Oceanic and Atmospheric Administration) and the shellfish industry.

### ORGANIZATION:

The Bureau of Public Health was created in fiscal year 2014 and separated from the Bureau of Resource Management. Microbiology and biotoxin laboratories are located both at the West Boothbay Harbor and Lamaine State Park facilities serving the entire coast of Maine. The Bureau is comprised of three programs: Growing Area, Dealer Inspection and Shellfish Management.

### PROGRAM:

The Bureau of Public Health evaluates shellfish growing areas and conducts a wholesale dealer evaluation and certification program to protect public health under the National Shellfish Sanitation Program. Staff and volunteers conduct water quality monitoring of shellfish growing areas and shoreline surveys to identify pollution sources with the goal of increasing the amount of shellfish-producing areas open to harvesting. Biotoxin sampling is conducted to

## DEPARTMENT OF MARINE RESOURCES

monitor the occurrence of Paralytic Shellfish Poisoning from "Red Tides" and manage shellfish harvest areas as necessary to protect public health. Volunteers monitor phytoplankton in coastal waters to determine the presence of harmful algae. Area biologists work with municipalities with shellfish management programs. Environmental Permit Reviews are conducted in coordination with other state agencies and experts within the Department.

### LICENSES:

No licensing activity.

The Shellfish Management Program issues permits for shellfish transplant activities and conservation closures. The Dealer Inspection Program issues dealer certifications and the Growing Area Program issues relay permits and import/export permits specifically related to shellfish sanitation.

### PUBLICATIONS:

Growing Area annual, triennial and sanitary survey reports.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PUBLIC HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,201,663	737,605	384,825		79,233	
HEALTH BENEFITS	478,597	305,123	143,705		29,769	
RETIREMENTS	276,856	171,582	87,296		17,978	
OTHER FRINGE BENEFITS	24,349	15,137	7,577		1,635	
COMPUTER SERVICES	2,328	2,328				
CONTRACTUAL SERVICES	162,311	129,468	31,266		1,577	
RENTS	130,133	113,666	11,521		4,946	
COMMODITIES	72,268	68,797	620		2,851	
EQUIPMENT	32,000		32,000			
TRANSFER TO OTHER FUNDS	27,364		22,672		4,692	
TOTAL EXPENDITURES	2,407,869	1,543,706	721,482		142,681	

## BUREAU OF MARINE SCIENCE

**CARL WILSON, DIRECTOR**  
**PATRICK KELIHER, COMMISSIONER**

*Central Office* MCKOWN POINT, WEST BOOTHBAY, ME 04575

*Mail Address* PO BOX 8, WEST BOOTHBAY, ME 04575

*Established* 1946

*Reference* Policy Area 04 Umbrella 13 Unit 188S Citation T0012

*Average Counts-All Positions* 57.250

*FAX* (207) 633-9579

*Telephone* (207) 633-9500

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

*Legislative Count* 53.00

### PURPOSE:

The Bureau of Marine Science conducts scientific research and monitoring to conserve, restore, and manage the marine and estuarine fishery resources of the State of Maine and conducts educational programs on marine resources. The bureau encompasses three divisions; the Biomonitoring and Assessment Division, the Sea Run Fisheries and Habitat Division, and the Education Division.

The Biomonitoring and Assessment Division conducts long-term fishery monitoring programs and research to provide information on stock levels and environments of commercially and recreationally valuable marine organisms that inhabit the state's coastal and offshore waters.

The Sea Run Fisheries and Habitat Division mission is to conserve, manage restore and enhance diadromous fish populations to their historic range within the State; to secure sustainable commercial and recreational fisheries for diadromous species; and to conduct and coordinate projects involving research, planning,

## DEPARTMENT OF MARINE RESOURCES

management, restoration or propagation of diadromous species. The Division has the management responsibility for twelve diadromous species and is engaged in interstate management as it relates to their commercial and recreational importance. This division was created in 2007 when the Maine Atlantic Salmon Commission (Commission) was consolidated with DMR's Division of Stock Enhancement.

Together the two divisions provide scientific information, services and assistance to the public, industry and governments.

The Education Division operates the Maine State Aquarium, the Burnt Island Lighthouse Station Resource Center and provides education programs for numerous school groups and others throughout the year. Nearly 40,000 members of the public, students and teachers learn of the Department's mission and Maine's Marine Resources through the Education Division's programs.

The Bureau also assesses the impacts of construction and dredging projects proposed by individuals, municipal and federal governments, conducts oil spill response activities, and marine education programs for students and the general public.

### ORGANIZATION:

The Bureau of Marine Science was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine with a laboratory at McKown Point in Boothbay Harbor that includes fishery, microbiology and biotoxin laboratories; GIS mapping facilities; wet lab; scientific and fishermen's library; and the Maine State Aquarium. The Bureau is comprised of three divisions: Biological Monitoring and Assessment, Sea Run Fisheries and Habitat, and Marine Education.

The Sea Run Fisheries and Habitat Division's main office is in Augusta with a field office in Bangor and another in Jonesboro. Because of Maine's larger river systems and the nature of diadromous fishes' life cycle, staff works in all counties of the state.

The Marine Education Program operates the Maine State Aquarium from May through September and provides education programs for numerous school groups and others throughout the year. Educational and living history programs are conducted at the Burnt Island Lighthouse Station Resource Center. Educational materials are provided to schools throughout the year and presentations of living marine organisms are made at sportsman shows and other events throughout the year.

### PROGRAM:

The Biomonitoring and Assessment Division is engaged in interstate management of commercially and recreationally important species including American lobster, northern shrimp, Atlantic herring, striped bass, Atlantic menhaden, bluefish, horseshoe crab, and winter flounder through the Atlantic States Marine Fisheries Commission. Scientific staff participates in data collection, stock assessment, and management plan development for species including groundfish, monkfish, sea scallops, ocean quahogs, and Atlantic herring that are managed by the New England and Mid-Atlantic Fishery Management Councils and National Marine Fisheries Service. Commercial landings data are collected from seafood dealers and fishermen, and provided to the National Marine Fisheries Service and Atlantic Coastal Cooperative Statistics Program. Tagging studies are conducted on selected species such as Atlantic halibut and winter flounder. Scientists participate in stock assessments and fishery management plan development through the Atlantic States Marine Fisheries Commission and New England Fishery Management Councils. Saltwater angler catches are sampled along the coast for the National Marine Fisheries Service Marine Recreational Fishery Information Program and Large Pelagics Survey. Long-term monitoring of atmospheric and oceanographic conditions in Boothbay Harbor is conducted.

Atlantic salmon focus areas are historic salmon rivers including the Aroostook, Penobscot, Kennebec, Androscoggin, Saco River, Dennys, East Machias, Machias, Pleasant, Narraguagus, Cove Brook, Duck Trap, and Sheepscot. This program involves stocking salmon at various life stages, enumerating and tagging wild salmon parr, identifying and restoring salmon habitat and access to the habitat, and water quality monitoring studies.

The Kennebec and Androscoggin Rivers are the focus of the most intense shad and river herring restoration on the east coast. This program is funded by the hydropower owners on the river who settled with the State and many

## DEPARTMENT OF MARINE RESOURCES

non-governmental organizations (NGO) at the time the Edwards Dam was removed. Beginning in 2010 the Bureau has begun a new effort on the Penobscot to restore river herring and shad. This effort is made possible by the success of the Penobscot River Restoration Program and the State of Maine's Penobscot River Multi Species Management Plan developed by DMR, IF&W, federal fisheries agencies and other NGO partners.

A major focus for diadromous fish restoration is the Federal Energy Regulatory Commission's (FERC) licensing process for hydropower dams. This provides the best opportunity for state agencies to obtain fish passage.

Habitat restoration and access to historic habitat remains has become a higher priority focus over the past 3 years. Aside from FERC re-licensing the Bureau has also refocused on the connectivity of smaller rivers and streams. Non hydro dams as well as road crossings continue to impact the passage of fish to historic habitat. The Bureau has organized a Stream Connectivity Working Group to prioritize barriers state wide and to secure funding to address passage needs.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE SCIENCE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,639,749	842,356	807,377		990,016	
HEALTH BENEFITS	980,848	319,886	317,596		343,366	
RETIREMENTS	600,749	193,721	183,063		223,965	
OTHER FRINGE BENEFITS	48,764	15,815	15,157		17,792	
COMPUTER SERVICES	36,426	6,659	14,895		14,872	
CONTRACTUAL SERVICES	1,199,741	409,085	477,863		312,793	
RENTS	156,973	70,965	18,417		67,591	
COMMODITIES	191,249	148,862	20,786		21,601	
GRANTS, SUBSIDIES, PENSIONS	264,767				264,767	
BUILDING IMPROVEMENTS	14,700	14,700				
EQUIPMENT	16,065	16,065				
TRANSFER TO OTHER FUNDS	149,061		81,333		67,728	
<b>TOTAL EXPENDITURES</b>	<b>6,299,092</b>	<b>2,038,114</b>	<b>1,936,487</b>		<b>2,324,491</b>	

## MAINE MARITIME ACADEMY

### MAINE MARITIME ACADEMY

#### DR. WILLIAM J. BRENNAN, PRESIDENT

*Central Office* 1 PLEASANT ST, CASTINE, ME 04420

*Mail Address* 1 PLEASANT ST, CASTINE, ME 04420

*Established* 1941

*Reference Policy Area* 02 *Umbrella* 75 *Unit* 370 *Citation* S1941

*FAX* (207) 326-2109

*Telephone* (207) 326-4311

*M.R.S.A., Sect.* 000000037

#### **PURPOSE:**

Maine Maritime Academy is a public, co-educational college offering 22 programs of study in engineering, management, science, and transportation. Undergraduate and graduate-level majors prepare students for professional careers and as officers for the merchant marine and the uniformed services of the United States. The mission of Maine Maritime Academy is to provide a quality education focused on marine and related programs. The curriculum will empower students to take on leadership roles, encourage rigorous self-discipline, promote curiosity, and provide graduates with the skills, ethics, and knowledge needed to succeed in the global economy.

#### **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 four divisions: Academic Affairs; Advancement; Enrollment Management; and Financial and Institutional Services. Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by four division heads, each of whom oversees the 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 \$10,000,000 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 student enrollment numbers approximately 950 students. Students from the State of Maine typically represent about three-fourths of this total. Approximately 90 percent of graduates are employed in a wide range of marine, engineering, business, transportation and other professions within three months of graduation.

MMA students benefit from hands-on education, international sea-time aboard the Training Ship State of Maine or the schooner Bowdoin, cadet shipping aboard commercial vessels, and cooperative education assignments. Students become world-class mariners and engineers, supply chain managers, logistics professionals, and scientists in Maine and beyond.

The schooner Bowdoin, the Official Vessel of the State of Maine, provides a traditional sail training experience and serves as an enduring symbol of Maine's seafaring heritage. Alumni of Maine Maritime Academy work all over the world. Their success has resulted in a worldwide reputation for excellence and reliability in maritime, business, and scientific fields. The college's history dates back to 1941 when the Academy was founded by an act of the 90th Maine Legislature on March 21 of that year.

#### **LICENSES:**

Bachelor of Science degree.

# MAINE MARITIME ACADEMY

Master of Science degree.  
Associate in Science degree.

## PUBLICATIONS:

Maine Maritime Academy Website: [mainemaritime.edu](http://mainemaritime.edu)  
Maine Maritime Academy Undergraduate Catalog (online)  
Maine Maritime Academy Viewbook (online)  
Maine Maritime Academy Department Flyers (online)  
Maine Maritime Academy Graduate Catalog (online)  
Maine Maritime Academy Publications: Mariner Alumni Magazine (quarterly)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	9,015,930	8,883,304	132,626			
<b>TOTAL EXPENDITURES</b>	9,015,930	8,883,304	132,626			
 MAINE MARITIME ACADEMY	 TOTAL FOR ALL FUNDS	 GENERAL FUND	 SPECIAL REVENUE FUNDS	 HIGHWAY FUND	 FEDERAL FUNDS	 MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	9,015,930	8,883,304	132,626			
<b>TOTAL EXPENDITURES</b>	9,015,930	8,883,304	132,626			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL  
REGULATION**

**ANNE L. HEAD, COMMISSIONER**

*Central Office* 76 NORTHERN AVE., GARDINER, ME 04345

*Mail Address* 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 *FAX* (207) 624-8595

*Established* 1973

*Telephone* (207) 624-8511

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 027 *Citation* T0010 *M.R.S.A., Sect.* 000008001

*Average Counts-All Positions* 210.270

*Legislative Count* 209.50

*Units:*

*DIVISION OF ADMINISTRATIVE SERVICES*

*BUREAU OF CONSUMER CREDIT PROTECTION*

*BOARD OF DENTAL PRACTICE*

*STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS*

*BUREAU OF FINANCIAL INSTITUTIONS*

*BUREAU OF INSURANCE*

*OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION*

*BOARD OF LICENSURE IN MEDICINE*

*STATE BOARD OF NURSING*

*STATE BOARD OF OPTOMETRY*

*BOARD OF OSTEOPATHIC LICENSURE*

*OFFICE OF SECURITIES*

**PURPOSE:**

The Department of Professional and Financial Regulation(PFR) serves and protects the public through a broad range of responsibilities and activities, such as examining and overseeing state-chartered financial institutions; regulating bank holding companies; regulating insurance companies, agencies and producers; regulating grantors of consumer credit; administering and enforcing the Maine Uniform Securities Act; and by licensing and regulating numerous professions and occupations.

The Department protects Maine consumers through its licensing, examining and auditing activities. It conducts programs aimed at increasing voluntary compliance with State laws, investigates possible violations of law and undertakes 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.

**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, the Bureau of Insurance, and the Real Estate Commission.

The Special Session of the 106th Legislature established the Bureau of Consumer Protection (eventually renamed the Bureau of Consumer Credit Protection) 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 Professional and Occupational Regulation (OPOR). Since that time, several new state licensing programs have been created and placed within OPOR. Licensing programs have also been transferred to OPOR from other departments, and existing independent agencies have been moved into OPOR. Today, the Office oversees 29 professional and occupational licensing boards and directly administers 8 licensing programs without boards.

Today, the Department consists of a centralized Administrative Services Division, which includes the Commissioner's Office, and 5 agencies: the Bureau of Financial Institutions (formerly the Bureau of Banking), the Bureau of Insurance, the Bureau of Consumer Credit Protection (formerly the Office of Consumer Credit Regulation), the Maine Office of Securities, and the Office of Professional and Occupational Regulation.

In addition to programs directly administered by OPOR, 6 professional licensing boards are affiliated with the Department: the Board of Licensure in Medicine, the Maine State Board of Nursing, the Board of Dental Practice, the State Board of Licensure for Professional Engineers, the Maine State Board of Optometry and the Board of Osteopathic Licensure.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### PROGRAM:

The Commissioner is the administrative head of the Department. In this capacity, the Commissioner provides centralized budgeting coordination, initiates and monitors all policy implementation and strategic planning, and directs the day-to-day management of the Department. The Commissioner develops the Department's legislative program and coordinates it within the Department and with the Administration.

The Commissioner is responsible for reviewing the policy and operation of agencies within the Department to insure that each complies with its statutory and public service responsibilities. The Commissioner may not interfere with the exercise of discretionary regulatory or licensing authority vested by statute directly in the bureaus, offices, 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.

Internet Address: <http://www.maine.gov/pfr>

### LICENSES:

See reports of component units.

### PUBLICATIONS:

See reports of component units.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	10,179,171		10,179,171			
HEALTH BENEFITS	3,298,406		3,298,406			
RETIREMENTS	2,372,597		2,372,597			
OTHER FRINGE BENEFITS	205,858		205,858			
COMPUTER SERVICES	2,724,977		2,724,977			
CONTRACTUAL SERVICES	5,989,163		5,981,185		7,978	
RENTS	899,482		892,159		7,323	
COMMODITIES	121,971		121,971			
GRANTS, SUBSIDIES, PENSIONS	32,000		32,000			
TRANSFER TO OTHER FUNDS	347,930		347,657		273	
<b>TOTAL EXPENDITURES</b>	<b>26,171,555</b>		<b>26,155,981</b>		<b>15,574</b>	

## DIVISION OF ADMINISTRATIVE SERVICES

**ANNE L. HEAD, COMMISSIONER**

**RACHEL H. HENDSBEE, DIRECTOR ADMIN SERVICES**

*Central Office* 76 NORTHERN AVE., GARDINER, ME 04345

*Mail Address* 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 *FAX* (207) 624-8690

*Established* 1974

*Telephone* (207) 624-8511

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 028 *Citation* T0010 *M.R.S.A., Sect.* 000008003

*Average Counts-All Positions* 7.000

*Legislative Count* 7.00

### PURPOSE:

The Administrative Services Division provides administrative, information technology, and legislative support for all bureaus, offices, boards and commissions within the Department. Its centralized support covers such functions as budget development, contract review, purchases, cash receipts, computer services, legislative support, public relations, reception and facility management.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### ORGANIZATION:

There are distinct functional units within the Division. The first is the Office of Commissioner, which serves as the central point of leadership within PFR, coordinating Department-wide strategic planning and policy development, serving as the primary contact for the Governor's office, the Legislature and other governmental agencies, facilitating communications with the public and media, and ensuring intra-agency cooperation and collaboration.

The Administrative Unit provides centralized fiscal and facility management for the Department.

The Information Systems Support Services Unit procures services in support of the Department's automation and electronic communication objectives.

### 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, including the Department of Administrative and Financial Services - Service Centers, the building owner and by private parties and vendors. The Division manages and administers the Department's centralized licensing database. Technical support for all Department computer services is provided by or procured through the Office of Information Technology.

Internet Address: <http://www.maine.gov/pfr/index.shtml>

### LICENSES:

None

### PUBLICATIONS:

None

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	445,594		445,594			
HEALTH BENEFITS	125,799		125,799			
RETIREMENTS	97,783		97,783			
OTHER FRINGE BENEFITS	9,596		9,596			
COMPUTER SERVICES	2,496,877		2,496,877			
CONTRACTUAL SERVICES	1,120,184		1,120,184			
RENTS	50,016		50,016			
COMMODITIES	10,575		10,575			
TRANSFER TO OTHER FUNDS	25,612		25,612			
<b>TOTAL EXPENDITURES</b>	<b>4,382,036</b>		<b>4,382,036</b>			

## BUREAU OF CONSUMER CREDIT PROTECTION

### WILLIAM N. LUND, SUPERINTENDENT

WATS (800) 332-8529

Central Office 76 NORTHERN AVE., GARDINER, ME 04345

Mail Address 35 STATE HOUSE STA, AUGUSTA, ME 04333-0035

Established 1975

Reference Policy Area 07 Umbrella 02 Unit 030 Citation T0009A M.R.S.A., Sect. 006-00103

Average Counts-All Positions 14.000

Legislative Count 14.00

### PURPOSE:

The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer loans, credit sales and debt collection. A primary responsibility of the agency is to

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 ensure 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 laws regulating check cashers, collection agencies, consumer finance companies, credit, loan and mortgage servicers, credit reporting agencies, debt management and debt settlement companies, employee leasing companies, foreclosure purchasers, foreign currency exchangers, insurance premium finance companies, I.R.S. Code Section 1031 exchange facilitators, litigation funding companies, loan brokers, money order issuers, mortgage companies, mortgage loan originators, non-bank ATM operators, pawnbrokers, payday lenders, payroll processors, "plain language" consumer loan contract certification, real estate transaction settlement agents, refund anticipation loan facilitators, rent-to-own companies, repossession companies, residential real estate property preservation companies, retail creditors, and returned check diversion program providers.

The agency is also responsible for facilitating the state's foreclosure intake, counseling and referral program, receiving information from mortgage lenders and servicers relating to homeowners in default on their loans, and providing those consumers with information detailing the availability of counseling, mediation and legal defense resources. The agency administers and staffs a toll-free mortgage foreclosure prevention hotline (1-888-NO-4 CLOZ), providing financial counseling and referral services to homeowners.

### **ORGANIZATION:**

The Maine Consumer Credit Code, enacted by the 106th Legislature, took effect on January 1, 1975 and established 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 ensuring Consumer Credit Code compliance by banks and credit unions to the Bureau of Financial Institutions. The 123rd Legislature re-designated the agency as the Bureau of Consumer Credit Protection, effective September 20, 2007.

### **PROGRAM:**

During FY17, the agency's Complaint Division responded to 790 complaints (465 formal written complaints and 325 foreclosure complaints), and ordered \$80,326.66 to be credited or refunded to consumers.

The Bureau's Compliance Examination Division examined 244 companies, including 73 payroll processors, 59 automobile dealers, 7 sales finance companies, 29 pawnbrokers, 9 debt collectors, 3 repossession companies, 1 payday lender, 8 debt management service providers, 1 litigation funding provider, 1 manufactured home dealer, 16 property preservation providers, 6 rent to own dealers, 1 credit reporting agency, 1 loan broker, 2 supervised lenders and 27 general creditors. After reviewing 12,348 transactions, the Bureau cited creditors for 88 violations of the Consumer Credit Code, 29 Fair Credit Reporting Act violations, 237 Truth-in-Lending violations, 74 Graham-Leach-Bliley Act violations, 13 Fair Debt Collection Act violations, 35 Payroll Processor violations, 2 Equal Credit Opportunity Act violations, 8 Pawnbroker violations and 21 Regulation M (Lease) violations. The exam division ordered \$371,230.15 in refunds or credits to Maine consumers.

During FY17 the Bureau's foreclosure prevention and outreach staff mailed informational letters to 21,701 homeowners in default on their home loans, and completed 308 referrals to housing counselors under contract with the Bureau.

Numbers of licensees for FY17 - 973 Supervised Lenders (both non-bank mortgage lenders (268 main offices, 665 branches) and consumer loan companies (31 main offices, 9 branch offices)); 1,054 Other Creditors\*; 254 Sales Finance Companies (174 main offices, 80 branches); 8 Insurance Premium Finance Companies; 987 Debt Collectors (567 main offices, 420 branches); 105 Loan Brokers, including mortgage

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

brokers (84 main offices, 14 branches); and consumer loan brokers (7 main offices); 5,601 Mortgage Loan Originators; 42 Credit Reporting Agencies; 109 Money Transmitters; 2,039 Money Transmitter Delegates; 1,638 Non-bank ATM Operators; 45 Debt Management Service Providers; 130 Employee Leasing Companies; 7 Check Cashers; 16 Payday Lenders; 82 Refund Anticipation Loan Providers (7 main offices, 75 branches); 68 Residential Real Estate Property Preservation Companies; 16 Exchange Facilitators; 2 NSF Check Diversion Companies; 30 Repossession Companies; 5 Litigation Funding Providers; 246 Real Estate Settlement Agencies (208 main offices, 38 branches); and 323 Payroll Processors. In total, the Bureau oversaw 10,103 licensees and registrants.

\*This year's "Other Creditor" tally includes the following categories: 374 Loan Servicers (221 main offices, 153 branches); 9 Manufactured Home Dealers; 111 New Car Dealers; 163 Used Car Dealers; 77 Rent-to-Own Merchants (62 main offices, 15 branches); 59 Pawnbrokers; and 261 Miscellaneous Retail Creditors.

### LICENSES:

LICENSES: Collection Agencies, Supervised Lenders, Loan Brokers, Repossession Companies, Money Order Issuers/Money Transmitters, Foreclosure Purchasers, NSF Check Diversion Companies, IRS Code Section 1031 Exchange Facilitators, Insurance Premium Finance Companies, Payday Lenders, Payroll Processors, Residential Real Estate Property Preservation Providers, Refund Anticipation Loan Facilitators, Mortgage Servicers and Mortgage Loan Originators.

REGISTRATIONS: Consumer Credit Code Annual Creditor Notifications, Credit Reporting Agencies, Rent-to-Own Companies, Pawnbrokers, Non-bank ATM Operators, Debt Management Service Providers, Check Cashers, Foreign Currency Exchangers, Loan Servicers, Litigation Funding Providers, Manufactured Home Dealers, Used Car Dealers, New Car Dealers, Sales Finance Companies, General Creditors and Real Estate Settlement Agencies.

### PUBLICATIONS:

Downeaster Common Sense Guide to Student Loans  
 Downeaster Guide: Best Practices  
 Downeaster Common Sense Guide: Gone Phishing - Identifying and Avoiding Consumer Scams  
 Downeaster Common Sense Guide: Finding, Buying and Keeping Your Maine Home  
 Downeaster Guide to Elder Financial Protection  
 Downeaster Common Sense Guide: Automobile Buying and Financing  
 Downeaster Common Sense Guide: Credit Reports and Credit Scores  
 Downeaster Common Sense Guide: Debt Collection  
 Downeaster Common Sense Guide: Credit Cards, Paper or Plastic?  
 Downeaster Common Sense Guide: High Interest/High Fee Loans  
 Downeaster Common Sense Guide: On the Money, A Young Person's Guide to Financial Success.

(All booklets are free to Maine residents.)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	722,582		722,582			
HEALTH BENEFITS	237,620		237,620			
RETIREMENTS	172,578		172,578			
OTHER FRINGE BENEFITS	13,502		13,502			
COMPUTER SERVICES	218		218			
CONTRACTUAL SERVICES	588,598		588,598			
RENTS	35,023		35,023			
COMMODITIES	13,657		13,657			
TRANSFER TO OTHER FUNDS	19,301		19,301			
<b>TOTAL EXPENDITURES</b>	<b>1,803,079</b>		<b>1,803,079</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF DENTAL PRACTICE**

**PENNY VAILLANCOURT, EXECUTIVE DIRECTOR**

*Central Office* 161 CAPITOL STREET, AUGUSTA, ME 04333

*Mail Address* 143 STATE HOUSE STATION, AUGUSTA, ME 04333-0143 *FAX* (207) 287-8140

*Established* 1891

*Telephone* (207) 287-3333

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 313 *Citation* T0032 *M.R.S.A., Sect.* 00018321

*Average Counts-All Positions* 4.000

*Legislative Count* 4.00

**PURPOSE:**

The purpose of the Board is to protect the public health and welfare by seeking to ensure that the public is served by competent and honest practitioners. This is done by establishing minimum standards of proficiency, and by examining, licensing, regulating and disciplining those who practice in the profession. The primary responsibilities of the Board are to license qualified applicants; promulgate rules; investigate complaints and cases of possible noncompliance with laws; and impose discipline when deemed appropriate. The Board grants licenses in the following categories: dentists, dental hygienists, dental hygiene therapists, denturists, independent practice dental hygienists, expanded function dental assistants, and dental radiographers. The Board also issues permits to qualified licensees to perform certain dental procedures, including the use of nitrous oxide, local anesthesia, moderate sedation, deep sedation and general anesthesia.

**ORGANIZATION:**

The Board of Dental Practice was originally established in 1891, and its current composition includes nine-members as follows: five dentists, two dental hygienists, one denturist and one public member. The Board also has a Dental Hygienist Subcommittee and a Denturist Subcommittee comprised of denturists, dental hygienists and dentists who make recommendations to the full Board on regulatory matters. All members are appointed by the Governor and meetings are scheduled on a monthly basis.

At its annual meeting, the Board elects from its membership a chair and vice chair. Similarly, the two subcommittees each elect a chair and a secretary at their annual meetings. The National Board Dental Examinations and the American Board of Dental Examiners, Inc. serve as the examinations for licensure. As members of the Commission on Dental Competency Assessments, each year Board members are assigned schools at which they administer the examination.

**PROGRAM:**

During fiscal year 2017, the Board of Dental Practice met at least monthly to review full agenda items, including proposed rulemaking, consumer and licensee complaints, and adjudicatory hearings. The Subcommittee on Denturists met seven times during fiscal year 2017, for the purpose of conducting initial reviews of applications, continuing education and complaints and providing a recommendation to the full Board. The Subcommittee on Dental Hygienists met nine times during fiscal year 2017 for the purpose of conducting initial reviews of applications, continuing education and complaints.

The Board issued 90 dentist licenses, increasing the total number of active dentist licenses to 922 for the fiscal year. The Board issued two faculty dentist licenses, increasing the total number of active faculty licenses to 11 for the fiscal year. The Board issued 54 hygiene licenses, increasing the total number of active dental hygiene licenses to 1,351 for the fiscal year. The Board issued nine denturist licenses, increasing the total of active denturist licenses to 45 for the fiscal year. The Board issued 106 dental radiography licenses, increasing the total number of active dental radiographers to 1,478 for the fiscal year. The Board issued 11 expanded function dental assistant certificates, increasing the total number of active expanded function dental assistants to 87 for the fiscal year. There are 137 permits issued to dentists to administer moderate sedation or general anesthesia/deep sedation in their practice(s).

The Board issued 50 local anesthesia permits to licensed hygienists this fiscal year, which brings the total number to 630. There were 32 new nitrous oxide

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

permits issued to licensed hygienists this fiscal year, which brings the total number to 269 for the fiscal year.

### LICENSES:

Dentist  
Dental Hygienist  
Dental Hygiene Therapist  
Denturist  
Dental Radiographer  
Expanded Function Dental Assistant  
Externship permit  
Faculty License  
Independent Practice Dental Hygienist  
Limited License  
Local Anesthesia Permit  
Moderate and Deep Sedation Permit  
Nitrous Oxide Permit  
Sedation Permit (Moderate, Deep and General Anesthesia)  
Temporary Permit/License

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF DENTAL PRACTICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	165,680		165,680			
HEALTH BENEFITS	57,265		57,265			
RETIREMENTS	39,250		39,250			
OTHER FRINGE BENEFITS	3,326		3,326			
COMPUTER SERVICES	17,368		17,368			
CONTRACTUAL SERVICES	140,934		140,934			
RENTS	16,139		16,139			
COMMODITIES	3,955		3,955			
TRANSFER TO OTHER FUNDS	11,156		11,156			
<b>TOTAL EXPENDITURES</b>	<b>455,073</b>		<b>455,073</b>			

## STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS

**MANDY HOLWAY OLVER, CHAIR**  
**DAVID JACKSON, EXECUTIVE DIRECTOR**

*Central Office* 295 WATER ST., STE. 207, AUGUSTA, ME 04330  
*Mail Address* 92 STATE HOUSE STATION, AUGUSTA, ME 04333  
*Established* 1935  
*Reference Policy Area* 07 *Umbrella* 02 *Unit* 322 *Citation* T0032  
*Average Counts-All Positions* 2.000

*FAX* (207) 287-3239  
*Telephone* (207) 287-3236  
*M.R.S.A., Sect.* 000001301  
*Legislative Count* 2.00

### PURPOSE:

The State Board of Licensure for Professional Engineers was established in 1935 to protect the public through the regulation of the practice of engineering in the State of Maine by establishing and maintaining professional standards. The Board is authorized to examine, certify, and license applicants who qualify as Professional Engineers or Engineer-Interns in Maine; to renew licenses upon payment of specified fees; to publish and distribute a roster of all licensed professional engineers; to make rules not inconsistent with state laws relating to engineers; and to investigate complaints of alleged violations of such laws and rules, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

### ORGANIZATION:

The Board is composed of seven members. The Governor appoints five Professional

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Engineers and one public member for five-year terms. The seventh member of the Board is the Chief Engineer of the Department of Transportation, who serves ex-officio. The Board members elect a chair and vice-chair from their membership each year.

The Board maintains membership in the National Council of Examiners for Engineering and Surveying (NCEES). Board members participate in NCEES activities and serve on national committees with other member boards from all fifty states, the District of Columbia, and four territorial jurisdictions. This facilitates reciprocal licensure processes and helps assure minimum competence to practice. Board members also maintain membership in state and national engineering societies. These efforts keep the Board informed of trends and activities in the engineering profession.

### **PROGRAM:**

As of June 30, 2017, a total of 6,387 professional engineers were licensed in Maine. Of the professional engineers licensed in Maine, 1,973, or slightly less than 31 percent, have a residential address in Maine.

During FY 2017, there were 329 candidates licensed as professional engineers. Of those candidates, nine were late renewals, 69 qualified for original licensure through written examination, and 251 qualified for licensure by comity with other jurisdictions. The 219 comity applicants whose records are maintained by NCEES had an expedited approval process because their credentials were previously verified by NCEES.

Professional qualifying examinations are administered under an agreement between the Board and the National Council of Examiners for Engineering and Surveying (NCEES).

The Principles and Practices Exam (PE) and the Structural Exam (SE) are qualifying exams for professional engineering licensure. The Fundamentals of Engineering Exam (FE) is the qualifying exam for engineer-intern certification.

Examinations given at Orono, ME in October, 2016 had the following results:

PE exam candidates: 42 PE passed: 30

SE exam candidates: 1 SE passed: 1\*

Examinations given at Orono, ME in April, 2017 had the following results:

PE exam candidates: 46 PE passed: 31

SE exam candidates: 3 SE passed: 1\*

\*The SE exam is a two-component exam taken on two separate days. Those two exam components may be taken in separate exam cycles up to five years apart. A passing score is reflected only after a candidate has received an acceptable score on both components of the exam.

The FE exam is a computer-based examination administered year-round. Applicants for Engineer-Intern Certification apply only after passing the FE exam and graduating from an approved degree program. FE results are for examinations administered from July 1, 2016 through June 30, 2017.

FE exam candidates: 192 FE passed: 123

The Board held four meetings during fiscal year 2017: August 11, 2016, November 17, 2016, January 19, 2017, and June 15, 2017.

### **LICENSES:**

Professional Engineer License  
Engineer-Intern Certification

### **PUBLICATIONS:**

"Roster of Professional Engineers" \$10.00 - available online at no cost.

"Title 32, Revised Statutes of Maine, Chapter 19, Engineers"

"02-322 C.M.R. Ch. 1-6"

"Newsletter" - Periodically - available online at no cost.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	112,361		112,361			
HEALTH BENEFITS	31,435		31,435			
RETIREMENTS	29,150		29,150			
OTHER FRINGE BENEFITS	2,334		2,334			
COMPUTER SERVICES	4,663		4,663			
CONTRACTUAL SERVICES	44,052		44,052			
RENTS	12,108		12,108			
COMMODITIES	3,021		3,021			
TRANSFER TO OTHER FUNDS	5,220		5,220			
<b>TOTAL EXPENDITURES</b>	<b>244,344</b>		<b>244,344</b>			

## BUREAU OF FINANCIAL INSTITUTIONS

### LLOYD P. LAFOUNTAIN III, SUPERINTENDENT

*WATS* (207) 624-8570

*Central Office* 76 NORTHERN AVE., GARDINER, ME 04345

*Mail Address* 36 STATE HOUSE STATION, AUGUSTA, ME 04333-0036 *FAX* (207) 624-8590

*Established* 1927 *Telephone* (207) 624-8570

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 029 *Citation* T0009B *M.R.S.A., Sect.* 000000121

*Average Counts-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 been given the authority 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; order any state-chartered financial institution to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; and 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, with respect to financial institutions. In 2004, the Bureau assumed the responsibility for licensing and examining payroll processors that are financial institutions or subsidiaries of financial institutions.

#### **ORGANIZATION:**

The Bureau of Financial Institutions is an agency within the Department of Professional and Financial Regulation and divided into two functional groups with the responsibility for coordination and development of each area delegated to a senior manager. The Deputy Superintendent, Examinations, supervises the Bureau's field examination staff, coordinates and monitors examinations and provides close supervision of problem institutions. The Deputy Superintendent, Research, Administration & Legal Affairs, is responsible for the development of the Bureau's database, bank monitoring systems, legislative and rulemaking activities, financial analyses, applications processing, consumer complaint resolutions, consumer outreach activities, and management of the office staff.

#### **PROGRAM:**

The Examination Division is responsible for examining in the areas of safety and soundness, information technology, bank holding companies, trust services, Bank Secrecy Act, and compliance. During fiscal year 2017, 14 safety and soundness

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

examinations and 61 specialized examinations (i.e., trust, compliance, information technology, Bank Secrecy Act, payroll processing, and visitations) were completed. The above includes 3 joint examinations conducted with federal regulators; 2 safety and soundness with the FDIC and 1 information technology with the NCUA. A computer-based system also monitors bank performance between on-site visits.

In fiscal year 2017, the Bureau received and processed (a) 11 notifications from Maine financial institutions to establish, close, or relocate a branch location within the State of Maine, (b) 1 notification from a New Hampshire-chartered credit union to establish branches in the State of Maine in conjunction with merging with a Maine federally-chartered credit union, (c) 1 notification from a Maine financial institution for the investment in a closely related activity, (d) 1 application from a Maine financial institution holding company to merge with a New Hampshire financial holding company including the simultaneous merger of respective subsidiary banks, (e) 1 application from a Maine financial institution to reorganize into a mutual holding company formation; and (f) 1 application from a New York financial holding company to acquire a Maine nondepository trust company.

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. In fiscal year 2017, the Bureau responded to 431 consumer complaints and inquiries and assisted Maine consumers in obtaining restitution and other projected savings. The Bureau maintains a Consumer Information Web site resource where consumers can learn about identity theft, computer scams, foreclosure assistance tools, and a variety of other topics related to financial products and services. In addition, Bureau Outreach Staff makes presentations to various consumer groups.

### LICENSES:

Payroll Processors

### PUBLICATIONS:

Annual Report from the Superintendent to the Legislature for 2016. (Back issues 1996-2015 available.)

Consumer brochures available to the public: Bureau of Financial Institution's Consumer Outreach Program; Credit Reports and Identify Theft; Debit Card Holds; Save and Protect Your Money.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCIAL INSTITUTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,004,257		1,004,257			
HEALTH BENEFITS	312,920		312,920			
RETIREMENTS	235,039		235,039			
OTHER FRINGE BENEFITS	20,412		20,412			
COMPUTER SERVICES	85		85			
CONTRACTUAL SERVICES	302,729		302,729			
RENTS	63,409		63,409			
COMMODITIES	10,829		10,829			
TRANSFER TO OTHER FUNDS	24,683		24,683			
<b>TOTAL EXPENDITURES</b>	<b>1,974,363</b>		<b>1,974,363</b>			

## BUREAU OF INSURANCE

### ERIC CIOPPA, SUPERINTENDENT

WATS (800) 300-5000

Central Office 76 NORTHERN AVE., GARDINER, ME 04345

Mail Address 34 STATE HOUSE STATION, AUGUSTA, ME 04333

Established 1970

Reference Policy Area 07 Umbrella 02 Unit 031 Citation T0024A M.R.S.A., Sect. 000000200

Average Counts-All Positions 72.000

Legislative Count 72.00

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### **PURPOSE:**

To regulate all insurance entities and persons authorized to transact the business of insurance in Maine for the purpose of protecting the public interest. To accomplish this purpose the Bureau is empowered to license insurance companies, 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, pharmacy benefits managers and service contract providers.

The Bureau examines domestic insurers not less than once every five years. The examinations assess the insurer's internal control environment, the insurer's prospective risks, and, to a certain extent, the insurer's financial condition. In addition, the Bureau has certain limited responsibilities for the examination of foreign insurers authorized to do business in the state. The Bureau also reviews the annual statutory financial statements of insurance companies, and licenses qualified applicants as insurance producers, consultants, and adjusters.

The Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms, contracts, and illustrations. For those lines, where it is required, the Bureau reviews the advertising/marketing materials business proposed to be used in Maine. Pursuant to 39-A M.R.S.A. the Bureau is responsible for authorizing and reviewing workers' compensation self-insurers, including entities, groups, and certain reinsurance accounts. The Bureau provides assistance to consumers regarding certain insurance related matters. 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 24 M.R.S.A. or of 24-A M.R.S.A. Such enforcement action may result from a complaint or other 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 work units. The Property and Casualty ("P&C") Unit provides consumer assistance, analyzes and regulates policy forms and rates for P&C insurance. The P&C Unit also resolves complaints involving workers compensation rating, and reviews all workers compensation filings. The unit conducts consumer outreach throughout the year, including the production of informational brochures. The Administrative Unit is responsible for the organization and maintenance of administrative and legislative files. The Licensing Unit processes licenses for producers, adjusters, consultants and agencies. The Examination Unit examines domestic insurance companies. The Alternative Risk Unit reviews and evaluates applications for self-insurers of workers' compensation, captive insurance companies, multiple employer welfare arrangements, continuing care retirement communities, health alliances, and reinsurance arrangements. The Financial Analysis Unit issues licenses to domestic insurers transacting business in Maine and monitors the solvency of insurers transacting business in Maine. Insurance companies seeking licensure submit financial and operational information to the Financial Analysis Unit for review. The level of ongoing financial review and analysis is determined by the entity's status as a domestic or foreign insurance company. The Financial Analysis Unit also reviews the following applicants: HMOs, surplus lines companies, risk retention groups, risk purchasing groups, managing general agents, reinsurance intermediaries, accredited reinsurers, fraternal benefit societies, third party administrators, professional employee organizations and service contract providers. The Financial Analysis Unit also performs market

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

analysis. The market analysis function involves reviewing complaint data and financial results to determine companies that need market reviews. The Market Conduct Unit is responsible for ongoing surveillance of the Maine insurance marketplace to identify companies that may be operating in a manner that is not consistent with Maine laws, rules and regulations. Once identified, action is taken to bring the company into compliance. The Consumer Health Care Division reviews all life and health policy forms and processes license applications for medical utilization review entities and preferred provider organizations. The Consumer Health Care Division also reviews managed care networks, provides information to consumers regarding health care plans, assists enrollees in understanding their rights under health care plans, and assists consumers with complaints. The Consumer Health Care Division conducts consumer outreach throughout the year, attends various outreach events, and produces informational brochures. The Life and Health Actuarial Unit reviews rates for health, long term care, and Medicare supplement. The Life and Health Actuarial Unit also evaluates mandated benefits, maintains related databases, and is responsible for the data analysis of the individual and small group markets.

### **LICENSES:**

Licenses: Insurance Producers (Resident & Nonresident); Insurance Adjusters (Resident & Nonresident); Insurance Consultants (Resident & Nonresident); Insurance Agencies (Resident & Nonresident); 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: Workers' compensation self-insurance; Surplus Lines Insurance Companies.

Approvals: Reinsurance arrangements for workers' compensation self-insured groups.

Registration: Preferred Provider Organizations; Risk Purchasing Groups; Risk Retention Groups; Third-Party Prescription Programs; Managing General Agents; Structured Settlement Transferees, Pharmacy Benefits Managers and Service Contract Providers.

### **PUBLICATIONS:**

Auto Insurance: Guide to Auto Insurance; Auto Insurance - Making the Claims Process Easier; Cancellation or Nonrenewal of Personal Automobile and Property Insurance; Credit Information - Understanding How Insurers Use; Personal Auto Insurance Complaint Comparison; Youthful Drivers Guide; Maine Driving Dynamics; Ten Things You Should Know About Buying Auto Insurance; Policy Forms Used by the 10 Largest Auto Insurance Groups in Maine.

Health Insurance: Disability Insurance Guide; External Review Guide: When Your Health Insurance Carrier Denies Benefits for Health Care Services; External Review Summary; Health/Disability/Long-Term Care Insurance Complaint Comparison; Guide to Health Insurance Appeals Process; Health Insurance Tips; Health Savings Accounts (HSAs) link to information from the US Department of the Treasury; Guide to Individual Health Insurance in Maine (and Important Renewal Information); Ten Things You Should Know Before Buying Cancer Insurance; Guide to Long Term Care Insurance and Maine's Long Term Care Partnership Program; Long Term Care (LTC) Insurance - Maine Tax Qualified and Tax Certified Policies; Long Term Care Partnership Program Approved Policies; Long Term Care Policies Certified for Income Tax Purposes in Tax Years Ending 12/31/1999; Long Term Care Policies Certified for Income Tax Incentives in Tax Years Beginning 1/1/2002; Long Term Care Shopper's Guide (NAIC publication); Mandated Health Insurance Benefits, Market Snapshot - Comparison of Individual Medical Insurers in Maine; Market Snapshot - Comparison of Small Group Health Insurers in Maine; Are You Eligible for or Do You Have Medicare? (Aggressive Sales Practices); Medicare Supplement Insurance Guide (for plans issued beginning June 2010); Understanding Medicare Enrollment Periods link to Dept. of Health and Human Services; Choosing a Medigap Policy link to Medicare publication; Ten Things You Should Know About Buying a Medigap Policy; Guide to Small Business Health Insurance Plans Offered in Maine; What Should I look For When I Buy Health Insurance?

Life Insurance: NAIC's Life Insurance Information for Military Personnel; Ten

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Things You Should Know Before Purchasing Life Insurance; Ten Things You Should Know About Buying Annuities; What you Should Know about Viatical and Life Settlements; Life Settlement Brochure For Producers; Alternative Life Settlement Brochure For producers.

Homeowners/Renters: Cancellation or Nonrenewal of Personal Automobile and Property Insurance; A Homeowner's Insurance Guide to Natural Disasters link to Federal Alliance for Safe Homes; Understanding How Insurers Use Credit Information; Guide to Child Care Liability; Homeowners Insurance Complaint Comparison; Guide to Homeowners Insurance; Homeowners Insurance - Making the Claims Process Easier; Homeowners' Inventory Checklist; From Homeowner to Renter; Insuring Your Home Business; Ten Things You Should Know About Purchasing Home Insurance; Policy Forms Used by the 10 Largest Homeowners Insurance Groups in Maine.

Workers' Compensation: Workers' Compensation Insurance in Maine; An Employers' Guide to Opting Out; A Workers' Compensation Insurance Summary for Executive Officers of Corporations.

Miscellaneous: Insuring Your Farm - The Basics of Property & Liability Coverage; Insuring Your Business - The Basics of Property & Liability Coverage; NAIC's Get Smart About Insurance; NAIC's "Fight Fake Insurance"; Pet Insurance.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF INSURANCE	TOTAL FOR ALL GENERAL FUND	REVENUE FUND	SPECIAL REVENUE FUND	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,502,057		3,502,057			
HEALTH BENEFITS	1,108,754		1,108,754			
RETIREMENTS	822,138		822,138			
OTHER FRINGE BENEFITS	70,046		70,046			
COMPUTER SERVICES	5,903		5,903			
CONTRACTUAL SERVICES	1,478,639		1,478,639			
RENTS	227,540		227,540			
COMMODITIES	28,231		28,231			
TRANSFER TO OTHER FUNDS	85,616		85,616			
<b>TOTAL EXPENDITURES</b>	<b>7,328,924</b>		<b>7,328,924</b>			

## OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

**ANNE L. HEAD, DIRECTOR**

TTY (888) 577-6690

Central Office 76 NORTHERN AVE., GARDINER, ME 04345

Mail Address 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established 1976

Reference Policy Area 07 Umbrella 02 Unit 041 Citation T0010

Average Counts-All Positions 55.500

FAX (207) 624-8637

Telephone (207) 624-8603

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

Legislative Count 55.50

### PURPOSE:

The Office of Professional and Occupational Regulation (OPOR) administers 37 professional and occupational licensing programs. The statutory mission of the Office is to ensure that the public is served by competent and honest practitioners who have demonstrated a minimum level of proficiency in their fields. OPOR staff implements legislatively set qualifications for licensure, sets standards of practice and ethical behavior in conjunction with licensing boards, and assists in conducting disciplinary proceedings.

### ORGANIZATION:

The Office staff is comprised of 55 full-time employees, including program administrators, investigators, inspectors, and support staff, organized into administrative work units. Reporting to the Director are the Executive Director

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

of the Manufactured Housing Board, Director of the Real Estate Commission, an attorney, and four program administrators. OPOR staff members are responsible for ensuring that licensing programs meet statutory mandates.

### PROGRAM:

Licensing: The Office of Professional and Occupational Regulation is an umbrella state agency that administers 37 licensing programs.

Complaints: During FY2017, 1,261 complaints were active, 877 new complaints were opened and 877 were closed.

Internet Address: <http://www.maine.gov/professionallicensing>

### LICENSES:

During FY2017, the Office of Professional and Occupational Regulation maintained more than 110,000 active and inactive licenses for professions ranging from Accountancy to Veterinary Medicine.

### PUBLICATIONS:

The Office of Professional and Occupational Regulation maintains a comprehensive website that offers online initial license and license renewal for most professions, as well as information on license and continuing education requirements and disciplinary actions taken by regulatory programs. In addition, the agency uses the state GovDelivery subscription service to update licensees and the public about new information and important developments in each program.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,337,738		2,337,738			
HEALTH BENEFITS	841,861		841,861			
RETIREMENTS	532,603		532,603			
OTHER FRINGE BENEFITS	47,884		47,884			
COMPUTER SERVICES	102,828		102,828			
CONTRACTUAL SERVICES	1,240,816		1,232,838		7,978	
RENTS	314,451		307,128		7,323	
COMMODITIES	21,818		21,818			
TRANSFER TO OTHER FUNDS	96,887		96,614		273	
<b>TOTAL EXPENDITURES</b>	<b>5,536,886</b>		<b>5,521,312</b>		<b>15,574</b>	

OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
BOARDS/COMMISSIONS

Board of Accountancy Catherine Carroll, Administrator	624-8605
State Board of Alcohol and Drug Counselors Kristina Halvorsen, Administrator	624-8420
Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers Karen Bivins, Administrator	624-8524
Athletic Trainers Jennifer Hawk, Administrator	624-8617
Board of Licensing of Auctioneers Karen Bivins, Administrator	624-8524
Barbering and Cosmetology Licensing Program Geraldine Betts, Administrator	624-8625
Boilers and Pressure Vessels Safety Program Catherine Carroll, Administrator	624-8605
Charities/Professional Fund Raisers Jennifer Hawk, Administrator	624-8617
Board of Chiropractic Licensure Geraldine Betts, Administrator	624-8625
Board of Complementary Health Care Providers Geraldine Betts, Administrator	624-8625
Board of Counseling Professionals Licensure Kristina Halvorsen, Administrator	624-8420
Board of Licensure of Dietetic Practice Kristina Halvorsen, Administrator	624-8420
Electricians' Examining Board Catherine Carroll, Administrator	624-8605
Elevator and Tramway Safety Program Catherine Carroll, Administrator	624-8605
Board of Licensure of Foresters Karen Bivins, Administrator	624-8524
State Board of Funeral Service Jennifer Hawk, Administrator	624-8617
Board of Certification for Geologists and Soil Scientists Catherine Carroll, Administrator	624-8605
Board of Speech, Audiology and Hearing Jennifer Hawk, Administrator	624-8617
Interpreters for the Deaf & Hard-of-Hearing Jennifer Hawk, Administrator	624-8617
Board of Licensure for Professional Land Surveyors Karen Bivins, Administrator	624-8524

Maine Fuel Board Catherine Carroll, Administrator	624-8605
Manufactured Housing Board Robert LeClair, Executive Director	624-8678
Massage Therapist Licensing Program Jennifer Hawk, Administrator	624-8617
Nursing Home Administrators Licensing Board Kristina Halvorsen, Administrator	624-8420
Board of Occupational Therapy Practice Jennifer Hawk, Administrator	624-8617
Board of Pharmacy Geraldine Betts, Administrator	624-8625
Board of Examiners in Physical Therapy Geraldine Betts, Administrator	624-8625
Plumbers' Examining Board Catherine Carroll, Administrator	624-8605
Board of Licensure of Podiatric Medicine Kristina Halvorsen, Administrator	624-8420
State Board of Examiners of Psychologists Kristina Halvorsen, Administrator	624-8420
Radiologic Technology Board of Examiners Kristina Halvorsen, Administrator	624-8420
Board of Real Estate Appraisers Karen Bivins, Administrator	624-8524
Real Estate Commission Karen Bivins, Director	624-8524
Board of Respiratory Care Practitioners Kristina Halvorsen, Administrator	624-8420
State Board of Social Worker Licensure Kristina Halvorsen, Administrator	624-8420
Transient Sellers Jennifer Hawk, Administrator	624-8617
State Board of Veterinary Medicine Geraldine Betts, Administrator	624-8625

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF LICENSURE IN MEDICINE**

**MAROULLA GLEATON, MD, CHAIRMAN**  
**DENNIS E. SMITH, EXECUTIVE DIRECTOR**

*Central Office* 161 CAPITOL ST., AUGUSTA, ME 04330

*Mail Address* 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137 *FAX* (207) 287-6590

*Established* 1995

*Telephone* (207) 287-3601

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 373 *Citation* T0032 *M.R.S.A., Sect.* 000003263

*Average Counts-All Positions* 10.770

*Legislative Count* 10.00

**PURPOSE:**

The Board of Licensure in Medicine was established in 1895. The Board's mission is to protect the public. It accomplishes this by: ensuring that applicants for licensure are ethical and competent to practice medicine or render medical services; investigating and, when appropriate, disciplining licensees; and educating licensees through rule-making, letters of guidance, and by providing educational outreach such as links to relevant medical practice issues on its website.

**ORGANIZATION:**

When established in 1895, the Board of Registration of Physicians and Surgeons consisted of six physicians appointed by the Governor, with the consent of the Council. The physicians served for terms of six years. Since that time, the Legislature has changed the composition as well as the name of the Board. At present, the Board is comprised of 10 members: six physicians; three public members; and one physician assistant. All members are appointed by the Governor for terms of six years unless they are completing the term of a former member. Although the law only requires the Board to meet quarterly, the Board convenes regular monthly meetings, and typically meets 11 times per year. In July of odd-numbered years the Board elects a chairman and a secretary. Board meetings are open to the public and meeting dates and times are published at the beginning of each calendar year in Maine newspapers, on its website, and in the "Weekly Legislative Calendar." Any person may receive a public agenda in advance of any meeting by visiting the Board's Internet Address: <http://www.maine.gov/md> or by telephone request to the Board office.

The Board is affiliated with the Department of Professional and Financial Regulation, but retains operational management and decision-making autonomy. Physician appointees to the Board must be graduates of legally chartered colleges or universities which confer degrees in medicine and must have actively engaged in the licensed practice of medicine in Maine for at least five years preceding appointment. Public representative appointees or their immediate household member(s) may not earn income from activities related to the practice of medicine. The physician assistant appointee must be licensed by the Board and actively engaged in rendering medical services in Maine for at least five preceding appointment to the Board.

A Physician Assistant Advisory Committee aids in the formulation of joint rules pertaining to physician assistants who are licensed by the Board of Licensure in Medicine and the Board of Osteopathic Licensure. Organizations in which the Board participates include the Eastern Region Medical Boards, the Federation of State Medical Boards, the International Association of Medical Regulatory Authorities and Administrators in Medicine.

**PROGRAM:**

**LICENSURE:** The Board utilizes the Federation Credentials Verification Service ("FCVS") of the Federation of State Medical Boards, as well as employment history to evaluate the qualifications of applicants for licensure.

**COMPLAINTS, INVESTIGATIONS, AND DISCIPLINE:** The Board receives complaints from the public, including patients or relatives of patients. In addition, the Board initiates complaints and investigations based upon information received from a variety of sources, including but not limited to healthcare providers, healthcare entities, law enforcement, the Department of Health and Human Services, other licensing boards, and the Federation of State Medical Boards Disciplinary Alert. The Board imposes discipline by either entering into a Consent Agreement with the

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

licensee and the Office of Attorney General or by issuing a Decision and Order following a hearing in conformance with the Maine Administrative Procedure Act. All disciplinary actions are reported to the National Practitioner Data Bank and the Federation of State Medical Boards. In calendar year 2016, the Board issued 28 disciplinary actions.

License and discipline information is available at no cost at the Board office, by telephone, and at the Board's Internet Address: <http://www.maine.gov/md>.

### LICENSES:

M.D. License to Practice Medicine and Surgery  
M.D. License to Practice Medicine and Surgery as a Camp Physician  
M.D. Temporary License to Practice Medicine and Surgery  
M.D. Emergency License  
M.D. Administrative License  
M.D. Temporary Educational Certificate  
M.D. Volunteer License  
M.D. Consultative Telemedicine Registration  
Physician Assistant License

### PUBLICATIONS:

Consumer's Guide to the Licensing, Regulation, and Disciplining of Physicians in Maine  
Licensee's Guide to the Complaint Process  
Guide to the Informal Conference Process  
Guide to the Adjudicatory Hearing Process

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF LICENSURE IN MEDICINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	523,106		523,106			
HEALTH BENEFITS	170,294		170,294			
RETIREMENTS	121,840		121,840			
OTHER FRINGE BENEFITS	10,848		10,848			
COMPUTER SERVICES	47,108		47,108			
CONTRACTUAL SERVICES	367,332		367,332			
RENTS	78,925		78,925			
COMMODITIES	6,680		6,680			
GRANTS, SUBSIDIES, PENSIONS	32,000		32,000			
TRANSFER TO OTHER FUNDS	23,260		23,260			
<b>TOTAL EXPENDITURES</b>	<b>1,381,393</b>		<b>1,381,393</b>			

## STATE BOARD OF NURSING

**VALERIE FULLER, DNP, CHAIR**

**KIM ESQUIBEL PHD, MSN, RN, EXECUTIVE DIRECTOR**

*Central Office* 161 CAPITOL ST., AUGUSTA, ME 04330

*Mail Address* 158 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1915

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 380 *Citation* T0032 *M.R.S.A., Sect.* 000002151

*Average Counts-All Positions* 8.000

*FAX* (207) 287-1149

*Telephone* (207) 287-1133

*Legislative Count* 8.00

### PURPOSE:

The State Board of Nursing was established to protect the public through regulation of nursing practice in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered nurses, licensed practical nurses or as advanced practice registered

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

nurses; to renew the licenses of all qualified registered nurses, practical nurses and advanced practice registered 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; 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 and 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 Augusta.

In 1991, the Board of Nursing was affiliated with the Department of Professional and Financial Regulation. In 1995, an advanced practice registered nurse member 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 2017, the Board met in four regular sessions for a total of eight days; the Board met in six subcommittee sessions for a total of six days; the Board met in four adjudicatory hearing sessions for a total of four days. In addition, Board members participated in committee meetings; 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 Nurse Licensure 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 professional nurses or as licensed practical nurses. Maine has 14 Board-approved nursing programs to prepare registered nurses. The names of these programs follow: Baccalaureate Degree Nursing Programs: University of Southern Maine; St. Joseph's College; Husson University; University of Maine; University of Maine at Fort Kent; University of New England; and Kaplan University. Associate Degree Nursing Programs: Maine College of Health Professions; University of Maine at Augusta; Kennebec Valley Community College; Northern Maine Community College; Central Maine Community College; Eastern Maine Community College; and Southern Maine Community College. In addition, the University of Southern Maine has a generic Masters in Nursing Program for Non-Nurses. There are no Board-approved Practical nursing programs.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

A third major responsibility of the Board of Nursing is to impose sanctions on licensees who violate the law through the exercise of its legal, investigative and disciplinary program. During fiscal year 2017, the Board received 418 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in fiscal year 2017: five revocation of license; suspended license (16); accepted voluntary surrender of license (18); placed license on probation (36); warned, censured, reprimanded or fined (97); terminated probation (26); took no action/dismissed complaint (104); two license renewal denied; fined for unlicensed practice (15); two denied licensure by endorsement; no denied licensure by examination; one denied reinstatement; letters of concern issued (201).

In November, 2005, the Board successfully launched its online licensure renewal program with an average utilization rate of 85%.

### LICENSES:

Nurses licensed by Endorsement during fiscal year 2017:  
Advanced Practice Registered Nurses: (337)  
Registered Professional Nurses from other states: (1,192)  
Licensed Practical Nurses: from other states: (113)

Nurses licensed by Examination during fiscal year 2017:  
Registered Professional Nurses (818)  
Seven Licensed Practical Nurses

Nurses licensed by Renewal and Reinstatement during fiscal year 2017:  
Registered Professional Nurses licensed by: Renewal (10,714), Reinstatement (596)  
Licensed Practical Nurses licensed by: Renewal (921), Reinstatement (88)

### TOTAL ACTIVE LICENSES:

Registered Professional Nurses: 24,456 (includes 2,212 APRNs)  
Licensed Practical Nurses: 2,244  
All Nurses: 26,700

### PUBLICATIONS:

Law Regulating the Practice of Nursing (available on website)  
Rules and Regulations of the Maine State Board of Nursing (available on website)  
Prescribed Curriculum for Nursing Assistant Training Programs (\$10.00)  
Standardized Medication Course for Certified Nursing Assistants (\$10.00)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	349,925		349,925			
HEALTH BENEFITS	113,516		113,516			
RETIREMENTS	80,937		80,937			
OTHER FRINGE BENEFITS	7,412		7,412			
COMPUTER SERVICES	43,087		43,087			
CONTRACTUAL SERVICES	308,636		308,636			
RENTS	51,046		51,046			
COMMODITIES	12,786		12,786			
TRANSFER TO OTHER FUNDS	18,389		18,389			
<b>TOTAL EXPENDITURES</b>	<b>985,734</b>		<b>985,734</b>			

## STATE BOARD OF OPTOMETRY

### STEPHEN EBERSOLE O.D., PRESIDENT

*Central Office* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address* 113 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1909

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 382 *Citation* T0032

*Average Counts-All Positions* 1.000

*FAX* (207) 624-8692

*Telephone* (207) 624-8691

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

*Legislative Count* 1.00

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### **PURPOSE:**

The Maine State Board of Optometry was established to protect the people of Maine through regulation to maintain high professional standards in the practice of optometry. The primary responsibilities of the Board are to examine and license qualified applicants to practice the profession of optometry, 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 optometry law and rules, and makes recommendations for disposition. It also enforces standards established by law and makes such other reasonable rules, 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 active 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. Annually, the Board elects a president, secretary-treasurer, and complaint officer.

### **PROGRAM:**

The Board meets four times a year. The Board administers, yearly, a written exam in February, May, August, November and by appointment.

### **LICENSES:**

All licensees must renew their license on or before April 1st of each year. Before a license can be renewed, licensees must complete 25 hours of continuing education requirements and \$350 renewal fee.

Licensees who graduated after 1996 were upgraded to the authority level of Therapeutic Advanced Glaucoma which allows them to independently treat patients with glaucoma. Licensees who graduated before 1996 and are licensed at the Therapeutic Advanced authority level must satisfy Section 2430-B (2) of Maine Optometry Law before their license can be upgraded to Therapeutic Advanced Glaucoma.

### **COMPLAINTS:**

The Board received seven complaints in 2017. The Board voted to dismiss two complaints on the ground of no violation of Maine Optometry Laws/Rules. One complaint was issued a consent agreement. Four cases are pending Board review.

### **PUBLICATIONS:**

The Maine Optometry Law

Rules of Practice Complaint Procedure

You may also view information about the Board, download forms, view disciplinary actions, search for a licensee, Optometrist may renew online and more at the Board's website:

<http://www.maine.gov/pfr/professionallicensing/professions/optometry/index.html>

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	28,235		28,235			
HEALTH BENEFITS	11,142		11,142			
RETIREMENTS	6,256		6,256			
OTHER FRINGE BENEFITS	575		575			
COMPUTER SERVICES	1,419		1,419			
CONTRACTUAL SERVICES	21,634		21,634			
RENTS						
COMMODITIES	214		214			
TRANSFER TO OTHER FUNDS	4,270		4,270			
<b>TOTAL EXPENDITURES</b>	<b>73,745</b>		<b>73,745</b>			

## BOARD OF OSTEOPATHIC LICENSURE

**SCOTT THOMAS, DO, CHAIR**

**MELISSA MICHAUD, PA-C, VICE-CHAIR**

*Central Office* 161 CAPITOL ST., AUGUSTA, ME 04330

*Mail Address* 142 STATE HOUSE STATION, AUGUSTA, ME 04333-0142 *FAX* (207) 536-5811

*Established* 1916 *Telephone* (207) 287-2480

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 383 *Citation* T0032 *M.R.S.A., Sect.* 000002561

*Average Counts-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 so as to maintain high professional standards. Its primary responsibilities are to determine the eligibility of, certify and license qualified applicants to practice osteopathic medicine in Maine. The Comprehensive Osteopathic Medical Licensing Examination-USA (COMLEX-USA) is the accepted exam for licensure 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 prepares and distributes its rules relative to continuing medical education and its code of ethics to each osteopathic physician licensed to practice in Maine.

### **ORGANIZATION:**

The Board of Osteopathic Licensure, when 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. In 2014, the Legislature increased the Board to 10 members, adding a Physician Assistant. Six members must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, be/have been actively engaged in the practice of osteopathic medicine in Maine for at least the last five years. Three must be members of the public. The chair, vice-chair and secretary-treasurer, elected annually, are chosen by and from the members of the Board.

### **PROGRAM:**

Revision of statutes relating to the Board of Osteopathic Licensure in 1973 specified an increase in the registration fee from four to twenty-five dollars per year as voted in June 1982 becoming effective January 1983. The board, at its meeting in July 1987, voted to increase the registration fee in order to increase revenue to meet expenses. Licensees, as of 2000, renew biennially before the end of their birth month with the renewal fee capped at \$600.

Currently, licensees must obtain 100 hours of continuing medical education every two years for renewal of their license to practice. The board statute and rules require that at least 40 percent of the 100 hours are Category 1A or 1B hours as

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

approved in the rules established by the board. Licensees must be prepared to furnish the board with satisfactory evidence of attendance at educational programs sponsored by recognized associations, colleges or universities, hospitals, institutes or groups approved by the board, based on guidelines from the American Osteopathic Association. Specialists may obtain the required hours within their specialty thus providing the public with the assurance that osteopathic physicians remain current with advances in osteopathic medicine as well as medicine at large.

Pursuant to statute, the board must hold one annual meeting; special meetings may be authorized by the Board Chair with sufficient public notice. The board meets monthly.

### LICENSES:

License to Practice Osteopathic Medicine  
License to Practice Osteopathic Medicine as Locum Tenens  
License to Practice as Camp Physician  
Temporary Educational Permits (Interns & Residents)  
Physician Assistant Certificates

### PUBLICATIONS:

"What You Should Know About the Licensing, Regulation and Discipline of Physicians in Maine" was co-produced with the Board of Licensure in Medicine and is available at no cost. The Pamphlet explains to members of the public the procedures and authority of both boards in regulating each profession. It also explains the procedure for filing a complaint against a physician licensed in Maine.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF OSTEOPATHIC LICENSURE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	48,256		48,256			
HEALTH BENEFITS	15,081		15,081			
RETIREMENTS	10,275		10,275			
OTHER FRINGE BENEFITS	646		646			
COMPUTER SERVICES	3,965		3,965			
CONTRACTUAL SERVICES	125,421		125,421			
RENTS	7,310		7,310			
COMMODITIES	2,328		2,328			
TRANSFER TO OTHER FUNDS	5,038		5,038			
<b>TOTAL EXPENDITURES</b>	<b>218,320</b>		<b>218,320</b>			

## OFFICE OF SECURITIES

### JUDITH M. SHAW, SECURITIES ADMINISTRATOR

WATS (877) 624-8551  
TTY () -711

Central Office 76 NORTHERN AVE., GARDINER, ME 04345

Mail Address 121 STATE HOUSE STATION, AUGUSTA, ME 04333-0121 FAX (207) 624-8590

Established 1973

Telephone (207) 624-8551

Reference Policy Area 07 Umbrella 02 Unit 032 Citation T00032 M.R.S.A., Sect. 000016601

Average Counts-All Positions 16.000 Legislative Count 16.00

### PURPOSE:

The principal mission of the Office of Securities is to protect Maine investors. To accomplish this mission, the Office administers and enforces the Maine Uniform Securities Act. The Office reviews applications to register securities for sale in Maine and filings for exemptions from registration; licenses broker-dealers, agents, investment advisers, and investment adviser representatives doing business in Maine; suspends or revokes those licenses for misconduct, as defined in the Act; conducts on-site examinations of the operations of licensees;

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

administers an investor education program; 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 State Commodity Code and the Regulations of the Sale of Business Opportunities.

### 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 1986, 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, and, in 2001, the Securities Division was separated from the Bureau of Banking, becoming the Office of Securities.

In 2005, the Legislature approved the Maine Uniform Securities Act (MUSA) which became effective on December 31, 2005. MUSA represented the first major overhaul of the state's securities laws since 1985. Maine adopted MUSA as part of a national effort to increase uniformity in state securities law, thus eliminating unnecessary burdens on the regulated industry, while still maintaining strong investor protection.

### PROGRAM:

In fiscal year 2017, the Office received and processed 37,707 applications and amendments to register securities, terminations of registrations, and notice filings for federally covered securities (increase of 3% over fiscal year 2016); and 497 private placement filings and amendments (increase of 6%). As of June 2017, there were 1,260 broker-dealers licensed to do business in Maine (a 1% increase from June 2016); 109,652 licensed agents of broker-dealers (increase of 1%); 1,148 investment adviser licensees or notice filers (increase of 2%); and 2,661 licensed investment adviser representatives (4% increase). In connection with the Office's review of licensing applications, the Office processed 93 broker-dealer applications, (13% increase from fiscal year 2016); 23,248 agent applications (6% decrease); 14 investment adviser license applications (17% increase); and 313 investment adviser representative applications (2% decrease). The Office now receives and processes most securities filings and license applications electronically.

In fiscal year 2017, the Office conducted eight examinations of licensee offices.

In fiscal year 2017, through its enforcement efforts, the Office sanctioned 22 respondents. The Office ordered or obtained judgments ordering the payment of restitution to investors in the amount of \$102,240.63 and assessed \$246,539.46 in penalties for violations of Maine's securities and business opportunity laws. The Office entered into six consent agreements and five consent orders and issued three cease and desist orders. The Office referred one case for criminal prosecution and has three criminal cases awaiting trial.

In fiscal year 2017 the Office collected \$29,974,905.32 for the General Fund through its filing fees (registration, licensing, and notice filing fees) and penalties.

Internet Address: <http://www.maine.gov/pfr/securities/index.shtml>

### LICENSES:

Broker-Dealer; Agent; Investment Adviser; Investment Adviser Representative

### PUBLICATIONS:

Available electronically and in hard copy: Five Keys to Investing Success; The Basics for Investing in Stocks; A Primer for Investing in Bonds; Mutual Funds and ETF's: Maybe All You'll Ever Need; Getting Help With Your Investments; Maximize

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Your Retirement Investments; Gold: What Every Investor Should Know; Financial Field Manual: The Personal Finance Guide for Military Families; Resources For Maine Investors Approaching or In Retirement; and The ABCs for APS Professionals: How to Identify and Report Investment Fraud.

Available in hard copy: Fighting Fraud 101: Smart Tips for Older Investors.

Available electronically: Where to Invest Your College Money.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SECURITIES	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	939,380		939,380			
HEALTH BENEFITS	272,718		272,718			
RETIREMENTS	224,748		224,748			
OTHER FRINGE BENEFITS	19,279		19,279			
COMPUTER SERVICES	1,453		1,453			
CONTRACTUAL SERVICES	250,189		250,189			
RENTS	43,515		43,515			
COMMODITIES	7,874		7,874			
TRANSFER TO OTHER FUNDS	28,498		28,498			
<b>TOTAL EXPENDITURES</b>	<b>1,787,654</b>		<b>1,787,654</b>			

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

**OFFICE OF PROGRAM EVALUATION AND GOVERNMENT  
ACCOUNTABILITY**

**BETH ASHCROFT, DIRECTOR**

*Central Office* RM 107, CROSS STATE OFF. BLDG, AUGUSTA, ME 04333-0082

*Mail Address* 82 STATE HOUSE STATION, AUGUSTA, ME 04333-0082 *FAX* (207) 287-1906

*Established* 2002

*Telephone* (207) 287-1901

*Reference Policy Area* 00 *Umbrella* 33 *Unit* 628 *Citation* T0003 *M.R.S.A., Sect.* 000000991

*Average Counts-All Positions* 9.000

*Legislative Count* 9.00

**PURPOSE:**

The Office of Program Evaluation and Government Accountability (OPEGA) assists the Legislature in ensuring that public funds are expended in the most effective, efficient and economical manner possible. It also aids the Legislature in ensuring that such funds are used to support activities and functions that produce satisfactory results and comply with State and Federal mandates.

**ORGANIZATION:**

The Legislature created this non-partisan office by statute, PL 2001, chapter 702, with an effective date of July 25, 2002, but the start-up of the office did not occur until the Director was hired in January 2005. The Director is appointed by the Legislative Council for a term of 5 years. By Joint Rule, the Legislature established the 12-member, bi-partisan and bi-cameral Government Oversight Committee which oversees the activities of the office.

**PROGRAM:**

The Office of Program Evaluation and Government Accountability conducts independent and objective performance audits and evaluations of state agencies, programs and functions. As necessary, OPEGA also conducts reviews of other entities receiving public funds administered by the State, or which expend private monies for public purposes. Such other entities include: local and county governments, special districts, utility districts, regional development agencies, municipal or nonprofit corporations, state contractors and any public official or public employee.

Performance audit and evaluation topics are selected by the Government Oversight Committee according to an established process. The Office defines the scope of each project in conjunction with the Committee, but then performs the review without any further direction from the Committee. The work of the Office is normally guided by the GAO Government Auditing Standards and follows an established process that provides for on-going communication with the entity under review.

The Office produces a final report on each review discussing the work performed, the conclusions reached, and any identified areas for improvement with related recommendations. The report is released and orally-presented to the Committee during a public meeting and is then distributed as a public record.

**PUBLICATIONS:**

Internet Site - <http://www.legislature.maine.gov/opeg>

FAQ - General Information about the Government Oversight Committee and OPEGA

FAQ - Requesting an OPEGA Review

Reports and Information Briefs from Completed Reviews and Studies

OPEGA Annual Reports for 2006 - 2016

# OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	657,645	657,645				
HEALTH BENEFITS	176,890	176,890				
RETIREMENTS	148,546	148,546				
OTHER FRINGE BENEFITS	13,658	13,658				
COMPUTER SERVICES	9,688	9,688				
CONTRACTUAL SERVICES	64,629	64,629				
COMMODITIES	3,210	3,210				
<b>TOTAL EXPENDITURES</b>	1,074,266	1,074,266				

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	657,645	657,645				
HEALTH BENEFITS	176,890	176,890				
RETIREMENTS	148,546	148,546				
OTHER FRINGE BENEFITS	13,658	13,658				
COMPUTER SERVICES	9,688	9,688				
CONTRACTUAL SERVICES	64,629	64,629				
COMMODITIES	3,210	3,210				
<b>TOTAL EXPENDITURES</b>	1,074,266	1,074,266				

DEPARTMENT OF PUBLIC SAFETY

**DEPARTMENT OF PUBLIC SAFETY**

**JOHN E. MORRIS, COMMISSIONER**  
**JANET JOYEUX, ASST. TO THE COMMISSIONER**

WATS (800) 452-4664

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address* 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX* (207) 287-3042

*Established* 1971 *Telephone* (207) 626-3803

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 219 *Citation* T0025 *M.R.S.A., Sect.* 000002901

*Average Counts-All Positions* 626.000 *Legislative Count* 626.00

**Units:**

*DIVISION OF BUILDING CODES AND STANDARDS*

*BUREAU OF CAPITOL POLICE*

*MISSING CHILDREN INFORMATION CLEARINGHOUSE*

*MAINE CRIMINAL JUSTICE ACADEMY*

*BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE*

*ACADEMY*

*MAINE DRUG ENFORCEMENT AGENCY*

*CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU*

*EMERGENCY MEDICAL SERVICES BOARD*

*OFFICE OF THE STATE FIRE MARSHAL*

*GAMBLING CONTROL BOARD*

*BUREAU OF HIGHWAY SAFETY*

*STATE BUREAU OF IDENTIFICATION*

*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 continue to serve the public to the best of their ability by being dedicated and accountable and by managing resources effectively and efficiently. The Maine Department of Public Safety seeks 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 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 Police 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 of the program 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.

Public Law 1991, chapter 588, transferred the responsibility for Emergency Medical Services from the then Department of Human Services to the Department of 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.

The 121st Legislature passed LD 1683, An Act Relating to the Establishment of a Central Maine Regional Public Safety Communication Center, as Public Law 2003, chapter 678. Historically, emergency communications dispatch had been the responsibility of the Bureau of State Police within the Department of Public Safety. Sixty positions were transferred from the Bureau of State Police into the new Consolidated Emergency Communications Bureau. In addition, to provide the unit with a civilian director, the position of Director, Bureau of Consolidated Emergency Communications was created and the Director began on October 25, 2006. The 121st Legislature passed as Public Law Chapter 687, An Act to Establish the Gambling Control Board whose responsibilities are to establish rules and policies as well as licensing for slot machine operators and slot machine distributors. The 125th legislature passed as Public Law 2011, chapter 417, An Act to Allow Table Games at a Facility Licensed to Operate Slot Machines to include the licensing of Slot Machine operators to operate table games.

The Bureau of Building Codes and Standards was established within the Department

## DEPARTMENT OF PUBLIC SAFETY

of Public Safety to provide administrative support and technical assistance to the Codes and Standards Board, established in Title 5, section 12004-G, subsection 5-A. This Bureau has been consolidated under the Fire Marshal's Office.

The financial data includes expenses of Emergency Medical Services.

### PROGRAM:

Other than administration of the department, the activities during fiscal year 2016-17 are discussed in the individual reports of its bureaus. During fiscal year 2005-06, all financial and human resources functions were consolidated into the Department of Administrative and Financial Services.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	40,584,370	17,077,067	7,070,852	11,857,320	1,207,987	3,371,144
HEALTH BENEFITS	12,538,344	5,256,177	2,042,870	3,777,318	318,237	1,143,742
RETIREMENTS	11,237,314	4,778,882	2,055,638	3,368,008	293,372	741,414
OTHER FRINGE BENEFITS	1,405,338	656,574	189,688	464,950	25,422	68,704
COMPUTER SERVICES	7,997,508	3,150,611	964,318	1,306,947	2,047,705	527,927
CONTRACTUAL SERVICES	21,682,160	10,818,396	2,960,413	4,873,101	2,893,607	136,643
RENTS	1,766,209	1,031,279	330,270	266,417	4,589	133,654
COMMODITIES	2,302,078	1,070,112	354,702	590,435	267,463	19,366
GRANTS, SUBSIDIES, PENSIONS	8,474,785	257,682	5,874,393	35,850	2,306,860	
EQUIPMENT	1,174,760	16,661	660,791	134,488	362,820	
INTEREST-DEBT RETIREMENT	2,078,951	1,351,318		727,633		
TRANSFER TO OTHER FUNDS	1,113,508	237	398,474	482,194	102,665	129,938
<b>TOTAL EXPENDITURES</b>	<b>112,355,325</b>	<b>45,464,996</b>	<b>22,902,409</b>	<b>27,884,661</b>	<b>9,830,727</b>	<b>6,272,532</b>

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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	726,072	429,502	127,191	67,988	101,391	
HEALTH BENEFITS	200,341	120,733	31,280	14,642	33,686	
RETIREMENTS	141,721	70,009	31,090	17,659	22,963	
OTHER FRINGE BENEFITS	15,574	9,767	2,164	874	2,769	
COMPUTER SERVICES	229,771	69,884	139,019	3,423	17,445	
CONTRACTUAL SERVICES	1,696,992	632,324	238,891	640,643	185,134	
RENTS	71,159	47,328		19,242	4,589	
COMMODITIES	9,810	8,542	394	722	152	
GRANTS, SUBSIDIES, PENSIONS	1,208,771	252,286	7,392		949,093	
TRANSFER TO OTHER FUNDS	36,024		12,054	16,184	7,786	
<b>TOTAL EXPENDITURES</b>	<b>4,336,235</b>	<b>1,640,375</b>	<b>589,475</b>	<b>781,377</b>	<b>1,325,008</b>	

## DIVISION OF BUILDING CODES AND STANDARDS

### RICHARD MCCARTHY, PS LIC/INSP SUPERVISOR

WATS (800) 452-4664

TTY (207) 287-3659

Central Office 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

Mail Address 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 FAX (207) 287-6251

Established 2008 Telephone (207) 626-3886

Reference Policy Area 06 Umbrella 16 Unit 642 Citation T00025 M.R.S.A., Sect. 000002372

### PURPOSE:

The Division of Building Codes and Standards within the Office of the State Fire Marshal was established within the Department of Public Safety to provide administrative support and technical assistance to the board in executing its duties pursuant to 10 MRSA §9722, subsection 6.

The Technical Building Codes and Standards Board, established in 5 MRSA §12004-G, subsection 5-A was established to adopt, amend and maintain the Maine Uniform

## DEPARTMENT OF PUBLIC SAFETY

Building and Energy Code, to resolve conflicts between the Maine Uniform Building and Energy Code and the fire and life safety codes in 25 MRSA §2452 and §2465 and to provide for training for municipal building officials, local code enforcement officers and 3rd-party inspectors.

### **ORGANIZATION:**

The Board consists of 11 voting members, appointed by the Governor.

The Assistant State Fire Marshal of Inspections certified in building standards serves as the division director and principal administrative and supervisory employee of the board. The Assistant State Fire Marshal supervises the staff employed to carry out the duties of the board including, but not limited to, providing technical support and public outreach for the adoption of the code, amendments, conflict resolutions and interpretations. The Division and board will provide nonbinding interpretation of the code for professionals and the general public and will establish and maintain a publicly accessible website to publish general technical assistance, code updates and interpretations and post-training course schedules.

Financial data is included under Office of the State Fire Marshal Unit 224.

### **PROGRAM:**

The Board adopts rules necessary to carry out its duties under this chapter. The Board adopts, amends and maintains the Maine Uniform Building and Energy Code and identifies and resolves conflicts between the Maine Uniform Building and Energy Code and the fire safety codes and standards.

On January 31st of each calendar year beginning in 2011, the Board reports to the joint standing committee of the Legislature having jurisdiction over business, research and economic development matters any proposals for conflict resolutions for codes and standards, proposals to improve the efficiency and effectiveness of those codes and standards, and alternative methods of funding for the Board to create an equitable source of revenue.

The Board develops technical advisory groups of experts and interest group representatives as needed to provide the board with detailed information and recommendations on amendments to the Maine Uniform Building and Energy Code, national model codes revisions and conflict resolution with other building-related codes and standards adopted in the State. The Board may direct the technical advisory groups to identify economic impacts on small businesses, housing affordability, construction costs, life-cycle costs or code enforcement costs of proposed changes to the code.

The Board ensures that training and certification regarding the Maine Uniform Building and Energy Code is readily available, affordable and accessible to municipal building officials and that historic preservation is a policy priority in the adoption and amendment of the Maine Uniform Building and Energy Code.

The Board approves methods of energy performance rating for use in generating any consumer information labels that may be required in the marketing and sale of residential and commercial buildings.

### **LICENSES:**

None

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF PUBLIC SAFETY

**BUREAU OF CAPITOL POLICE**  
**RUSSELL GAUVIN, CHIEF**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address* 68 STATE HOUSE STATION, AUGUSTA, ME 04333-0068 *FAX* (207) 287-6212  
*Established* 2009 *Telephone* (207) 287-4357  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 656 *Citation* T00025 *M.R.S.A., Sect.* 00002902  
*Average Counts-All Positions* 19.500 *Legislative Count* 19.50

**PURPOSE:**

The Bureau of Capitol Police is a law enforcement agency responsible for the safety of the people and the security of the buildings that make up Maine's seat of government. The Bureau's area of responsibility includes all State owned or controlled property in the City of Augusta, including the State House, other State buildings within the Capitol Area campus, and the properties on the eastside of the river within the old Augusta Mental Health campus. Bureau police officers patrol these properties, investigate crimes, and enforce laws, including parking and traffic regulations, and respond to alarms and other calls for help or assistance on the campuses. A unit within the Bureau of Capitol Police is dedicated to specifically servicing the law enforcement, safety and security needs at the Riverview Psychiatric Center. As part of our protective role, Capitol Police screeners conduct entry screening for weapons at the entrance to the State House. The Bureau's night watchpersons check for safety or security issues at the 50 plus State owned buildings and properties in Augusta at night and on weekends.

**ORGANIZATION:**

The Capitol Security Police Force was created by the Legislature 50 years ago in fiscal year 1967-68, and was made a branch of the Department of Public Safety in 1977. The Legislature changed the Bureau's name from Capitol Security to Capitol Police in 2009 to better reflect the agency's law enforcement role. Prior to 1977, some functions of the Bureau were the responsibility of the Bureau of Public Improvements.

**PROGRAM:**

The major objectives of the Bureau are ensuring the safety of members of the legislature, staff, employees and visitors; and the security of the State buildings and property for the complexes to which we provide police service. During fiscal year 2016-17, the employees within the Bureau found, initiated or responded to 50,969 documented events, incidents or activities, with 109 of these incidents resulted in criminal investigations being initiated. These range from thefts of property to assaults, criminal trespass or criminal threatening. Officers investigated a number of threatening communications aimed at legislators or state employees and kept the peace at numerous public hearings, rallies and protests during the year. Officers issued 348 traffic summonses or warnings, and 1,579 parking tickets. They also investigated 15 motor vehicle crashes. Capitol Police screeners examined 100,603 items being brought into the building and prevented 1,045 dangerous items from being brought into the State House. Watchpersons conducted 9,193 building or property safety and security checks.

**LICENSES:**

The Bureau of Capitol Police issues Capitol Area Activity Permits, with 84 permits issued during fiscal year 2016-17 for activities around the State House, in Capitol Park, or elsewhere in the Capitol Area.

**PUBLICATIONS:**

Capitol Area Security Regulations  
Rules and Regulations Relating to Parking on State property in the Capitol Area

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**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CAPITOL POLICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	876,302	626,729	249,573			
HEALTH BENEFITS	340,222	240,599	99,623			
RETIREMENTS	272,124	187,600	84,524			
OTHER FRINGE BENEFITS	29,344	20,115	9,229			
COMPUTER SERVICES	37,024	29,534	7,490			
CONTRACTUAL SERVICES	18,741	14,752	3,989			
RENTS	36,122	29,292	6,830			
COMMODITIES	10,541	8,063	2,478			
TRANSFER TO OTHER FUNDS	350	210	140			
<b>TOTAL EXPENDITURES</b>	<b>1,620,770</b>	<b>1,156,894</b>	<b>463,876</b>			

## MISSING CHILDREN INFORMATION CLEARINGHOUSE

**JOHN E. MORRIS, COMMISSIONER**  
**ROBERT A. WILLIAMS, CHIEF, MAINE STATE POLICE**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX* (207) 287-3042  
*Established* 1993 *Telephone* (207) 626-3803  
*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 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE CRIMINAL JUSTICE ACADEMY

**JOHN ROGERS, DIRECTOR**

*Central Office* 15 OAK GROVE ROAD, VASSALBORO, ME 04989  
*Mail Address* 15 OAK GROVE ROAD, VASSALBORO, ME 04989 *FAX* (207) 877-8027  
*Established* 1973 *Telephone* (207) 877-8000  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 228 *Citation* T0025 *M.R.S.A., Sect.* 000002801  
*Average Counts-All Positions* 11.000 *Legislative Count* 11.00

### PURPOSE:

The Maine Criminal Justice Academy (MCJA) was established to provide a central training facility for state, county and municipal law enforcement and corrections officers. The campus is located at the former Oak Grove-Coburn School in Vassalboro, Maine. From 1972 until December 28, 2000, the Academy was located at

## DEPARTMENT OF PUBLIC SAFETY

93 Silver Street in Waterville, at the former Thomas College facility. The new campus has a lecture hall that seats 70 students and 10 additional classrooms, extensive meeting space, on-site dining facilities, and can house 130 students. The building also has a state of the art special training center, a fully equipped weight/exercise room, an indoor running track, an outside obstacle course and formal parade grounds.

The mission of the Maine Criminal Justice Academy is to provide the highest level of training, within given resources, to law enforcement and correctional officers in the State. By statute, the Academy is required to provide a basic training program for all full-time law enforcement officers, judicial marshals, capitol police officers, pre-service training for all part-time law enforcement officers and basic corrections training for all county and state correctional officers. The Academy also coordinates the 8 Regional Training Districts across the state, which provides in-service training to officers in remote areas.

### ORGANIZATION:

The Academy has 11 full-time employees and operates with an annual budget of \$2 million, of which \$550,000 comes from the General Fund and \$1.5 million comes from fees, tuition and other revenues. In addition to the full-time staff, the Academy relies heavily on volunteer instructors from state, county and municipal law enforcement agencies, county and state corrections agencies and other criminal justice fields. The Academy provides many instructor development classes in order that these students can be the future volunteer instructors. This partnership philosophy has been supported by the Police Chiefs and Sheriffs in Maine to provide very cost effective training to their respective agencies. In 2016, the Academy had 19,890 hours of donated instructor time from 114 different agencies.

### PROGRAM:

During the year, the MCJA Board of Trustees certified 123 full-time state, county and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 207 corrections officers who graduated from the Basic Corrections Training Program, and 146 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 13 law enforcement officers from the Basic Law Enforcement Training Program and no corrections officers from the Basic Corrections Training Program. The Board awarded 66 Instructor and Firearms Instructor Certificates, 7 Executive Certificates, 10 Canine Handler Certificates and many others. During the training year, 79 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 15 certificates for criminal conduct/convictions, waived 2 certificates for criminal conduct/convictions and gave 19 consent agreements and/or suspensions for criminal conduct/convictions. The Academy also provided 4 classes online during 2016 through Justice Planning and Management Associates (JPMA).

### LICENSES:

1. 123 - Basic Law Enforcement Officer certifications
2. 146 - Part Time Law Enforcement Officer certifications
3. 207 - Basic Correctional Officer certifications
4. 7 - Law Enforcement Executive certifications
5. 20 - Firearms Instructor certifications
6. 44 - Instructor certifications
7. 3 - Law Enforcement Intermediate certifications
8. 3 - Law Enforcement Advanced certifications
9. 0 - Crisis Negotiator certifications
10. 14 - Breath Testing Device Instructor certifications
11. 15 - Drug Recognition certifications
12. 10 - Canine Handler Team certifications
13. 0 - Canine Trainer or Assistant Canine Trainer certifications
14. 14 - Extensions for the Basic Law Enforcement Training Program
15. 1 - Extensions for the Basic Corrections Training Program
16. 16 - Extensions for Part-Time Officers to Work Beyond 1040 Hours in a Calendar Year
17. 6 - New courses were approved

### PUBLICATIONS:

Annual Report to the Joint Standing Committee on Criminal Justice and Public Safety

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### Annual Training Catalog

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CRIMINAL JUSTICE ACADEMY						
	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	590,686		590,686			
HEALTH BENEFITS	232,079		232,079			
RETIREMENTS	138,400		138,400			
OTHER FRINGE BENEFITS	12,493		12,493			
COMPUTER SERVICES	54,131	9,603	44,528			
CONTRACTUAL SERVICES	633,535	523,677	100,956		8,902	
RENTS	12,834	8,029	4,805			
COMMODITIES	126,582	8,938	114,848		2,796	
EQUIPMENT	52,534		52,534			
TRANSFER TO OTHER FUNDS	184,853		184,853			
<b>TOTAL EXPENDITURES</b>	<b>2,038,127</b>	<b>550,247</b>	<b>1,476,182</b>		<b>11,698</b>	

## BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

### BRIAN R. PELLERIN, CHAIRPERSON

*Central Office* WILLOWDALE PLACE, SCARBOROUGH, ME 04074

*Mail Address* 360 US RT 1 SUITE 303, SCARBOROUGH, ME 04074

*Established* 1969

*Reference* Policy Area 06 Umbrella 16 Unit 227 Citation T0025

*FAX*

*Telephone* (207) 885-1324

*M.R.S.A., Sect.* 000002802

#### PURPOSE:

The primary responsibilities of the Maine Criminal Justice Academy Board of Trustees are to certify and to set the standards for certification of graduates of the Maine Criminal Justice Academy (MCJA), to promulgate the standards for recruitment of MCJA students and to prescribe the content of the curriculum. The Board of Trustees is empowered to certify and set standards for the certification and decertification of law enforcement executives, law enforcement officers, corrections officers, judicial marshals, capitol police officers, canine handler teams, instructors, probation officers, forest rangers and many others.

#### ORGANIZATION:

The Academy Board of Trustees currently consists of 17 members. The following 5 members are all ex officio: the Commissioner of Public Safety, the Attorney General, the Game Warden Colonel in the Department of Inland Fisheries and Wildlife, the Chief of the State Police, and the Commissioner of Corrections. The following 7 members are appointed by the Governor: a county sheriff, a chief of a municipal police department, 2 officers of municipal police departments who are not police chiefs, a criminal prosecutor from one of the offices of the District Attorney, a representative of a federal law enforcement agency and one nonsupervisory corrections officer representing a state or county correctional facility. The remaining 5 members, an educator, 3 citizens and a municipal official cannot be and have never been a sworn member of a law enforcement agency. All board members serve 3 year terms, except ex officio members who remain on the board during their term of office.

#### PROGRAM:

During 2016, the MCJA Board of Trustees certified 123 full-time State, County and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 207 corrections officers who graduated from the Basic Corrections Training Program, and 146 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 13 law enforcement officers from the Basic Law Enforcement Training Program and no corrections officers from the Basic Corrections Training Program. The Board awarded 66 Instructor and Firearms Instructor Certificates, 7 Executive

## DEPARTMENT OF PUBLIC SAFETY

Certificates, 10 Canine Handler Certificates and many others. During the training year, 79 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 15 certificates for criminal conduct/convictions, waived 2 certificates for criminal conduct/convictions and gave 19 consent agreements and/or suspensions for criminal conduct/convictions. The Academy also provided four classes online during 2016 through the Justice Planning and Management Associates (JPMA).

### **LICENSES:**

See the Maine Criminal Justice Academy

### **PUBLICATIONS:**

See the Maine Criminal Justice Academy

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE DRUG ENFORCEMENT AGENCY ROY MCKINNEY, DIRECTOR**

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*Established* 1987

*Telephone* (207) 626-3850

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 230 *Citation* T0025 *M.R.S.A., Sect.* 000002955

*Average Counts-All Positions* 3.000

*Legislative Count* 3.00

### **PURPOSE:**

The purpose of the Maine Drug Enforcement Agency (MDEA) is to provide a central administrative structure for the establishment, coordination, and oversight of specialized narcotics and narcotics-related investigative units within the State of Maine through a multi-jurisdictional drug task force approach. MDEA was created to address the upper and mid-level drug dealers that operate below the interest of the Federal law enforcement authorities that focus on international, interstate and substantial violators, and the street level efforts that focus on the small dealers and those caught in possession. The task force concept brings together the resources of adjoining and overlapping enforcement entities, particularly in situations in which sparse resources are spread over great distances. This approach has proven to be one of the most effective tools in proactively addressing the proliferation of illegal drug activity through the pooling of skills, enhanced intelligence sharing, increased personnel resources, more equipment available, concentration of effort on a clear goal, and reduced jurisdictional boundary problems. In addition to the consolidation of investigatory resources, the Maine Drug Enforcement Agency also integrates prosecuting personnel with the day-to-day case work investigators.

### **ORGANIZATION:**

The Bureau of Intergovernmental Drug Enforcement was created by the 113th Legislature by passage of 25 MRSA, chapter 353. Funding of the Agency was established by the Anti-Drug Abuse Act of 1986. In 1991 the Legislature changed the Agency name to the Maine Drug Enforcement Agency. 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. The Maine Drug Enforcement Agency is a statewide multi-jurisdictional task force, and its personnel are assigned to the task force by municipal, county, state and tribal law enforcement agencies.

### **PROGRAM:**

The mission of the MDEA is to disrupt the drug market, thereby undermining the ability of drug suppliers to meet, expand, and profit from drug demand while supporting prevention efforts and contributing to treatment efforts. Its goals are to: reduce the availability of drugs; protect the State's borders by stemming

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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 agencies focused on reducing drug abuse.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DRUG ENFORCEMENT AGENCY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	189,049	189,049				
HEALTH BENEFITS	40,158	40,158				
RETIREMENTS	17,459	17,459				
OTHER FRINGE BENEFITS	3,491	3,491				
COMPUTER SERVICES	288,359	163,243	116,960		8,156	
CONTRACTUAL SERVICES	4,908,593	3,992,325	161,380		754,888	
RENTS	672,217	547,375	124,842			
COMMODITIES	196,368	26,730	58,911		110,727	
TRANSFER TO OTHER FUNDS	4,582		2,890		1,692	
<b>TOTAL EXPENDITURES</b>	<b>6,320,276</b>	<b>4,979,830</b>	<b>464,983</b>		<b>875,463</b>	

## CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU CLIFFORD S. WELLS, DIRECTOR

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*Established* 2006 *Telephone* (207) 624-7001  
*Reference* Policy Area 06 Umbrella 16 Unit 219E Citation T00025 M.R.S.A. Sect. 00001533  
*Average Counts-All Positions* 67.000 *Legislative Count* 67.00

### PURPOSE:

The Bureau of Consolidated Emergency Communications carries out the policies, procedures and standards that have been established to provide cooperative use of the department's communications system for municipal, county and state governmental agencies.

### ORGANIZATION:

The Bureau of Consolidated Emergency Communications was established in Public Law 2013, chapter 19, which also transferred the responsibilities of the Maine Communications System Policy Board (established in Public Law 2003, chapter 678) to the newly created Bureau of Consolidated Emergency Communications.

Historically, emergency communications dispatch has been the responsibility of the Bureau of State Police within the Department of Public Safety. The State Police ran four dispatch centers in Houlton, Orono, Augusta and Gray which provided services not only for themselves, but for several other state agencies, some municipalities, the Maine Turnpike Authority and for Aroostook County. The Policy Board legislation called for a separate communications unit within the Department. This administrative change was achieved in fiscal year 2006-07. Fifty-four existing Emergency Communications Specialist positions and 6 Emergency Communications Supervisor positions were transferred from the Bureau of State Police into the new Bureau of Consolidated Emergency Communications. In addition, to provide the unit with a civilian director, the position of Director, Bureau of Consolidated Emergency Communications was created and the new Director began on October 25, 2006.

Public Law 2003, chapter 359, "An Act To Facilitate the Implementation, Maintenance and Operation of the E-9-1-1 Emergency System," directed the Emergency Services Communication Bureau at the Public Utilities Commission (PUC) to seek reduction of the number of public safety answering points (PSAP) to between 16 and 24. This resulted in the closing of a number of local PSAPs and in some cases caused not only emergency call-taking to be relocated, but also

## DEPARTMENT OF PUBLIC SAFETY

emergency dispatch to be moved. Public Law 2008, chapter 622, required that this Bureau submit to a rate setting case through the Maine Public Utilities Commission. The resulting Order on Docket 2008-225 would be the rates that the Bureau can charge to all it's state and local partners for PSAP call-taking and public safety dispatching services. With the issuing of that Order, several jurisdictions did not renew contracts and went to agencies that provided services for a lesser rate. Public Law 2009, chapter 617, in part removed the requirement that the Maine Public Utilities Commission hold a rate case for the setting of the Emergency Services Communications Bureau's user fees. This ability was returned to the Bureau of Consolidated Emergency Communications.

In the spring of 2014, the Orono regional communications center relocated to a renovated building at the Bangor International Airport, and is co-located with Maine State Police, Troop E and Major Crime Unit North.

### PROGRAM:

These Communications Centers provide emergency and non-emergency call taking and dispatching for 7 state agencies, one county Sheriff's Office and 18 municipal fire and/or emergency medical services. The centers also provide backup public safety answering point (PSAP) capabilities for local and county PSAPs.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,371,144					3,371,144
HEALTH BENEFITS	1,143,742					1,143,742
RETIREMENTS	741,414					741,414
OTHER FRINGE BENEFITS	68,704					68,704
COMPUTER SERVICES	527,927					527,927
CONTRACTUAL SERVICES	136,643					136,643
RENTS	133,654					133,654
COMMODITIES	19,366					19,366
TRANSFER TO OTHER FUNDS	129,938					129,938
<b>TOTAL EXPENDITURES</b>	<b>6,272,532</b>					<b>6,272,532</b>

## EMERGENCY MEDICAL SERVICES BOARD

### SHAUN ST. GERMAIN, BS, NRP, DIRECTOR

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 152 STATE HOUSE STATION, AUGUSTA, ME 04333-0152 *FAX* (207) 287-6251  
*Established* 1981 *Telephone* (207) 626-3860  
*Reference* Policy Area 06 Umbrella 16 Unit 163 Citation T0032 *M.R.S.A., Sect.* 000000088

### PURPOSE:

The Maine Emergency Medical Services Board (MEMS) is responsible for the training, licensing and coordination of all ambulance services and the emergency medical technicians who staff them. MEMS is also responsible for licensing emergency medical dispatch centers and emergency medical dispatchers. Currently, training for emergency medical dispatch is conducted by the Emergency Services Communications Bureau at the Public Utilities Commission.

### ORGANIZATION:

The 17 member Maine Emergency Medical Services Board is the sole emergency medical services (EMS) rulemaking authority and provides policy direction for all Maine EMS. Daily responsibilities are assigned to the central office staff of six. There are also six independent (non-state) regional contracts to coordinate education and assist local EMS services with quality assurance, medical control, and mutual aid planning.

Maine has 273 ambulance and non-transporting services providing basic and advanced emergency medical care, that also includes specialized air medical and rescue transportation services. There are over 6,000 licensed EMS personnel

## DEPARTMENT OF PUBLIC SAFETY

(including Emergency Medical Dispatchers); 36 acute care hospitals (including three designated Trauma Centers); ~ 500 EMS vehicles; and ~1,500 emergency physicians, nurses, and ambulance vehicle operators. Maine EMS is also responsible for providing quality improvement assistance to the dispatch centers.

### PROGRAM:

The Maine EMS system conducts hundreds of training programs for ambulance services, emergency medical services providers at 4 different levels, and EMS service managers. MEMS is also responsible for management of the electronic run report data system, which brings data responsibilities within Maine EMS that were previously contracted to an outside agency. All of the activities support a system which responded to over 291,000 calls in 2016.

Financial information related to EMS is included under Department of Public Safety unit 219.

### LICENSES:

Ambulance Vehicle Licenses  
Emergency Medical Service Vehicle Authorization  
Ambulance and Non-Transporting Service Licenses and Permits  
Emergency Medical Responder, Emergency Medical Technician, Advanced EMT, and Paramedic Licensure  
EMS Training Centers  
EMS Instructor-Coordinator Certification  
Air Ambulance Licenses  
Emergency Medical Dispatcher  
Emergency Medical Dispatch Centers

### PUBLICATIONS:

Laws and Regulations - Maine EMS System  
Maine EMS Trauma System Plan  
Maine EMS Health and Safety Manual  
Maine EMS Prehospital Treatment Protocols  
Clinical Behavioral Objectives for EMS Education  
Maine EMS Run Report Manual  
Maine EMS Paramedic Interfacility Transfer Program  
Maine EMS Training Curricula (Emergency Medical Responder through Paramedic)  
Maine EMS "Comfort Care/Do Not Resuscitate" patient/provider information kit  
Special Circumstances Protocols  
Spine Injury Management  
Emergency Medical Dispatch Priority Reference System  
All of the above documents are available through the Maine EMS web site:  
[www.maine.gov/dps/ems](http://www.maine.gov/dps/ems)

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF THE STATE FIRE MARSHAL JOSEPH THOMAS, STATE FIRE MARSHAL

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052 *FAX* (207) 287-6251  
*Established* 1973 *Telephone* (207) 626-3870  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 224 *Citation* T0025 *M.R.S.A., Sect.* 000002396  
*Average Counts-All Positions* 40.000 *Legislative Count* 40.00

### 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; the suppression of

## DEPARTMENT OF PUBLIC SAFETY

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 Office of the State Fire Marshal, 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 and law enforcement. Financial data includes expenditures of the Bureau of Building Codes and Standards.

### PROGRAM:

The programs of the State Fire Marshal have primary goals of 1) investigation of the origin and cause 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; 8) implement, manage, and report on Maine's Reduced Ignition Propensity Cigarette law; 9) develop and deliver public education and awareness programs on fire prevention and safety to Maine's most vulnerable populations; and, 10) conduct research and analysis of the state fire burden for use in the development, implementation, and improvement of new and existing programs.

### LICENSES:

#### Licenses:

Fire Safety Technician Certification  
Fireworks Technician License  
Dance License  
Theater License  
Fire Sprinkler License

#### Permits:

Explosive Transportation  
Explosive Storage  
Construction Permit and Plan Review  
Explosive User  
Flammable Liquids, Aboveground  
Fire Sprinkler System Permit and Plan Review  
Barrier-Free Construction Permit and Plan Review  
Fireworks Display Permit

#### 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 Technician  
Dance Facilities  
Registrations:  
Fire Sprinkler Inspection Technician

### PUBLICATIONS:

Maine Safety Rules for Amusement Devices and Midways

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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 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,427,345	135,575	2,291,770			
HEALTH BENEFITS	806,024	63,892	742,132			
RETIREMENTS	749,205	39,536	709,669			
OTHER FRINGE BENEFITS	50,924	2,815	48,109			
COMPUTER SERVICES	316,261	4,824	311,437			
CONTRACTUAL SERVICES	511,515	14,080	497,435			
RENTS	111,334	10,317	101,017			
COMMODITIES	66,026	4,423	61,603			
EQUIPMENT	238,894		238,894			
TRANSFER TO OTHER FUNDS	58,367		58,367			
<b>TOTAL EXPENDITURES</b>	<b>5,335,895</b>	<b>275,462</b>	<b>5,060,433</b>			

## GAMBLING CONTROL BOARD

### MILTON F CHAMPION, EXECUTIVE DIRECTOR

*Central Office* 45 COMMERCE DRIVE SUITE 3, AUGUSTA, ME 04330

*Mail Address* 87 STATE HOUSE STATION, AUGUSTA, ME 04333-0087 *FAX* (207) 287-4356

*Established* 2004 *Telephone* (207) 626-3900

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 633 *Citation* T0008 *M.R.S.A., Sect.* 000001002

*Average Counts-All Positions* 18.000 *Legislative Count* 18.00

#### PURPOSE:

The Gambling Control Board is a 5 member board appointed by the Governor charged with the regulation of casino gaming as authorized by 8 MRSA, Chapter 31. The Gambling Control Unit is a bureau within the Department of Public Safety that reports to the Board and is responsible for the inspection, monitoring and investigation of the companies and individuals that are associated with gaming activities at licensed facilities in the State. Further, the Gambling Control Unit oversees the collection and distribution of funds that are generated from those operations.

#### ORGANIZATION:

The Executive Director serves as director to both the Gambling Control Unit and the Board. The director provides leadership, oversight, and administration of the 3 functional areas to include Licensing, Auditing and Inspections. In addition to the Executive Director, the Gambling Control Unit has 17 employees assigned to it. An Office Specialist and an Office Assistant are assigned to the unit to assist with the administrative duties of the Board and the Unit. One Inspector Supervisor supervises the activities of the Inspectors at the facilities. Nine civilian inspectors are located at the gaming facilities during all hours the facilities are open to observe operations. Two auditors insure proper accounting and distribution of funds generated from the gaming facilities. A Maine State Police detective performs the investigative functions associated with licensing and any criminal activities. Additionally, one position from the State Bureau of Identifications is financially supported due to the number of fingerprints from persons seeking licensure.

#### PROGRAM:

The Gambling Control Unit assists the Gambling Control Board in providing daily oversight of regulatory matters associated with slot machine and casino gaming. Specific responsibilities include budget planning, revenue distribution, rule promulgation, staff development, legislative analysis, individual and business

## DEPARTMENT OF PUBLIC SAFETY

licensing, and enforcement of administrative actions. The Unit's mission is to provide efficient, effective, and consistent regulation of authorized gaming in the State of Maine. The Gambling Control Board utilizes a central monitoring system operated by a third party contractor to protect state revenues and maintain the public's confidence in the integrity of gaming activity.

### LICENSES:

Slot machine or Casino Operators  
Slot Machine and Table Game Distributors  
Gambling Services Vendors  
Slot machine or Casino Facility Employees

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GAMBLING CONTROL BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	784,879	784,879				
HEALTH BENEFITS	266,187	266,187				
RETIREMENTS	176,687	176,687				
OTHER FRINGE BENEFITS	17,928	17,928				
COMPUTER SERVICES	45,674		45,674			
CONTRACTUAL SERVICES	1,099,551		1,099,551			
RENTS	51,253		51,253			
COMMODITIES	5,933		5,933			
GRANTS, SUBSIDIES, PENSIONS	5,764,001		5,764,001			
TRANSFER TO OTHER FUNDS	12,180		12,180			
<b>TOTAL EXPENDITURES</b>	8,224,273	1,245,681	6,978,592			

## BUREAU OF HIGHWAY SAFETY

**LAUREN V. STEWART, DIRECTOR**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address* 164 STATE HOUSE STATION, AUGUSTA, ME 04333-0164 *FAX* (207) 287-3430

*Established* 1980 *Telephone* (207) 626-3840

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 221 *Citation* T0025 *M.R.S.A., Sect.* 000002902

*Average Counts-All Positions* 7.000 *Legislative Count* 7.00

### PURPOSE:

The Bureau of Highway Safety is responsible for the state's highway safety programs. 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 was established under 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 funds and administers education and enforcement programs and countermeasures to decrease fatalities, injuries and property damage resulting from motor vehicle crashes. Such emphasis areas include occupant restraint, child restraint, speed enforcement, enforcement training programs, distracted driving, alcohol and other drug countermeasures, emergency medical services, driver training, motorcycle and bicycle safety,

## DEPARTMENT OF PUBLIC SAFETY

pedestrian safety, pupil transportation safety, and traffic records systems.

The Bureau also directs the Maine Driving Dynamics program (MDD) and administers the Fatality Analysis Reporting System (FARS) and the Child Safety Seating Fitting Station program in Maine. The Bureau provides technical and financial assistance to agencies participating in these programs.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HIGHWAY SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	273,607		17,248	32,153	224,206	
HEALTH BENEFITS	108,020		2,822	14,523	90,675	
RETIREMENTS	66,214		3,914	7,295	55,005	
OTHER FRINGE BENEFITS	5,671		378	689	4,604	
COMPUTER SERVICES	781,577			16,939	764,638	
CONTRACTUAL SERVICES	1,991,662		12,648	313,830	1,665,184	
RENTS	29,505			29,505		
COMMODITIES	30,869			11,716	19,153	
GRANTS, SUBSIDIES, PENSIONS	1,408,767		51,000		1,357,767	
EQUIPMENT	302,836				302,836	
TRANSFER TO OTHER FUNDS	50,983		574	7,633	42,776	
<b>TOTAL EXPENDITURES</b>	<b>5,049,711</b>		<b>88,584</b>	<b>434,283</b>	<b>4,526,844</b>	

## STATE BUREAU OF IDENTIFICATION

**ROBERT A. WILLIAMS, CHIEF, MAINE STATE POLICE**

**MATTHEW R. RUEL, DIRECTOR**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address* 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 *FAX* (207) 287-3042

*Established* 1937 *Telephone* (207) 624-7200

*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 criminal history and sex offender registry information to agencies and persons authorized by law to receive such information, serves as the repository of fingerprint images provided by local agencies, and serves as the single point of transmission to the Federal Bureau of Investigation of all criminal history and fingerprint images.

### 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, and improve its biometric systems to better provide information to law enforcement agencies. This is achieved by developing and enhancing automated information sharing with local law enforcement, the prosecutorial districts, and the court system. The automated Fingerprint Identification System went online in August 1998. These systems serve as a major component in law enforcement information sharing, not just at the state level but on the federal level also.

The agency provides information to its law enforcement partners in a 24/7 environment through an automated response. The agency also provides public criminal history information to the public as a fee based service. Along with criminal history records information, the Bureau operates and maintains the sex offender registry. The registry staff works with local law enforcement agencies to refer new offenders and update verification information. In addition they maintain all the information that is posted on the state Sex Offender Registry

## DEPARTMENT OF PUBLIC SAFETY

website.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### BUREAU OF STATE POLICE

**COL. ROBERT A. WILLIAMS, CHIEF**  
**LT. COL. JOHN E. COTE, DEPUTY CHIEF**

*WATS* (800) 452-4664

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 *FAX* (207) 287-3042  
*Established* 1925 *Telephone* (207) 624-7200  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 222 *Citation* T0025 *M.R.S.A., Sect.* 000001501  
*Average Counts-All Positions* 447.500 *Legislative Count* 447.50

#### **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 provides specialized response teams to support major critical incidents, manages the State's crime laboratory, the State's designated intelligence fusion center, the State Bureau of Identification, and Maine's Computer Crimes Unit. The Bureau also provides security for the Governor and family on a twenty-four hour basis.

#### **ORGANIZATION:**

The State Police was established 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 several times during the 1950s and 1960s. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. Today, the State Police is comprised of eight field troops patrolling the rural areas and the Maine Turnpike, one troop focused on commercial vehicle enforcement regulations, three Major Crimes Units, Unsolved Homicide Unit, along with seven other units and eight specialty teams organized within the Support Services Division.

#### **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, on the 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) investigating child abuse cases; 6) providing specialized support, such as response teams, computer and crime laboratory services to all law enforcement agencies; 7) providing a repository for criminal history and records information; and, 8) provide specialized administrative, licensing, and enforcement services.

# DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF STATE POLICE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	31,345,285	14,911,333	3,794,384	11,757,179	882,389	
HEALTH BENEFITS	9,401,572	4,524,609	934,933	3,748,154	193,876	
RETIREMENTS	8,934,090	4,287,591	1,088,041	3,343,054	215,404	
OTHER FRINGE BENEFITS	1,201,210	602,458	117,316	463,387	18,049	
COMPUTER SERVICES	5,716,785	2,873,523	299,212	1,286,584	1,257,466	
CONTRACTUAL SERVICES	10,684,926	5,641,237	845,562	3,918,628	279,499	
RENTS	648,132	388,939	41,522	217,671		
COMMODITIES	1,836,584	1,013,417	110,534	577,998	134,635	
GRANTS, SUBSIDIES, PENSIONS	93,246	5,396	52,000	35,850		
EQUIPMENT	580,495	16,661	369,362	134,488	59,984	
INTEREST-DEBT RETIREMENT	2,078,951	1,351,318		727,633		
TRANSFER TO OTHER FUNDS	636,230	27	127,415	458,377	50,411	
<b>TOTAL EXPENDITURES</b>	<b>73,157,506</b>	<b>35,616,509</b>	<b>7,780,281</b>	<b>26,669,003</b>	<b>3,091,713</b>	

PUBLIC UTILITIES COMMISSION

**PUBLIC UTILITIES COMMISSION**

**HARRY LANPHEAR, ADMINISTRATIVE DIRECTOR**  
**NANCY GOODWIN, ASST. ADMIN. DIRECTOR**

*WATS (800) 452-4699*

*Central Office 101 SECOND STREET, HALLOWELL, ME 04347*

*Mail Address 18 STATE HOUSE STATION, AUGUSTA, ME 04333-0018 FAX (207) 287-1039*

*Established 1913*

*Telephone (207) 287-3831*

*Reference Policy Area 07 Umbrella 65 Unit 407 Citation T0035A M.R.S.A., Sect. 000000103*

*Average Counts-All Positions 65.250*

*Legislative Count 65.00*

*Units:*

*EMERGENCY SERVICES COMMUNICATION BUREAU*

*E-9-1-1 COUNCIL*

**PURPOSE:**

The Public Utilities Commission's purpose is to ensure that utilities in the State of Maine provide safe, 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 approximately 156 water utilities, 14 electric utilities, 6 gas utilities, 25 local telephone utilities, 1 water carrier, 250 competitive electricity providers, and 192 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, docket management and information technology, 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 AND SAFETY DIVISION (CASD) receives, analyzes and responds to complaints from Maine utility customers. This Division is also responsible for gas safety and Dig Safe activities. 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 TELEPHONE AND WATER DIVISION is responsible for financial, technical, and policy related investigations and analyses conducted by the Commission on telephone and water utilities. The Division provides expert advice to the Commission on such matters as revenues, expenses, engineering, economics, technology and other technical aspects related to the telephone and water industries. The ELECTRIC AND GAS DIVISION is responsible for financial, technical, and policy related investigations and analyses conducted by the Commission on electric and gas utilities. The Division provides expert advice to the Commission on such matters as revenues, expenses, engineering, economics, technology and other technical aspects related to the electric and gas industries.

**ORGANIZATION:**

The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission (PUC). 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. The Commission also acquired jurisdiction over all "public utilities" and through subsequent legislation any person, firm, or corporation operating motorbuses or trucks transporting passengers or freight for-hire over any street or highway in Maine. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under chapter 174 of the Private and Special Laws of 1963. Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. Public Law 1987, chapter 141 conferred to the Commission jurisdiction over cable television systems providing

## PUBLIC UTILITIES COMMISSION

service like telephone companies and pole attachment charges for cable television systems. Public Law 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. Public Law 1999, chapter 718, gave the Commission enforcement authority over the Dig Safe damage prevention statute. Public Law 2003, chapter 359, moved the Emergency Services Communication Bureau to the Commission giving it oversight responsibility for the E-9-1-1 program. Chapter 623 of the Public Laws of 2011 and chapter 462 of the Public Laws of 2015 largely deregulated the telecommunications industry.

The present Public Utilities Commission consists of 3 Commissioners 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 6 years. The Governor designates one Commissioner as Chairman and all 3 Commissioners 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 that are just and reasonable to customers and public utilities. During the 12 months ending June 30, 2017, 338 cases were filed with the Commission and the Commission closed 335 cases.

The Commission's Consumer Assistance and Safety Division (CASD) is charged with ensuring that consumers and utilities receive fair and equitable service through CASD educational and complaint resolution programs. During the 12 months ending December 2016, CASD handled 7,012 consumer contacts, including 4,388 information requests and 856 complaints. The vast majority of complaints (88%) were related to the electric utilities, with 3% attributable to telephone utilities, 3% attributable to gas utilities, and 6% attributable to water utilities. In addition, the CASD ordered \$91,269 in abatements to customers. The CASD received 38 utility exemption requests during 2016. Finally, CASD received 369 requests from utilities to disconnect customers from service during the winter of 2016.

### **LICENSES:**

LICENSES, PERMITS ETC: The Commission issues orders approving schedules of rates, terms and conditions; certificates of public convenience and necessity to construct, own, or contract for major transmission facilities or to rebuild or relocate major transmission facilities; applications by providers of telephone, electric or gas utility services 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; and issues certificates of convenience and necessity to provide service to carriers of passengers and freight by water in Casco Bay.

### **PUBLICATIONS:**

Annual Report to Joint Standing Committee on Energy, Utilities and Technology of the Maine Legislature. (No Charge)

Rules (No Charge)

Various consumer information publications (No Charge)

Electronic documents from the Commission such as orders, briefs, recommendations and the like, for parties or interested persons in cases can be obtained from the Commission's Case Management System, which can be accessed from the Commission's web site at: [www.maine.gov/mpuc/](http://www.maine.gov/mpuc/). Copies of these materials may be requested and the requestor will be charged printing costs. All Commission reports, orders, rules and docket information can be found on the Commission's website at:

[www.maine.gov/mpuc/](http://www.maine.gov/mpuc/)

## PUBLIC UTILITIES COMMISSION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,246,040		4,200,214		45,826	
HEALTH BENEFITS	1,139,055		1,139,055			
RETIREMENTS	1,075,002		1,075,002			
OTHER FRINGE BENEFITS	90,421		90,421			
COMPUTER SERVICES	573,513		573,513			
CONTRACTUAL SERVICES	6,864,081		6,864,081			
RENTS	577,230		577,230			
COMMODITIES	16,946		16,946			
GRANTS, SUBSIDIES, PENSIONS	5,936,443		5,936,443			
TRANSFER TO OTHER FUNDS	84,999		84,581		418	
<b>TOTAL EXPENDITURES</b>	<b>20,603,730</b>		<b>20,557,486</b>		<b>46,244</b>	

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,697,078		3,651,252		45,826	
HEALTH BENEFITS	976,522		976,522			
RETIREMENTS	942,438		942,438			
OTHER FRINGE BENEFITS	79,109		79,109			
COMPUTER SERVICES	477,976		477,976			
CONTRACTUAL SERVICES	1,008,835		1,008,835			
RENTS	522,738		522,738			
COMMODITIES	16,049		16,049			
GRANTS, SUBSIDIES, PENSIONS	5,933,443		5,933,443			
TRANSFER TO OTHER FUNDS	70,384		69,966		418	
<b>TOTAL EXPENDITURES</b>	<b>13,724,572</b>		<b>13,678,328</b>		<b>46,244</b>	

## EMERGENCY SERVICES COMMUNICATION BUREAU

### HARRY LANPHEAR, ADMINISTRATIVE DIRECTOR

### MARIA JACQUES, DIRECTOR

*Central Office* 101 SECOND STREET, HALLOWELL, ME 04347  
*Mail Address* 18 STATE HOUSE STATION, AUGUSTA, ME 04333-0018 *FAX* (207) 287-1039  
*Established* 2003 *Telephone* (207) 287-3831  
*Reference Policy Area* 07 *Umbrella* 65 *Unit* 625 *Citation* T0025 *M.R.S.A., Sect.* 000002926  
*Average Counts-All Positions* 9.000 *Legislative Count* 9.00

#### **PURPOSE:**

The Emergency Services Communication Bureau, established in 1994, has been part of the Maine Public Utilities Commission since September 13, 2003. The Bureau is responsible for the implementation and management of 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.

#### **PROGRAM:**

In July 2014, the Bureau completed transitioning from its legacy E-9-1-1 system to Next Gen 9-1-1, the next step in emergency communications that will allow access to 9-1-1 from non-voice services such as text messaging, and automated crash notification systems as standards are developed and tested. This dramatic change prepares Maine's system to receive and recognize the location of 9-1-1 requests from any of these devices.

Geographic Information Systems play a critical role within the Next Gen 9-1-1 system. Bureau staff provides local municipalities and counties technical assistance in the naming and numbering of all streets and road networks.

## PUBLIC UTILITIES COMMISSION

### PUBLICATIONS:

Maine Enhanced 9-1-1 Addressing Officers Manual, seventh edition  
Web Page [www.maine911.com](http://www.maine911.com)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EMERGENCY SERVICES COMMUNICATION BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	548,962		548,962			
HEALTH BENEFITS	162,534		162,534			
RETIREMENTS	132,564		132,564			
OTHER FRINGE BENEFITS	11,312		11,312			
COMPUTER SERVICES	95,537		95,537			
CONTRACTUAL SERVICES	5,855,247		5,855,247			
RENTS	54,492		54,492			
COMMODITIES	897		897			
GRANTS, SUBSIDIES, PENSIONS	3,000		3,000			
TRANSFER TO OTHER FUNDS	14,615		14,615			
<b>TOTAL EXPENDITURES</b>	<b>6,879,160</b>		<b>6,879,160</b>			

## E-9-1-1 COUNCIL

### MARK A. VANNOY, CHAIRMAN

WATS (800) 452-4699

*Central Office* 101 SECOND STREET, HALLOWELL, ME 04347

*Mail Address* 18 STATE HOUSE STATION, AUGUSTA, ME 04333-0018 *FAX* (207) 287-1039

*Established* 2003

*Telephone* (207) 287-3831

*Reference Policy Area* 07 *Umbrella* 65 *Unit* 634 *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, assist in responding to and resolving service-related complaints, and provide public information about the operation of the E-9-1-1 system.

### ORGANIZATION:

The membership of the council is: one person appointed by the Public Utilities Commission, one person appointed by the Commissioner of Public Safety, and 15 persons appointed by the Governor from nominations as detailed in 25 MRS, section 2925.

### PROGRAM:

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

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**DEPARTMENT OF THE SECRETARY OF STATE**

**MATTHEW DUNLAP, SECRETARY OF STATE**

**DOROTHY CANELLI, CHIEF DEPUTY SECRETARY**

*Central Office* NASH SCHOOL, FLOOR 2, AUGUSTA, ME 04330

*Mail Address* 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX* (207) 287-8598

*Established* 1920

*Telephone* (207) 626-8400

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250 *Citation* T0005 *M.R.S.A., Sect.* 000000081

*Average Counts-All Positions* 415.500

*Legislative Count* 415.50

Units:

*ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)*

*DIVISION OF LEGAL AFFAIRS*

*MAINE STATE ARCHIVES*

*MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)*

*DIVISION OF ARCHIVES SERVICES*

*BUREAU OF MOTOR VEHICLES*

*DIVISION OF CORPORATIONS, UCC AND COMMISSIONS*

*DIVISION OF PUBLIC SERVICES*

*BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS*

*DIVISION OF RECORDS MANAGEMENT SERVICES*

*DIVISION OF DRIVER LICENSE SERVICES*

*REGULATORY FAIRNESS BOARD*

*DIVISION OF ELECTIONS AND APA*

*BUREAU OF THE SPECIAL ADVOCATE*

*DIVISION OF INFORMATION TECHNOLOGY*

*DIVISION OF VEHICLE SERVICES*

*OFFICE OF INVESTIGATION*

**PURPOSE:**

The Office of the Secretary of State provides administrative and policy oversight for the Department of the Secretary of State. 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 (Office of the Special Advocate, Regulatory Fairness Board, Address Confidentiality program, archives, notaries, boards and commissions, 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, approximately 800 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 was established in 1891 when the Secretary of State was designated responsibility 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 as 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. The Office of the Special Advocate was created in 2011 to provide assistance to small businesses and staff

## DEPARTMENT OF THE SECRETARY OF STATE

the Regulatory Fairness Board.

### PROGRAM:

The Department is made up of three bureaus: the Maine State Archives, the Bureau of Corporations, Elections and Commissions (CEC), and the Bureau of Motor Vehicles (BMV), and two Offices, the Office of the Secretary and the Office of Information Services. As a Constitutional Officer, the Secretary is charged with carrying out the Department's diverse responsibilities and unique mission.

Customer service and government efficiency are top priorities. The Department is recognized as a leader in the effort to enhance access to information and services through the use of technology. With more than 20 online services in place, the Department continues to identify services that can be offered electronically and made available to the public and businesses 24 hours a day, 7 days a week. Through a partnership with the Information Resource of Maine (InforME), new online services are being launched on a regular basis.

The Department takes its responsibilities in the area of elections and civic education very seriously and conducts a variety of projects designed to strengthen our democracy.

The Department's commitment to young people is evident in programs such as the Maine Student Mock Election, Maine History Day and the Eighth Grade Citizenship Awards. That commitment carries throughout the entire Department, as evidenced by improvements in teen driving laws and the Parent's Supervised Driving Program.

The Small Business Advocate conducted outreach to a wide variety of organizations, and works to resolve regulatory issues between state agencies and small businesses.

### LICENSES:

See Bureau information for specific listings.

<http://www.maine.gov/sos/cec/>

<http://www.maine.gov/sos/bmv/>

<http://www.maine.gov/sos/arc/>

### PUBLICATIONS:

<http://www.maine.gov/sos/>

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### DEPARTMENT SUMMARY

	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	16,345,822	1,874,684	149,986	14,321,152		
HEALTH BENEFITS	6,612,498	696,505	61,403	5,854,590		
RETIREMENTS	3,761,676	434,408	37,054	3,290,214		
OTHER FRINGE BENEFITS	325,256	39,284	3,203	282,769		
COMPUTER SERVICES	3,602,947	1,041,027	42,682	2,103,195		416,043
CONTRACTUAL SERVICES	5,351,716	905,731	30,337	4,405,390		10,258
RENTS	1,483,394	8,635	1,182	1,473,577		
COMMODITIES	1,632,013	70,653	66,794	1,494,313		253
GRANTS, SUBSIDIES, PENSIONS	1,187,848	373	1,175,228			12,247
EQUIPMENT	113,275	66,490		46,785		
TRANSFER TO OTHER FUNDS	1,785,499		20,974	1,742,449		22,076
<b>TOTAL EXPENDITURES</b>	<b>42,201,944</b>	<b>5,137,790</b>	<b>1,588,843</b>	<b>35,014,434</b>		<b>460,877</b>

DEPARTMENT OF THE SECRETARY OF STATE

**ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)**  
**DAVID LACHANCE, DIRECTOR**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9013  
*Established* 1943 *Telephone* (207) 624-9005  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250D *Citation* T0029A *M.R.S.A., Sect.* 000000151

**PURPOSE:**

The Division of Administrative Services provides services for the bureaus, divisions and sections within the Department of the Secretary of State. This includes the Bureau of Corporations, Elections and Commissions (CEC), the Maine Archives, Information Services, and the Bureau of Motor Vehicles (BMV). The divisions within the BMV consist of Driver License Services, Legal Affairs, Adjudications & Hearings, Office of Investigations, Public Services and Vehicle Services. The Administrative Services division provides financial and management support services including accounting, audit, budgeting, inventory management, human resources, payroll, plate manufacturing, records management, revenue collection, central stores and supply, mail handling, and facilities management. These services are for the main office, 13 branch offices, 21 outreach locations operated by 2 mobile units, Archives, CEC and Secretary of State's office.

**ORGANIZATION:**

In an effort to maximize efficiencies, consolidate functions and realize savings, the administrative functions of the Bureau of Corporations, Elections and Commissions and the Maine Archives were merged with the Bureau of Motor Vehicles Administrative Services division as part of a cost savings measure in Public Law 2009, chapter 413. In May 2014, the Records Management and Retention section consisting of data entry, data management, central files, numerics, and micro-film/scanning was permanently assigned to Administrative Services as services are provided to the entire agency.

**PROGRAM:**

The primary functions and activities of the Division include providing General Fund and Highway Fund revenue projections to the Revenue Forecasting Committee, federal grant management, manufacturing and issuing regular and new specialty license plates, completing contracts, monitoring encumbrances and expenditures, ongoing human resources support to employees and supervisors and facilities management. Audit Services conducts reviews of municipalities and audits vendor systems to ensure software upgrades reflect recent law changes. Records Management & Retention indexes vehicle and driver history and stores all records via micro-film or digital image following policies and statutory requirements for in-house/state agencies, municipalities, and law enforcement.

**PUBLICATIONS:**

<http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE STATE ARCHIVES**  
**DAVID CHEEVER, STATE ARCHIVIST**  
**TAMMY MARKS, DIRECTOR**

*Central Office* CULTURAL BLDG, AUGUSTA, ME 04333-0084 *TTY* ()-711  
*Mail Address* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX* (207) 287-5517  
*Established* 1965 *Telephone* (207) 287-5790  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 255 *Citation* T0005 *M.R.S.A., Sect.* 000000094  
*Average Counts-All Positions* 12.500 *Legislative Count* 12.50

## DEPARTMENT OF THE SECRETARY OF STATE

### **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, as well as county and municipal government agencies, in making their operations more efficient and economical by applying modern records management techniques, including establishing disposition schedules under which agencies may destroy records having exhausted their value to the State; providing technical assistance in specialized fields such as files, forms, general paperwork and electronic records procedures; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in higher-cost office space.

Professional archival services include the selection and preservation of hard copy and digital records that have permanent value to the State, accompanied by the application of specialized technologies and techniques designed to make such records readily accessible for use by the government and the public. These efforts include identifying and arranging records, developing finding aids (inventories, indexes, and guides) to record groups or series, assisting in-person users, responding to mail and electronic mail requests, publishing by microfilm services (duplication, digital to microfilm conversion, microfilm to digital conversion), printing selected records in high demand by the public, and posting electronic documents on the Internet.

### **ORGANIZATION:**

The Maine Legislature created the State Archives in 1965, and in 1973 designated the Archives as a central staff agency extending its jurisdiction to the counties and municipalities.

Two operating functions comprise the Maine State Archives: Records Management Services and Archives Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibilities, and exercises general control over publications and agency participation in intergovernmental and public activities.

The State Archivist and the Archives Advisory Board are responsible for authorizing the deaccession and destruction of archival government records that are no longer deemed to have permanent value. The Archives works with the Maine Historical Records Advisory Board to serve historical records repositories throughout Maine. The State Archivist serves as chairman of that Board.

### **PROGRAM:**

Records management consulting and training is available to all government agencies, including counties and municipalities. A comprehensive database system allows for retrieval of records. Special projects included scanning, digitizing records, and/or re-filming of records whose original versions are in poor condition, and deploying searchable databases in the Archives' Research Room. When funding is available, the Archives makes financial grants available for archival preservation and access projects.

### **PUBLICATIONS:**

For information regarding collections, related cultural organizations, databases and e-mail contacts. The address is: [www.maine.gov/sos/arc/](http://www.maine.gov/sos/arc/).

## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE ARCHIVES	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	512,585	512,585				
HEALTH BENEFITS	193,339	193,339				
RETIREMENTS	119,528	119,528				
OTHER FRINGE BENEFITS	10,503	10,503				
COMPUTER SERVICES	52,269	52,269				
CONTRACTUAL SERVICES	212,382	205,318	4,564		2,500	
RENTS	7,197	7,197				
COMMODITIES	37,605	23,948	13,657			
GRANTS, SUBSIDIES, PENSIONS	12,247				12,247	
EQUIPMENT	66,490	66,490				
TRANSFER TO OTHER FUNDS	1,481		1,481			
<b>TOTAL EXPENDITURES</b>	1,225,626	1,191,177	19,702		14,747	

## DIVISION OF ARCHIVES SERVICES

### TAMMY MARKS, DIRECTOR

*Central Office* CULTURAL BLDG, AUGUSTA, ME 04333-0084

*Mail Address* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX* (207) 287-5517

*Established* 1971 *Telephone* (207) 287-5799

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 255A *Citation* T0005 *M.R.S.A., Sect.* 000000095

#### PURPOSE:

The Division of Archives Services was established under the authority of the State Archives to preserve, maintain, service and make available to the government and the public the permanently valuable (archival) documents of the State, including, for example, vital records of birth, death, marriage, divorce, and criminal records, governmental proceedings, photographs, maps, trademarks, and court proceedings.

#### ORGANIZATION:

The Division became operational upon the completion of construction of the Maine State Archives in 1971.

The number of in-person visits by researchers and the general public remains constant. With new technologies, requests for information by e-mail, mail (postal service) and telephone increases annually. The creation of finding aids in the form of computerized indexes has continued with many now available online; further online access has become available in Digital Commons and ArchivesSpace.

The Division works with the Secretary of State's Office of Information Services and with the State's Office of Information Technology to ensure the preservation of digital records and permanently valuable (archival) digital documents throughout State government.

#### PROGRAM:

Services in the Research Room include quiet areas where researchers can examine archival documents and view images on computers and digital microfilm reader-printers. These images can be digitally scanned onto disks and other electronic recording devices, reproduced in paper form, and made available on the Internet.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**DIVISION OF CORPORATIONS, UCC AND COMMISSIONS**  
**CATHY BEAUDOIN, DIRECTOR**

*Central Office* CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0101  
*Mail Address* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX* (207) 287-5874  
*Established* 1989 *Telephone* (207) 624-7748  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250Q *Citation* T0005 *M.R.S.A., Sect.* 000000081

**PURPOSE:**

The purpose of the Division of Corporations, UCC and Commissions is to serve as a repository for all records relating to over 99,000 business entities and nonprofit corporations operating in the State and over 193,000 liens filed on personal property under the Uniform Commercial Code. The Division also administers the appointment, renewal and continuing education of over 23,000 Notaries Public, administers the application process for nominees for the office of Dedimus Justice for the Governor's office; records and maintains appointments and information for over 250 boards and commissions listed in Title 5, chapter 379, and processes requests for authentications, Apostilles, and other certifications on the acts of public officials.

**ORGANIZATION:**

The Director is responsible for the programs of the Division. The Director reports to the Deputy Secretary of State responsible for all programs and activities of the Bureau of Corporations, Elections and Commissions.

**PROGRAM:**

The Division files all originating documents, amendments and cancellations relating to business and nonprofit 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 over 89,000 annual reports disclosing officer information for all entities on file; assesses penalties for late filing of annual reports; and administratively dissolves or revokes entities which fail to file annual reports, pay penalties, maintain a contact person or do not maintain workers' compensation insurance. The Division maintains over 3,800 active service and trade marks on file and reviews the design and text of the proposed marks against those on file for availability prior to filing. The Division annually files over 45,000 original records, amendments and renewals of security interests in personal property under the Uniform Commercial Code and the Federal Food Security Act. The Division also maintains signature and oath records for Notaries Public, various State officials and appointees to boards and commissions. These records are maintained both as an official record and for authenticating official acts. The Division annually reports to the Governor and the Legislature on the activities of boards and commissions and of potential vacancies on boards and commissions. The Division issues commissions for Notaries Public and provides continuing education for Notaries Public.

The Division maintains public access in the Bureau's reception area to allow walk-in users direct access to corporate and UCC information. The Division works with the business and legal community and other stakeholders to review and consider adoption of uniform or model state filing laws and procedures that are under the responsibility of the Division. Since 2000, the Division has implemented a number of online services to provide 24/7 access to filing systems or view information contained on the Division's databases.

**FINANCES, FISCAL YEAR 2017:** 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* CROSS OFFICE BUILDING, 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 Counts-All Positions* 35.000 *Legislative Count* 35.00

**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; and commissioning of Notaries Public. 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 or working supervisor who is responsible for the functioning of his or her area. Overall operational responsibility for the Bureau rests with the Deputy.

**PROGRAM:**

Annual customer contact includes inquiries in person, over the phone, by mail and by e-mail to individuals or through email drop boxes. Customers also obtain significant information through the Bureau's web pages. The Bureau also has one public access workstation in the reception area to allow walk-in users direct access to the data or information in many of the program areas of the Bureau.

**LICENSES:**

<http://www.maine.gov/sos/cec/>

**Filings and Commissions**

- Administrative Rules and Regulations
- Business Corporations
- Candidate Petitions
- Initiative and People's Veto Petitions
- Limited Liability Companies
- Limited Liability Partnerships
- Limited Partnerships
- Marks
- Miscellaneous Filings Required by Law
- Nonprofit Corporations
- Notary Public Commissions
- Uniform Commercial Code Liens

**PUBLICATIONS:**

- A Guide to Absentee Voting in Maine
- All Agency Rules on the Web
- Board and Commission Vacancies
- Candidate's Guide to Ballot Access
- Candidate Lists for Current Election; Tabulations; Officeholders
- Citizen's Guide to the Referendum Election
- Constitution of the State of Maine
- Guide to the Rulemaking Process for State Agencies
- House, Senate & Congressional District Maps; Voting Districts by Municipality
- Corporate Filing Requirements Reminders
- Information on the Citizen Initiative & People's Veto Petition Processes
- Maine Voter Information Guide
- Notary Public Guide

## DEPARTMENT OF THE SECRETARY OF STATE

Registered and Enrolled Voters Listing  
Internet: [www.maine.gov/sos/cec/](http://www.maine.gov/sos/cec/)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,444,872	1,362,099	82,773			
HEALTH BENEFITS	539,748	503,166	36,582			
RETIREMENTS	333,324	314,881	18,443			
OTHER FRINGE BENEFITS	30,571	28,781	1,790			
COMPUTER SERVICES	1,447,397	988,758	42,596		416,043	
CONTRACTUAL SERVICES	730,007	700,413	21,836		7,758	
RENTS	1,438	1,438				
COMMODITIES	46,958	46,705			253	
GRANTS, SUBSIDIES, PENSIONS	373	373				
TRANSFER TO OTHER FUNDS	32,697		10,621		22,076	
<b>TOTAL EXPENDITURES</b>	<b>4,607,385</b>	<b>3,946,614</b>	<b>214,641</b>		<b>446,130</b>	

## DIVISION OF DRIVER LICENSE SERVICES

### LINDA GRANT, DIRECTOR

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9295

*Established* 1920 *Telephone* (207) 624-9124

*Reference* Policy Area 00 *Umbrella* 29 *Unit* 250L *Citation* T0029A *M.R.S.A., Sect.* 000001251

#### 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.

#### ORGANIZATION:

The Division was established as a result of reorganization within the Bureau of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained as 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.

#### PROGRAM:

The primary functions and activities of the Driver License Services Division are ensuring drivers are properly licensed, motor vehicles are properly insured, 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 Maine Judicial System including the traffic court, 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

## DEPARTMENT OF THE SECRETARY OF STATE

mandated by law. The Division reviews individual reports of traffic accidents and invokes 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 alcohol level or was under the legal drinking age and was operating a motor vehicle with any amount of alcohol. The Division manages the Ignition Interlock program and associated requirements that allow a driver to restore driving privileges with the installation of an approved ignition interlock device. The Division maintains compliance with federal rules and regulations related to the permitting, licensing and suspension of commercial motor vehicle operators.

In 2008 the division implemented legal presence and residency laws which requires holders' of a driver's license or identification card to provide proof of legal presence in the US and residency or domicile in this state before obtaining or renewing a credential.

### **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  
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 Driver's License  
Rules for the Suspension of Licenses for Failure to Comply with Child Support Orders  
Rules Governing Motorcycle Rider Education  
Rules Governing Driver Education  
Rules Governing Driver License Restrictions  
Rules Governing the Sale of Records and Database Related to Driver History, Driver Licensing and Motor Vehicles  
Rules for Ignition Interlock Devices  
Driver License Examination Manuals - CDL, non-CDL and motorcycle  
World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF ELECTIONS AND APA**

**MELISSA PACKARD, DIRECTOR**

**HEIDI PECKHAM, ASSISTANT DIRECTOR**

*Central Office* CROSS OFFICE BUILDING, 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 elections for federal, state and county offices and statewide referenda, and in that capacity advise election officials from 500 municipalities, 600 candidates and the general public regarding election laws and procedures; conduct training sessions for municipal election officials; prepare, proofread and distribute 2,750 separate ballot types and other election materials; tabulate official election results; supervise recounts of contested races; oversee the application of the State's laws pertaining to candidate and citizen initiative petitions; and coordinate the statewide implementation of the National Voter Registration Act (NVRA), the Help America Vote Act (HAVA), the Uniformed Service and Overseas Citizen Absentee

## DEPARTMENT OF THE SECRETARY OF STATE

Voting Act (UOCAVA), and the Military and Overseas Voters Empowerment Act (MOVE), four federally mandated programs.

Additionally, the Division maintains records of approximately 2,100 rules filed under the Administrative Procedure Act for all State agencies and arranges for the publication of rule-making notices.

### ORGANIZATION:

The Director is responsible for the functions of the Division. The Assistant Director of Elections reports directly to the Director who reports directly to the Deputy Secretary of State assigned to the Bureau of Corporations, Elections and Commissions.

### 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 Secretary of State convenes groups of stakeholders, as needed, to advise the Department on election issues, including the wording of citizen initiatives and implementation of new state and federal laws and procedures.

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 through promulgation by electronic formatting on the Division's website.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF INFORMATION TECHNOLOGY DONNA GRANT, DEP SEC. OF STATE

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9291  
*Established* 2007 *Telephone* (207) 624-9279  
*Reference* Policy Area 00 *Umbrella* 29 *Unit* 2501 *Citation* M.R.S.A., Sect.

### PURPOSE:

The Office of Information Services maintains a Data Center for the Department of the Secretary of State, and supports the data and technology needs of the Bureau of Motor Vehicles, the Bureau of Corporations, Elections and Commissions, the Maine State Archives and the Secretary of State's office.

### ORGANIZATION:

The Office of Information Services was established in August of 2006 and provides IT support to the bureaus and offices within the Department of the Secretary of State.

### PROGRAM:

In Fiscal Year 2017, the Office continued and completed the rewrite of Phase I of the Plate Inventory Project. The Office successfully upgraded the Driver Licensing Code, Java, to a new version, and retired a programming language that had a very high maintenance cost. The Office continues to rewrite the Corporation Filing software.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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**OFFICE OF INVESTIGATION  
DAVID GUILMETTE, DIRECTOR**

TTY ( )-711

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330  
*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* T0029A *M.R.S.A., Sect.* 000000152

**PURPOSE:**

The Office of Investigations was established to provide for the law enforcement functions of the Bureau of Motor Vehicles. 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, consumer complaints and all other law enforcement assignments, assigned by the Deputy Secretary of State. The Office oversees the management and training of the Secretary of State's Critical Incident Management Plan.

The Dealer Licensing unit administers the licensing and renewal process for new and used automobile dealers, equipment, light trailer, trailer, and motorcycle dealers, vehicle auctions, and recyclers. This unit issues dealer license plates, dealer wrecker plates, permits for demonstration of loaded trucks, moving mobile homes, mobile crushers, and off sight vehicle sales.

**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. A reorganization of the Law Enforcement unit in 2015 placed the Dealer Licensing functions under the Law Enforcement Division.

**PROGRAM:**

The office continues to investigate and enforce violations of motor vehicle, criminal, and civil statutes, focusing in the areas of consumer protection and public safety.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DIVISION OF LEGAL AFFAIRS  
ROBERT O'CONNELL, DIRECTOR  
SUSAN COLE, ASSISTANT DIRECTOR**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9113  
*Established* 2009 *Telephone* (207) 624-9091  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250F *Citation* *M.R.S.A., Sect.*

**PURPOSE:**

The Division of Legal Affairs, Adjudications and Hearings was established to manage and administer the adjudicatory hearings program and the Motor Vehicle Franchise Board and to provide legal advice, research and direction and guidance to the Bureau.

**ORGANIZATION:**

The Director is responsible for oversight of a legal staff who conducts administrative hearings, chairs the Motor Vehicle Franchise board and conducts Board hearings and performs legal research.

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### **PROGRAM:**

The Division schedules and conducts all administrative and Motor Vehicle Franchise board hearings involving the suspension and restoration of driver's licenses, business dealer licenses and vehicle registrations and titles, and disputes between motor vehicle manufacturers and automobile dealers. The division also performs legal research and training for the Bureau of Motor Vehicles and provides legal advice, guidance and direction to staff in the administration and interpretation of state and federal law governing motor vehicles and drivers.

### **PUBLICATIONS:**

Rules for Administrative Hearings  
Rules of the Maine Motor Vehicle Franchise Board

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)**

### **JAY TAYLOR, CHAIRMAN**

TTY ( )-711

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9319  
*Established* 1981 *Telephone* (207) 624-9000  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 259 *Citation* T0029A *M.R.S.A., Sect.* 000001258

### **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 licensed, he may obtain the advice of the Board. The Board formulates its advice from records and reports 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/her 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 Board members representing the specialties of cardiology, gerontology, internal medicine, neurology or neurological surgery, ophthalmology, psychiatry, family practice and rehabilitative medicine and may include additional members who are professionals in relevant medical fields.

### **PROGRAM:**

The Medical Advisory Board is required to meet at least once every two years and may hold as many meetings as necessary and maintains a calendar of scheduled meetings. Additionally, the board shall advise the Secretary of State on written medical and vision standards related to operator licensing which may be adopted as rules and it shall coordinate efforts to educate health care providers and the public in the medical aspects of motor vehicle operating licensing.

### **PUBLICATIONS:**

Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**BUREAU OF MOTOR VEHICLES**

**PATTY MORNEAULT, DEPUTY SECRETARY OF STATE**

**LESLIE SOARES, SECRETARY SPECIALIST**

TTY ( ) -711

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330

*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9013

*Established* 1905

*Telephone* (207) 624-9000

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250A *Citation* T0029A *M.R.S.A., Sect.* 000000351

*Average Counts-All Positions* 368.000

*Legislative Count* 368.00

**PURPOSE:**

The Bureau of Motor Vehicles was established to provide public safety and better regulation of traffic through administration of the laws of the State relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Bureau provides various motor vehicle registration, license and title services to the residents of Maine at the main office and thirteen branch locations throughout the state.

The Bureau ensures 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 registering and titling motor vehicles and collects sales tax due when a vehicle purchased from other than a dealer is registered.

**ORGANIZATION:**

The Bureau was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Bureau had grown to the extent that it was headed by a Chief Clerk, had a Registration and Licensing Section and a Court Records Section. In 1935, the requirements for semi-annual inspection of motor 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 1997, the Bureau began regulating driver education programs. In 1999, the Bureau of Motor Vehicles was reorganized once more into the Office of the Deputy, the Office of Investigations and three divisions; Division of Administrative Services, Division of Driver License Services, and the Division of Vehicle Services. In fiscal year 2001, the functions of the Planning Office were transferred to the Administrative Services Division. In 2007, the Division of Public Services was created to focus on customer service. In 2009, the Division of Driver License Services was reorganized resulting in the creation of the new Division of Legal Affairs, Adjudications, and Hearings.

**PROGRAM:**

The Bureau provides licensing, registration, and title services through 13 branch office locations, 21 outreach stations operated by 2 mobile units, the main office in Augusta, 468 municipal agents and 12 non-governmental agents.

The Bureau continues to expand its online services to include driver license and ID card renewals and replacements, organ donation, driving records, trailer

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registration renewals, over-limit permits, title lien releases and vanity plate search and order.

### LICENSES:

Driver's License/Learner's 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 Licenses - See Office of Investigations

### PUBLICATIONS:

Title 29A - Motor Vehicle Laws  
For copies contact: Swan Island Press  
402 Pork Point Rd  
Bowdoinham, Maine 04008  
Tel: 207-666-8291

On the Internet: <http://www.maine.gov/sos/bmv/>

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	14,388,366		67,214	14,321,152		
HEALTH BENEFITS	5,879,411		24,821	5,854,590		
RETIREMENTS	3,308,825		18,611	3,290,214		
OTHER FRINGE BENEFITS	284,182		1,413	282,769		
COMPUTER SERVICES	2,103,281		86	2,103,195		
CONTRACTUAL SERVICES	4,409,327		3,937	4,405,390		
RENTS	1,474,759		1,182	1,473,577		
COMMODITIES	1,547,450		53,137	1,494,313		
GRANTS, SUBSIDIES, PENSIONS	1,175,228		1,175,228			
EQUIPMENT	46,785			46,785		
TRANSFER TO OTHER FUNDS	1,751,320		8,871	1,742,449		
<b>TOTAL EXPENDITURES</b>	<b>36,368,934</b>		<b>1,354,500</b>	<b>35,014,434</b>		

## DIVISION OF PUBLIC SERVICES

**JENNIFER PEASE, DIRECTOR**  
**VICKI LAWRY, OFFICE SPECIALIST I**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9013  
*Established* 2007 *Telephone* (207) 624-9008  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250N *Citation* *M.R.S.A., Sect.*

### PURPOSE:

The Division of Public Services carries out the mission and objectives of the Bureau of Motor Vehicles under the direction of the Deputy Secretary of State and as prescribed by law. The focus of the Division is on providing a wide range of licensing and motor vehicle services to the citizens and businesses throughout the State of Maine, and maintaining offices at convenient places to carry out duties related to applications for registration of and licenses for the operation of motor vehicles.

### ORGANIZATION:

The Division of Public Services operates under the direction of the Deputy Secretary of State for the Bureau of Motor Vehicles. The Division is comprised of the Director and Office Specialist as well as three Senior Section Managers who

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oversee thirteen Branch Managers and sixty-eight Customer Representative Associates in three Field Operations Units; the Southern, Central, and Northern Districts. Within the districts are thirteen branch office locations and two Mobile Units that visit twenty-one outreach stations throughout Maine communities on a regular basis. In addition to the Field Operations Units, the Division also reaches the public through our partnership with nine American Automobile Association (AAA) branch locations around the state.

### **PROGRAM:**

Services offered by the Division include, but are not limited to, the processing and issuance of commercial and non-commercial driver licenses, driver permits, state identification cards, commercial and passenger vehicle registrations, trailer registrations, commercial vehicle permits, and disability placards. The Division works closely with the many divisions within the Bureau of Motor Vehicles to follow changing requirements and address operational needs, and was recently reorganized to redouble its focus on public services. Efforts include providing a more user friendly lobby management system, improving efficiency through the identification and use of existing and emerging technologies, improvement of customer service commitments and relationships through personal contact, and increase the integrity between the Bureau and citizens of Maine.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF RECORDS MANAGEMENT SERVICES**

### **TAMMY MARKS, DIRECTOR**

*Central Office* CULTURAL BLDG, AUGUSTA, ME 04333-0084

*Mail Address* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX* (207) 287-5517

*Established* 1971

*Telephone* (207) 287-5799

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 255R *Citation* T0005 *M.R.S.A., Sect.* 000000095

### **PURPOSE:**

The Division of Records Management Services, established under the authority of the State Archivist, assists State Agencies in managing their records by means of record retention schedules which includes technical assistance to improve procedures for maintaining, storing, and servicing records; as well as preservation imaging services.

### **ORGANIZATION:**

The Division became operational upon construction of the Maine State Archives in 1971. It includes the State Records Center and Imaging Center.

### **PROGRAM:**

By law, the Maine State Archives furnishes copies of archival materials in its possession. The Imaging Center provides this service and microfilming paper records that are deemed too fragile to be handled. A digital and/or microfilm copy is generated for safe Research Room use and for preservation. The Imaging Center duplicates and preserves thousands of images in Archives holdings and provides large format preservation scanning and image reproduction for records such as maps, trademarks, photographs, muster rolls, and charts.

During fiscal year 2017, the State Records Center provided nearly 55,000 records to State agencies. The Records Center provides safe, cost effective, environmentally controlled storage for records (including computer media and microfilm records, as well as paper files). The Division works with the Secretary of State's Bureau of Information Services and with the Office of Information Technology to ensure the preservation of digital records and permanently valuable (archival) digital documents from throughout State government.

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**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### REGULATORY FAIRNESS BOARD

**MATTHEW DUNLAP, SECRETARY OF STATE**  
**PEGGY SCHAFFER, SMALL BUSINESS ADVOCATE**

*Central Office* 103 SEWALL STREET, AUGUSTA, ME 04330  
*Mail Address* 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX* (207) 287-8598  
*Established* 2011 *Telephone* (207) 626-8410  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 666 *Citation* T0005 *M.R.S.A., Sect.* 00000090-T

#### **PURPOSE:**

The Regulatory Fairness Board exists to hear testimony and to report to the Legislature and Governor at least annually on regulatory and statutory changes necessary to enhance the State's business climate.

#### **ORGANIZATION:**

The Regulatory Fairness Board was created in Public Law, Chapter 304 (2011) and consists of the Secretary of State, who serves as chair, and four public members appointed as follows: two members appointed by the Governor; one member appointed by the President of the Senate; and one member appointed by the Speaker of the House.

#### **PROGRAM:**

The Board holds public hearings, receiving oral and written testimony from constituents regarding a range of statutes and rules affecting their businesses. The board issued an annual report to the Legislature with recommendations based on the work the board had done over the past year.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### BUREAU OF THE SPECIAL ADVOCATE

**PEGGY SCHAFFER, SPECIAL ADVOCATE**

*Central Office* 103 SEWALL STREET, AUGUSTA, ME 04330  
*Mail Address* 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX* (207) 287-8598  
*Established* 2011 *Telephone* (207) 626-8410  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 665 *Citation* T00005 *M.R.S.A., Sect.* 00000090-N

#### **PURPOSE:**

The Bureau of the Special Advocate exists to assist in resolving regulatory enforcement actions affecting small businesses that, if taken, are likely to result in significant economic hardship, and to advocate for small business interests in other regulatory matters.

#### **ORGANIZATION:**

The Bureau of the Special Advocate was created in Public Law, Chapter 304 (2011) and reports directly to the Secretary of State.

#### **PROGRAM:**

The Bureau of Special Advocate directly assisted 18 businesses seeking to address a variety of regulatory actions; monitored several statutory changes that impact small businesses; monitored rule making activities dealing with licensing, and other regulatory issues that impact small businesses. The Small Business Advocate co-chairs the Maine Broadband Coalition which advocates for legislation

## DEPARTMENT OF THE SECRETARY OF STATE

and other community activities to expand broadband in rural Maine; directly impacting businesses. Additionally, the Special Advocate helped at least 30 businesses with referrals and other guidance; and staffed the Regulatory Fairness Board.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF VEHICLE SERVICES GARRY HINKLEY, DIRECTOR

TTY ( )-711

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330

*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* T0029A *M.R.S.A., Sect.* 000000101

### PURPOSE:

The purpose of the Division of Vehicle Services is to administer those motor vehicle laws pertaining to the titling and registration of all classes of motor vehicles and trailers. Vehicle Services also administers the commercial vehicle laws. Programs administered include titling and registration requirements, disability parking placards and plates, the municipal excise tax reimbursement program, the International Registration Plan (IRP), short term gross weight increase permits, long term trailers, and fuel use programs including the International Fuel Tax Agreement (IFTA). Further the division administers the federal heavy vehicle use tax program, other tax programs, the Uniform Carrier Registry (UCR), and over dimensional/overweight permits for the movement of non-divisible loads. The division also establishes and maintains motor vehicle reciprocity agreements between the State of Maine and other jurisdictions. The division conducts motor carrier audits for IRP, IFTA, and UCR compliance.

The Division is responsible for training municipal registration agents.

The Division's Motor Carrier Services Office staffs the Motor Carrier Review Board. In 1996, the Board developed and adopted its rules for conducting carrier reviews. The Motor Carrier Services Office also participates in the Federal Motor Carrier Safety Administration's Performance and Registration Information Systems Management (PRISM) program and the Commercial Vehicle Information Systems and Networks (CVISN) program. These programs are designed to improve motor carrier safety and efficiency.

### 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 titling of motor vehicles and certain trailers, and the registration of all classes of motor vehicles with passenger cars being the largest class. The division also trains and oversees the municipalities in the registration and titling processes for the residents of their municipality.

The division oversees Rapid Renewal, a web-based registration renewal program. The division oversees several online motor vehicle-related applications. In fiscal year 2001, the online service to check vanity plate availability was introduced. In fiscal year 2005, online over dimensional permits became

## DEPARTMENT OF THE SECRETARY OF STATE

available. In 2015, an online replacement title application and an electronic lien release process were implemented.

Also in fiscal year 2005, the vanity plate website was expanded to allow Maine citizens to order their vanity plate choice, using the online service. IFTA E-file and online UCR registration were introduced in 2007. In 2008, Rapid Renewal was expanded to include certain non-resident military renewals. The division oversees various specialty and recognition registration plate programs.

In 2014, the Division implemented a new web-based IFTA computer system; and implemented a non-governmental registration agent program to allow non-governmental agents to issue long term and annual trailer registrations, and motor vehicle registrations.

In 2017, the Division began work on a new overlimit permit routing application which will import highway restriction information from MDOT. The application will allow permittees to apply online for permits.

### **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)
- Certificates of Title
- International Fuel Tax Agreement Licenses
- Long Term Trailer Registrations
- Commercial Vehicle Registrations; IRP Registrations and Trip Permits
- Operating Authority Permits, including UCR
- Over dimensional Permits

### **PUBLICATIONS:**

- Brochures covering registration requirements
- Registration Procedures Manual
- Rules and Regulations
- Title Manual
- Laws for the Operation of Commercial Vehicles
- International Registration Plan Manual
- Fuel Tax Licensing Procedures
- Motor Carrier Manual

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE

# RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE

## GRANT T. PENNOYER, EXECUTIVE DIRECTOR

Central Office STATE HOUSE, AUGUSTA, ME 04333-0115  
 Mail Address 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 FAX (207) 287-1621  
 Established 1997 Telephone (207) 287-1615  
 Reference Policy Area 00 Umbrella 32 Unit 627 Citation T0003 M.R.S.A., Sect. 000000162

**PURPOSE:**

The Reserve Fund for State House Preservation and Maintenance was established to provide sufficient funds for major repairs and renovations to the State House in accordance with 3 M.R.S.A., section 162, sub-section 12-A.

**PROGRAM:**

The Reserve Fund for State House Preservation and Maintenance was established to provide sufficient funds for major repairs and renovations to the State House in accordance with 3 M.R.S.A., section 162, sub-section 12-A. The key project for 2017 includes the first year of a two-year effort to repair windows located at the State House. During the first year, one hundred and one windows located at the South Wing and the south face of the West Wing will be repaired and painted. Additional projects include replacement of the service entrance door, lighting upgrades, mechanical repairs, painting and cosmetic upgrades in interior spaces of the building and select carpet replacements in various locations.

On March 24, 2016, the Legislative Council approved the transfer of \$151,000 from the State House Preservation and Maintenance Fund to the Blaine House Repairs and Maintenance Fund for the Blaine House Grounds Restoration Project. The funds were transferred by the State Controller at the beginning of fiscal year 2016-17. On May 25, 2017, the Legislative Council approved the transfer of an additional \$100,000 in fiscal year 2017-18, bringing the total transferred from the State House Preservation and Maintenance Fund for the project to \$251,000.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	1,106,924	1,106,924				
COMMODITIES	21,691	21,691				
<b>TOTAL EXPENDITURES</b>	1,128,615	1,128,615				
 RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE	 TOTAL FOR ALL FUNDS	 GENERAL FUND	 SPECIAL REVENUE FUNDS	 HIGHWAY FUND	 FEDERAL FUNDS	 MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	1,106,924	1,106,924				
COMMODITIES	21,691	21,691				
<b>TOTAL EXPENDITURES</b>	1,128,615	1,128,615				

DEPARTMENT OF TRANSPORTATION

**DEPARTMENT OF TRANSPORTATION**  
**DAVID BERNHARDT, COMMISSIONER**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330

*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 624-3001

*Established* 1972

*Telephone* (207) 624-3000

*Reference Policy Area* 08 *Umbrella* 17 *Unit* 229 *Citation* T0023 *M.R.S.A., Sect.* 000004205

*Average Counts-All Positions* 2047.283

*Legislative Count* 828.50

**Units:**

BUREAU OF FINANCE AND ADMINISTRATION

MAINE AERONAUTICAL ADVISORY BOARD

MAINE STATE FERRY ADVISORY BOARD

BUREAU OF MAINTENANCE AND OPERATIONS

MAINE PILOTAGE COMMISSION

BUREAU OF PLANNING

BUREAU OF PROJECT DEVELOPMENT

PUBLIC TRANSIT ADVISORY COUNCIL

**PURPOSE:**

The Maine Department of Transportation's (MaineDOT) mission is to responsibly provide our customers the safest and most reliable transportation system possible, given available resources. MaineDOT 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. MaineDOT 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 a highway system developed to promote safety, personal mobility, economic considerations, community values, and environmental conservation; port and water transportation facilities that support development of coastal resources; freight-and passenger-rail facilities to serve commerce and provide transportation alternatives; transit services for inter- and intra-city travel, and for elderly and disabled populations; and an aviation infrastructure developed with the assistance of the department. MaineDOT, on behalf of the state, also administers all federal or other monies intended for transportation uses.

**ORGANIZATION:**

Maine 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 contract 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 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.

**PROGRAM:**

The program of MaineDOT is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

MaineDOT Goals are:

- 1.MANAGE THE EXISTING SYSTEM: Effectively manage Maine's existing transportation system for safety and effectiveness within reliable funding levels.
- 2.SUPPORT ECONOMIC OPPORTUNITY: Wisely invest available resources to support economic opportunity for our customers.
- 3.BUILD TRUST: Demonstrate our core values of integrity, competence, and service, both individually and organizationally.

# DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

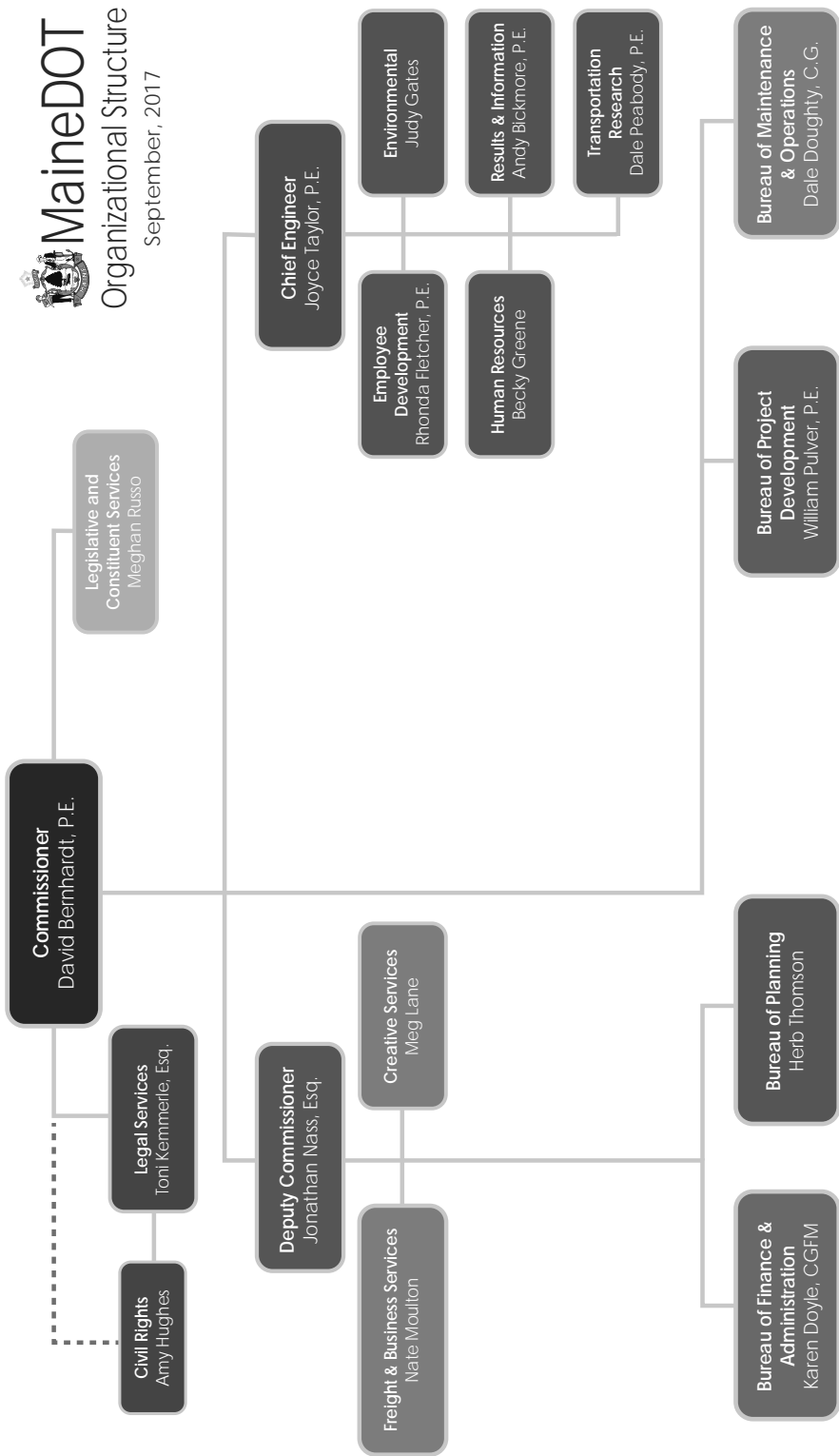
DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	84,097,169		4,692,810	57,800,367	12,240,941	9,363,051
HEALTH BENEFITS	34,734,006		187,736	26,339,957	4,328,137	3,878,176
RETIREMENTS	19,546,122		145,270	14,429,718	2,844,064	2,127,070
OTHER FRINGE BENEFITS	1,945,270		9,001	1,465,806	225,726	244,737
COMPUTER SERVICES	8,127,442		2,507	6,986,110	771,765	367,060
CONTRACTUAL SERVICES	105,324,998		13,454,901	44,183,202	28,072,783	19,614,112
RENTS	25,542,814		438,403	23,458,113	566,992	1,079,306
COMMODITIES	32,102,741		1,146,504	25,113,827	2,667,483	3,174,927
GRANTS, SUBSIDIES, PENSIONS	37,730,749		6,087,323	21,836,952	9,175,048	631,426
PURCHASE OF LAND	4,999,500					4,999,500
BUILDING IMPROVEMENTS						
EQUIPMENT	354,517,257		96,293,254	26,029,958	147,515,747	84,678,298
INTEREST-DEBT RETIREMENT	39,286,328			23,343,973	15,942,355	
TRANSFER TO OTHER FUNDS	7,966,088		15,477	7,738,004	-2,234	214,841
<b>TOTAL EXPENDITURES</b>	<b>755,920,484</b>		<b>122,473,186</b>	<b>278,725,987</b>	<b>224,348,807</b>	<b>130,372,504</b>



# MaineDOT

## Organizational Structure

September, 2017



DEPARTMENT OF TRANSPORTATION

**BUREAU OF FINANCE AND ADMINISTRATION**

**KAREN S. DOYLE, DIRECTOR**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330  
*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 624-3201  
*Established* 1972 *Telephone* (207) 624-3200  
*Reference Policy Area* 08 *Umbrella* 17 *Unit* 231 *Citation* T0023 *M.R.S.A., Sect.* 000004206  
*Average Counts-All Positions* 99.000 *Legislative Count* 99.00

**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.

**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 the Bureau of Finance and Administration. Later the bureau was reorganized to include the Divisions of Financial Planning and Analysis; Accounting, Administrative Services, and Information Systems. During calendar year 2004, the Bureau of Finance and Administration was the subject of a year long intensive unit review. The results of the unit review were published in January of 2005. Significant organizational changes were recommended and have been implemented.

**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.

Financial information and position counts for other units are also included in this program.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCE AND ADMINISTRATION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,795,116		44,809	4,750,307		
HEALTH BENEFITS	1,806,877		18,201	1,788,676		
RETIREMENTS	1,136,952		10,435	1,126,517		
OTHER FRINGE BENEFITS	93,209		867	92,342		
COMPUTER SERVICES	1,146,974		2,507	1,144,467		
CONTRACTUAL SERVICES	1,978,485		131,441	1,847,044		
RENTS	207,101		11,290	195,811		
COMMODITIES	427,411		6,754	420,657		
GRANTS, SUBSIDIES, PENSIONS	17,885			17,885		
TRANSFER TO OTHER FUNDS	331,333		-497	331,830		
<b>TOTAL EXPENDITURES</b>	<b>11,941,343</b>		<b>225,807</b>	<b>11,715,536</b>		

DEPARTMENT OF TRANSPORTATION

**MAINE AERONAUTICAL ADVISORY BOARD**  
**HERB THOMSON, DIRECTOR**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330  
*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX*  
*Established* 1978 *Telephone* (207) 624-3300  
*Reference Policy Area* 08 *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 are available to the public.

**ORGANIZATION:**

The Maine Aeronautical Advisory Board was created as a board within the Department of Transportation, and is comprised of at least 7 members: one person from an airport association in the state, one person from a pilot's association in the state, and the remaining members are appointed by the Commissioner of Transportation. 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 Bureau Director of the Bureau of Planning or Designee 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 reimbursement for 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 statewide aviation matters. The Board makes recommendations and proposes initiatives to improve the air transportation system and makes recommendations on potential legislation.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE STATE FERRY ADVISORY BOARD**  
**RICK DUBOIS, DIRECTOR, MULTIMODAL OPER**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330  
*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 624-2526  
*Established* 1975 *Telephone* (207) 624-3312  
*Reference Policy Area* 08 *Umbrella* 17 *Unit* 325 *Citation* T0023 *M.R.S.A., Sect.* 000004301

**PURPOSE:**

The Maine State Ferry Service (MSFS) Advisory Board was established to assist the Department on matters relating to the MSFS. The Board shall submit to the Commissioner of Transportation an annual report that shall include recommendations for change to MSFS and comment upon the present and future needs of the service.

**ORGANIZATION:**

The MSFS Advisory Board shall consist of one member and one alternate member from each of the island municipalities and plantations served by the MSFS and three members appointed by the Commissioner.

## DEPARTMENT OF TRANSPORTATION

### PROGRAM:

#### Program:

In fiscal year 2016-17, the Board advised MSFS management on the following key issues:

- Eva Murray was elected as MSFS Advisory Board Chair and Dennis Damon as Vice Chair.
- A project to improve parking at the Rockland terminal was programmed. The scope of the project includes approximately 15 additional spaces, better traffic flow, drainage and new pavement.
- Several discussions occurred relating to the MSFS resolve that was enacted last year (LD 1468). Topics included: Lock Box implementation, customer service enhancements, ticketing structure conversion, the peer review and the need for additional revenue.
- Lock boxes to transport medical samples were installed on all vessels and is being used by North Haven.
- A peer review is being conducted with North Carolina DOT and Casco Bay Lines (CBL) in Southern Maine. The first half of the review was completed with representatives of MSFS and CBL visiting NC.
- Due to quick thinking from some MSFS personnel and the availability of an AED a life was saved on Vinalhaven.

#### Vessel Management:

- The design is wrapping up for a new vessel which is scheduled to go out to bid in November.
- The next major project is the mid-life rebuild of the vessel Margaret Chase Smith.
- The board was also supportive of doing more work on vessels during each yard period to improve condition, extend the life and reliability of the fleet.

#### Infrastructure Maintenance:

- The system-wide winch rehabilitation project was completed and we now have a fully rehabilitated winch 'on-the-shelf' to enable immediate response to future need.
- A system-wide apron rehabilitation project is funded and underway.
- Maintenance and improvement work has been completed at multiple transfer bridges, piers, and buildings across the ferry service.
- Several lighting upgrades are either completed or underway.
- The primary Advisory Board topic for this year has been the need for and implementation of a rate increase. Multiple ticketing strategies have been and are being analyzed. Select board and/or public meetings were held on North Haven, Swan's Island, Islesboro, Vinalhaven, and Frenchboro to provide information, answer questions, and solicit feedback and ideas. The intent is to arrive at a preferred rate increase approach that will generate the necessary revenue, simplify the ticketing system, and minimize the impact on year-round customers then go through a formal public hearing process this fall and implement the result in the spring of 2018.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF MAINTENANCE AND OPERATIONS DALE DOUGHTY, DIRECTOR

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330

*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 623-2526

*Established* 1980 *Telephone* (207) 624-3600

*Reference Policy Area* 08 *Umbrella* 17 *Unit* 234 *Citation* T0023 *M.R.S.A., Sect.* 000004206

*Average Counts-All Positions* 1372.059 *Legislative Count* 185.00

### PURPOSE:

To sustain Maine's transportation network, the Bureau of Maintenance and Operations performs work in 3 primary areas: Maintenance, Operations, and Production support. Each area includes numerous work activities recorded by the Bureau as a measure of yearly accomplishments. The information collected is measured to the Department's established levels of service. Heavy and medium trucks, and any associated heavy equipment, are managed through an internal services account managed by Maine Department of Transportation (MDOT) Fleet

## DEPARTMENT OF TRANSPORTATION

Services. Our work force has expertise in many diverse specialties. These subject areas combined with the knowledge of the Bureau and its employees, allow for successful navigation of the geographical challenges realized within Maine. Utilizing both state forces and contractors, allows the Bureau to realize a streamlined delivery of projects. This partnership allows the Bureau to achieve Department goals.

### ORGANIZATION:

The Bureau of Maintenance and Operations consists of 5 geographic Regions, the Maine State Ferry Service, Fleet Services, and a Central Headquarters unit. The Central Headquarters unit is the support center for Regional operations, as well as the statewide divisions of Traffic Engineering, Community Services, Multimodal Operations, and radio operations.

### PROGRAM:

MaineDOT's Bureau of Maintenance and Operations (M&O) operates, inspects and maintains Maine's diverse transportation system. This includes not only the state's highways, but the management and operation of 478 miles of rail owned by the state, the Maine State Ferry Service, operations and oversight of state owned airports and numerous bridges owned and maintained by the State or Maine.

Within the State highway systems, M&O is responsible for snow and ice control for Maine's 8,300 lane miles of state highways, per established Customer Service Levels. Six-hundred of these lane miles are contracted to be maintained by contractors and municipalities. Additionally, M&O provides emergency response services 24 hours a day, 365 days a year.

The Bureau's work also includes summer highway maintenance for 8,400 centerline miles of state and state aid highways; as well as the inspection and maintenance of over 2,700 bridges and minor spans, 229 railroad bridges and the inspection of approximately 800 municipality owned structures. The Maine State Ferry Service (MSFS) provides a vital link between the mainland and the island communities of Islesboro, North Haven, Swan's Island, Vinalhaven, Frenchboro and Matinicus. The Bureau oversees the maintenance and operations of approximately 478 miles of state owned railroad lines, 372.61 miles of this are active rail, assisting in the transporting of goods across the state. M&O also manages highway access, signing, and additional traffic services to state, federal and municipal projects. The Bureau of Maintenance and Operations maintains a Radio Room, open 24 hours a day 365 days a year. The Radio Room allows for the management of emergency field operations, communication to travelers on highway conditions, as well as to providing centralized communication with other State entities during events. Maintenance of rest areas, Visitor Information Centers, the Penobscot Narrows Bridge Observatory and Maine's 511 Traveler Information system which keeps local residents as well as visitors to the state informed, safe and comfortable during travel on our highways, fall within the purview of the Bureau as well. The operating resources required to maintain established service levels within M&O include:

==> Augusta Headquarters, long with regional offices, Ferry service terminals, and Fleet Services, which is responsible for the maintenance, purchase and inspection of the Bureau's heavy equipment. Within the 5 regions there are 150 smaller crew maintenance facilities;

==> 778 pieces of heavy equipment;

==> 11 locations, 60 full time employees (TE's), including 6 TE's responsible for the year round operation of the Maine State Ferry Service.

## DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	49,526,325			42,420,055	1,511,072	5,595,198
HEALTH BENEFITS	22,032,802			19,135,548	504,226	2,393,028
RETIREMENTS	11,337,216			9,770,338	298,184	1,268,694
OTHER FRINGE BENEFITS	1,257,462			1,072,557	24,444	160,461
COMPUTER SERVICES	3,056,720			2,753,592	1,574	301,554
CONTRACTUAL SERVICES	46,800,398		65,167	32,126,381	303,239	14,305,611
RENTS	23,689,759		403,806	21,825,864	385,698	1,074,391
COMMODITIES	27,697,384		910,573	21,605,943	2,334,439	2,846,429
GRANTS, SUBSIDIES, PENSIONS	20,923,970			20,923,970		
BUILDING IMPROVEMENTS						
EQUIPMENT	6,561,861			6,496,101	65,760	
TRANSFER TO OTHER FUNDS	1,123,541			954,751		168,790
<b>TOTAL EXPENDITURES</b>	<b>214,007,438</b>		<b>1,379,546</b>	<b>179,085,100</b>	<b>5,428,636</b>	<b>28,114,156</b>

## MAINE PILOTAGE COMMISSION

**BRIAN DOWNEY, ADMINISTRATOR**

**KIM KING, TRANS PLANNING ANALYST**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330

*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 624-3099

*Established* 1969

*Telephone* (207) 899-7123

*Reference* Policy Area 08 *Umbrella* 17 *Unit* 387 *Citation* T0038 *M.R.S.A., Sect.* 000000089

### PURPOSE:

The Maine Pilotage Commission was established to provide for a system of state pilotage devoted to the preservation and protection of lives, property, the environment and vessels entering or leaving state waters. It also acts to ensure the highest standard of efficiency and the availability of pilots that are well-qualified for the discharge of their duties in the aid of commerce and navigation.

### ORGANIZATION:

The Maine Pilotage Commission is made up of 7 members appointed by the Governor for 3-year staggered terms. These members represent the 3 major pilotage areas of the state, businesses that use the services of pilots, and public members. An Administrator is appointed by the Commissioner of the Department of Transportation. Typically, the Commission meets 3 times a year for non-emergency business.

### 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 and Business Services has served as the administrator of the Commission

### LICENSES:

During fiscal year 2016-17, there were no new licenses issued; four 5-year renewed licenses were issued; and no new route endorsements were issued. There are 9 active and 3 inactive Maine Pilotage Commission pilots.

### PUBLICATIONS:

[www.maine-pilotage.com](http://www.maine-pilotage.com)

## DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### BUREAU OF PLANNING HERB THOMSON, DIRECTOR

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330

*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 624-3301

*Established* 1972

*Telephone* (207) 624-3300

*Reference Policy Area* 08 *Umbrella* 17 *Unit* 232 *Citation* T0023 *M.R.S.A., Sect.* 000004206

*Average Counts-All Positions* 99.532

*Legislative Count* 88.00

#### **PURPOSE:**

The Maine Department of Transportation (MaineDOT) Bureau of Planning conducts continuing, cooperative and comprehensive transportation planning for all modes of transportation, statewide. The Bureau also develops the department's Work Plan to support the department's mission, "To responsibly provide our customers the safest and most reliable transportation system possible, given available resources." The planning activities of the Bureau are directed towards development and implementation of the department's annual Work Plan. In it, the Bureau documents what projects will be constructed or undertaken, and what activities will be performed in pursuit of MaineDOT's mission and goals. The Bureau fulfills federal and state transportation planning requirements, and Bureau staff provides technical assistance in transportation planning to municipalities, regional entities and partner agencies. The Bureau works closely with other MaineDOT bureaus and offices, and shares support staff with the Freight and Business Services Office.

#### **ORGANIZATION:**

In a 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, later 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, including the federal Intermodal Surface Transportation Efficiency Act, the federal Clean Air Act Amendment and Maine's Sensible Transportation Policy Act. In 2015, the bureau's structure was again updated to increase efficiency and better align its work units with the department's needs and its strategic plan. The bureau is under the direction of the Deputy Commissioner, and is comprised of four work units - the Statewide Planning Office, the Scoping Division, the Program Development Division and the Multimodal Planning Division.

#### **PROGRAM:**

##### **Statewide Planning Office:**

The Statewide Planning Office focuses on customer/partner agency/stakeholder outreach and education, on establishing and building relationships with local officials, on carrying out federal long-range planning requirements, and on efficiently meeting other periodic and ongoing federal and state planning requirements. The office works with MaineDOT Regional Offices and with partner agencies to conduct regional transportation planning, and to engage with the general public and various stakeholders.

##### **Scoping Division:**

The focuses of the Scoping Division are to develop project purpose and need, define projects, assign appropriate cost shares and secure project agreements. The Scoping Division is involved with high-profile or high-cost projects, as well as with potential economic-development opportunities. This division is responsible for enhanced project scoping, traffic analysis, traffic modeling, maintaining the statewide travel-demand model, major planning studies, Metropolitan Planning Organization (MPO) planning and engineering oversight, competitive grant project-scoping, safety project scoping and Intelligent Transportation Systems (ITS) planning.

##### **Program Development Division:**

## DEPARTMENT OF TRANSPORTATION

The Program Development Division is responsible for development and publication of MaineDOT's Work Plan (including ongoing candidate management), for development and publication of Maine's Statewide Transportation Improvement Program (STIP), for STIP and TIP amendments and for development of the bureau's Planning Work Program. The division prepares grant applications to exploit funding opportunities, and develops and maintains expertise related to federal planning requirements.

### Multimodal Planning Division:

The Multimodal Planning Division is responsible for planning and programming of passenger (mass transit and other public) transportation activities and projects. (Planning and programming for multimodal freight are conducted and coordinated through the Freight and Business Services Office.) The division is responsible for preparing program-compliance documentation for the Federal Transit Administration and Federal Aviation Administration, for coordinating with other state agencies with transit-related responsibilities, and for identifying, prioritizing and selecting non-highway-and-bridge projects for the Work Plan. Working with the Bureau of Project Development, the division also co-coordinates funding allocation for non-highway and bridge projects, both passenger and freight related.

### LICENSES:

N/A

### PUBLICATIONS:

MaineDOT Work Plan for Calendar Years 2017-2018-2019 - free and online  
Long-Range Statewide Transportation Plan - free and online  
Numerous other publications and resources on a variety of technical subjects

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PLANNING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	4,527,484		550,947		208,684	3,767,853
HEALTH BENEFITS	1,754,364		169,535		99,681	1,485,148
RETIREMENTS	1,055,031		134,835		61,820	858,376
OTHER FRINGE BENEFITS	97,336		8,134		4,927	84,275
COMPUTER SERVICES	65,506					65,506
CONTRACTUAL SERVICES	10,991,093		3,121,802		3,560,790	4,308,501
RENTS	29,018		23,307		796	4,915
COMMODITIES	575,753		229,177		18,078	328,498
GRANTS, SUBSIDIES, PENSIONS	15,445,898		5,592,323	603,599	8,618,550	631,426
PURCHASE OF LAND	4,999,500					4,999,500
EQUIPMENT	19,000,058		8,498,543		2,823,217	7,678,298
TRANSFER TO OTHER FUNDS	5,245,082		15,973	5,185,292	-2,234	46,051
<b>TOTAL EXPENDITURES</b>	<b>63,786,123</b>		<b>18,344,576</b>	<b>5,788,891</b>	<b>15,394,309</b>	<b>24,258,347</b>

## BUREAU OF PROJECT DEVELOPMENT

**WILLIAM PULVER, DIRECTOR**

**RICHARD CRAWFORD, PROGRAM MANAGER**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330

*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX*

*Established* 1972

*Telephone* (207) 624-3350

*Reference Policy Area* 08 *Umbrella* 17 *Unit* 246 *Citation* T0023 *M.R.S.A., Sect.* 000004206

*Average Counts-All Positions* 476.692

*Legislative Count* 456.50

### 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

## DEPARTMENT OF TRANSPORTATION

certain non-project related engineering and technical services.

### ORGANIZATION:

The Bureau of Project Development was formed as a result of the Ernst and Whinney Management Study completed in the early 1980's. Its internal organization has evolved over the years to a new unique form that now combines functions into three project delivery Programs: Bridge, Highway, and Multimodal. 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 three support units: Construction Contracts, Property Office and Materials Testing and Exploration. Each of these units provides support for development of projects, but also Department wide assistance and external non-project services appropriate to their expertise.

### PROGRAM:

The Department's overall transportation improvement program continues to emphasize improvement of the existing transportation network and facilities. Projects are developed through an inclusive process that is centered on minimizing and avoiding impacts during construction to the surrounding natural environment, to abutting property owners and to the traveling public. Available Federal funding, application of innovative financing and contracting techniques, and the willingness of the Legislature and Maine voters to provide matching dollars, have allowed the Department to make significant improvements to Maine's transportation infrastructure. This past year the Bureau continued high production levels with delivery of many road and bridge improvements as well as other projects that improve facilities for other transportation modes such as marine, air and rail.

### LICENSES:

Standard Specifications for Construction  
Various policy and procedural manuals

### PUBLICATIONS:

Standard Specifications for Construction  
Various policy and procedural Manuals

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	25,248,245		4,097,055	10,630,005	10,521,185	
HEALTH BENEFITS	9,139,963			5,415,733	3,724,230	
RETIREMENTS	6,016,922			3,532,863	2,484,059	
OTHER FRINGE BENEFITS	497,263			300,908	196,355	
COMPUTER SERVICES	3,858,242			3,088,051	770,191	
CONTRACTUAL SERVICES	45,555,022		10,136,491	10,209,777	24,208,754	1,000,000
RENTS	1,616,936			1,436,438	180,498	
COMMODITIES	3,402,194			3,087,228	314,966	
GRANTS, SUBSIDIES, PENSIONS	1,342,997		495,000	291,498	556,499	
EQUIPMENT	328,955,337		87,794,710	19,533,857	144,626,770	77,000,000
INTEREST-DEBT RETIREMENT	39,286,328			23,343,973	15,942,355	
TRANSFER TO OTHER FUNDS	1,266,131			1,266,131		
<b>TOTAL EXPENDITURES</b>	<b>466,185,580</b>		<b>102,523,256</b>	<b>82,136,462</b>	<b>203,525,862</b>	<b>78,000,000</b>

DEPARTMENT OF TRANSPORTATION

**PUBLIC TRANSIT ADVISORY COUNCIL**  
**SUSAN MOREAU, CLERK**

*Central Office* 24 CHILD ST, AUGUSTA, ME 04330

*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 624-3251

*Established* 2015

*Telephone* (207) 624-3239

*Reference Policy Area* 08 *Umbrella* 17 *Unit* 684 *Citation* T0023 *M.R.S.A., Sect.* 00004209-A

**PURPOSE:**

The Public Transit Advisory Council was established to advise the Legislature and the department regarding public transit services in the State.

**ORGANIZATION:**

The council must include, but is not limited to, the following:

A. The commissioner or the commissioner's designee; and

B. The following individuals appointed by the commissioner:

(1) One representative each from the federally designated planning organizations for the Bangor, Kittery, Lewiston and Auburn and Portland regions;

(2) One representative of private bus operators;

(3) One representative of a statewide nonprofit organization advocating on behalf of the elderly;

(4) One representative of a medical provider;

(5) One representative of a business that relies on public transportation;

(6) One representative of a statewide association of planning and development agencies;

(7) One representative of an organization representing persons with disabilities;

(8) One representative of a nonprofit transit provider;

(9) One representative of an economic development organization; and

(10) One representative of an organization representing low-income persons.

In making appointments, the commissioner shall ensure that rural and urban areas are represented.

**PROGRAM:**

The council shall report on its deliberations and any recommendations by March 1st of each odd-numbered year to the Governor and the joint standing committees of the Legislature having jurisdiction over transportation matters and health and human services matters. The report must include the following:

A. An assessment of the level of public transportation services provided to the public;

B. Recommendations for the level of service that should be provided and an estimate of the cost of providing those services; and

C. Recommendations for the optimal coordination of transit services with other senior and veteran services.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

TREASURY DEPARTMENT

**(OFFICE OF) TREASURER OF STATE**

**TERRY HAYES, TREASURER OF STATE**

**MATTHEW COLPITTS, DEPUTY TREASURER**

*Central Office* CROSS BUILDING, 3RD FLOOR, AUGUSTA, ME 04333-0039

*Mail Address* 39 STATE HOUSE STATION, AUGUSTA, ME 04333-0039 *FAX* (207) 287-2367

*Established* 1820

*Telephone* (207) 624-7477

*Reference Policy Area* 00 *Umbrella* 28 *Unit* 248 *Citation* T0005 *M.R.S.A., Sect.* 000000121

*Average Counts-All Positions* 16,000

*Legislative Count* 16.00

**PURPOSE:**

The Office of the Treasurer of State manages the State's cash and general obligation debt, unclaimed property program, municipal revenue sharing distributions and State held trust investments. The Treasurer also serves on the boards of the Maine Municipal Bond Bank, MaineHousing, Maine Public Employees Retirement System, Finance Authority of Maine, Adaptive Equipment Loan Board, Maine Health and Higher Education Facilities Authority, Maine Governmental Facilities Authority, Maine Board of Emergency Municipal Finance, the Maine Public Utility Financing Bank, Dirigo Health Agency Board of Trustees, Indian Housing Mortgage Insurance Committee, Maine Vaccine Board, and chairs the NextGen College Investing Plan Advisory Committee.

**ORGANIZATION:**

The Office of the Treasurer of State was established by the Constitution of the State of Maine in 1820 with the Treasurer being 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 Cash Receipt Statements from all state departments. In fiscal year 2017, more than 126,594 were processed; more than 561,000 checks were distributed, as well as 643,000 electronic funds transfer vendor payments. Banking services provided to State departments are coordinated by the Treasurer's Office, including deposit access to 38 bank accounts, check stop payments and/or reissues, wire transfer services, and more. Cash flow is monitored. Funds not needed to pay state expenses may be invested through the Treasurer's Cash Pool in obligations of the U.S. Government, CDs in Maine banks, money market deposit accounts, corporate bonds, and commercial paper. The Cash Pool includes 104 funds, averaged more than \$1.04 billion in fiscal year 2017, and was managed for safety and liquidity with yield in mind. In fiscal year 2017 the Cash Pool earned more than \$8.84 million in earnings from investments, including more than \$3.59 million to the General Fund.

The Office of the Treasurer of State issues all general obligation notes and bonds of the State. This responsibility includes the preparation of Official Statements, acquisition of credit ratings and the engagement of any auction processes, underwriters and other entities needed to accomplish the issuance. Transaction closing details and money transfers are also managed by the Treasurer, as are debt service payments and distribution requests. At the close of fiscal year 2017, the State of Maine's outstanding general obligation bond principal was \$460.24 million.

Four long-term investments: the Governor Baxter Trust, Lands Reserved Trust, Permanent School Trust and the Several Trust, are managed by the Office of the State Treasurer through contracts with third parties. A trust investment advisory committee led by the Treasurer provides policy advice and authorization for investment transactions. At the close of fiscal year 2017 the value of the trust funds was \$47.4 million.

The Unclaimed Property Program is administered by the Office of the State Treasurer. Nearly \$25.02 million in unclaimed property was identified during FY 2017. A total of 23,275 claims were paid, reuniting citizens with over \$18.1 million of lost property.

The Office of the State Treasurer annually projects and monthly distributes Municipal Revenue Sharing monthly to 492 municipalities and territories. Revenue sharing distributions are based on a portion of the sales tax, corporate tax, and personal income tax revenues. Population, State Valuation, and Tax Assessment statistics are updated annually and used to calculate the pro rata distribution

# TREASURY DEPARTMENT

for each municipality. Approximately \$65.2 million was distributed during FY 2017.

## PUBLICATIONS:

Official Statements prior to sales of State bonds and notes; Annual list of Maine Citizen's Unclaimed Property; Website [www.maine.gov/treasurer](http://www.maine.gov/treasurer).

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	762,765	762,765				
HEALTH BENEFITS	298,497	298,497				
RETIREMENTS	186,717	186,717				
OTHER FRINGE BENEFITS	16,211	16,211				
COMPUTER SERVICES	87,925	30,601				57,324
CONTRACTUAL SERVICES	486,637	361,988	1,312			123,337
COMMODITIES	17,629	16,758				871
GRANTS, SUBSIDIES, PENSIONS	65,227,783	320	65,227,463			
INTEREST-DEBT RETIREMENT	75,462,390	75,187,060			275,330	
TRANSFER TO OTHER FUNDS	31		31			
<b>TOTAL EXPENDITURES</b>	142,546,585	76,860,917	65,228,806		275,330	181,532

## (OFFICE OF) TREASURER OF STATE

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	762,765	762,765				
HEALTH BENEFITS	298,497	298,497				
RETIREMENTS	186,717	186,717				
OTHER FRINGE BENEFITS	16,211	16,211				
COMPUTER SERVICES	87,925	30,601				57,324
CONTRACTUAL SERVICES	486,637	361,988	1,312			123,337
COMMODITIES	17,629	16,758				871
GRANTS, SUBSIDIES, PENSIONS	65,227,783	320	65,227,463			
INTEREST-DEBT RETIREMENT	75,462,390	75,187,060			275,330	
TRANSFER TO OTHER FUNDS	31		31			
<b>TOTAL EXPENDITURES</b>	142,546,585	76,860,917	65,228,806		275,330	181,532

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM**

**JAMES PAGE, CHANCELLOR**

**JAMES R. ERWIN, CHAIR OF THE BOARD**

*Central Office* 15 ESTABROOKE DR., ORONO, ME 04469

*Mail Address* 15 ESTABROOKE DR., ORONO, ME 04469

*Established* 1968

*Reference Policy Area* 02 *Umbrella* 78 *Unit* 421 *Citation* S1967

*FAX* (207) 581-9212

*Telephone* (207) 581-5840

*M.R.S.A., Sect.* 000000229

**PURPOSE:**

The University of Maine System is the coordinating, policy, and planning entity for Maine's seven public universities and eight educational outreach centers. In that role, 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 which will assure the most cohesive system possible for planning, action and service in providing higher educational 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; establish mechanisms for review and approval of system programs; review the current method of distributing state resources in light of distinctive missions, enrollment shifts, program priorities, changing program costs, demographic patterns and emerging needs of the State; review and evaluate existing programs to identify which programs best address future educational and economic priorities of citizens of the State and ensure that the needs of the State's nontraditional students are met in a more equitable manner.

Further, the Board of Trustees is empowered by its charter to appoint a Chancellor of the University System to serve as chief administrative and education officer and, on the nomination of the Chancellor, appoint university Presidents. The Board of Trustees, in consultation with the Chancellor, is the governing and planning body of the university and in addition has responsibility for preparing and approving the operating and capital budgets of the university; support and enhance the system and the mission of the system; provide sound financial management of the system; exercise prudent stewardship of the assets of the system; plan strategies for programs and allocation of resources that most effectively serve the educational needs of the citizens of the State; develop and maintain a strong system of accountability to the public for performance results of the system; visibly advocate higher education as a means to strengthen the economy and communities of the State; and authorize contracts with the State of Maine or any department or agency.

**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. In 1970, the State Colleges changed their names to reflect the campuses of the University of Maine System. Portland and Gorham were made a single institution in 1970 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

In 1986, the combined university was renamed the University of Maine System, reflecting its structure as a system of universities operating under a single governance structure. At the same time, the University of Maine at Orono's name was changed back to the University of Maine.

The University System is organized into the following units:

- > Board of Trustees
- > Office of Governance and University Services (centralized statewide operations)
- > University of Maine

## BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

- > University of Maine at Augusta (Includes University College, which consists of eight academic outreach centers located around the state)
- > University of Maine at Farmington
- > University of Maine at Presque Isle
- > University of Maine at Fort Kent
- > University of Southern Maine
- > University of Maine at Machias

### PROGRAM:

INSTRUCTION. The universities of the University of Maine System offer 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 2016 enrollment totaled 29,465, including many part-time and adult learners. Maine's seven public universities awarded 5,583 degrees in 2015-2016.

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 families, farmers, businesses, organizations, communities and individuals. 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. State investment in research results in additional federal and private grants and creates additional jobs in Maine.

### PUBLICATIONS:

(1) Financial Report, University of Maine System:

<http://www.maine.edu/about-the-system/system-office/finances/annual-financial-reports/>

(2) UMS World-Wide Web Site: <http://www.maine.edu/>

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	2,594,775					2,594,775
GRANTS, SUBSIDIES, PENSIONS	212,560,555	208,599,259	3,961,296			
<b>TOTAL EXPENDITURES</b>	215,155,330	208,599,259	3,961,296			2,594,775
 BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM	 TOTAL FOR ALL FUNDS	 GENERAL FUND	 SPECIAL REVENUE FUNDS	 HIGHWAY FUND	 FEDERAL FUNDS	 MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	2,594,775					2,594,775
GRANTS, SUBSIDIES, PENSIONS	212,560,555	208,599,259	3,961,296			
<b>TOTAL EXPENDITURES</b>	215,155,330	208,599,259	3,961,296			2,594,775

## INDEPENDENT AGENCIES - REGULATORY

### MAINE CHARTER SCHOOL COMMISSION

**LAURIE PENDLETON, CHAIR**  
**BOB KAUTZ, EXEC DIRECTOR**

*Central Office* 182 STATE HOUSE STATION, AUGUSTA, ME 04333-0182

*Mail Address* 182 STATE HOUSE STATION, AUGUSTA, ME 04333-0182 *FAX* (207) 287-2109

*Established* 2011 *Telephone* (207) 624-6728

*Reference Policy Area* 02 *Umbrella* 90 *Unit* 668 *Citation* T0020A *M.R.S.A., Sect.* 00002405-8

#### PURPOSE:

The Maine Charter School Commission was created by Public Law 2011, chapter 414, to authorize and monitor up to ten public charter schools in Maine. The statute provides guidance on the content of applications that must be filed by charter school founders.

The Maine Charter School Commission has adopted:

Chapter 1: Commission Organization and Operation, which describes the organization and operation of the Commission. Effective date: June 16, 2013 - filing 2013-129.

Chapter 2: Procedures for Commission Authorization of Public Charter Schools. This rule sets forth the process by which the Maine Charter School Commission solicits, accepts and reviews applications for the formation of public charter schools. The rule also sets forth the performance indicators that will be used as the performance framework for any approved application and minimum requirements for a sound charter contract in the monitoring and compliance of the contracted public charter schools. Effective date: June 16, 2013 - filing 2013-130.

Chapter 3: Procedures for Charter School Renewal: This rule sets forth the process by which the Maine Charter School Commission decides whether to renew the charter of a public charter school according to Maine Revised Statutes Title 20-A, Chapter 112, §2411, Charter Term and Renewal. Effective date: June 23, 2014 - filing 2014-120.

#### ORGANIZATION:

The Maine Charter School Commission originated in October 2011. The Commission consists of seven members appointed by the State Board of Education for 3-year terms. Three members must be members of the State Board, and these three members shall nominate the other four members who must be approved by a majority vote of the State Board.

#### PROGRAM:

In addition to fulfilling its statutory obligations, the Maine Charter School Commission provides information to organizers of proposed public charter schools.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CHARTER SCHOOL COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	8,470		8,470			
COMPUTER SERVICES	14,966		14,966			
CONTRACTUAL SERVICES	268,452		268,452			
COMMODITIES	3,278		3,278			
TRANSFER TO OTHER FUNDS	8,840		8,840			
TOTAL EXPENDITURES	304,006		304,006			

## INDEPENDENT AGENCIES - REGULATORY

### STATE BOARD OF EDUCATION

#### MARTHA HARRIS, CHAIR

*Central Office* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6618

*Established* 1949

*Telephone* (207) 624-6616

*Reference Policy Area* 02 *Umbrella* 90 *Unit* 077 *Citation* T0020A *M.R.S.A., Sect.* 000000401

*Average Counts-All Positions* 1.000

*Legislative Count* 1.00

#### **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 approve the formation of Community School Districts; 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 career and technical education centers; to approve standards for school construction; to approve school construction projects for State aid; to work as a partner with the Department of Education regarding the Essential Programs and Services school finance process; to obtain information regarding applications for granting degrees; to accredit programs at institutions of higher education that train educators; to set the standards for educator's certification, authorization, and approval; to approve applications for out-of-state institutions who wish to offer degree granting programs in Maine; to review the applications for initial degree granting and make recommendations to the Legislature; participates in the State Authorization Reciprocity Agreement (SARA) through the New England Board of Higher Education; serves as the State agency for administering Carl Perkins Federal funds; and reviews student transfers requested by a parent or superintendent dissatisfied with the decision of the Commissioner of Education. The State Board of Education also appoints three members to the Maine State Charter School Commission and interviews and approves the four members at large. As part of its on-going activities, the Board monitors the work of the Commission and reviews its annual monitoring reports of authorized charter schools.

#### **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. In 2007, the Legislature passed LD 151, Public Law 2007, chapter 200, allowing student representation on the State Board of Education. As a result, in 2008 the Board's membership expanded from nine to eleven as it added two high school students (non-voting) who are also appointed by the Governor.

#### **PROGRAM:**

In addition to fulfilling its statutory obligations, the State Board continues to lead Maine's effort to establish a results-based initial teacher certification program; plays a leadership role in policy development and implementation of

## INDEPENDENT AGENCIES - REGULATORY

technology; and sponsors the Maine Teacher of the Year Program.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF EDUCATION

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	55,944	55,944				
HEALTH BENEFITS	20,182	20,182				
RETIREMENTS	9,124	9,124				
OTHER FRINGE BENEFITS	826	826				
COMPUTER SERVICES	1,734	1,734				
CONTRACTUAL SERVICES	58,728	58,728				
RENTS	548	548				
COMMODITIES	4,925	4,925				
<b>TOTAL EXPENDITURES</b>	152,011	152,011				

## CLEAN-UP AND RESPONSE FUND REVIEW BOARD

**MICHAEL BONZAGNI, CHAIR**  
**THERESA J. SCOTT, CLERK**

*Central Office* 28 TYSON DR., AUGUSTA, ME 04333

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

*Established* 1993

*Reference Policy Area* 04 *Umbrella* 90 *Unit* 564 *Citation* T0038

*FAX* (207) 287-7826

*Telephone* (207) 287-7688

*M.R.S.A., Sect.* 000000568B

### PURPOSE:

The Clean-up and Response Fund Review Board is created to hear and decide appeals from insurance related decisions and monitor income and disbursements from the fund.

### ORGANIZATION:

The Clean-up and Response Fund Review Board is a fourteen member board. The Governor appoints eight members as follows: two persons representing the petroleum industry, one of who is a representative of a statewide association of energy dealers, four members of the public, two of whom having expertise in biological science, earth science, engineering, insurance or law who are not employed in the petroleum industry and who do not have a direct and substantial financial interest in the petroleum industry; two members who have expertise in oil storage facility design and installation, oil spill remediation or environmental engineering; one member representing marine fisheries interests appointed by the President of the Senate; one member familiar with oil spill technology appointed by the Speaker of the House of Representatives; one member with expertise in coastal geology, fisheries biology or coastal wildlife habitat appointed by the President of the Senate; and one member who is a licensed state pilot or a licensed merchant marine officer appointed by the Speaker of the House of Representatives. Also serving on the board is the Commissioner of the Department of Environmental Protection, or the Commissioner's designee, and the State Fire Marshal or the Fire Marshal's designee.

### PROGRAM:

The Clean-up and Response Fund Review Board has the following powers and duties:

To hear appeals from insurance claims-related decisions of the Commissioner of the Department of Environmental Protection and the State Fire Marshal;

To adopt rules and guidelines necessary for the furtherance of the review board's duties and responsibilities;

To monitor income and disbursements from the fund and adjust fees as required avoiding a shortfall in the fund;

## INDEPENDENT AGENCIES - REGULATORY

To, at such times and in such amounts as it determines necessary, and in consultation with the Department, direct the transfer of funds from the Underground Oil Storage Replacement Fund to the fund;

To review Department priorities for disbursement from the fund and make recommendations to the Commissioner on how the fund should be allocated;

To review and comment on the State's marine oil spill contingency plan; and

To review and monitor issues for oil spill prevention and response and recommend to the Commissioner any regulatory changes that are appropriate.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE HEALTH DATA ORGANIZATION KARYNLEE HARRINGTON, ACTING EXECUTIVE DIRECTOR

*Central Office* 151 CAPITOL STREET, AUGUSTA, ME 04333-0102

*Mail Address* 102 STATE HOUSE STATION, AUGUSTA, ME 04333-0102 *FAX* (207) 287-6732

*Established* 1996

*Telephone* (207) 287-6722

*Reference Policy Area* 05 *Umbrella* 90 *Unit* 590 *Citation* T0022 *M.R.S.A., Sect.* 000008703

*Average Counts-All Positions* 6.000

*Legislative Count* 6.00

### PURPOSE:

The purpose of the Maine Health Data Organization (MHDO) as defined in Title 22, Chapter 1683, is to create and maintain a useful, objective, reliable, and comprehensive health information database that is used to improve the health care quality for Maine people and to promote transparency of the cost and quality of healthcare in the State in conjunction with the Maine Quality Forum through a publically accessible website.

### ORGANIZATION:

The MHDO was created in 1996 as an independent executive agency to maintain and expand the health information database of its predecessor agency, the Maine Health Care Finance Commission. The MHDO has implemented rules and internal policies and procedures for the collection, processing, storage, data release and analysis of claims data, hospital inpatient and outpatient encounter data, hospital financial, restructuring and healthcare quality data. The organization exercises responsible stewardship specific to the security and privacy of the data when making the information accessible to the public.

The MHDO is governed by a Board of Directors as defined in Title 22, section 8703: one member is an employee of the Department of Human Services and one member is a representative of Dirigo Health; four members represent consumers; three members represent employers, with one being a representative of a health management coalition, and one a representative of a statewide chamber of commerce; two members represent third-party payers; nine members represent providers (two represent hospitals, two represent physicians, one represents chiropractic services, one represents pharmacists, one represents federally qualified health centers, one represents a home health care organization, and one represents mental health organizations). One member is an employee of the Department of Professional and Financial Regulation and serves in a nonvoting, consultative capacity.

### PROGRAM:

MHDO created the nation's first All Payer Claims Database (APCD), which is a database of medical, dental, and pharmacy claims that are sent to the MHDO from commercial health insurance carriers, as well as Medicare and Medicaid. There are over 50 commercial payers and two public payers' that currently meet the thresholds to submit data to the MHDO. MHDO also collects hospital inpatient and outpatient (including emergency department) data for every encounter and collects hospital quality, financial and organizational data. The agency is responsible

## INDEPENDENT AGENCIES - REGULATORY

for over 1 billion healthcare records.

The MHDO makes data publically available and accessible to the broadest extent consistent with the laws protecting individual privacy, and proprietary information. Acceptable uses of MHDO Data include, but are not limited to, study of health care costs, utilization, and outcomes; benchmarking; quality analysis; longitudinal research; other research; and administrative or planning purposes.

The MHDO's healthcare transparency website, <http://www.comparemaine.org> provides cost and quality information for over 200 common healthcare procedures broken down by healthcare facilities and the top 5 health plans in the state. This website is updated two times a year. Since the launch of the site in the fall of 2015, there have been over 30,000 unique visitors to the site.

The MHDO meets on a regular basis with several Stakeholder groups as a way to improve external communications with data users, payers, hospitals and consumers. The user groups provide the Agency with feedback that helps guide the Agency in its work. Information regarding the users groups can be found on the MHDO web site at: <https://mhdo.maine.gov> under Data User Groups.

### LICENSES:

3M Grouper Software and SurveyMonkey as well as various procedural and specification online manuals.

### PUBLICATIONS:

Examples of reports that have been generated using the MHDO data can be found at: [https://mhdo.maine.gov/external\\_reports.htm](https://mhdo.maine.gov/external_reports.htm).

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HEALTH DATA ORGANIZATION	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	166,884		166,884			
HEALTH BENEFITS	56,419		56,419			
RETIREMENTS	40,389		40,389			
OTHER FRINGE BENEFITS	2,794		2,794			
COMPUTER SERVICES	1,286,131		1,067,131		219,000	
CONTRACTUAL SERVICES	70,414		70,414			
RENTS	23,774		23,774			
COMMODITIES	1,368		1,368			
GRANTS, SUBSIDIES, PENSIONS	2				2	
TRANSFER TO OTHER FUNDS	2,934		2,544		390	
<b>TOTAL EXPENDITURES</b>	1,651,109		1,431,717		219,392	

## WORKERS' COMPENSATION BOARD

**PAUL H SIGHINOLFI, EXEC DIR/CHAIR**  
**JAN ADAMS, DD BUSINESS SERVICES**

WATS (888) 801-9087  
TTY () -711

Central Office 442 CIVIC CENTER DR, STE 100, AUGUSTA, ME 04330

Mail Address 27 STATE HOUSE STATION, AUGUSTA, ME 04333-0027 FAX (207) 287-7198

Established 1992 Telephone (207) 287-3751

Reference Policy Area 07 Umbrella 90 Unit 351 Citation T0039A M.R.S.A., Sect. 000000151

Average Counts-All Positions 108.000 Legislative Count 108.00

### 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.

## INDEPENDENT AGENCIES - REGULATORY

### ORGANIZATION:

Policy is established by a seven-member board having three labor representatives, three management representatives and an Executive Director who is Chair of the Board. The Governor appoints the labor members from nominees submitted by the AFL-CIO and the management members nominated by the Maine Chamber of Commerce and Industry. The Governor also appoints the Executive Director who serves at the pleasure of the Governor. These appointments are subject to review by the Joint Standing Committee on Labor, Commerce, Research and Economic Development with confirmation by the Legislature.

The agency is administered by an Executive Director. Regional Offices are located in Augusta, Bangor, Caribou, Lewiston and Portland. A 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 provides for a Monitoring, Audit and Enforcement (MAE) Program to track and regulate 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 ensure 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; 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 and misrepresentation. The objectives are accomplished through the dispute resolution process, the Worker Advocate Program, the MAE Program, the Abuse Investigation Unit and support staff.

The board meets on a monthly basis to set policy pursuant to the mandates of the Act. The board has three standing subcommittees: Budget, Personnel and Independent Medical Examiners (IME). The Budget Subcommittee considers all budgetary matters, performance budgeting and determines the assessment. The Personnel Subcommittee maintains the table of organization and prepares personnel policy. The IME Committee deals with the implementation of the Independent Medical Examiner Program. The board has adopted standard operating procedures for all levels of dispute resolution that have eliminated backlogs and significantly reduced the length of time a case is in the system. The board requires the use of electronic data interchange (EDI) for filing of mandatory documents including First Reports of Injury and Notices of Controversy. Interpreter services are provided by the board at its expense. Notification of the availability of services is clearly displayed in all regional offices and is printed in an employee pamphlet.

The board approved the establishment of the MAE Program as mandated under P.L. 1997, chapter 486. The 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. MAE reports are issued quarterly and annually. The board's information technology projects include: board system rewrite; Dynamic Host Configuration Protocol (DHCP) routing; late filed forms tracking; advocate case management module; abuse unit module; electronic data submission; Notice of Controversy (NOC)/Memorandum of Payment (MOP) measurement; web based Administrative Law Judge (ALJ) decision repository; ad-hoc reporting and infrastructure upgrade/maintenance.

### PUBLICATIONS:

Annual Report on the Status of the Maine Workers' Compensation System, published annually in February (free)  
Facts About Maine Workers' Compensation Laws, pamphlet, 50 cents each  
Maine Workers' Compensation Act of 1992, updated through the First Regular

## INDEPENDENT AGENCIES - REGULATORY

Session of the 127th Legislature, booklet, \$5.00 per copy  
Medical Fee Schedule, booklet, \$25.00 each  
Workers' Compensation Board Rules and Regulations, booklet, \$10.00 each  
Workers' Compensation Board Minutes, \$100.00 per year for minutes or \$150.00 per year for minutes and cumulative index  
Forms and Petitions Manual, \$10.00  
Most Board publications are available at [www.maine.gov/wcb/](http://www.maine.gov/wcb/)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WORKERS' COMPENSATION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,593,764		5,593,764			
HEALTH BENEFITS	1,894,338		1,894,338			
RETIREMENTS	1,265,925		1,265,925			
OTHER FRINGE BENEFITS	124,006		124,006			
COMPUTER SERVICES	596,435		596,435			
CONTRACTUAL SERVICES	571,235		571,235			
RENTS	677,082		677,082			
COMMODITIES	124,614		124,614			
GRANTS, SUBSIDIES, PENSIONS	95,414		95,414			
TRANSFER TO OTHER FUNDS	240,029		240,029			
<b>TOTAL EXPENDITURES</b>	11,182,842		11,182,842			

## **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.

	<u>Lost Time First Reports</u>
2012	13,376
2013	13,211
2014	13,890
2015	13,942
2016	14,118

\*First Reports filed with the Maine Workers' Compensation Board indicating Lost Time.

## **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.

<b><u>Troubleshooting</u></b>			
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2012	13,285	13,231	685
2013	13,351	13,358	678
2014	14,035	14,067	646
2015	14,663	14,819	490
2016	14,936	14,741	685
<b><u>Mediation</u></b>			
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2012	2,166	2,178	555
2013	2,522	2,556	521
2014	2,755	2,789	487
2015	2,534	2,513	466
2016	2,449	2,509	406
<b><u>Formal Hearing</u></b>			
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2012	1,369	1,429	1,146
2013	1,321	1,311	1,154
2014	1,333	1,376	1,111
2015	1,272	1,281	1,102
2016	1,424	1,299	1,227

## **Worker Advocate Division**

The Worker Advocate Division was created by statute and charged with providing legal counsel to qualified injured workers who do not have private representation. Over the years, the Division has consistently represented about 30% of all injured employees pursuing claims before the Workers' Compensation Board. In 2016, the Division opened 1,382 cases, closed another 1,575 cases and represented injured workers at 1,089 mediations, 150 formal hearings, and lump-sum settled 232 claims. The progress of the Advocate Division can be seen in the chart below.

	<u>Cases Opened</u>	<u>Cases Closed</u>	<u>Mediations</u>	<u>Hearings</u>	<u>Lump Sum Settlements</u>
2012	1,454	1,558	1,008	122	171
2013	1,403	1,557	1,021	100	159
2014	1,515	1,590	1,098	118	196
2015	1,320	1,267	995	133	142
2016	1,382	1,575	1,089	150	232

### **Abuse Investigation Unit**

The Abuse Investigation Unit (AIU) performs regulatory enforcement under the Maine Workers' Compensation Act. AIU investigates complaints regarding fraud, illegal or improper conduct and violations of the Act relating to workers' compensation insurance, benefits or programs. Investigations and cases can involve employers, employees and insurers. The Unit consists of six (6) professional staff members and the Board's Deputy General Counsel.

The AIU's enforcement efforts focus on the Act's coverage provisions requiring employers to have workers' compensation insurance for their employees. Coverage cases can include situations of employee misclassification—when workers are improperly treated as independent contractors instead of employees. In 2016, the AIU resolved 1,768 alleged no coverage cases. Maine law provides AIU enforcement tools including civil penalties, suspension of licenses and other authorizations to conduct business issued by the state or local government, and in serious cases, referral to the Attorney General's Office for criminal prosecution.

The Abuse Unit is also responsible for assessing penalties regarding failure to file or late-filing of required forms and administering proceedings for violation of the Act's payment provisions. In 2016, the AIU issued orders for 615 complaints for late filed First Reports. The AIU coordinates its work with the Board's Coverage Division and Monitoring, Audit and Enforcement Program.

### **Insurance Coverage Unit and Predetermination of Independent Contractors**

Electronic Data Interchange (EDI) has been implemented for the filing of insurance coverage data. The coverage unit monitors the workers' compensation insurance coverage of employers, and reviews requests to waive coverage requirements and applications to be considered an independent contractor.

	<u>Policy Updates</u>	<u>Waiver Applications Processed</u>	<u>Independent Contractor Applications</u>
2012	37,720	1,494	5,432
2013	38,118	1,252	6,342
2014	37,393	1,276	5,737
2015	38,430	1,350	5,467
2016	48,979	1,211	5,811

### **Claims Management Unit**

The claims unit is responsible for managing the Board's claims files, and also monitors mandatory filings to ensure employer/insurer compliance, investigates and resolves questions and errors, and processes filings initiating claims to the Board's Regional Offices for dispute resolution. The statistics below include forms filed for all dates of injury.

	<u>MOP's &amp; Discontinuances</u>	<u>NOC's</u>	<u>Petitions</u>
2012	14,626	10,063	5,104
2013	13,140	12,004	5,304
2014	14,958	10,649	5,529
2015	14,194	11,343	5,171
2016	13,540	11,603	5,091

	<u>Interim/Final Reports</u>	<u>First Reports of Injury (combination of lost time &amp; med only)</u>
2012	14,841	34,682
2013	13,513	30,651
2014	18,039	29,051
2015	17,230	29,589
2016	14,711	30,580

### Office of Medical/Rehabilitation Services

Vocational Rehabilitation: In 2016, the Board received 47 applications for evaluation of suitability for vocational rehabilitation; two from Administrative Law Judges, 39 from injured workers and six from employers/insurers.

Independent Medical Examiner System: Currently, the Board has 25 Independent Medical Examiners. In 2016, there were 523 requests for independent medical exams. Of the 523 requests, 305 came from representatives of injured workers, 211 from employers/insurers, one from an Administrative Law Judge and six came directly from injured workers.

### Office of Monitoring, Audit and Enforcement

The MAE Program continues to have a significant impact on compliance in the State of Maine through its monitoring and auditing efforts. A strong effort has been made to increase education and training of insurers. The 2016 Annual Compliance Report continues to show positive performance in First Report of Injury filings, initial indemnity payments, initial Memorandum of Payment filings, and initial indemnity Notice of Controversy filings (see table below).

In 2016, 14 audits of employers/insurers were completed with penalties totaling \$78,825.00. In addition, the MAE program completed 21 employee misclassification audits during 2016. These audits covered 268 employees, \$1,357,123.61 in payroll, \$3,814,110.33 in "subcontractor" wages shown on 1099's, \$158,891.46 in other wages and resulted in \$4,293,831.86 in potentially misclassified wages, which may result in \$387,682.87 in unpaid workers' compensation premiums.

	Benchmark	2012	2013	2014	2015	2016
<b>Lost Time First Report Filings</b> Received within 7 Days	85%	85%	85%	84%	83%	83%
<b>Initial Indemnity Payments</b> Made within 14 Days	87%	90%	91%	90%	87%	89%
<b>Initial Memorandum of Payment Filings</b> Received within 17 Days	85%	89%	90%	89%	87%	88%
<b>Initial Indemnity Notice of Controversy Filings</b> Received within 14 Days	90%	95%	95%	94%	94%	93%

## INDEPENDENT AGENCIES - REGULATORY

## INDEPENDENT AGENCIES - ADVISORY

### ALLAGASH WILDERNESS WATERWAY ADVISORY COUNCIL BRENT HARDY, CHAIR

Central Office 18 ELKINS LANE, AUGUSTA, ME 04330 TTY (888) 577-6690  
Mail Address 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 FAX (207) 287-6170  
Established 2007 Telephone (207) 287-3821  
Reference Policy Area 04 Umbrella 92 Unit 640 Citation T0012 M.R.S.A., Sect. 00001890-A

#### PURPOSE:

The Allagash Wilderness Waterway Advisory Council, working with the waterway manager, develops and maintains the plan that advances the mission and goals of the waterway.

#### ORGANIZATION:

The council consists of 7 members, 6 appointed by the Governor and 1 appointed by the Northeast Regional Director of the National Park Service. Members annually elect a chair from among the 7 members and serve terms of 5 years and not more than 2 terms. The Department of Agriculture, Conservation and Forestry administers the Allagash Wilderness Waterway as a separate region within the Bureau of Parks and Lands.

#### PROGRAM:

The Allagash Wilderness Waterway Advisory Council provides advice to the manager of the waterway and the Director of the Bureau of Parks & Lands. An endowment fund supports capital acquisitions and improvements, historic, cultural, and educational programs and facilities. The Advisory Council reports to the Director of the Bureau of Parks and Lands regarding the state of the waterway.

The Council's efforts focus on understanding Allagash Wilderness Waterway (AWW) statutes, future projects, rule changes, stabilization/restoration of historic structures, the location of snowmobile trails, and tramway visitations by trail. At each meeting the AWW superintendent reports on past and planned activities. The Council guides the waterway manager and his operating team in offering a user friendly recreation experience for all visitors during all seasons.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### ANIMAL WELFARE ADVISORY COUNCIL LIAM HUGHES, DIRECTOR

Central Office AMHI-DEERING, AUGUSTA, ME 04333-0028  
Mail Address 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX (207) 287-7548  
Established 1992 Telephone (207) 287-3846  
Reference Policy Area 04 Umbrella 92 Unit 651 Citation T0007 M.R.S.A., Sect. 00003906-C

#### PURPOSE:

The Animal Welfare Advisory Council, was established in 2002 in accordance with Title 5, section 12004-I, subsection 2-C. The membership of the Council, terms of office and duties are listed in Title 7, section 3906-C.

#### ORGANIZATION:

The council consists of 14 members appointed by the Governor as specified in Maine Revised Statutes, Title 7, §3906-C.

Except for initial appointees, each member serves for a term of 3 years or until the member's successor has been appointed. A member may not serve more than 2 consecutive terms. In the case of a vacancy for any reason, the Governor shall appoint a member representing the same interest to fill the unexpired term.

## INDEPENDENT AGENCIES - ADVISORY

Initially, 4 appointed members serve for one year, 4 members serve for 2 years and 3 members serve for 3 years.

The council shall elect one of its members as chair. The chair serves for a 2-year period and may not serve as chair for consecutive 2-year periods. The council shall hold regular public meetings every other month but may waive by majority vote a succeeding meeting. The chair shall call special meetings of the council whenever requested in writing by 2 or more members. The council shall send notice and minutes of the meetings to the joint standing committee of the Legislature having jurisdiction over animal welfare matters.

### PROGRAM:

The council performs the following duties:

- A. Reviews and advises the commissioner on proposed revisions to the animal welfare laws and rules;
- B. Assists the commissioner in the continuing implementation and evaluation of the animal welfare laws and rules;
- C. Reviews training programs for humane agents and animal control officers and makes recommendations for training appropriate to the duties of the humane agents and animal control officers;
- D. Researches options for increasing revenue to the Animal Welfare Fund to ensure funding for the implementation and enforcement of the animal welfare laws and rules, periodically evaluate the adequacy of funding for those laws and rules and make recommendations to the commissioner; and,
- E. Advises the commissioner on other matters related to the animal welfare laws and rules.

The council met 8 times during fiscal year 2016-17 and reviewed and advise the commissioner on proposed revisions to the animal welfare laws and rules on other matters related to the Animal Welfare Program.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ARCHIVES ADVISORY BOARD TWILA LYCETTE, CHAIR

*Central Office* CULTURAL BUILDING, AUGUSTA, ME 04333-0084

*Mail Address* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX*

*Established* 1965

*Telephone* (207) 353-3000

*Reference Policy Area* 00 *Umbrella* 92 *Unit* 257 *Citation* T0005 *M.R.S.A., Sect.* 000000096

### PURPOSE:

The Archives Advisory Board serves to advise the State Archivist in administering the laws pertaining to archives and to perform other such duties as may be prescribed by law.

### ORGANIZATION:

The board consists of 9 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 a termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Per 5 M.R.S.A. §12004-I, subsection 8, advisors serve without compensation but are reimbursed for expenses incurred as a result of serving on the board.

### PROGRAM:

The Archives Advisory Board meets periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules, and on administrative matters of concern. The chair and vice-chair of the board also serve on the Maine State Cultural Affairs Council.

The Archives Advisory Board, with the State Archivist, is responsible for

## INDEPENDENT AGENCIES - ADVISORY

authorizing the destruction of State and local government records having no permanent value. 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 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNCIL

**BETHANY HAMM, DIRECTOR**

*Central Office* 19 UNION STREET, AUGUSTA, ME 04333

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-3455

*Established* 1997 *Telephone* (207) 624-4103

*Reference Policy Area* 05 *Umbrella* 92 *Unit* 601 *Citation* T0022 *M.R.S.A., Sect.* 000003789D

### **PURPOSE:**

The Maine Temporary Assistance for Needy Families Advisory Council advises the Commissioner for the Department of Health and Human Services or the Commissioner's designee regarding education, training, job opportunities, quality employment and business ownership opportunities, as well as the operation of any post-secondary education programs administered by the Department and other matters affecting Temporary Assistance for Needy Families (TANF) recipients.

### **ORGANIZATION:**

Members of the council are appointed by the Commissioner and include TANF recipients; representatives of employers within the State; organized labor; women's interests; higher education; and organizations that have experience in addressing the training, education and job needs of low-income Mainers.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ACQUIRED BRAIN INJURY ADVISORY COUNCIL DEREK FALES, DHHS LIAISON FOR COUNCIL

*Central Office* 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-9229

*Established* 2007 *Telephone* (207) 287-6656

*Reference Policy Area* 05 *Umbrella* 92 *Unit* 652 *Citation* T0034B *M.R.S.A., Sect.* 00019001

### **PURPOSE:**

The Acquired Brain Injury Advisory Council was established by Public Law 2007, chapter 239, to provide independent oversight and advice and to make recommendations to the Commissioner of the Department of Health and Human Services; Director of Office of Aging and Disability Services; Director of the Maine Center for Disease Control and Prevention; and Director of MaineCare services.

### **ORGANIZATION:**

The Commissioner of the Department of Health and Human Services appoints the 16-member board to two-year terms. Two members with acquired brain injuries must represent persons with acquired brain injuries; two members must represent

## INDEPENDENT AGENCIES - ADVISORY

families of persons with acquired brain injuries; two members must represent advocates for persons with acquired brain injuries; five members must represent providers of services to persons with acquired brain injuries; and five members must represent state agencies with expertise in the areas of education, employment, prevention of brain injuries, homelessness, corrections and services to veterans.

### **PROGRAM:**

The council is required to identify issues related to brain injury, including prevention and the needs of individuals with disabilities due to brain injuries and the needs of their families; recommend methods that will enhance health and well-being, promote independence and self-sufficiency, protect and care for those at risk and provide effective and efficient methods of prevention, service and support.

The council seeks information from the broadest range of stakeholders, including persons with brain injuries, their families, rehabilitation experts, providers of services and the public and must hold at least two public hearings annually to gather information on unmet needs and review the status and effectiveness of the array of brain injury programs and services.

The council recommends the priorities and criteria for disbursement of available appropriations to the Commissioner. It must meet at least four times per year and submit a report of its activities and recommendations to both the Commissioner and the Legislature by January 15 of each year.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE CHILDREN'S GROWTH COUNCIL

**PETER LINDSAY, CO-CHAIR**  
**NEWELL AUGUR, CO-CHAIR**

*Central Office*

*Mail Address* C/O AUGUR & ASSOC, 5 WADE ST, AUGUSTA, ME 04330 *FAX*

*Established* 2008

*Telephone* (207) 620-1030

*Reference* Policy Area 05 Umbrella 92 Unit 653 Citation T0005 *M.R.S.A., Sect.* 000024001

### **PURPOSE:**

The Maine Children's Growth Council was created in Public Law 2007, chapter 683, to develop, maintain and evaluate a plan for sustainable social and financial investment in the healthy development of the State's young children and their families. The council works with a broad group of stakeholders to implement the plan for a unified, statewide early childhood services system.

### **ORGANIZATION:**

All members of the council are appointed for three-year terms by the Governor, the Senate President or the Speaker of the House and must have a strong interest in early learning and development. There are 34 seats representing a diverse group of legislators, business leaders, providers, parents, researchers, community leaders and government officials. Members who are Legislators are appointed for the duration of the legislative terms in which they were appointed. Members who are not Legislators may serve beyond their designated terms until their successors are appointed.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**CONTINUING EDUCATION ADVISORY COMMITTEE**  
**PAMALA L ROYBAL, INSURANCE DIV. SUPERVISOR**

*Central Office* 76 NORTHERN AVE, GARDINER, ME 04345  
*Mail Address* 34 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 624-8599  
*Established* 1997 *Telephone* (207) 624-8408  
*Reference Policy Area* 02 *Umbrella* 92 *Unit* 518 *Citation* T0024A *M.R.S.A., Sect.* 000001481

**PURPOSE:**

The purposes of the Continuing Education Advisory Committee are to review and recommend courses submitted to the bureau by Course Providers for the use of producers and consultants in the fulfillment of the Continuing Education Requirements as a prerequisite to license continuation.

**ORGANIZATION:**

The committee consists of 6 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a committee unless that person is an active, full-time insurance producer or consultant and is a resident of this State. No person may be reappointed to the committee for more than one consecutive 3-year term.

The committee may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality, education and nature of the services performed by producers and consultants.

Lastly, the members of the committee may serve without compensation but, with the superintendent's approval, may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

**PROGRAM:**

During fiscal year 2017, the Continuing Education Advisory Committee met monthly to review courses and recommend approval or disapproval of courses.

**LICENSES:**

This committee issues no licenses, but does participate in the review of and recommendations for continuing education courses used as a basis for renewing licenses by the Bureau of Insurance.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**CRIMINAL LAW ADVISORY COMMISSION**  
**JOHN PELLETIER, CHAIR**

*Central Office* STATE OFFICE BUILDING, AUGUSTA, ME 04333  
*Mail Address* 6 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-3120  
*Established* 1989 *Telephone* (207) 626-8800  
*Reference Policy Area* 06 *Umbrella* 92 *Unit* 139 *Citation* T0017A *M.R.S.A., Sect.* 000001351

**PURPOSE:**

To study Maine criminal and juvenile crime laws and submit proposed changes to the Legislature.

**ORGANIZATION:**

The Commission consists of 9 members appointed by the Attorney General who serve

## INDEPENDENT AGENCIES - ADVISORY

without salary. At least two members must have knowledge of juvenile laws and all members must have knowledge of the criminal law or experience in the prosecution or defense of criminal cases.17-A M.R.S.A. Section 1352.

### PROGRAM:

The Commission meets as a body numerous times a year. In FY 2017, the Commission met 14 times. The Commission consults with members of the Legislature and the Judiciary in evaluating Maine's criminal laws and reviewing proposed criminal legislation.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS JOYCE ORESKOVICH, CO-CHAIR - MANAGEMENT ROTATING, CO-CHAIR - LABOR

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333

*Mail Address* 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114 *FAX*

*Established* 1973

*Telephone* (207) 624-7380

*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 Human Resources, Division of Employee Health and Benefits staff within the Department of Administrative 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 12 members consisting of 6 from MSEA, 1 from the MSLEA, 1 from the MSTa, 1 from AFSCME, and 3 management members. One representative each from Labor and Management 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 vestment policy, d creasing e an participation. Towards these goals, Conduent, an actuarial and human resource consulting firm, serves as an investment performance, plan operations and educational advisor.

### 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, or the Commissioner's designee, s Chair he nsurance uperintendent nd he Superintendent of Financial Institutions or their designees; and nine labor employees recommended to the Governor by their particular labor unions as follows: six from Maine State Employees Association (MSEA), one from the Maine State Law Enforcement Association (MSLEA), one from American Federation of State, County and Municipal Employees (AFSCME), and one from the Maine State Troopers Association (MSTA). Employee representatives are nominated by their respective unions and appointed by the Governor for terms of 3 years. The Council meets as needed, but at least four times during a calendar year.

### PROGRAM:

The Deferred Compensation Plan for Employees of the State of Maine is a voluntary supplemental retirement plan under Internal Revenue Code section 457(b). Enrollment in the Plan is open at all times to all State employees. The Plan provides employees a vehicle to defer income on a pre-tax basis and provides retirement investment opportunities through 3 financial service organizations, MassMutual, VOYA Financial and VALIC. The Council retains Conduent, an actuarial and human resource consulting firm, to assist with plan operations and investment oversight. They are charged with negotiating provider fees, recommending

## INDEPENDENT AGENCIES - ADVISORY

appropriate plan investment options, assisting with communication efforts, and advising the Council in plan compliance issues.

### **PUBLICATIONS:**

[www.MaineSaves457.com](http://www.MaineSaves457.com)

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **ADVISORY COMMITTEE ON DENTAL EDUCATION**

**RITA FOURNIER, CHAIR**

**JANEEN VIOLETTE, CLERK, FAME**

*Central Office* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949

*Mail Address* PO BOX 949, AUGUSTA, ME 04332-0949

*FAX* (207) 623-0095

*Established* 1999

*Telephone* (207) 623-3263

*Reference Policy Area* 02 *Umbrella* 92 *Unit* 604 *Citation* T0020A *M.R.S.A., Sect.* 000012304

### **PURPOSE:**

To provide loans to Maine residents enrolled in a program of dentistry at an accredited school of dental education, which may be forgivable upon eligible employment. Also allows repayment of dental education loans for certain eligible dental service providers.

### **ORGANIZATION:**

The twelve-member committee consists of: ten voting members appointed by the President of the Senate and the Speaker of the House as follows: one member representing a major statewide organization representing dentists; one member representing a major statewide coalition dedicated to issues concerning ambulatory care; one member representing a major statewide alliance dedicated to children's issues; one member representing the Department of Health and Human Services (DHHS), Bureau of Health, Oral Health Program; two members of the House of Representatives; one Senator; one member representing a major statewide organization of consumers dedicated to the cause of affordable health care; one member representing a major statewide organization dedicated to ensuring equal justice; one member representing the Department of Health and Human Services, Bureau of Medical Services. Additionally, two non-voting members participate on the committee: one who represents the Finance Authority of Maine (FAME) appointed by the Speaker of the House and one who represents the Office of Primary Health Care within DHHS appointed by the President of the Senate.

### **PROGRAM:**

The Maine Dental Education Loan and Loan Repayment Programs provide loans to eligible Maine residents enrolled in a program of dentistry at an accredited school of dental education which may be forgivable upon eligible employment and also repayment of dental education loans for certain eligible dental service providers.

The committee advises FAME on the development of rules and policies to evaluate and improve the programs. The committee also assists FAME in prioritizing loan repayment applications and allocating funds between loans for dental students and loan repayment.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**MAINE COMMISSION ON DOMESTIC AND SEXUAL ABUSE**  
**JOHN E. MORRIS, COMMISSIONER**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 104 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-3042  
*Established* 1990 *Telephone* (207) 626-3803  
*Reference Policy Area* 06 *Umbrella* 92 *Unit* 539 *Citation* T0019A *M.R.S.A., Sect.* 000004013

**PURPOSE:**

The Maine Commission on Domestic and Sexual Abuse advises and assists the executive, legislative and judicial branches of State Government on issues related to domestic and sexual 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 and sexual abuse.

**ORGANIZATION:**

The Commission is composed of up to 28 members appointed by the Governor and eight other members designated by statute.

**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 and sexual abuse or violence.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DOMESTIC ABUSE HOMICIDE REVIEW PANEL**  
**JOHN E. MORRIS, COMMISSIONER**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 104 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-3042  
*Established* 1997 *Telephone* (207) 626-3803  
*Reference Policy Area* 06 *Umbrella* 92 *Unit* 600 *Citation* T0019A *M.R.S.A., Sect.* 000004013

**PURPOSE:**

The Domestic Abuse Homicide Review Panel was established in 1997 to review the deaths of persons who are killed by family or household members. Most Panel members have experience in providing services to victims of domestic abuse. The Panel meets monthly to review completed Maine homicide cases for the purpose of making system-based observations and recommendations for a biennial report. These observations and recommendations are directed to State and local agencies and include identification of system gaps, legislative and rule changes as well as policy and procedural changes.

**ORGANIZATION:**

The Panel is an all volunteer, multidisciplinary group of individuals who attend monthly meetings to review cases with the purpose of making system-based observations and recommendations for the biennial report. Membership on the panel is set forth in 19-A MRSA, section 4013(4)(A). The Panel is housed within the Office of the Attorney General.

**PROGRAM:**

The Panel reviews the deaths of persons killed as a result of domestic abuse homicides. These monthly reviews generate data which is collected and compiled relative to domestic abuse homicides. Additionally, the Panel issues a report

## INDEPENDENT AGENCIES - ADVISORY

biennially that reflects the case reviews and makes specific recommendations and observations for systems changes that may save lives.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY COMM ON FAIR COMPETITION WITH PRIVATE ENTERPRISE

### DAVID WHITT, CHAIRMAN

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0078

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

*Established* 2000

*Telephone* (207) 624-7800

*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. The 121st Maine Legislature expanded the Advisory committee's duties in Title 5, section 55-A. These responsibilities are to approve services and goods provided by state agencies that are not otherwise allowed by law and may compete with private enterprise.

#### **ORGANIZATION:**

The Advisory Committee consists of members appointed from government agencies, private sector representatives and members of the public who meet to review complaints on government competition with private enterprise. The Commissioner of the Department of Administrative and Financial Services, or their designee, serves as the Committee Chair. The Committee meets as necessary but is required by statute to meet at least once a year.

#### **PROGRAM:**

Complaint forms are available for businesses to complete about potentially unfair competition. Once submitted to the Committee, notification of the complaint is forwarded to the government agency identified in the complaint to obtain additional information.

The Committee reviews this 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. The Committee may follow up with questions to any of the individuals.

The Committee makes, when appropriate, recommendations to the Maine State Legislature and Governor based upon its review of a complaint.

The Advisory Committee has also developed a request form for agencies to use in seeking approval for services and goods to be provided by state agencies that are not otherwise allowed by law and may compete with private enterprise. It has also developed a process for evaluating these requests.

An annual report of the Committee's activities is available upon request.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**FAMILY LAW ADVISORY COMMISSION**  
**HON. BRUCE JORDAN, CHAIR**

*Central Office* 78 EXCHANGE STREET, BANGOR, ME 04401

*Mail Address* 78 EXCHANGE STREET, BANGOR, ME 04401

*Established* 1996

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 595 *Citation* T0019A *M.R.S.A., Sect.* 000000351

*FAX*

*Telephone* (207) 991-6335

**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 eleven members experienced in family law. They include: an active Superior Court Justice, an active District Court Judge, an active Family Law Magistrate, 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, a representative of the Court Alternative Dispute Resolution Service, 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 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE FIRE PROTECTION SERVICES COMMISSION**  
**JOSEPH THOMAS, STATE FIRE MARSHAL**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address* 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052 *FAX* (207) 287-6251

*Established* 2000

*Telephone* (207) 626-3871

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 609 *Citation* T0005 *M.R.S.A., Sect.* 000003371

**PURPOSE:**

The Commission is established to monitor and evaluate the State's fire protection services system on a continuing basis and to provide recommendations to the appropriate State agencies and to the Legislature regarding necessary changes in the fire protection service system.

**ORGANIZATION:**

The Commission consists of 23 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 of the 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; one member representing the insurance industry; the Director of Maine Emergency Medical Services or the director's designee and the Director of the Maine Emergency Management Agency or the director's designee.

## INDEPENDENT AGENCIES - ADVISORY

### PROGRAM:

The Commission has met on a regular basis and filed a report.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE FIRE PROTECTION SERVICES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	894	894				
COMMODITIES	959	959				
<b>TOTAL EXPENDITURES</b>	1,853	1,853				

## MAINE HISTORICAL RECORDS ADVISORY BOARD DAVID CHEEVER, STATE ARCHIVIST

*Central Office* CULTURAL BUILDING, AUGUSTA, ME 04333-0084

*Mail Address* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX* (207) 287-5517

*Established* 1989 *Telephone* (207) 287-5793

*Reference* Policy Area 00 *Umbrella* 92 *Unit* 533 *Citation* T000005 *M.R.S.A., Sect.* 00000098

### PURPOSE:

The Maine Historical Records Advisory Board (MHRAB) was created by Executive Order in 1989, in accordance with National Historical Publication and Records Commission (NHPRC) statutes and regulations to address historical records issues of statewide concern. In 2002, the MHRAB was established in statute in 5 MRSA, §98. The Board has responsibility for promoting 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; and promoting the publication of historical records.

### ORGANIZATION:

The Maine Historical Records Advisory Board provides advice for state historical records projects and makes funding recommendations to the National Historical Publication and Records Commission.

The MHRAB consists of between seven and eleven members, appointed by the Governor for three years, with 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 State Archivist and the Director of the Maine Historical Society shall be members, and, as required by NHPRC regulation, one of them is appointed by the Governor to act as MHRAB State Coordinator serving a renewable four-year term.

The Maine State Archives serves as fiscal agent for the MHRAB. Board members serve without compensation.

### PROGRAM:

The Maine Historical Records Advisory Board applies for grants from the National Historical Publication and Records Commission to provide grants to Maine repositories to preserve and provide access to valued historical records. Grants are awarded to archives, historical societies, libraries, museums and others. The MHRAB also reviews and makes recommendations regarding Maine grant proposals to the NHPRC.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - ADVISORY

### STATEWIDE HOMELESS COUNCIL

#### CULLEN RYAN, INTERIM CHAIR

WATS (800) 452-4668

Central Office 353 WATER STREET, AUGUSTA, ME 04330-4633

Mail Address 353 WATER STREET, AUGUSTA, ME 04330-4633

Established 2005

FAX

Telephone (207) 774-2722

Reference Policy Area 05 Umbrella 92 Unit 635 Citation T0030A M.R.S.A., Sect. 000005046

#### PURPOSE:

The Statewide Homeless Council was established in 2005, replacing the Interagency Task Force on Homelessness and Housing Opportunities. The authorizing legislation was amended in 2008 to expand the council's advisory role and to add additional members to the council.

The purpose of the council is to serve as an advisory committee to the Maine State Housing Authority, the Governor, the Legislature, the Maine Department of Health and Human Services (DHHS) and the Maine Department of Corrections (DOC) on homeless matters. The council is charged with providing leadership to end homelessness and providing support to the regional homeless councils; educating people on homeless issues; serving as coordinator of information; assessing statewide needs; identifying potential resources; providing assistance to people who are homeless by identifying resources and improving access to them; and reviewing, monitoring and implementing plans to end homelessness.

#### ORGANIZATION:

The council consists of 14 members. The Governor appoints six members, two from each of the state's three regional homeless councils, based on nomination provided by the three councils. The director of the Maine State Housing Authority is a member. Three members are appointed jointly by the President of the Senate and the Speaker of the House, one from each of the three homeless councils. The Commissioners of DHHS and DOC and the Director of the Bureau of Maine Veterans' Services or their designees, are also members. The chair of the council is a representative from the Governor's Office. Members serve until their successors are appointed and qualified. The Maine State Housing Authority provides staff support to the council.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### HOMELAND SECURITY ADVISORY COUNCIL

#### PETER ROGERS, DIVISION DIRECTOR

Central Office 45 COMMERCE CENTER, AUGUSTA, ME 04333

Mail Address 72 STATE HOUSE STATION, AUGUSTA, ME 04333-0072 FAX (207) 287-3180

Established 2006

Telephone (207) 624-4400

Reference Policy Area 06 Umbrella 92 Unit 636 Citation T0037B M.R.S.A., Sect. 00000708

#### PURPOSE:

The Homeland Security Advisory Council advises the Governor on all matters related to Homeland Security, including terrorism and bio-terrorism issues. The Council provides a forum for the top officials in the State to collaborate, share essential information, and develop a unified strategy to address Homeland Security issues in Maine.

#### ORGANIZATION:

The Maine Homeland Security Advisory Council (HSAC) was established by Executive Order of the Governor in the summer of 2005. The HSAC was later formally adopted by the Maine State Legislature in the spring of 2006. Membership of the Council was expanded by statute in 2011. Statutory reference is 37-B MRSA §708.

## INDEPENDENT AGENCIES - ADVISORY

The HSAC is comprised of 9 members including the Director of Maine Emergency Management Agency; the Commissioner of Defense, Veterans, and Emergency Management; the Commissioner of Public Safety; the Director of the Maine Center for Disease Control and Prevention within the Department of Health and Human Services; the Chief of the Maine State Police within the Department of Public Safety; a representative of the Governor; the Commissioner of the Department of Inland Fisheries and Wildlife; the Commissioner of the Department of Marine Resources; and, the Commissioner of the Department of Agriculture, Conservation and Forestry.

### PROGRAM:

The HSAC meets regularly to complete the functions identified above as well as to assist in determining spending priorities for federal homeland security grants.

The Maine Emergency Management Agency coordinates the Maine Homeland Security Advisory Council (HSAC) under the chairmanship of The Adjutant General, who is also the Governor's Homeland Security Advisor (HSA). The HSAC brings together law enforcement, public health, and other safety and security officials from state departments as well as federal offices operating in Maine, to share information and brief on emerging homeland security issues.

### LICENSES:

n/a

### PUBLICATIONS:

n/a

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DISPLACED HOMEMAKERS ADVISORY COUNCIL

**GILDA E. NARDONE, EXECUTIVE DIRECTOR**

**ELOISE VITELLI, DIR, PROG & POLICY DEV**

*Central Office* 331 WATER ST, HANDLEY HALL, AUGUSTA, ME 04330

*Mail Address* 46 UNIVERSITY DRIVE, UMA, AUGUSTA, ME 04330-9410 *FAX* (207) 621-3429

*Established* 1977

*Telephone* (207) 621-3440

*Reference Policy Area* 01 *Umbrella* 92 *Unit* 390 *Citation* T0020A *M.R.S.A., Sect.* 000010924

### PURPOSE:

To help displaced homemakers and other disadvantaged individuals achieve success in the Maine economy by providing training and individual support that leads to employment, self-employment, access to higher education, asset and leadership development.

### ORGANIZATION:

New Ventures Maine (NVME) is administered by and operates under the University of Maine Augusta/University of Maine System. A statewide Advisory Council, appointed by the Governor, supports the work of program staff.

### PROGRAM:

In fiscal year 2017, NVME continued to offer a full range of employability, life skills, and self-employment services through a toll-free resource phone line, eight regional Resource Centers, and six regional offices and community-based outreach sites and through distance learning platforms.

NVME served a total of 1,277 individuals (72% female and 28% male) through workforce, entrepreneurship, or financial literacy training courses and workshops; individual technical assistance and/or information and referral services; placement assistance; and follow up services. Linkages with employers continued to focus on non-traditional and technical occupations through career

## INDEPENDENT AGENCIES - ADVISORY

pathways workshops and panels, while partnerships with other education and training providers continued to play a significant role in expanding access to postsecondary education for adult learners.

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. Partners included the Departments of Education, Labor, Human Services, Transportation, Economic and Community Development, the University of Maine System including the Maine Small Business Development Centers and the Community College System; Community Action Agencies, United Ways, CA\$H Maine and local and statewide financial institutions among others.

### **LICENSES:**

None.

### **PUBLICATIONS:**

The Program's Annual Report, graduate profiles and other news articles are available for download on the organization's website.

The General Fund budget for fiscal year 2017 was \$864,475 to New Ventures Maine, UMA/UMS.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF LENSURE OF PROFESSIONAL INVESTIGATORS SCOTT IRELAND, LIEUTENANT**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address* 42 STATE HOUSE STATION, AUGUSTA, ME 04330-0042 *FAX* (207) 287-3042

*Established* 2011

*Telephone* (207) 624-7200

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 667 *Citation* T00032 *M.R.S.A., Sect.* 00008103-A

### **PURPOSE:**

The Board of Licensure of Professional Investigators' purpose is to protect the public by improving the standards relative to the practice of private investigation and to protect the public from unqualified practitioners.

### **ORGANIZATION:**

The board consists of seven members who must be residents of the State and are appointed by the Governor as follows: Two members of the State Police recommended by the Chief; one member recommended by the Attorney General; three members of the public; and one administrator from a local or county law enforcement agency. The board shall meet at least once a year.

### **PROGRAM:**

The Board of Licensure of Professional Investigators provides advice; reviews written examinations for professional investigator applicants; advises the chief on granting, suspending and revoking the licenses of professional investigators; establishes standards governing the safety and conduct of persons licensed under this chapter; and recommends investigations regarding alleged violations.

### **LICENSES:**

Not applicable.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**BOARD OF LICENSURE OF WATER SYSTEM OPERATORS**  
**ROGER CROUSE, DIR., DRINKING WATER PROG**  
**JAMES JACOBSEN, LICENSING OFFICER**

*Central Office* 286 WATER STREET, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STA, AUGUSTA, ME 04333-0011

*Established* 1975

*Reference Policy Area* 04 *Umbrella* 92 *Unit* 429 *Citation* T0022

*FAX* (207) 287-4172

*Telephone* (207) 287-2070

*M.R.S.A., Sect.* 000002624A

**PURPOSE:**

The Board of Licensure of Water System Operators (Board) was re-established in 1995 to protect public health by ensuring that water treatment and distribution systems operators are qualified to operate public water systems. All community and nontransient, noncommunity water systems and transient systems using surface water as a source must be operated by qualified persons who have the experience, knowledge and ability to maintain the public water system to protect public health.

**ORGANIZATION:**

The Board consists of nine members appointed by the Governor as follows: three water treatment or water distribution system operators, one holding a Class II license, one holding a Class III license and one holding a Class IV license; one member of the public who is a registered professional engineer; one person who is an educator in the field of water supply or service; one person who is a water management representative; one person who represents a "very small water system," as defined in rules of the Board; one person who is an owner or manager of a non-transient, non-community public water system; and one person from the Department of Health and Human Services whom the Commissioner may recommend, subject to appointment by the Governor. All seats were filled as of June 30, 2017.

The Board maintains membership in the Association of Boards of Certification for testing services.

**PROGRAM:**

The Board met six times in SFY2017: July 16, 2016; September 23, 2016; November 18, 2016; January 20, 2017; March 17, 2017; and May 19, 2017.

There are currently 1,046 water operators licensed by the Board. In SFY2017 a total of 272 exams were taken, with 148 exams being passed. Exams are available through electronic testing in Portland and Holden. The Board offers paper exams in Presque Isle once per year.

A total of 59 new operators were licensed in calendar year 2016. Eleven operators upgraded their license(s) to a higher class. One operator's license was revoked in SFY2017 following established Board procedure.

The Board strongly supports the professionalism of water operators. It reviews and approves professional development courses to fulfill training requirements for biennial license renewal. The Board also promotes initial and upper level training for operators.

**LICENSES:**

Very Small Water System Operator

Class I Water Treatment

Class II Water Treatment

Class III Water Treatment

Class IV Water Treatment

Class I Water Distribution

Class II Water Distribution

Class III Water Distribution

Class IV Water Distribution

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**LOBSTER ADVISORY COUNCIL**  
**JOSHUA MILLER, CHAIR**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04330  
*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333  
*Established* 1979  
*Reference Policy Area* 04 *Umbrella* 92 *Unit* 340 *Citation* T0012  
*FAX* (207) 624-6024  
*Telephone* (207) 624-6550  
*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 issues or disputes 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.

The Commissioner appoints five members to the Maine Lobster Marketing Collaborative from among a list of nominees prepared by the Lobster Advisory Council.

**ORGANIZATION:**

The Lobster Advisory Council consists of: one person from each of the seven Lobster Zone 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 Zone Council, each of which must be from a different county. The terms on the Lobster Advisory Council of those from the Lobster Zone Councils are coterminous with terms on the latter council. Terms of other individuals are three years. The Chair of the Lobster Advisory Council is ex-officio to the Department of Marine Resources Advisory Council.

**PROGRAM:**

The Lobster Advisory Council meets as needed to address topics of interest to the lobster industry. It provides advice and input on the fisheries management plan for the conservation and regulation of the lobster fishery. The Lobster Advisory Council is an integral partner in Maine's lobster co-management system. The Council provides feedback on lobster related items before the Joint Standing Committee on Marine Resources.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**ORGAN DONATION ADVISORY COUNCIL**  
**PATTY MORNEAULT,**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029  
*Established* 2011  
*Reference Policy Area* 05 *Umbrella* 92 *Unit* 660 *Citation* T0029A  
*FAX* (207) 624-9339  
*Telephone* (207) 624-9023  
*M.R.S.A., Sect.* 00001402-B

**PURPOSE:**

The Organ Donation Advisory Council was established to increase the rates of organ and tissue available to individuals with life-threatening conditions.

**ORGANIZATION:**

The Organ Donation Advisory Council is comprised of 10 members. The Secretary of

## INDEPENDENT AGENCIES - ADVISORY

State and the Commissioner of Health and Human Services or their designee; a representative from the Department of the Secretary of State, Bureau of Motor Vehicles; the president of a statewide medical society, a representative of a federally designated organ procurement organization, and 5 members of the public with experience in the field of organ and tissue donation.

### **PROGRAM:**

The Organ Donation Advisory Council meets 4 times per year and convenes special meetings at the call of the chair.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **STATE POET LAUREATE ADVISORY SELECTION COMMITTEE**

### **JULIE A. RICHARD, DIRECTOR, ARTS COMMISSION**

### **JAMES RITTER, MAINE STATE LIBRARIAN**

*Central Office* 193 STATE STREET, AUGUSTA, ME 04333

*Mail Address* 25 STATE HOUSE STATION, AUGUSTA, ME 04333-0025 *FAX* (207) 287-2725

*Established* 1995

*Telephone* (207) 287-2724

*Reference Policy Area* 03 *Umbrella* 92 *Unit* 581 *Citation* T0027 *M.R.S.A., Sect.* 000000421

### **PURPOSE:**

The State Poet Laureate Advisory Selection Committee is authorized by 27 MRSA, §421, to nominate the State Poet Laureate to be appointed by the Governor for a 5-year term.

### **ORGANIZATION:**

The Maine Arts Commission assembles an advisory selection committee, the State Poet Laureate Advisory Selection Committee, of no more than 5 members with expertise in poetry to select the State Poet Laureate. The Advisory Committee is composed of the Director of the Maine State Library and the Director of the Maine Arts Commission or their designees and up to 3 other members with expertise in poetry. The Poet Laureate must be a poet of recognized merit.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **POLLUTION PREVENTION & SMALL BUSINESS ASSISTANCE**

### **ADV. PANEL**

### **DEBORAH ROY, CHAIR**

### **JULIE CHURCHILL, DIRECTOR**

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

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

*Established* 1992

*FAX* (207) 287-2814

*Telephone* (207) 287-7881

*Reference Policy Area* 04 *Umbrella* 92 *Unit* 557 *Citation* T0038 *M.R.S.A., Sect.* 000000343D

### **PURPOSE:**

The Pollution Prevention and Small Business Assistance Advisory Panel provides advice and serves as a review body to assess proposed federal and state policies, rules and statutes, compliance assistance and education and outreach efforts undertaken by the Department of Environmental Protection's Small Business Ombudsman.

## INDEPENDENT AGENCIES - ADVISORY

### **ORGANIZATION:**

The panel consists of 16 voting members. The Governor appoints 2 representatives from the business community, 2 elected or appointed municipal officials who are not owners or representatives of owners of small business stationary sources, 2 representatives of organized labor and 2 representatives from the department.

The President of the Senate and the Speaker of the House each appoint one member from a public health organization, one member from an environmental organization, and one member from a small business stationary source. The Senate Minority Leader and the House Minority Leader each appoint one member from a small business stationary source. The Commissioner of Labor and the Director of the Maine Emergency Management Agency serve as ex officio members and do not vote on panel matters.

This board has not met since April 2015 and is currently inactive.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **RIVER FLOW ADVISORY COMMISSION**

### **PETER ROGERS, CO-CHAIRPERSON**

*Central Office* 45 COMMERCE DRIVE, AUGUSTA, ME 04333

*Mail Address* 72 STATE HOUSE STATION, AUGUSTA, ME 04333-0072 *FAX* (207) 287-3180

*Established* 1997

*Telephone* (207) 624-4400

*Reference Policy Area* 04 *Umbrella* 92 *Unit* 593 *Citation* T0037B *M.R.S.A., Sect.* 000001131

### **PURPOSE:**

The River Flow Advisory Commission was established in statute in 1997, having existed as an "ad hoc" organization since the early 1980s. Its purpose is to act as a technical advisory commission to the Department of Defense, Veterans and Emergency Management and the Governor on matters of stream flow, and to facilitate information flow among all public and private parties with an interest in hydrologic issues. The Maine Emergency Management Agency (MEMA) carries out the planning and preparedness activities for the Commission.

### **ORGANIZATION:**

The Commission is composed of at minimum 15 members. The Director of the Maine Emergency Management Agency and the District Chief of the United States Geological Society (USGS) Maine Water Science Center serve as co-chairs. Other members include the State Geologist, the Commissioners of the Departments of Agriculture, Conservation and Forestry, Environmental Protection, Inland Fisheries and Wildlife, Marine Resources, Transportation, and Health and Human Services or their designees, the Meteorologists-in-Charge of the National Weather Service Forecast Offices in Maine, representatives from private commerce and industry including major hydroelectric power producers, the director of the Senator George J. Mitchell Center for Environmental and Watershed Research at the University of Maine, and a representative of the public appointed by the Governor.

### **PROGRAM:**

The Commission meets at least annually to discuss and issue an advisory statement on the potential for major river flooding due to hydrologic conditions prior to the spring snowmelt and runoff. The Commission has the power and duty to advise the Governor and the department on issues of flow in State rivers and streams, assist in communication of river flow data between dam operators, river basin managers, state agencies and federal agencies, and administer the State's cooperative hydrologic monitoring program in cooperation with the USGS.

The State's Drought Task Force (DTF) is an extension of the River Flow Advisory Commission and assists in monitoring, coordinating, and managing responses to droughts and recommends actions to minimize impacts to public health, safety, the environment and agriculture. The DTF convened for the first time since 2002 in August 2016 as severe drought conditions were reported in some areas of the State

## INDEPENDENT AGENCIES - ADVISORY

of Maine. The DFT met until the drought was resolved in the spring of 2017. A subset of the group including MEMA representatives, the National Weather Service and USGS began bi-weekly conference calls again in August 2017 when drought conditions returned. MEMA will monitor and continue calls until conditions resolve.

### **PUBLICATIONS:**

Annual Reports of the Commission  
Cooperative Snow Survey Reports (issued weekly during snowmelt season)  
All publications available online at: <http://www.maine.gov/rfac>

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **SHELLFISH ADVISORY COUNCIL LEWIS PINKHAM, CHAIR**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04333  
*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX*  
*Established* 2008 *Telephone* (207) 624-6550  
*Reference Policy Area* 04 *Umbrella* 92 *Unit* 645 *Citation* T0012 *M.R.S.A., Sect.* 00006038

### **PURPOSE:**

The Council shall make recommendations to the commissioner and the joint standing committee of the Legislature having jurisdiction over marine resources matters concerning:

A. How best to utilize state agencies, municipal governments, the shellfish industry and citizen groups to make improvements to and maintain the quality of the State's coastal waters and to expedite the opening of closed shellfish flats; and

B. Matters of interest to the State's shellfish industry, including, but not limited to, shellfish resource management, public health protection and the activities and recommendations of a multistate organization that promotes shellfish sanitation.

The council is responsible for bringing forward to the commissioner matters of concern to the shellfish industry and for assisting the commissioner with the dissemination of information to members of the shellfish industry.

### **ORGANIZATION:**

The Shellfish Advisory Council consists of: four members who are commercial shellfish license holders, at least three of whom must be primarily soft-shell clam harvesters; two members who are shellfish aquaculture lease holders; one member who represents the interests of municipalities with wastewater treatment systems; two members who are licensed wholesale seafood dealers who have been issued a shellfish sanitation certificate; one public member with knowledge of and interest in coastal water quality; two members who are municipal shellfish wardens, and one member who has been issued a shellfish depuration certificate. Terms are for three years, and the terms of the officers are for one year. The Chair of the Shellfish Advisory Council is also a member of the Marine Resources Advisory Council.

### **PROGRAM:**

The council met 3 times in fiscal year 2016-2017. The topics of discussion included: The Department of Agriculture, Conservation and Forestry's quality labeling of Maine shellfish, legislative updates for chapter 4 and chapter 7 of the Marine Resources Regulations, buying station regulations, minimum size tolerances on molluscan shellfish, abatement closure procedure for municipalities, Hancock and Washington county DA issues, and swipe cards.

## INDEPENDENT AGENCIES - ADVISORY

### **PUBLICATIONS:**

Minutes of the Shellfish Advisory Council meetings are available through the Department of Marine Resource's website.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **SUBSTANCE ABUSE SERVICES COMMISSION**

### **PETER MCCORISON, CHAIR**

*Central Office* 41 ANTHONY AVE., AUGUSTA, ME 04330

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-9152

*Established* 1993

*Telephone* (207) 287-2595

*Reference Policy Area* 05 *Umbrella* 92 *Unit* 577 *Citation* T0005 *M.R.S.A., Sect.* 000020065

### **PURPOSE:**

-To advise the Office of Substance Abuse and Mental Health Services (OSAMHS) in the development and implementation of significant policy matters relating to substance abuse.

-To advise, consult and assist the Governor, the executive and legislative branches of State Government and the Chief Justice of the Supreme Judicial Court with activities of State Government related to drug abuse prevention, including alcoholism and intoxication.

-To serve as an advocate on alcoholism and drug abuse prevention, promoting and assisting activities designed to meet the problems of drug abuse and drug dependence at the national and state levels. With the support of OSAMHS, the commission shall review and evaluate on a continuing basis state and federal policies and programs relating to drug abuse and other activities conducted or assisted by state departments or agencies that affect persons who abuse or are dependent on drugs. In cooperation with the OSAMHS, the commission shall keep the public informed by collecting and disseminating information, by conducting or commissioning studies and publishing the results of those studies, by issuing publications and reports and by providing public forums, including conferences and workshops.

-To report annually to the joint standing committee of the Legislature having jurisdiction over health and human services matters and the joint standing committee of the Legislature having jurisdiction over appropriations and financial affairs on or before the last business day of each year. The report must include developments and needs related to drug abuse prevention, including alcoholism and intoxication, and significant policy matters relating to substance abuse.

### **ORGANIZATION:**

The Substance Abuse Services Commission (SASC) was established in 1993 and replaced the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. Six members are from the Legislature with at least one member from the Senate and at least two members must be serving on the joint standing committee of the Legislature having jurisdiction over health and human services matters. The remaining 15 members, who are appointed by the Governor, come from the fields of medicine, law, public schools, nongovernmental substance abuse prevention and treatment agencies, private sector employers and persons affected by or recovering from alcoholism or drug dependency.

### **PROGRAM:**

During fiscal year 2017, the SASC continued to use its operational structure and working committees. The SASC reviewed policy issues and recommended support of legislation. The SASC engaged the OSAMHS in seeking out technical assistance from Substance Abuse and Mental Health Services Administration (SAMHSA) in areas related to evidence based practice, data collection and review of workforce development and recovery. The SASC met regularly and worked with the Office of the Governor to maintain membership and fill vacant seats. The SASC monitored and engaged the State of Maine Pharmacy Board with the implementation of Public

## INDEPENDENT AGENCIES - ADVISORY

Law 2015, chapter 508. The SASC met with and presented information to the Senate President's staff and the Speaker of the House's staff on issues related to intervention, prevention, treatment and recovery. The SASC requested an update and presentation from the University of New England on their activities related to the prevention contract they received from the State of Maine.

### **PUBLICATIONS:**

White Paper for the joint standing committee of the Legislature having jurisdiction over health and human services matters on action the State of Maine could take to decrease cost for Medication Assisted Treatment (MAT) and increase access to MAT.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **ADVISORY BOARD FOR THE LICENSING OF TAXIDERMISTS STEVE ALLARIE, CHAIR**

*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) 287-3614

*Reference Policy Area* 04 *Umbrella* 92 *Unit* 540 *Citation* T0012 *M.R.S.A., Sect.* 000010155

### **PURPOSE:**

The Advisory Board for the Licensing of Taxidermists was established to advise the Commissioner regarding implementation of 12 MRSA, sections 10155, 10909, 12952, and 12953, 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 12 MRSA, subsection 10155, shall consist of the following four residents of Maine:

- A. Two employees of the Department, appointed by the Commissioner, one of whom may be a retired employee who has experience in taxidermy; and
- B. Two licensed taxidermists with expertise in the art of taxidermy appointed by the Governor.

All members, except State employees, are entitled to receive compensation as provided in 5 MRSA, chapter 379.

### **LICENSES:**

General Taxidermy License

Mammal & Head Taxidermy License

Bird Taxidermy License

Fish Taxidermy License

Skull Mount Taxidermy License

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**BOARD OF VISITORS - MAINE CORRECTIONAL CENTER**

**BRADLEY FOGG, BOARD MEMBER**  
**JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 17 MALLISON FALLS ROAD, WINDHAM, ME 04062

*Mail Address* 17 MALLISON FALLS ROAD, WINDHAM, ME 04062

*FAX* (207) 893-7001

*Established* 1982

*Telephone* (207) 893-7000

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 449 *Citation* T0034A *M.R.S.A., Sect.* 0003001A

**PURPOSE:**

To visit the Maine Correctional Center and provide the appropriate comments, advice and recommendations to the Governor, Commissioner and appropriate Legislative Committees.

**ORGANIZATION:**

A Chairman and four members are appointed by the Governor.

**PROGRAM:**

During the year, the Board of Visitors meets at a minimum on a quarterly basis to review programs and issues at the Maine Correctional Center. The members of the board visit the facility as a committee and also individually. The board's purpose is to study the programmatic and institutional effects associated with overcrowding and 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 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BOARD OF VISITORS - MAINE STATE PRISON**

**WALTER FOSTER, CHAIRPERSON**  
**JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 807 CUSHING RD., WARREN, ME 04864

*Mail Address* 807 CUSHING RD., WARREN, ME 04864

*FAX* (207) 273-5316

*Established* 1982

*Telephone* (207) 273-5300

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 450 *Citation* T0034A *M.R.S.A., Sect.* 00003001A

**PURPOSE:**

The Board of Visitors is an oversight and advisory committee of citizens appointed by the Governor of the State of Maine to represent the interests of the people of Maine in prison matters.

**ORGANIZATION:**

The five-person board is approved by the Governor for a term of one year and shall be eligible for reappointment. Chosen for their varied orientations, interests, and experience in corrections and rehabilitation issues, board members attend to questions and concerns about public safety and security, prison staff safety and well-being, inmate health and safety, prison industries and programs.

**PROGRAM:**

Through prisoner meetings, written correspondence or phone, the Maine State Prison Board of Visitors works to identify and discuss issues such as inmate mail, grievances, advocacy, good time policies, recreational and educational programs, scheduling and funding, high risk and mental health units, and issues concerning prisoner benefits in order to help ensure that concerns are heard. The board may conference with the Commissioner or Associate Commissioner of

## INDEPENDENT AGENCIES - ADVISORY

Corrections and with the Department Counsel to discuss issues that may be of importance during the year. The board meets with program staff from many areas to discuss their specific areas of operation and help to ensure their concerns are being heard. The board also feels that it is important to tour areas of the Maine State Prison and Bolduc Correctional Facility to allow for a better understanding of the management of these complex facilities and also to discuss issues that may arise at the community level.

Routinely the board meets with the Warden and Senior Staff of the Maine State Prison to discuss current issues and concerns and identify, when appropriate, ways the Board can be of support and assistance in the effective operation of the Maine State Prison.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF VISITORS - LONG CREEK YOUTH DEVELOPMENT CENTER

**TONYA DIMILLO, CHAIRPERSON**  
**JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 675 WESTBROOK ST., SOUTH PORTLAND, ME 04106

*Mail Address* 675 WESTBROOK ST., SOUTH PARTLAND, ME 04106

*FAX* (207) 822-2773

*Established* 1982

*Telephone* (207) 822-2600

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 448 *Citation* T0034A *M.R.S.A., Sect.* 00003001A

### **PURPOSE:**

To monitor programs, 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.

### **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; and,
4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the department and/or institutions.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE ARTS COMMISSION**

**JULIE A. RICHARD, EXECUTIVE DIRECTOR**

*Central Office* 193 STATE STREET, AUGUSTA, ME 04330

*Mail Address* 25 STATE HOUSE STATION, AUGUSTA, ME 04333-0025 *FAX* (207) 287-2725

*Established* 1966

*Telephone* (207) 287-2724

*Reference Policy Area* 03 *Umbrella* 94 *Unit* 088 *Citation* T0027 *M.R.S.A., Sect.* 000000401

*Average Counts-All Positions* 10.000

*Legislative Count* 10.00

**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.

**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 Maine Arts Commission works to advance the arts by supplying services and results-oriented funding to artists, arts organizations, communities and schools, and providing helpful resources about the arts to the general public.

The Commission's priorities are established by its five-year cultural plan: Fortifying Maine's Creativity & Culture 2015-2020. The five strategic priorities of this plan are: attracting and leveraging greater investment in Maine's arts, culture, and creative economy; increasing awareness of creative opportunities and their value to communities and local economies; fostering PK-12 arts education and lifelong-learning programs; increasing synergies between culture and tourism; and building the agency's capacity to match planned growth.

In implementing these priorities, the Maine Arts Commission will look for evidence that the public is a clear beneficiary; that available 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:**

**ARTSENGAGEMENT:** A nonprofit support organization for the Commission launched in FY 17 in accordance with the Commission's Cultural Plan. The mission of ArtsEngageME is to build an environment that engages all sectors, public and private, across the State, to promote the awareness and value of the creative and cultural sectors, and to invest in their sustainability.

**GRANTS PROGRAM:** The Arts Commission provided the following grants programs and funding in FY17 - **PARTNERSHIP GRANTS**, 19 grants totaling \$132,600; **ORGANIZATIONAL PROJECT GRANTS**, 4 grants totaling \$13,400; 36 grants totaling 76,500; **ARTIST PROJECT GRANTS**, 33 grants totaling \$50,700; **ORGANIZATIONAL DEVELOPMENT GRANTS**, **ARTS & HUMANITIES GRANTS**, 13 grant totaling \$11,835; **ARTS LEARNING**, 19 grants totaling \$37,400; **CREATIVE AGING**, 8 grants totaling \$7,200; **INDIVIDUAL ARTIST FELLOWSHIPS**, 7 grants totaling \$35,000; **TRADITIONAL ARTS APPRENTICESHIPS**, 4 grants totaling \$11,000; **JANE MORRISON FILM FUND**, 2 grants totaling \$3,400. **ARTS EDUCATION PROGRAMS & PROJECTS:** Includes the following programs - Maine Arts Leadership Initiative, Arts Education Census, Teaching Artist Roster, Excellence in Maine Visual & Performing Arts Education, Congressional Art Competition, Poetry Out Loud, and Ticket To Ride. **ART IN THE CAPITOL:** Provides exhibitions highlighting artist's work in venues throughout the Capitol Complex. **ARTS IDITAROD:** an annual series of statewide, regional meetings to provide professional development opportunities and gather information from the arts and cultural sectors.

**CRAFT APPRENTICE PROGRAM:** a collaboration with the Maine Craft Association to offer master craft artists and apprentices to work together. **CREATIVE COMMUNITIES = ECONOMIC DEVELOPMENT:** Encourages cultural, economic and governmental sectors to work together to develop community through the arts. Cultural planning grants of \$10,000 each were awarded to Creative Portland; Houlton Community Arts Center Council and Main Street Skowhegan. **DATA COLLECTION:** Per state statute, in FY 17 the Commission began to actively collect financial and economic impact data for

## INDEPENDENT AGENCIES - OTHER

the State's cultural sector. This collection took three forms: statewide participation, in collaboration with five regional partners, in Arts & Economic Prosperity 5, a national economic impact study by Americans for the Arts; participation in and promotion of the New England Foundation for the Arts Creative Workers Study; and a new partnership with DataArts, a national database for entry and analysis of cultural organizations' financial data. MAINE INTERNATIONAL CONFERENCE ON THE ARTS (MICA) 2016: a biennial conference attracting artists and arts organizations not only from around the state but also from Canada and the entire U.S. Held at the Bates Mill in Lewiston, the conference attracted approximately 300 attendees, including artists, arts organization staff, community businesses and municipal/policy leaders to participate in professional development workshops; performing arts showcases; special topic, in-depth pre-conferences; and networking opportunities. PERCENT FOR ART PROGRAM: The Commission manages this program for the acquisition of new works of art for newly constructed or renovated state-funded buildings.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### MAINE ARTS COMMISSION

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	512,841	301,203			211,638	
HEALTH BENEFITS	170,654	95,337			75,317	
RETIREMENTS	131,815	76,562			55,253	
OTHER FRINGE BENEFITS	10,322	6,437			3,885	
COMPUTER SERVICES	22,590	18,636			3,954	
CONTRACTUAL SERVICES	301,754	250,368	14,444		36,942	
RENTS	8,409	7,305			1,104	
COMMODITIES	3,917	2,847			1,070	
GRANTS, SUBSIDIES, PENSIONS	449,857	104,565	22,997		322,295	
TRANSFER TO OTHER FUNDS	34,823		1,246		33,577	
<b>TOTAL EXPENDITURES</b>	<b>1,646,982</b>	<b>863,260</b>	<b>38,687</b>		<b>745,035</b>	

## BAXTER STATE PARK AUTHORITY

**DOUG DENICO, CHAIRMAN**  
**D. JENSEN BISSELL, DIRECTOR**

TTY (207) 723-9905

Central Office 64 BALSAM DRIVE, MILLINOCKET, ME 04462

Mail Address 64 BALSAM DRIVE, MILLINOCKET, ME 04462

Established 1933

Reference Policy Area 04 Umbrella 94 Unit 293 Citation T0012

Average Counts-All Positions 40.693

FAX (207) 723-6381  
 Telephone (207) 723-9616  
 M.R.S.A., Sect. 000000901  
 Legislative Count 21.50

### 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 209,644 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 the maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and safety of the public; and to exercise police supervision over the park.

## INDEPENDENT AGENCIES - OTHER

### ORGANIZATION:

Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until his final acquisition in 1962 brought the Park's area to 201,018 acres. Since then, the Authority has purchased and been gifted additional lands bringing the Park to its current size of 209,644 acres. 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.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Department of Agriculture, Conservation and Forestry (formerly Department of Conservation)). The Baxter State Park Authority, a three person authority consisting of the Maine Attorney General, the Director of Maine Forest Service 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 35% of the cost of park operations is financed from a combination of use fees, entrance fees and wood products revenues with the remaining 65% 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.

### 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 several Advisory Committees.

Within the 209,644 acres of the Park are ten campgrounds and numerous out-lying sites providing an overnight capacity of slightly over 1,000 campers with a seasonal capacity of 145,000. All campground and many day-use facilities include disability friendly sites. During peak summer use months of July and August, the Park is often filled to capacity. The seasonal average use over the six months from May 15 to October 15 is usually around 50% of capacity.

### LICENSES:

- \* Non-resident fishing licenses.
- \* Entrance Permits for day use, overnight use, and seasonal use.
- \* Advance reservations for all overnight facilities in the Baxter State Park.
- \* Permits to allow individuals to carry out research activities and media production activities.
- \* Award of Certificates of Appreciation for Park volunteers.
- \* Contracts for the following services:
  1. Rubbish Removal, Septic and Janitorial.
  2. Fuel.
  3. Road Maintenance.
  4. Firewood Bundle Preparations.
  5. Various Forest Management Operations.
  6. Maine Appalachian Trail Club and Maine Conservation Corps.

### PUBLICATIONS:

Baxter State Park Annual Report - free  
Baxter State Park Management Plan - free  
Baxter State Park Newspaper "Wildnotes" - free

Numerous books and guides on nature, recreation, ecology, etc. - various fees, available at Baxter State Park Headquarters.  
Baxter State Park Trail Guide - fee  
Baxter State Park Maps - fee

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BAXTER STATE PARK AUTHORITY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,605,154		1,605,154			
HEALTH BENEFITS	525,913		525,913			
RETIREMENTS	412,259		412,259			
OTHER FRINGE BENEFITS	30,080		30,080			
COMPUTER SERVICES	2,584		2,584			
CONTRACTUAL SERVICES	972,844		972,844			
RENTS	2,046		2,046			
COMMODITIES	160,049		160,049			
BUILDING IMPROVEMENTS	214,564		214,564			
EQUIPMENT	6,370		6,370			
TRANSFER TO OTHER FUNDS	51,256		51,256			
<b>TOTAL EXPENDITURES</b>	<b>3,983,119</b>		<b>3,983,119</b>			

## MAINE BIOMEDICAL RESEARCH BOARD

**JANE SHEEHAN, CHAIR**

*Central Office* 8 VENTURE AVE BRNSWCK LNDNG, BRUNSWICK, ME 04011

*Mail Address* 8 VENTURE AVE BRNSWCK LNDNG, BRUNSWICK, ME 04011 FAX (207) 582-4772

*Established* 2001 Telephone (207) 582-4790

*Reference* Policy Area 01 Umbrella 94 Unit 630 Citation T005 M.R.S.A., Sect. 000013104

### **PURPOSE:**

The Maine Biomedical Research Board was established to promote economic development and jobs in the State primarily by making state investments in organizations with successful results in attracting biomedical research funds from specified grant sources. As a secondary purpose, the Maine Biomedical Research Program is intended to provide incentives for small eligible institutions to grow. The program shall disburse program funds from the Maine Biomedical Research Fund to eligible institutions. An eligible institution receiving program funds under this program may use those funds for any of the following purposes: project funding; facilities funding, including debt service; equipment used in research, including debt service; or ancillary support.

### **ORGANIZATION:**

The Maine Biomedical Research Program is overseen by the Maine Biomedical Research Board. The Board consists of seven members appointed as follows: four persons appointed by the Governor and nominated by a statewide biomedical research coalition; two members appointed by the Governor who are distinguished and credentialed in the type of biomedical research that is performed by eligible institutions; and, the Commissioner of the Department of Economic and Community Development or his/her designee. The Maine Biomedical Research Board is assisted in its oversight of the Program by Maine Technology Institute, which provides administrative services for the Program. This board has not met since January 2012 and is currently inactive.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**STATE CIVIL SERVICE APPEALS BOARD**  
**TRACY B. BIGNEY, CHAIR**

*Central Office* 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074  
*Mail Address* 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074 *FAX* (207) 287-2865  
*Established* 1986 *Telephone* (207) 287-2864  
*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, sections 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 and Local Government with confirmation by the Legislature. One member of the Board is designated by the Governor 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 of the Department of Administrative and Financial Services.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE COMMISSION FOR COMMUNITY SERVICE**  
**MARYALICE CROFTON, EXECUTIVE DIRECTOR**

*Central Office* 111 SEWALL ST., ROOM 105, AUGUSTA, ME 04333-0105  
*Mail Address* 105 STATE HOUSE STATION, AUGUSTA, ME 04333-0105 *FAX* (207) 221-0874  
*Established* 1995 *Telephone* (207) 624-7792  
*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 in 1995, broadening 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 14 assigned duties are these: identify the priority needs to be met by volunteer and national service; develop triennial comprehensive plans to address issues in Maine's volunteer sector; provide technical assistance and training to Maine national service programs; and, increase 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 (USC 42, Section 12501 et seq.) and recommends State priorities regarding programs that receive direct federal financial assistance under the Domestic

## INDEPENDENT AGENCIES - OTHER

Volunteer Service Act of 1973. In addition to administering AmeriCorps State programs, the Commission maintains online training for managers of volunteers and is the lead state partner for implementation of Service Enterprise, an initiative to improve the impact of organizations engaging volunteers.

### ORGANIZATION:

The Commission is comprised of 24 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 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 on State and Local Government. Commissioners are supported by a staff of 3.5 FTEs. Since July 1, 2012, the Commission's fiscal agent has been the Maine Department of Education.

### PROGRAM:

The Commission managed over \$ 2.16 million from the Corporation for National and Community Service and \$274,149 in non-federal resources. The federal and private funding supported implementation of Service Enterprise in four Maine counties. Grants to seven community agencies supported 260 AmeriCorps members. The remaining funds supported grant administration and Commission operation. Activities carried out with those funds included training for 421 staff of volunteer programs and technical assistance for 25 National Service grantee staff. Each activity is tied to an outcome in the Commission's strategic plan.

### PUBLICATIONS:

These reports are located on the Maine Commission for Community Service website: [www.maineservicecommission.gov/publications/](http://www.maineservicecommission.gov/publications/)

- 2016 Annual Report
- 2012-2016: A Profile of Non-Maine Residents Who Stay After Their AmeriCorps Service
- Managing Maine Volunteers from a Legal Perspective
- Maine Profile: Volunteering and Civic Health 2016

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE STATE CULTURAL AFFAIRS COUNCIL PETER MERRILL, CHAIRPERSON

*Central Office* C/O MAINE STATE LIBRARY, AUGUSTA, ME 04333-0064  
*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX*  
*Established* 1990 *Telephone*  
*Reference* Policy Area 03 *Umbrella* 94 *Unit* 546 *Citation* T0027 *M.R.S.A., Sect.* 000000552

### PURPOSE:

The Maine State Cultural Affairs Council, as established in 5 MRSA, § 12004-G, subsection 7-A, 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.

### ORGANIZATION:

The Maine State Cultural Affairs Council was established in 1990 to coordinate the resources, programs and projects of the cultural agencies with statewide responsibilities. The Maine State Cultural Affairs Council consists of the chair of the Council, appointed by the Governor from one of the following boards and commission; and the chair and vice-chair or their designees from the Maine Arts Commission, the Maine Historic Preservation Commission, the Maine Library

## INDEPENDENT AGENCIES - OTHER

Commission, the Maine Humanities Council, the Maine Historical Society, the Archives Advisory Board, and the Maine State Museum Commission. Non-voting members include a staff member from the Office of the Governor and the directors of the seven cultural agencies.

### PROGRAM:

The Maine State Cultural Affairs Council continues to implement the charge given in 27 MRSA, section 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, and 3) Publishing useful information concerning statewide cultural issues.

The Maine State Cultural Affairs Council works in coordination with Maine's locally based organizations to distribute grant funds through the New Century Community Program. The Council also works with Maine's locally based organizations to promote coordinated cultural activities, the creative economy and community revitalization.

### PUBLICATIONS:

Maine State Cultural Affairs Council Annual Report

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE CULTURAL AFFAIRS COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	12,964	12,964				
GRANTS, SUBSIDIES, PENSIONS	18,255	18,255				
TOTAL EXPENDITURES	31,219	31,219				

## MAINE ECONOMIC GROWTH COUNCIL

**STEVE VON VOGT, CO-CHAIR**  
**ANDRE CUSHING, CO-CHAIR**

*Central Office* 295 WATER STREET, STE. 5, AUGUSTA, ME 04330

*Mail Address* 295 WATER STREET, STE. 5, AUGUSTA, ME 04330

*Established* 1993

*Reference Policy Area* 01 *Umbrella* 94 *Unit* 573 *Citation* T0010

*FAX* (207) 622-6346

*Telephone* (207) 622-6345

*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 and recommend changes in the plan to reflect the dynamics of the international, national and State economy.

### ORGANIZATION:

The council's full complement is 19 members appointed for 3-year terms. The Commissioner of the Department of Economic and 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, one of whom must also serve on the Maine Innovation Economy Advisory Council. Also appointed to the council are four members of the Legislature having a demonstrated interest in economic development. A 2013 law requires that legislative membership is one senator and one representative from both the majority and minority parties.

## INDEPENDENT AGENCIES - OTHER

By statute, the council is staffed by the Maine Development Foundation.

### PROGRAM:

The council's first report, Goals for Growth: Progress 95, was released in fiscal year 1995 and proposed to monitor progress in six key areas: Innovative Businesses, Productive Workers/Reward Employment, Vital Communities, Healthy Natural Resources, Efficient Government and State-of-the-Art Infrastructure. Measures of Growth 97 identified 57 benchmarks in the six areas, with subsequent reports tracking and evaluating Maine's performance on these indicators.

Since those initial reports, the council has modified the report to ensure it is measuring the key indicators of Maine's economy. Measures of Growth 2002 included 40 of the original indicators and an additional 20 indicators. The 2005 report honed in on the 18 indicators in the economy, community and environment spheres deemed to be most critical for Maine's economy. Since then, the Council has carefully evaluated existing and potential indicators to ensure the Measures of Growth report is using the best available data to provide a clear and comprehensive evaluation of the most critical factors affecting Maine's economy. The 2015 report included a new format intended to retain all of the valuable data and information while making the key factors in meeting the Growth Council's goal of a high quality of life for all Maine people more accessible and easier to understand. The 2017 report was released in April and includes 26 indicators and benchmarks.

The council distributes the Measures of Growth report widely and conducts briefings for organizations and agencies statewide. From 2006 to 2011, the council administered the "Adopt-a-Benchmark" program, which encouraged Maine organizations to take and report action to move the state closer to one or more of the council's benchmarks. The program was discontinued in favor of promoting more comprehensive efforts.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF EMERGENCY MUNICIPAL FINANCE JEROME GERARD, STATE TAX ASSESSOR

*Central Office* 51 COMMERCE DRIVE, AUGUSTA, ME 04330  
*Mail Address* 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 *FAX* (207) 287-3618  
*Established* 1954 *Telephone* (207) 624-9620  
*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, to be reestablished on a sound financial basis and to assure collection of taxes due from those municipalities to the State.

### ORGANIZATION:

The Commissioner of the Department of Administrative and Financial Services, the State Treasurer 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 Health and 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. Prior to the expenditure of such funds, the affairs of the municipality must be taken over by the Board.

If a municipality falls one year and six months behind in the payment of its taxes to the State, 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

## INDEPENDENT AGENCIES - OTHER

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.

Once the Board takes control, a return to municipal self-governance requires repayment of relevant debts and a finding by the Board or its appointee that the financial affairs of the municipality may be resumed under local control.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE EMERGENCY RESPONSE COMMISSION PETER ROGERS, CHAIRPERSON

WATS (800) 452-8735

*Central Office* 45 COMMERCE DRIVE, AUGUSTA, ME 04333  
*Mail Address* 72 STATE HOUSE STATION, AUGUSTA, ME 04333-0072 *FAX* (207) 287-3178  
*Established* 1987 *Telephone* (207) 624-4400  
*Reference Policy Area* 06 *Umbrella* 94 *Unit* 410 *Citation* T0037B *M.R.S.A., Sect.* 000000792

### PURPOSE:

This Commission oversees the implementation of a comprehensive program of planning and training for effective emergency response to releases of hazardous materials.

The State Emergency Response Commission (SERC) facilitates and coordinates the development of statewide plans implemented for comprehensive and effective response to hazardous materials emergencies for the safety and well being of people and the environment.

### 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.

### PROGRAM:

The SERC in support of its vision and mission statement has developed a three-pronged approach to its goals. First, under Federal and State law it monitors the performance of facilities that store or use large volumes of hazardous substances. This includes receiving annual inventory reports, assisting facilities in developing emergency plans, reviewing emergency plans and collecting information relating to spills of hazardous substances at facilities.

Second, the SERC provides support to Local Emergency Planning Committees (LEPCs) which, under Federal law are required to develop plans in the event of an accidental release of a hazardous substance. This assistance may be either in the form of grants to enable LEPCs to hire assistance in completing the plan or technical support as it relates to risk assessment and hazard analysis.

The SERC also supports an aggressive campaign of education of Maine's first responders by providing training grants to communities. These programs may include Hazardous Materials Awareness, Operations and Technician level course along with a number of other specialized programs.

### PUBLICATIONS:

LEPC Guidance  
Model Plans  
Emergency Planning Guidance

## INDEPENDENT AGENCIES - OTHER

### Emergency Response Guidebooks

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## KIM WALLACE ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD

**ERIC DIBNER, CHAIR**

**LAURIE GARRISON, CLERK, FAME**

*Central Office* C/O FAME, 5 COMMUNITY DR, AUGUSTA, ME 04332-0949 *TTY* (207) 626-2717  
*Mail Address* PO BOX 949, AUGUSTA, ME 04332-0949 *FAX* (207) 623-0095  
*Established* 1988 *Telephone* (207) 623-3263  
*Reference* Policy Area 05 Umbrella 94 Unit 178 Citation T0010 *M.R.S.A., Sect.* 000000373

### **PURPOSE:**

To help people with disabilities become more independent and productive members of the community. The program makes available direct loans to borrowers at fixed rates (currently 6.25%, except loans for non-adapted vehicles are 8.25%) and terms that are specifically tailored to meet the financial needs of individual borrowers. Business entities may also borrow from the fund to help make businesses accessible to individuals with disabilities.

### **ORGANIZATION:**

The Kim Wallace Adaptive Equipment Loan Program Fund Board consists of nine members. Seven members are appointed by the Governor and confirmed by the Maine Legislature. Of these members, one must be an experienced consumer lender; one must be a certified public accountant; and the remaining five must be people with a range of disabilities. The Director of the Bureau of Rehabilitation Services within the Department of Labor or the Director's designee and the Treasurer of the State of Maine or the Treasurer's designee also serve on the board.

The board currently contracts with Alpha One, a non-profit community-based agency offering services to persons with disabilities, to provide initial assistance to program applicants and help determine the appropriateness of the equipment to be purchased. The board also contracts with the Finance Authority of Maine to provide administrative assistance, financial analysis and management and legal counsel.

### **PROGRAM:**

The program provides flexible term loans to assist people with disabilities become more productive members of the community. Businesses may also borrow from the fund to make their facilities more accessible to people with disabilities and to make physical and structural changes necessary to allow a business to hire individuals with disabilities.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES**

**JONATHAN WAYNE, EXECUTIVE DIRECTOR**  
**MARGARET E. MATHESON, ESQ., CHAIR**

*Central Office* 45 MEMORIAL CIRCLE, AUGUSTA, ME 04330  
*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 Counts-All Positions* 6.000 *Legislative Count* 6.00

**PURPOSE:**

The Commission on Governmental Ethics and Election Practices is an independent commission established to guard against corruption or undue influencing of the election process and against misconduct 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, and to administer and ensure effective implementation of the Maine Clean Election Act.

**ORGANIZATION:**

The Commission on Governmental Ethics and Election Practices, established by 5 MRSA, section 12004-G, §33, consists of five 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 Senate.

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, director, employee or primary decision maker of a party committee, political action committee or candidate committee authorized under 21-A MRSA, §1013-A(1)(B).

Pursuant to 1 MRSA, section 1006, the Commission may call for the aid or assistance in the performance of its duties on the Attorney General, Secretary of State, Office of the State Auditor, or any law enforcement agency in Maine.

**PROGRAM:**

**Advisory Opinion, Notices, and Report Audits:** During fiscal year 2017, the Commission conducted regular public meetings, issued informal advisory opinions, and its staff rendered oral advice regarding the interpretation of the statutes administered by the Commission. The staff distributed filing notices to all candidates, political action committees, ballot question committees, and lobbyists with reporting or disclosure obligations and processed reports filed by those reporting entities. Additionally, the staff conducted compliance reviews and limited audits of the reports of candidates, political action committees, ballot question committees, and lobbyists.

**Complaints, Late Filings, Penalties:** During fiscal year 2017, the Commission investigated complaints concerning candidate campaigns, party committees, political action committees, ballot question committees, and lobbyists. The

## INDEPENDENT AGENCIES - OTHER

Commission also ruled on the lateness of the filings of candidates, party committees, ballot question committees, political action committees, and lobbyists. The Commission did not refer any 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.

**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.

### **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) and ballot question committees (BQCs), 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, BQCs, party committees, and candidates for state and county; Sources of income statements for Legislators and legislative candidates and executive branch officials; Rosters of registered PACs and BQCs, lobbyists, and candidates/treasurers; Candidate compliance manuals; Summaries of campaign contributions/expenditures; and Annual report of lobbyist compensation.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	357,480	86,362	271,118			
HEALTH BENEFITS	110,186	29,080	81,106			
RETIREMENTS	91,358	21,217	70,141			
OTHER FRINGE BENEFITS	7,571	1,779	5,792			
COMPUTER SERVICES	198,509	655	197,854			
CONTRACTUAL SERVICES	70,719	7,267	63,452			
RENTS	55,804		55,804			
COMMODITIES	4,796	194	4,602			
GRANTS, SUBSIDIES, PENSIONS	903,114		903,114			
TRANSFER TO OTHER FUNDS	12,966		12,966			
<b>TOTAL EXPENDITURES</b>	<b>1,812,503</b>	<b>146,554</b>	<b>1,665,949</b>			

## **FINANCE AUTHORITY OF MAINE**

**BRUCE WAGNER, CEO**  
**RAYMOND NOWAK, CHAIR**

*Central Office* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949

*Mail Address* PO BOX 949, AUGUSTA, ME 04332-0949

*FAX* (207) 623-0095

*Established* 1983

*Telephone* (207) 623-3263

*Reference Policy Area* 01 *Umbrella* 94 *Unit* 457 *Citation* T0010 *M.R.S.A., Sect.* 000000964

### **PURPOSE:**

The Finance Authority of Maine (FAME), a quasi-independent state agency, is Maine's business and higher education finance authority. FAME initially was established in 1983 as Maine's business finance agency. In that role, FAME was charged with supporting the start-up, expansion and growth of Maine businesses by working with Maine's banking community to improve access to capital.

In 1990, FAME's mission was significantly expanded by the Maine Legislature when it assumed responsibility for administering the state's higher education finance and outreach programs. Through loans, grants and loan insurance, FAME helps students and their families meet the costs associated with higher education. FAME administers Maine's Section 529 College Savings Program, the NextGen College Investing Plan® and oversees outreach activities that are designed to encourage

## INDEPENDENT AGENCIES - OTHER

Maine people to aspire to and pursue higher education. FAME also offers financial education outreach services.

FAME helps to lead the creation of good paying jobs for Maine citizens by working at the nexus between economic and workforce development. FAME accomplishes its mission - providing innovative financial solutions to help Maine citizens pursue business and educational opportunities - by working closely with the state's higher education, commercial lending, economic development and business communities, as well as the Governor and Maine Legislature, in the formulation and implementation of financial services and programs that help fill gaps that exist in Maine's capital delivery system.

### ORGANIZATION:

FAME 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 officials, including the Commissioner of Economic and Community Development, a natural resource agency commissioner and the State Treasurer.

Members of the FAME Board are appointed by the Governor and are subject to review and confirmation by the Maine Legislature. Each member, other than the state officials, serves for a term of four years. The Chief Executive Officer is appointed by the Governor, subject to review and confirmation by the Maine Legislature, to supervise and direct the administrative and technical activities of FAME on a day-to-day basis.

### PROGRAM:

**BUSINESS FINANCE:** FAME administers and oversees programs that may be utilized individually or in combination with other financing mechanisms to assist business development in Maine.

These programs include: Commercial Loan Insurance Program (traditional and online); FAME Direct Loan Program; Regional Economic Development Revolving Loan Program; Linked Investment Program for Commercial Enterprises; Linked Investment Program for Agriculture; Maine Seed Capital Tax Credit Program; Maine Economic Development Venture Capital Revolving Investment Program; Maine New Markets Capital Investment Tax Credit Program; and various bond programs.

Additionally, the following programs are administered in conjunction with other state departments or agencies: Potato Marketing Improvement Fund Program; Agricultural Marketing Loan Program; Maine Rural Development Authority; Kim Wallace Adaptive Equipment Loan Program Fund; Energy Conservation Loan Program; Nutrient Management Loan Program and State Small Business Credit Initiative.

**EDUCATION FINANCE AND OUTREACH:** FAME maintains and administers the following federal and state higher education finance and outreach programs: Maine State Grant Program; Educators for Maine Program; Maine College Savings Program (NextGen College Investing Plan®); Maine Dental Education Loan and Loan Repayment Programs; the Harold Alfond College Challenge; Maine Health Professions Loan Program; the Doctors for Maine's Future Scholarship Program; Maine Veterinary Medicine Loan Program; Tuition Waiver Programs; The Maine Loan; and financial education.

### PUBLICATIONS:

FAME: Helping You Get to Yes  
Paying for College  
Choosing a College  
Choosing a Career  
A Guide to Your Federal Student Loans  
File Your FAFSA  
Road Map for Maine Students (in partnership with Maine College Access Network)  
How Can I Pay for My Education?  
Guide to College Fairs  
Maine Dental Education Loan and Loan Repayment Program  
Educators for Maine  
Net Price Calculator  
3 Steps to Financial Aid

## INDEPENDENT AGENCIES - OTHER

Leaving College? Your Loans Go With You  
The Maine Loan  
Managing Your Money  
mPower Your Life (Kim Wallace Adaptive Equipment Loan Program  
NextGen: Help Your Child Succeed  
\$500 Alford Grant

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FINANCE AUTHORITY OF MAINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	24,051,556	17,692,394	6,359,162			
<b>TOTAL EXPENDITURES</b>	24,051,556	17,692,394	6,359,162			

## ADVISORY COMMITTEE ON MEDICAL EDUCATION

**VACANT, CHAIR**  
**JANEEN VIOLETTE, CLERK, FAME**

*Central Office* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949  
*Mail Address* PO BOX 949, AUGUSTA, ME 04332-0949 *FAX* (207) 623-0095  
*Established* 1992 *Telephone* (207) 623-3263  
*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 (FAME) in the development of initiatives that address the medical education needs of the state.

### ORGANIZATION:

The committee consists of eighteen members: fourteen of these are appointed by FAME's CEO and are subject to approval by the Legislature's Joint Standing Committee on Education and Cultural Affairs. Representatives of the following entities are included: a major statewide agency representing allopathic physicians; a major statewide agency representing osteopathic physicians; a major statewide agency representing family physicians; a major statewide agency representing hospitals; a major statewide agency representing community health centers; an association of commercial health insurance companies doing business in the state; a statewide area health education center program; two at-large members; a chief executive of a family practice residency in Maine; a Maine student, resident or practicing physician who has obtained a position secured by the authority at an institution of allopathic medical education or obtained a Doctors for Maine's Future Scholarship; a Maine student, resident or practicing physician who has obtained a position secured by the authority at an institution of osteopathic medical education or obtained a Doctors for Maine's Future Scholarship; and representatives of each Maine-based medical school at which students have received Doctors for Maine's Future scholarships.

Other committee members include: the Commissioner of the Department of Health and Human Services or the Commissioner's designee; three at-large members from areas of the state lacking reasonable access to health care: one appointed by the Governor, one appointed by the President of the Senate and one appointed by the Speaker of the House of Representatives, all of whom are subject to approval by the Legislature's Education Committee.

### PROGRAM:

The committee provides guidance for the administration of the Health Professions Loan Programs and the Doctors for Maine's Future Scholarship Program, including, but not limited to the projected costs of medical education, recommendations for the future needs of the programs, the development of sites for student clinical training and the development of incentives to practice in under-served areas.

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

#### MICHAEL GOODWIN, EXECUTIVE DIRECTOR

*Central Office* 127 COMMUNITY DRIVE, AUGUSTA, ME 04330

*Mail Address* PO BOX 2268, AUGUSTA, ME 04338-2268

*Established* 1971

*Reference Policy Area* 00 *Umbrella* 94 *Unit* 336 *Citation* T0022

*FAX* (207) 623-5359

*Telephone* (207) 622-1958

*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.

#### **ORGANIZATION:**

The authority consists of 12 members, including the Treasurer of the State, the Commissioner of Health and Human Services, the Commissioner of Education and the Superintendent of Financial Institutions, who serve as ex officio members, and eight other members, who are residents of the State of Maine and are appointed by the Governor, for terms of five years. The authority shall annually elect one of its members as chairman and one as vice-chairman, and shall also appoint an executive director who shall not be a member of the authority, who shall serve at the pleasure of the authority and is responsible for the day-to-day activities of the Authority. The Executive Director also serves as both the secretary and treasurer of the Authority.

#### **PROGRAM:**

Bonds, notes or any other obligations of the Authority while utilizing the moral obligation reserve fund makeup 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.

During fiscal year 2017, the Authority issued \$39,000,000 in refunding bonds within the Reserve Fund Resolution. It also issued \$227,170,000 in General Resolution conduit debt on behalf of its borrowers which is not debt of the Authority or moral obligation debt of the State of Maine.

The Authority does not receive any appropriation from the State. It derives its revenue from fees charged to participating eligible borrowers using its financing capabilities. The Authority charged origination and loan servicing fees based on type of loan, financing, and borrower.

#### **PUBLICATIONS:**

Annual Report - Audit

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE HISTORIC PRESERVATION COMMISSION**  
**KIRK MOHNEY, EXECUTIVE DIRECTOR**

*Central Office* 55 CAPITOL ST, AUGUSTA, ME 04330

*Mail Address* 65 STATE HOUSE STATION, AUGUSTA, ME 04333-0065 *FAX* (207) 287-2335

*Established* 1971

*Telephone* (207) 287-2132

*Reference Policy Area* 03 *Umbrella* 94 *Unit* 089 *Citation* T0027 *M.R.S.A., Sect.* 000000502

*Average Counts-All Positions* 16.731

*Legislative Count* 12.00

**PURPOSE:**

The Commission works to preserve the architectural, historic and environmental heritage of the people of the State, and to develop and promote the cultural, educational and economic benefits of these 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 departments of Transportation and Agriculture, Conservation and Forestry; and 9 representatives from among the citizens of Maine, one of whom must be elected chair and one of whom must be elected vice-chair. 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 the member's appointment and thereafter until the member's 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:**

The Maine Historic Preservation Commission administers the National Historic Preservation Act of 1966 in the State of Maine. The Program includes the following activities: Historic Preservation Planning; National Register of Historic Places; Preservation Tax Incentives; Survey and Inventory; Development, Acquisition and Covenants; Review and Compliance; and Local Government Certification. Agency staff provides guidance and advice to governmental agencies, groups and individuals in the area of historic preservation.

During fiscal year 2016-17, the Commission provided Historic and Archaeological resource data to 40 municipalities for use in the development of local comprehensive plans; expanded the National Register of Historic Places by 11 individual buildings and 4 historic districts; reviewed the Part 1, 2 and/or 3 of 26 tax credit applications leading to the certification of 9 historic rehabilitation projects with a total value of nearly \$59 million dollars; added over 1,494 properties to the Maine Historic Resources Inventory; and reviewed 1,411 projects to evaluate their impact on historic properties.

**LICENSES:**

Pursuant to 27 MRSA §374, any party wishing to excavate a protected 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 for an Excavation Permit to the Director of the Commission with a written research proposal. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application. If an Excavation Permit is granted, it must be co-signed by the Director of the Commission, the Director of the Maine State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction.

**PUBLICATIONS:**

Heritage For The Future, 2016-2021 Edition: Maine's Statewide Historic

## INDEPENDENT AGENCIES - OTHER

Preservation Plan.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORIC PRESERVATION COMMISSION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	570,136	184,482	149,403		236,251	
HEALTH BENEFITS	205,703	57,875	61,052		86,776	
RETIREMENTS	136,684	48,868	33,544		54,272	
OTHER FRINGE BENEFITS	10,697	3,275	2,723		4,699	
COMPUTER SERVICES	22,713	5,482	7,700		9,531	
CONTRACTUAL SERVICES	184,971	3,463	31,000		86,308	64,200
RENTS	1,832		508		1,324	
COMMODITIES	16,684		1,265		15,419	
GRANTS, SUBSIDIES, PENSIONS	558,547	200,000	9,910		348,637	
TRANSFER TO OTHER FUNDS	69,898		25,678		44,220	
<b>TOTAL EXPENDITURES</b>	<b>1,777,865</b>	<b>503,445</b>	<b>322,783</b>		<b>887,437</b>	<b>64,200</b>

## MAINE HUMAN RIGHTS COMMISSION

**AMY SNEIRSON, EXECUTIVE DIRECTOR**  
**MELODY PIPER, PUBLIC SERVICE MGR II**

*Central Office* 19 UNION STREET, AUGUSTA, ME 04330

*Mail Address* 51 STATE HOUSE STATION, AUGUSTA, ME 04333-0051 *FAX* (207) 624-8729

*Established* 1971 *Telephone* (207) 624-6290

*Reference Policy Area* 06 *Umbrella* 94 *Unit* 348 *Citation* T0005 *M.R.S.A., Sect.* 000004561

*Average Counts-All Positions* 13.000 *Legislative Count* 13.00

### PURPOSE:

The Maine Human Rights Commission was established to investigate and prevent discrimination in employment, housing or access to public accommodations on account of race, color, sex, sexual orientation, physical or mental disability, religion, ancestry, or national origin; in employment, discrimination on account of age and genetic pre-disposition; in housing, discrimination on account of source of income and familial status; in extension of credit, on account of age, race, color, sex, sexual orientation, marital status, ancestry, religion or national origin; and in education, discrimination because of sex, sexual orientation, physical or mental disability, national origin and race. The Maine Human Rights Act also prohibits discrimination in employment because an employee asserted a right with a prior employer under the Worker's Compensation Act and prohibits retaliation in employment because an employee reported unsafe or unlawful activity in the workplace under the Whistleblowers' Protection Act.

### ORGANIZATION:

The Maine Human Rights Commission was established in 1971 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; to prevent discrimination in employment, housing or access to public accommodations on account of race, color, sex, sexual orientation, physical or mental disability, religion, ancestry, or national origin; in employment, discrimination on account of age and genetic pre-disposition; in housing, discrimination on account of source of income and familial status; in extension of credit, on account of age, race, color, sex, sexual orientation, marital status, ancestry, religion or national origin; and in education, discrimination because of sex, sexual orientation, physical or mental disability, national origin and race.

### PROGRAM:

DISCRIMINATION COMPLAINTS. During the fiscal year 2017, 697 new complaints were

## INDEPENDENT AGENCIES - OTHER

filed with the Maine Human Rights Commission; over 712 complaints were carried over from the previous fiscal year; and the Commission closed 617 cases. After updating inventory data, there were 793 cases active at the end of fiscal year 2017.

**LITIGATION.** The Commission is represented in the courts of the State of Maine by the Commission's own counsel.

**PUBLIC EDUCATION AND INFORMATION.** The Commission issues information on its website and in other publications and speaks to groups (upon request and otherwise), 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 Regulation; Employment Poster  
 Sexual Harassment Poster; Sexual Harassment Brochure, Sexual Harassment Trainer Listing  
 Housing Regulations of the Maine Human Rights Commission; Housing Procedural Rule  
 Housing Poster; Unlawful Housing 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  
 Service Animal Guidance  
 Whistleblower's Protection Act  
 Housing Applicant Inquiry Guide  
 The Maine Human Rights Act "What It Is & How It Works"  
 Attorney Referral Listing  
 Maine Human Rights Commission 2016 Annual Report

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	617,170	444,340			172,830	
HEALTH BENEFITS	198,435	144,489			53,946	
RETIREMENTS	128,701	88,354			40,347	
OTHER FRINGE BENEFITS	18,012	14,418			3,594	
COMPUTER SERVICES	4,821	138			4,683	
CONTRACTUAL SERVICES	117,133	24,235	19,843		73,055	
RENTS	31				31	
COMMODITIES	12,689	934	147		11,608	
TRANSFER TO OTHER FUNDS	31,132		1,637		29,495	
<b>TOTAL EXPENDITURES</b>	<b>1,128,124</b>	<b>716,908</b>	<b>21,627</b>		<b>389,589</b>	

## **MAINE INDIAN TRIBAL-STATE COMMISSION**

### **JAMIE BISSONETTE LEWEY, CHAIR**

*Central Office* , TRESCOTT TWP, ME 04652

*Mail Address* 10 COMMISSARY POINT ROAD, TRESCOTT TWP, ME 04652 *FAX*

*Established* 1980

*Telephone* (207) 733-2233

*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 Implementing Act of 1980 to "continually review the effectiveness of this Act and the social, economic, and legal relationship between the Houlton Band of Maliseet

## INDEPENDENT AGENCIES - OTHER

Indians, 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 acquisition of lands to be placed in trust for the Passamaquoddy Tribe and Penobscot Indian Nation.

### ORGANIZATION:

The Commission consists of appointees from all parties to the Maine Indian Land Claims Settlement. Six of its members are appointed by the Governor of Maine and confirmed by the Legislature; two are appointed by the Houlton Band of Maliseet Indians; two are appointed by the Passamaquoddy Tribe; two are appointed by the Penobscot Indian Nation; and the thirteenth, who is the chairperson, is selected by the twelve appointees.

The Commission's budget is comprised of tribal contributions and state dollars. The Commission is staffed by a private consultant, who serves as Executive Director.

### PROGRAM:

The Commission's overriding priorities include monitoring the compliance by the parties to the Maine Indian Claims Settlement as reflected in the Maine Indian Claims Settlement Act (MICA - 25 USCS § 1721) and Maine Implementing Act (MIA - 30 MRSA §6201); offering information, analysis, and findings concerning disputed provisions of MICA and MIA; strengthening tribal-state relations; deepening the understanding by Tribal and State leaders of the key concepts and issues underlying both the Settlement and ongoing Wabanaki-Maine relations; promoting a relationship between the State and Tribes that is based on open communications and mutual trust and respect; and increasing the public's understanding and appreciation of the Wabanaki Peoples. To address these overriding priorities, the Commission conducts ongoing diplomatic efforts, undertakes research into disputed areas of the Settlement, makes recommendations on issues affecting tribal-state relations, staffs the Annual Assembly of Governors and Chiefs, sponsors meetings and workshops, presents testimony, and collaborates on educational activities.

### LICENSES:

None.

### PUBLICATIONS:

Maine Indian Tribal State Commission Annual Report 2015-2016  
The Drafting and Enacting of the Maine Indian Claims Settlement Act, February, 2017  
Roundtable to Review the Maine Indian Claims Settlement Act September 19, 2016  
Maine Indian Tribal-State Commission Annual Report 2014-2015  
Maine Indian Tribal-State Commission Annual Report 2013-2014  
Assessment of the Intergovernmental Saltwater Fisheries Conflict Between Passamaquoddy and the State of Maine July 2014  
Maine Indian Tribal-State Commission Annual Report 2012-2013 February 2014  
A Summary of the Activities of the Maine Indian Tribal-State Commission (July 1, 2009 - June 30, 2012) published July 2013  
Letter, Maine Indian Tribal-State Commission to UN Special Rapporteur on the Rights of Indigenous Peoples James Anaya, August 8, 2013  
Letter, Maine Indian Tribal-State Commission to UN Special Rapporteur on the Rights of Indigenous Peoples James Anaya, May 16, 2012  
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"

Complete Mailing Address:  
MITSC  
c/o The CCLC  
10 Commissary Point Road  
Trescott TWP, ME 04652

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE INDIAN TRIBAL-STATE COMMISSION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	111,614	111,614				
<b>TOTAL EXPENDITURES</b>	111,614	111,614				

## MAINE STATE LIBRARY JAMES RITTER, STATE LIBRARIAN

*Central Office* 230 STATE STREET, AUGUSTA, ME 04333-0064  
*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064      *FAX* (207) 287-5615  
*Established* 1937      *Telephone* (207) 287-5600  
*Reference Policy Area* 03    *Umbrella* 94    *Unit* 075    *Citation* T0027    *M.R.S.A., Sect.* 000000001  
*Average Counts-All Positions* 44.000      *Legislative Count* 44.00

### PURPOSE:

The purpose of the Maine State Library is to provide, broaden and improve access to information in a variety of formats to citizens regardless of location of residency.

### ORGANIZATION:

The Maine State Library includes Administration, Collections Development - Digital Initiatives and Promotion, Library Development, and Public and Outreach Services - Research and Innovation.

### PROGRAM:

The Program of the Maine State Library (MSL) is supported by several components. Administration: This program is defined by the role of the State Librarian. As such, the State Librarian has administrative oversight of operations and programs offered by the Maine State Library. These programs include: Collection Development, Digital Initiatives and Promotion; Library Development; and Public and Outreach Services, Research and Innovation. General Fund appropriations support the salary of the State Librarian, and the programs delivered by the Maine State Library. All statutory requirements of the Maine State Librarian are carried out by the state librarian and through the aforementioned operational programs. Such requirements include, but are not limited to: Contents and Exchanges - essentially building a collection and making it available through the lending of materials statewide; ensuring an operation open to the public to conduct research and utilize numerous library resources; overseeing the collection of state agency publications; and using resources to make libraries stronger throughout Maine. The Maine State Library has three primary operating departments: 1) The Collections Development, Digital Initiatives and Promotion Department is responsible for the acquisition and care of over 600,000 books, serial volumes and government documents as well as other special collections belonging to the Maine State Library. The unit is responsible for activities to digitize collections items and provide online access to those materials. Staff of the division are also charged with maintaining the library website and social media accounts as well as publicizing programming and library issues to different constituencies. Collections priorities of the Maine State Library are consistent with statutory obligations as defined in MRSA Title 27 §2 as well as the agency's long-standing goal of serving as the state's premier library on the history, resources and publications of Maine. 2) The Library Development Department is responsible for the administration of federal Library Services and Technology Act (LSTA) programs aimed at facilitating statewide resource sharing and improved library services in Maine. The division also oversees state and federal data collection, compilation and dissemination concerning public libraries services. Specific activities of the division can be categorized as: (1) Consulting Services, Professional Development and Continuing Education (2) Infrastructure: Shared Statewide Resources (3) Broadband Access and E-Rate. 3) The Public and Outreach Services, Research & Innovation Department oversees the development and delivery of all direct one to one services. Embracing a philosophy of service

## INDEPENDENT AGENCIES - OTHER

that people are at the center of the library's mission to inspire and cultivate learning, advance knowledge and nurture and strengthen communities, this department models best demonstrated service practices through direct library lending (circulation), reference, outreach (to the underserved) and innovation. Specific activities of the division can be categorized as; (1) Public Services (2) Outreach Services for Underserved (3) Research and Innovation.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,798,679	1,326,289			472,390	
HEALTH BENEFITS	648,173	462,510			185,663	
RETIREMENTS	427,622	316,575			111,047	
OTHER FRINGE BENEFITS	34,589	24,530			10,059	
COMPUTER SERVICES	172,089	100,501	2,629		68,959	
CONTRACTUAL SERVICES	1,519,504	733,699	241,401		544,404	
RENTS	3,948	1,219	700		2,029	
COMMODITIES	142,666	99,775	16,576		26,315	
GRANTS, SUBSIDIES, PENSIONS	433,131	377,031	31,000		25,100	
TRANSFER TO OTHER FUNDS	40,372		6,271		34,101	
<b>TOTAL EXPENDITURES</b>	<b>5,220,773</b>	<b>3,442,129</b>	<b>298,577</b>		<b>1,480,067</b>	

## MAINE LIBRARY COMMISSION

### JAMES RITTER, STATE LIBRARIAN

### JOYCE RUMERY, CHAIRPERSON

*Central Office* 230 STATE STREET, AUGUSTA, ME 04333-0064

*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX* (207) 287-5615

*Established* 1973

*Telephone* (207) 287-5600

*Reference Policy Area* 03 *Umbrella* 94 *Unit* 082 *Citation* T0027 *M.R.S.A., Sect.* 000000111

#### **PURPOSE:**

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. The Commission is also charged with the hiring of the State Librarian.

#### **ORGANIZATION:**

The Maine Library Commission is broadly representative of the State's libraries and consists of a representative from public, school, academic, special and institutional libraries, a trustee representative, one representative from each of the library districts, and 3 representatives from the State at large, one of whom 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, rule-making authority and part of the Maine State Cultural Affairs Council.

#### **PROGRAM:**

The Maine Library Commission held four meetings during fiscal year 2016-17. The Commission has monitored progress on numerous areas of special interest included the following: The Maine Schools and Libraries Network, E-Rate Modernization, the expansion of the Maine InfoNet network, the sharing of resources among Maine libraries (including the expansion of a statewide interlibrary loan van delivery service), statewide licensing of electronic databases, reviewing the allocation of state and federal funds, reviewing statewide interlibrary loan policies and reviewing emerging technologies and their impact on library services statewide including electronic reference service, computer training courses, and e-books.

## INDEPENDENT AGENCIES - OTHER

### **PUBLICATIONS:**

See Maine State Library at <http://www.maine.gov/msl/>

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE LOBSTER MARKETING COLLABORATIVE**

### **MATT JACOBSON, EXECUTIVE DIRECTOR**

*Central Office* 2 UNION STREET, PORTLAND, ME 04101

*Mail Address* 2 UNION STREET, PORTLAND, ME 04101

*Established* 1991

*Reference Policy Area* 01   *Umbrella* 94   *Unit* 097   *Citation* T0012   *M.R.S.A., Sect.* 000006455

*FAX*

*Telephone* (207) 541-9310

### **PURPOSE:**

The Maine Lobster Marketing Collaborative markets and promotes the sale of Maine lobster in local, regional, national and world markets year-round.

### **ORGANIZATION:**

The Maine State Legislature established the Maine Lobster Promotion Council in 1991 at the request of the Maine lobster industry. In 2013, the Maine Lobster Promotion Council was renamed the Maine Lobster Marketing Collaborative (MLMC). The MLMC is funded through 2018 at which point its efforts will be evaluated by a third party, independent auditor to ascertain the effectiveness of all its activities between the years 2014-2018. The MLMC is a public instrumentality of the State, funded primarily through assessments paid by lobster license holders and managed by an 11-member Board of Directors composed of four harvesters, three dealers/processors and two public members, the Commissioner of the Department of Marine Resources and the Commissioner of the Department of Economic and Community Development (or the Commissioners' designees).

### **PROGRAM:**

The MLMC markets the Maine Lobster brand to consumer and trade audiences around the globe. The objective of the MLMC is to support brand awareness and premium positioning for Maine Lobster in order to maintain interest and demand for Maine Lobster and thereby support the value of the brand for all sectors of the industry.

The MLMC developed a comprehensive marketing strategy to support the promotion of the Maine Lobster brand to consumer and trade customers, primarily in the U.S. with some activity targeting export markets. The MLMC implements the strategy through a variety of marketing tools including public relations, events, social media, digital marketing and advertising.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE LOBSTER MARKETING COLLABORATIVE	TOTAL FOR ALL	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	2,208,575		2,208,575			
TOTAL EXPENDITURES	2,208,575		2,208,575			

INDEPENDENT AGENCIES - OTHER

**MOTOR CARRIER REVIEW BOARD**

**MARK HUTCHINS, CHAIR**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029 *TTY* ()-711  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 622-5332  
*Established* 1995 *Telephone* (207) 624-9056  
*Reference Policy Area* 08 *Umbrella* 94 *Unit* 591 *Citation* T0029A *M.R.S.A., Sect.* 000000562

**PURPOSE:**

The Motor Carrier Review Board was created by 29-A MRSA §562 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, Maine State Police Commercial Vehicle Enforcement Unit data, and Federal Motor Carrier Safety Administration's reviews and ratings.

The Motor Carrier Review Board's principal data source is the Maine State Police Driver/Vehicle Inspection Reports.

In 1996, the Board developed and adopted its rules for conducting carrier reviews. In 2012, the rules were significantly revised to improve the carrier selection and review process.

In calendar year 2016, the Board, in accordance with rules developed and adopted previously, conducted 20 preliminary motor carrier reviews, 7 follow up reviews, and 8 motor carrier hearings. As a result of those reviews and hearings the Board issued no warning letters to carriers with histories of significant and repeated motor carrier violations in Maine and on 3 occasions recommended to the Secretary of State to suspend a carrier's privilege to operate commercially in Maine.

**ORGANIZATION:**

The Board consists of 7 members appointed by the Governor. The members consist of 2 representatives from the motor carrier industry, one from the Maine Motor Transport Association, one from the Maine Forest Products Council, one from the commercial motor vehicle insurance industry, one from the Maine Professional Drivers' Association, and one from the public. The Board is staffed by the Bureau of Motor Vehicles, Office of Motor Carrier Services.

**PUBLICATIONS:**

<http://www.maine.gov/sos/bmv/commercial>

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE MOTOR VEHICLE FRANCHISE BOARD**

**JOHN MCCURRY, CHAIR**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330 *TTY* (207) 624-9105  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9339  
*Established* 2003 *Telephone* (207) 624-9131  
*Reference Policy Area* 00 *Umbrella* 94 *Unit* 632 *Citation* T0010 *M.R.S.A., Sect.* 000001187

**PURPOSE:**

The Motor Vehicle Franchise Board was established to hear and decide complaints between motor vehicle manufacturers, distributors and dealers arising under the Motor Vehicle Franchise Law.

## INDEPENDENT AGENCIES - OTHER

### **ORGANIZATION:**

The Motor Vehicle Franchise Board was authorized in fiscal year 2002-03 to consist of 7 regular members and 4 alternate members. Six regular members and the 4 alternate members are appointed by the Governor. The seventh member, the chairperson, is appointed by the Secretary of State.

### **PROGRAM:**

The Motor Vehicle Franchise Board hears disputes between motor vehicle manufacturers, distributors and dealers.

### **PUBLICATIONS:**

Rules of the Motor Vehicle Franchise Board

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE MUNICIPAL BOND BANK MICHAEL GOODWIN, EXECUTIVE DIRECTOR**

*Central Office* 127 COMMUNITY DRIVE, AUGUSTA, ME 04330-2268

*Mail Address* PO BOX 2268, AUGUSTA, ME 04330-2268

*Established* 1972

*Reference Policy Area* 00 *Umbrella* 94 *Unit* 376 *Citation* T0030A *M.R.S.A., Sect.* 000005951

*FAX* (207) 623-5359

*Telephone* (207) 622-9386

### **PURPOSE:**

The Maine Municipal Bond Bank (the 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 (the Bank), established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Financial Institutions, 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 the bond refunding savings, grant administrative fees and income from investment of operating funds.

The Bank does not receive any appropriations from the State to operate these Programs but does receive administrative and/or loan servicing fees from participating eligible borrowers.

### **PROGRAM:**

In November of 2016, bonds were issued in the General Tax-Exempt Resolution totaling \$29,900,000 that assisted 24 governmental units finance their capital projects. In January of 2017, bonds were issued in the amount of \$97,875,000 that assisted one governmental unit finance their capital projects. In May of 2017, bonds were issued in the amount of \$15,875,000 that assisted 15 governmental units finance their capital projects. All issues were rated AA+/Aa2

INDEPENDENT AGENCIES - OTHER

by Standard & Poor's and Moody's Ratings, respectively.

**PUBLICATIONS:**

Annual Report

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE MUNICIPAL BOND BANK

	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	40,016,380	69,331	39,947,049			
<b>TOTAL EXPENDITURES</b>	40,016,380	69,331	39,947,049			

## **Maine Municipal Bond Bank 2017**

### **Additional Program Information:**

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 Bank jointly administers the Program with the Maine Department of Education. The Bank receives allocations from the State for deposit into the Fund. In fiscal year 2017 fifteen new loans were processed. The Bond Bank continued to monitor outstanding loans and process loan requisitions as they were received. Fourteen more loans are anticipated to be processed in fiscal year 2018.

In 1989, the State of Maine designated the Bank to serve as the administrator and financial manager of the Drinking Water State Revolving Loan Fund Program, which it jointly administers with the Maine Department of Health and Human Services and Clean Water State Revolving Loan Fund Program, which it jointly administers with the Maine Department of Environmental Protection. In fiscal year 2017, the Clean Water Program provided 21 loans totaling \$31,922,902 to finance wastewater construction projects. The Drinking Water Program provided 21 loans totaling \$17,818,147 to finance public water systems construction projects.

In 2004, the Maine Legislature established the Transportation Grant Anticipation Fund for the purpose of assisting the Maine Department of Transportation in the financing of qualified transportation projects. This Program is jointly administered with the Maine Department of Transportation. Loans are secured pursuant to a pledge and certificate issued by the Maine Department of Transportation, which pledges future Federal Transportation funds to secure payment of GARVEE bonds. To date, the Bank has issued \$237,310,000 in Grant Anticipation Bonds.

In 2008, the Maine Legislature established the Transportation Infrastructure Fund for the purpose of providing financial assistance for the planning, design, acquisition, reconstruction, rehabilitation and other transportation capital improvements in the State of Maine. This Program is jointly administered with the Maine Department of Transportation. Loans are funded through the issuance of tax exempt revenue bonds and are secured by the TransCap Trust Fund, which is administered by the Bank. To date, the Bank has issued \$294,680,000 in Transportation Infrastructure Revenue Bonds. The issues were rated AA by Standard & Poor's and AA-by Fitch Ratings.

In 2010, the Bank created a new bond resolution for the issuance of Qualified School Construction Bonds. In October of 2013, bonds were issued in the General Tax-Exempt Resolution totaling \$1,150,238 that assisted 1 governmental unit to finance their capital projects. No new QSCB bonds were issued since October 2013.

In 2013, the Maine Legislature established the State Liquor Operation Fund for the purpose of making advances to the State of Maine to make payments to health care providers for services

provided prior to December 1, 2012 under the MaineCare program. The bonds are to be repaid from a portion of future liquor revenues collected by the State Bureau of Alcoholic Beverages and Lottery Operations. In September of 2013, the Bank issued \$220,660,000 in Liquor Operation Revenue Bonds. The issues was rated A+ by Standard & Poor. In fiscal year 2017, the bank continued to monitor and receive revenues so bond payments are made in accordance to the liquor act and agreement.

INDEPENDENT AGENCIES - OTHER

**MAINE STATE MUSEUM**

**BERNARD FISHMAN, MUSEUM DIRECTOR**  
**SHEILA MCDONALD, DEPUTY DIRECTOR**

*Central Office* 230 STATE STREET, AUGUSTA, ME 04330

*Mail Address* 83 STATE HOUSE STATION, AUGUSTA, ME 04333-0083 *FAX* (207) 287-6633

*Established* 1966

*Telephone* (207) 287-6607

*Reference Policy Area* 03 *Umbrella* 94 *Unit* 073 *Citation* T0027 *M.R.S.A., Sect.* 00000085A

*Average Counts-All Positions* 20.840

*Legislative Count* 20.00

**PURPOSE:**

The Maine State Museum seeks to share what is meaningful about Maine and its place in the world, in order to inspire people to discover Maine's past, understand its present, and imagine its future. The Maine State Museum pursues this mission through the selection, preservation, research, and educational use of objects and information representing the compelling significance of Maine's natural and cultural heritage.

The Maine State Museum is located in Augusta and maintains collections comprising some 800,000 items representing the full range of Maine's natural science and human history. Portions of these collections are publicly exhibited in the Cultural Building, State House, and Blaine House.

The museum staff conducts scientific and historical research in support of exhibits, publications, and educational programs intended to reach a wide and varied audience.

**ORGANIZATION:**

The Maine State Museum was established by the Maine legislature in 1836, when it opened a geological exhibit in the State House. Subsequently dis-established and re-established several times, it became an independent agency of state government with the creation of the Maine State Museum Commission in 1965. It has occupied its present building since 1971 and is New England's largest state museum. For 40 years has achieved continuous accreditation by the national museum organization, the American Alliance of Museums. With six other cultural agencies it is a member of the Cultural Affairs Council, which considers cultural issues of significance and coordinates state-wide projects.

**PROGRAM:**

**EDUCATION:** In FY17 the museum hosted 44,876 visitors, 20,934 of whom came for structured educational programs. 223 Maine towns were represented. Events drew 9,412 attendees and the museum reached 829 people through outreach talks. In calendar year 2017 Education volunteers for the Museum contributed over 1,400 hours. Collaborative programs or planning activities were conducted with the Maine State Library, Maine State Archives, and Kennebec Valley Chamber of Commerce. The museum inaugurated a number of new programs as Free Family Fun Saturdays. Planning for a new education center within the museum continued, and a prototyping area was built to host experimental programs for it. **FRIENDS OF THE MAINE STATE MUSEUM:** The Friends of the Maine State Museum had an extremely productive year under its new, grant-supported, director of development. The Friends raised some \$200,000 in new support for museum and Friends programs, and enrolled over 80 new members. A number of important new corporate and business connections were made. **COLLECTIONS:** The museum began the installation of

Profolio, its new collections database. Great progress was made in cataloguing unprocessed back collections and all 477 museum loans to institutions, some going back thirty years. The museum engaged nearly 30 Maine institutions in educational Loans related to museum collections. The museum accepted 73 new collection accession groups, comprising some 350 objects aside from photographs and papers. Donation highlights included the first example made of the breech loading rifle patented by John Hall in 1811; an outstanding collection of some 1,500 glass negatives taken of rural, northwestern Maine and its people by itinerant photographer Isaac Simpson more than a century ago; and a Penobscot birch bark box made about 1790 by Hannah Susep, exceptional for its age and beauty. The natural science storage space and the paper and image storage areas were reorganized. A potential disaster, a flood in a storage area resulting from a detached roof drain, was so effectively managed by the collection managers, guided by the existing museum disaster plan, that not one object was significantly damaged. Nevertheless, it was the largest known in-house emergency.

## INDEPENDENT AGENCIES - OTHER

The museum continued to complete multi-year, grant funded efforts to document 25,000 historic photographs housed at the Maine Historic Preservation Commission. It is the largest project of its kind in state history and a model of collaboration between state agencies. It will become publicly accessible on the museum's website later in 2017. EXHIBITS: The museum opened two major new temporary exhibits: Beyond Boundaries: The World of the Capote, and Thomas Moser: Legacy in Wood. A smaller permanent exhibit, The Adaptable Coyote, was installed in the museum's Back to Nature area. OUTREACH: Among many programs offered to the public, one stands out as exceptionally novel. Sportsmen & the Maine Sporting Camp Tradition featured 3D projections of historic Maine photographs and included video documentaries, developed by the museum Friends, about important Maine personalities in the world of outdoor life. Museum staff served on professional committees, responded to thousands of requests for information, spoke at state and regional conferences, and made numbers of public presentations. One staff member is an associate editor of the Journal of Paleontology, and received the honor of having a new fossil series named after him.

### 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 (approval must also be given by the Maine Historic Preservation Commission and the agency controlling the property).

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:

Website address: [www.mainestatemuseum.org](http://www.mainestatemuseum.org)

The museum has prepared its first popular book of collection highlights, to be published by Tilbury House Press in 2018. With the working title A Story of Maine in 112 Objects, it is being edited by museum director Bernard P. Fishman.

Recent book-length publications by museum staff or published by the museum include:

Kosti Ruohamaa: The Photographer Poet (DownEast Books) by Deanna Bonner-Ganter, 2016  
Maine Voices from the Civil War (Maine State Museum) by Laureen A. LaBar, 2013  
Malaga Island, Fragmented Lives (Friends of the Maine State Museum) by Katherine A. McBrien, 2013

The Swordfish Hunters (Bunker Hill Publishing) by Bruce J. Bourque, 2013  
Everyday Lives: An Interim Report on Archaeological and Environmental Investigations of Malaga Island, Phippsburg, Maine (University of Southern Maine and Maine State Museum) by Nathan D. Hamilton and Robert M. Sanford, 2012

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE MUSEUM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	905,485	856,152	49,333			
HEALTH BENEFITS	274,638	260,920	13,718			
RETIREMENTS	213,893	202,700	11,193			
OTHER FRINGE BENEFITS	16,128	15,191	937			
COMPUTER SERVICES	66,508	57,583	6,608		2,317	
CONTRACTUAL SERVICES	224,267	111,302	82,664		30,301	
RENTS	1,563	1,563				
COMMODITIES	48,555	33,071	15,484			
GRANTS, SUBSIDIES, PENSIONS	180	180				
TRANSFER TO OTHER FUNDS	37,644		36,861		783	
<b>TOTAL EXPENDITURES</b>	<b>1,788,861</b>	<b>1,538,662</b>	<b>216,798</b>		<b>33,401</b>	

INDEPENDENT AGENCIES - OTHER

**MAINE STATE MUSEUM COMMISSION**  
**BERNARD FISHMAN, MUSEUM DIRECTOR**  
**JON DOYLE, CHAIR**

*Central Office* 230 STATE STREET, AUGUSTA, ME 04333

*Mail Address* 83 STATE HOUSE STATION, AUGUSTA, ME 04333-0083 *FAX* (207) 287-6633

*Established* 1966

*Telephone* (207) 287-6607

*Reference Policy Area* 03 *Umbrella* 94 *Unit* 085 *Citation* T0027 *M.R.S.A., Sect.* 000000082

**PURPOSE:**

The Commission, established in 1965, meets regularly to formulate policies and exercise general supervision of Maine State Museum activities.

**ORGANIZATION:**

The Maine State Museum Commission consists of 15 members, appointed by the Governor, for terms of five years. The Commission met every other month in fiscal year 2017. Commission committees met throughout the year. A particular effort by the Commission was work with the Governor's office to appoint new members to the Commission, fundraising strategies for improvements and upgrades to the museum facility, and work with the Friends of the Maine State Museum to increase that organization's capacity to assist the museum in a variety of projects.

**PROGRAM:**

See Maine State Museum.

**LICENSES:**

See Maine State Museum.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY**  
**PATRICIA QUINN, EXECUTIVE DIRECTOR**

*Central Office* 75 W COMMERCIAL ST., SUITE 104, PORTLAND, ME 04101

*Mail Address* 75 W COMMERCIAL ST., SUITE 104, PORTLAND, ME 04101 *FAX* (207) 780-1001

*Established* 1995

*Telephone* (207) 780-1000

*Reference Policy Area* 08 *Umbrella* 94 *Unit* 584 *Citation* T0023 *M.R.S.A., Sect.* 000008111

**PURPOSE:**

The Northern New England Passenger Rail Authority (NNEPRA) was created in 1995 by the Maine State Legislature as a result of a citizens' initiative to re-establish and support the provision of regularly scheduled passenger rail service to and within Maine. The authority is directed to take actions to support passenger rail service, including the acquisition, holding, use, operation, repair, construction, reconstruction, rehabilitation, modernization, rebuilding, relocation, maintenance, and disposition of railroad lines, railway facilities, rolling stock, machinery and equipment, trackage rights, and real and personal property of any kind. In addition, NNEPRA manages a contract with Amtrak, host railroad agreements, insurance liability, and marketing, and coordinates station operations.

**ORGANIZATION:**

NNEPRA consists of a board of 7 directors. The 7 directors are the Commissioner of the Department of Transportation, who is a director ex officio; the Commissioner of the Department of Economic and Community Development, who also is a director ex officio; and 5 directors who are members of the public, appointed by the Governor and confirmed by the Legislature for 5-year staggered terms. The

## INDEPENDENT AGENCIES - OTHER

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 in 2012, service was expanded from Portland, north to Brunswick.

### PUBLICATIONS:

Schedules and supporting materials

**FINANCES, FISCAL YEAR 2017:** 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* 108 SEWALL STREET, AUGUSTA, ME 04330

*Mail Address* 49 STATE HOUSE STATION, AUGUSTA, ME 04333-0049 *FAX* (207) 287-2865

*Established* 1986

*Telephone* (207) 287-2864

*Reference Policy Area* 00 *Umbrella* 94 *Unit* 391 *Citation* T0036 *M.R.S.A., Sect.* 000000271

### PURPOSE:

The Board was established to hear and determine tax abatement appeals involving nonresidential properties with an equalized valuation of \$1,000,000 or more and appeals arising under 1) the tree growth tax law (36 MRSA, §571 et seq.), 2) the farm and open space law (36 MRSA, §1101 et seq.) 3) mine site cases (as provided in 36 MRSA, §2865), and 4) Working Waterfront designations (36 MRSA, §1131 et seq.); and municipal valuation appeals (36 MRSA, §272).

### 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 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 a panel of members to hear a given appeal, with three constituting a quorum. Such hearings are held de nova. After hearing, the Board has the power to raise, lower or sustain the original assessment.

### PROGRAM:

Information relating to Fiscal Year 2017

Petitions Received: 15

Written Decisions Issued: 4

Cases in Superior Court: 5

Cases Stayed: 3

### PUBLICATIONS:

State Board of Property Tax Review - Rules of Procedure

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF PROPERTY TAX REVIEW	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,400	2,400				
COMPUTER SERVICES	581	581				
CONTRACTUAL SERVICES	79,517	79,517				
COMMODITIES	390	390				
TOTAL EXPENDITURES	82,888	82,888				

INDEPENDENT AGENCIES - OTHER

**MAINE PUBLIC UTILITY FINANCING BANK**  
**MICHAEL GOODWIN, EXECUTIVE DIRECTOR**

WATS (800) 821-1113

Central Office 127 COMMUNITY DR, AUGUSTA, ME 04330

Mail Address PO BOX 2268, AUGUSTA, ME 04338-2268

Established 1981

FAX

Telephone (207) 622-9386

Reference Policy Area 07 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 of or payable by the State.

**ORGANIZATION:**

The Board of Commissioners shall elect one of its members as chairman and one as vice-chairman. The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Public Utilities Financing Bank and is responsible for the day-to-day activities of the Bank. The Executive Director also serves as both the secretary and treasurer of the Bank.

**PROGRAM:**

The Bank does not receive an appropriation from the State of Maine. It derives its revenue from loan servicing fees charged to participating eligible borrowers using its financing capabilities.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM**  
**SANDRA J. MATHESON, EXECUTIVE DIRECTOR**

WATS (800) 451-9800

TTY (207) 512-3102

Central Office 96 SEWALL STREET, AUGUSTA, ME 04332-0349

Mail Address P.O. BOX 349, AUGUSTA, ME 04332-0349

Established 1942

FAX

Telephone (207) 512-3100

Reference Policy Area 00 Umbrella 94 Unit 411 Citation T0005 M.R.S.A., Sect. 000017101

**PURPOSE:**

The Maine Public Employees Retirement System (MainePERS) administers retirement programs 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) employees of the various political subdivisions that choose to participate in the MainePERS as Participating Local Districts (PLDs). The retirement program for the PLDS include the PLD Consolidated Plan, which was fully implemented as of July 1, 1996, and covers 300 PLDs, and the 12 separate plans for the remaining non-consolidated PLDs that continue to function as districts for their remaining employee-members and retirees. The MainePERS is also responsible for the payment of benefits from the Governor's Retirement Fund and payment of retirement benefits to judges who retired prior to establishment of the Judicial Retirement Program (formerly the Maine Judicial Retirement System) in 1984. In addition to administering these public retirement programs, the MainePERS 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 employees of PLDs that elect to offer this coverage to their employees, and for members and retirees of the Legislative and Judicial Retirement Programs.

## INDEPENDENT AGENCIES - OTHER

The system also administers the MaineSTART defined contribution retirement plans that are established under sections 401(a), 403(b), and 457(b) of the Internal Revenue Code. These plans are presently available to employees of those employers in the PLD Consolidated Plan that have adopted one or more of the plans. As of June 30, 2017, there are 9 employers participating in the 401(a) plan with 72 participants, 66 employers participating in the 457(b) plan with 604 participants, and one employer participating in the 403(b) plan with 376 participants.

### **ORGANIZATION:**

The responsibility for the operation of MainePERS is held by the system's Board of Trustees, which is comprised of eight members. State law specifies the Board's composition. The State Treasurer is an ex-officio member of the Board. The seven other trustee seats include three that are to be filled by Retirement System 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 trustee seats are held by persons 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 Education Association - Retired; and one is to be a MainePERS retiree, chosen from nominees of State and /or PLD retirees.

The Board contracts with qualified professional actuaries for the actuarial services necessary for its oversight of plan funding and the discharge of those of its other responsibilities that involve actuarial information and analysis.

The Board's management of MainePERS investments is embodied in its investment policy. The policy states the Board's underlying investment objectives, sets out the investment strategies intended to realize the objectives, and establishes guidelines and criteria for implementation of the strategies. The Board employs an investment consultant 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; in this process the relevant factual information and legal requirements are identified and analyzed by the Hearing Officers who serve under contract. In decisions on disability retirement appeals, statutorily established Medical Boards and individual medical advisors provide recommendations as to the medical aspects of disability. The Board's final administrative decisions are appealable to Superior Court.

The Board of Trustees appoints the Executive Director of the MainePERS, who is responsible for the work of the system's staff. The staff is organized into the Office of the Executive Director and the Departments of Investments, Finance, Service Programs, and Administration.

### **PROGRAM:**

Covered members of the MainePERS include both active and inactive members. Active members are those who are currently working for a MainePERS participating employer and who are, therefore, contributing to MainePERS. As of June 30, 2017, there are approximately 51,300 active members in MainePERS. 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 a MainePERS participating employer. As of June 30, 2017, there are approximately 54,700 inactive members in MainePERS.

The MainePERS benefits payroll comprises benefits paid to service retirees, beneficiaries of service retirees, disability retirees and survivors of members who become deceased prior to retirement. At June 30, 2017, a total of 42,545 people were receiving benefits. The total monthly benefits payroll paid for the month of June 30, 2017 was \$76,321,046. 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 fiscal year 2017.

Those looking for more details concerning the membership, finances, or benefits of MainePERS are invited to contact the system for information.

## INDEPENDENT AGENCIES - OTHER

### PUBLICATIONS:

"New Member Welcome Booklet" - free  
 "Maine Public Employee Retirement System Laws" - free  
 "Maine Public Employee Retirement System Rules" - free  
 "Maine Public Employee Retirement System Comprehensive Annual Financial Report" - free  
 "Maine Public Employee Retirement System Actuarial Valuation Report" - free  
 "MainePERSpective for Members, Retirees and Employers" - free  
 "MainePERS Retiree Reminder" - free  
 "Retiree Brochure: After you Retire" - free  
 "MainePERS Employer Update" - free  
 "MainePERS Benefits for State Employees" - free  
 "MainePERS Benefits for Teachers" - free  
 "MainePERS Benefits for Members in the Participating Local District (PLD) Consolidated Plan" - free  
 "An Overview of Benefits for Legislative Members" - free  
 "An Overview of Benefits for Judicial Members"- free  
 "Choosing a Benefit Payment Option When You Retire"- free  
 "An Overview of Disability Benefits" - free  
 "Guide to the Administrative Appeals Process" - free  
 "Group Life Insurance Program Certificate of Coverage" - free  
 "Group Life Insurance Program Brochure"- free  
 "MaineSTART brochure" - free

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	14,492,897	14,492,897				
<b>TOTAL EXPENDITURES</b>	14,492,897	14,492,897				

## SACO RIVER CORRIDOR COMMISSION

### DENNIS FINN, EXECUTIVE DIRECTOR

*Central Office* 81 MAPLE STREET, CORNISH, ME 04020

*Mail Address* P.O. BOX 283, CORNISH, ME 04020

*Established* 1973

*Reference Policy Area* 04 *Umbrella* 94 *Unit* 412 *Citation* T0038

*FAX* (207) 625-7050

*Telephone* (207) 625-8123

*M.R.S.A., Sect.* 000000954

### PURPOSE:

The purpose of the Saco River Corridor Commission is to protect the drinking water quality of the Saco River and the integrity of the natural resources that make up the land base of the Corridor bordering the Saco, Ossipee and Little Ossipee Rivers. The Act, which is legislatively mandated, is the source of the Commission's authority, mission and program elements, seeks to protect all of the values of this land and water area. These values include the economic, natural, scenic, recreational and wildlife resources, which clearly highlights the importance of this natural treasure. The Act states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of floods and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of the land and water within this area." The Saco River serves as a drinking water reservoir which requires the additional oversight and protection of the Saco River Corridor Commission. Several hundred thousand people rely on this river for their

## INDEPENDENT AGENCIES - OTHER

drinking water needs.

The Corridor area, totaling 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 a perfect example of regional communities working together toward a common goal to protect a dynamic, regional resource of economic importance to the entire area.

The Saco River Corridor Commission administers regulations developed for our region because the water in our rivers serves as a drinking reservoir for Biddeford, Saco and several adjacent communities. As important as this is today, it will be even more critical as a drinking water source well into the future possibly extending far outside of the region. 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 20 municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These 40 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 consists of an Executive Director, an administrative assistant, and volunteers provide 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:**

The Commission applies land use planning standards to ensure that growth in the Corridor does not diminish water quality. With available resources, the Commission staff provides assistance to applicants, abutters, code enforcement officers and municipal officials. During this fiscal year, the Commission conducted four public hearing and 11 regular meetings. Members considered a total of 82 applications for permits and amendments to permits previously granted within the Corridor. Commission staff traveled 7,644 miles in performing site inspections, compliance checks, enforcement of land use law and the ongoing DEP/EPA basin wide approved water quality monitoring program. 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. To this end, the Commission utilizes the time of many volunteers annually to coordinate a water quality monitoring program at 37 separate sites. Seasonally, over 3,600 individual samples are taken and analyzed by staff and through the expertise of a certified laboratory. In addition, the Commission has installed and monitors temperature loggers in cooperation with U.S. Fish and Wildlife to monitor ongoing temperature changes in surface water that may be climate influenced. The Commission currently participates in the Saco River Watershed Collaborative initially funded by grants from Nestle Waters and Maine Water. The collaborative, facilitated by the expertise of the University of New England, is a newly forming coalition of stakeholders, environmental groups and interested parties seeking to find innovative, cost effective methods of providing river protection watershed wide. It may also be a way to help leverage important programs either with expertise or funding assistance.

### **LICENSES:**

Permits:

Construction of buildings, structures and land uses within the statutorily

## INDEPENDENT AGENCIES - OTHER

defined corridor along the length of three major rivers.  
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:

(dependent upon conditions of the permit or variance)

### PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" - \$5.00
2. "The Saco River Corridor: the View from the Valley" - the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. -\$4.00
3. "The Saco River: a Survey of Recreational Use" - 1977 - \$3.00
4. Informational pamphlet - free
5. "The Saco River: a History & Canoeing Guide" By: Viola Sheehan- 1976 - \$6.50
6. Annual Water Quality Monitoring Report
7. DVD Protecting the Saco River through water quality

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	110,198	46,960	63,238			
<b>TOTAL EXPENDITURES</b>	110,198	46,960	63,238			

## SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS COUNCIL

### JAMES RITTER, CHAIRPERSON

*Central Office* 230 STATE STREET, AUGUSTA, ME 04333

*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 2011

*Reference Policy Area* 02 *Umbrella* 94 *Unit* 663 *Citation* T0020A *M.R.S.A., Sect.* 000000011

*FAX*

*Telephone* (207) 287-5600

### PURPOSE:

The purpose of the Science, Technology, Engineering and Mathematics Council is to develop strategies for enhancing science, technology, engineering and mathematics education from pre-kindergarten through post-secondary education.

### ORGANIZATION:

The Council has 11 members, appointed by the Governor: a representative from the University of Maine, Maine Center for Research in STEM Education; a representative who teaches in elementary or middle school; a representative who teaches science or mathematics in secondary school, a representative who teaches in a technical school, a representative of public and private education partnerships, a representative of a statewide science, technology, engineering and mathematics collaborative, two representatives from the business sector who employ workers with training in science, technology, engineering or mathematics, a representative employed in an industry related to science, technology, engineering or mathematics, a representative who teaches in an equivalent instruction program that is approved as an alternative to public school as set forth in Title 20-A, section 5001-A, subsection 3; and a representative from the State Board of Education.

There are also five ex-officio members: The Commissioner of Education or the Commissioner's designee; the Chancellor of the University of Maine System or the Chancellor's designee; the President of the Maine Community College System or the

## INDEPENDENT AGENCIES - OTHER

President's designee; the President of the Maine Maritime Academy or the President's designee; and the Commissioner of Labor or the Commissioner's designee.

### PROGRAM:

The Council is actively engaged in fostering communication and collaboration among K-12 education, higher education and business interests in science, technology, engineering, and mathematics. The Council issues its Maine STEM Education and Workforce Plan 2.0 and has presented it to the Legislature's Education and Cultural Affairs Joint Standing Committee as well as other groups. The 27 recommendations termed milestones in the report are meant to move Maine beyond the status quo in education and labor and to challenge organizations, institutions, and individuals to make improvements as suggested by the recommendations.

### PUBLICATIONS:

Further information including the Maine STEM Education and Workforce Plan 2.0 are posted at [www.mainestem.org](http://www.mainestem.org).

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE TECHNOLOGY INSTITUTE BRIAN WHITNEY, PRESIDENT

*Central Office* 8 VENTURE AVENUE, BRUNSWICK, ME 04011

*Mail Address* 8 VENTURE AVENUE, BRUNSWICK, ME 04011

*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 activities leading to the commercialization of new products and services in the State's technology-intensive sectors; to enhance the competitive position of those sectors; and, increase the growth of clusters of industrial activity within those sectors, thereby generating new jobs for Maine people. The MTI is critical to the State's economic development strategy and a significant driver to the long-term expansion of research, development assets resulting in the creation of new ventures.

### ORGANIZATION:

MTI is organized as a nonprofit corporation, consistent with the provisions of the Federal Internal Revenue Code. By-laws were drafted and corporation documents filed in September of 1999. A Board of Directors consisting of thirteen voting members and two non-voting members governs MTI. The Governor appoints ten directors, eight represent the targeted technologies and two have demonstrated finance, lending or venture capital experience. The Commissioner of Economic and Community Development, the Chancellor of the University of Maine System, the President of the Maine Community College System and the Director of the Office of Policy and Management, or their designees, are ex-officio members. The MTI President 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. Approximately 100 domain experts comprise the membership of these Tech Boards.

MTI operates from one office located in Brunswick. Its staff is composed of a President, a Director of Business Development, a Director of Finance & Administration, a Director of Innovation Infrastructure, a Director of Investment Operations, three Investment Officers, two Lending & Grant Associates, and a Web Communications Manager. MTI's President is employed by the Maine Department of

## INDEPENDENT AGENCIES - OTHER

Economic and Community Development. Currently, MTI manages a portfolio of \$131 million in direct investments in nearly 300 companies and non-profit research and development organizations.

### **PROGRAM:**

MTI makes direct investments in ventures pursuing promising technologies, providing targeted commercialization assistance to Maine companies and strengthening Maine's technology clusters. MTI works with organizations and individuals focused on expanding the State's entrepreneurial ecosystem to stimulate new venture formation. Regarded as the focal point of Maine's research and development efforts, MTI programs require at least a 1:1 matching contribution from award recipients. Based on scientific or technical merit, commercial feasibility and economic impact potential to the State, MTI award programs include:

TechStart Grants are available to entrepreneurs and companies across Maine who are seeking to develop their inventive ideas into new, innovative products or services. Grants of up to \$5,000 are awarded monthly. In FY17, MTI approved 38 awards, representing \$169,000 (matched by \$260,000).

The Phase Zero Grant Program is a funding opportunity offered to individuals and companies seeking to submit federal Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) Awards of up to \$5,000 are offered monthly. In FY17, MTI awarded 14 Phase Zero Grants for \$66,000 (matched by over \$72,000).

Seed Grants of up to \$25,000 per project are offered three times a year to support the conversion of innovative research into new products, processes, and companies. In FY17, MTI approved 56 awards, representing \$1.2 million (matched by over \$1.75 million).

Business Accelerator Grants are available to start-up/early stage companies that have been awarded MTI Development Loans (DLs) and to companies that have recently been chosen for a federal SBIR/STTR Phase I or Phase II grant and/or a Broad Agency Announcement (BAA) award. In FY17, MTI awarded 13 Business Accelerator Grants for \$283,000 (matched by \$2.15 million).

Development Loans of up to \$500,000 are offered on a rolling basis to support the conversion of innovative research into new products, processes and companies. In FY17, MTI funded 8 awards for \$2.0 million (matched by \$3.2 million).

The Equity Capital Fund provides investment capital to companies in MTI's existing portfolio of Seed Grant, Development Loan or advanced SBIR recipients to help them leverage venture fund and individual equity investor capital and to advance the company to full commercialization and business growth. In FY17, MTI made one equity investment of \$50,000.

Cluster Initiative Program (CIP) awards are competitive grants aimed to accelerate the strength and scale of collaborative projects that boost Maine's high-potential technology-intensive clusters. In FY17, MTI approved 7 awards for approximately \$2.1 million (matched by \$3.5 million).

The following three bond initiatives are currently under active management by MTI:

\$45 million will be awarded in the fall of 2017 and spring of 2018 in the form of grants to support infrastructure, equipment and technology upgrades in targeted technology sectors.

\$10 million was awarded in July 2015 to Jackson Laboratory in Bar Harbor to build a research center, to discover genetic solutions for cancer and the diseases of aging, and to promote job growth and private sector investment in Maine.

\$3 million was awarded in July 2015 to the Mount Desert Island Biological Laboratory to modernize and expand infrastructure in a biological laboratory specializing in tissue repair and regeneration located in the state.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**WELLS NATIONAL ESTUARINE RESEARCH RESERVE  
MANAGMNT AUTHORITY  
PAUL DEST, DIRECTOR**

*Central Office* LAUDHOLM FARM, WELLS, ME 04090

*Mail Address* 342 LAUDHOLM FARM ROAD, WELLS, ME 04090

*Established* 1990

*Reference Policy Area* 04 *Umbrella* 94 *Unit* 335 *Citation* S1989

*FAX*

*Telephone* (207) 646-1555  
*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 natural resource stewardship programs. The Wells National Estuarine Research Reserve Management Authority was established in 1990 by Private and Special Law 1989, chapter 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 research, education, and natural resource stewardship; 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 the Department of Agriculture, Conservation and Forestry (DACF), 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 three years. In addition, the following members are ex-officio nonvoting members: The Director of the Maine Coastal Program and the Director of the Office for Coastal Management, National Oceanic and Atmospheric Administration, or the director's designee.

A Reserve Director serves as chief executive to the Authority. He supervises staff with program responsibility in the areas of research, education, natural resource stewardship and facility management.

Core program funding is provided by the Office for Coastal Management/National Ocean Service/National Oceanic and Atmospheric Administration. Laudholm Trust, a non-profit organization with 1,500 members, provides most of the non-federal match funds for this federal grant. Other funds come from income earned from programs and admission fees and from private and government grants.

**PROGRAM:**

**OPERATIONS and MANAGEMENT**

Headquarters and visitor center are located at the historic Laudholm Farm. The Reserve is open 365 days a year. Seven miles of interpretive trails are open daily, from 7 a.m. to sunset. The Reserve has a visitor center with exhibits, a gift shop, a library, an auditorium, and a research lab. Another feature of the Reserve is the Maine Coastal Ecology Center, a 6,000 square-foot building that houses a research lab, interpretive exhibits, a GIS lab and offices. Annual visitation is approximately 30,000. The Reserve also has the Alheim Commons, a campus consisting of two buildings that provide housing to visiting coastal scientists, educators and resource managers.

**COASTAL TRAINING PROGRAM (CTP)**

The Reserve Coastal Training Program provides vital science-based information and technology to decision makers whose work impacts the coastal environment. CTP also sponsors workshops and conferences on coastal resource topics.

**RESEARCH and MONITORING**

## INDEPENDENT AGENCIES - OTHER

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: Estuarine Fish Distribution-quantify value of marsh dominated estuaries and watersheds for the survival, growth/reproduction of Gulf fishes; Estuarine Water Quality-long term monitoring of water quality to detect improvements/decline in water resources as result of land use and human activities; Salt Marsh Restoration-identify/measure damaging effects of tidal restriction.

### 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. 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.

### NATURAL RESOURCE STEWARDSHIP

The Reserve conserves and manages wildlife habitats and maintains trails for the public, and cooperates on management activities with Rachel Carson National Wildlife Refuge. The Reserve encompasses 2,250 acres of protected lands. Furthermore, the Reserve works with community groups and organizations in southern Maine towns on coastal habitat restoration, watershed management and land conservation.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - OTHER

### **DIRIGO HEALTH**

#### **KARYNLEE HARRINGTON, PUBLIC SERVICE EXECUTIVE**

*Central Office* 151 CAPITOL STREET, AUGUSTA, ME 04333

*Mail Address* 53 STATE HOUSE STATION, AUGUSTA, ME 04333-0053 *FAX* (207) 287-9922

*Established* 2003

*Telephone* (207) 287-9900

*Reference Policy Area* 05 *Umbrella* 95 *Unit* 629 *Citation* T0024A *M.R.S.A., Sect.* 000006902

*Average Counts-All Positions* 2.000

*Legislative Count* 2.00

#### **PURPOSE:**

The Maine Quality Forum (MQF) was established in 2003 as part of Dirigo Health (DH) in Title 24-A Chapter 87. DH was established to arrange for the provision of comprehensive, affordable health care coverage for eligible small employers and individuals on a voluntary basis and for monitoring and improving the quality of health care in the State through the activities of the MQF. As of December 31, 2013, DH no longer administers any of its health care coverage programs.

The Maine Quality Forum continues its work as defined in Title 24-A Chapter 87, Section 6951. MQF's activities range from public reporting annually of data related to healthcare associated infection (HAI) rates in our hospitals to promoting the transparency of healthcare quality data on the website <http://www.comparemaine.org>. The MQF drives health care quality improvement by working collaboratively with both our private and public sector partners.

Dirigo Health operates under the supervision of a Board of Trustees consisting of nine voting members and three ex-officio, non-voting members.

#### **ORGANIZATION:**

Title 24-A Chapter 87, Section 6951 describes the duties of the MQF which include: Coordinating the collection of healthcare quality data; reporting comparative healthcare quality and performance data on a publicly accessible website; conducting educational campaigns to help consumers make informed decisions and engage in healthy lifestyles; and several healthcare infection prevention activities including an annual report on the rates of healthcare associated infections in Maine hospitals and co-chairing a Healthcare Associated Infection Collaborating Partners Committee which includes a broad stakeholder group working on preventing healthcare associated infections in Maine.

#### **PROGRAM:**

The MQF has been driving a number of initiatives that support its legislative mandate and mission to align with the needs of the market as it relates to improving healthcare quality in the State of Maine. The MQF has adopted the Institute for Healthcare Improvement (IHI) triple aim as its foundation. The goals of the triple aim include: Improving the patient experience of care (including quality and satisfaction); improving the health of populations; and reducing the per capita cost of health care. Examples of several key initiatives include the following: In FY2017 MQF added two new modules to its online training tool designed for infection preventionists working in Maine's nursing homes. The two new modules are focused on Bloodborne Pathogens and Biological Hazards. The training can be accessed at: <http://maineinfectionpreventionforum.org>. MQF promotes transparency of health care quality data in collaboration with the Maine Health Data Organization on its new health care cost and quality website <http://www.comparemaine.org>. Since the launch of the new website there have been over 30,000 visitors. In partnership with the Maine Center for Disease Control and Prevention, the MQF co-chairs a multi stakeholder Healthcare Associated Infections Collaborating Partners Committee. The Committee has been established with a purpose to assess and analyze the status of healthcare infection prevention and control in the state of Maine and make recommendations on state strategies for the reduction of healthcare associated infections across all healthcare settings.

#### **PUBLICATIONS:**

Due to external data quality issues the release of the 2017 Annual Report on Healthcare Associated Infections (HAI) in Maine will be released with the 2018 Annual Report on Healthcare Associated Infections (HAI) in Maine.

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIRIGO HEALTH	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	198,480	198,480				
HEALTH BENEFITS	54,948	54,948				
RETIREMENTS	54,959	54,959				
OTHER FRINGE BENEFITS	4,235	4,235				
COMPUTER SERVICES	330,031	330,031				
CONTRACTUAL SERVICES	496,973	496,973				
RENTS	24,146	24,146				
COMMODITIES	998	998				
<b>TOTAL EXPENDITURES</b>	<b>1,164,770</b>	<b>1,164,770</b>				

## DOWNEAST INSTITUTE FOR APPLIED MARINE RESEARCH AND EDUCATION

### DR. BRIAN BEAL, DIRECTOR OF RESEARCH

*Central Office* 39 WILDFLOWER LANE, BEALS, ME 04611-0083

*Mail Address* PO BOX 83, BEALS, ME 04611-0083

*Established* 2003

*Reference* Policy Area 04 Umbrella 95 Unit 624 Citation S2003

*FAX*

*Telephone* (207) 497-5769

*M.R.S.A., Sect.* CHAP 29

#### **PURPOSE:**

The Downeast Institute for Applied Marine Research and Education (DEI) is a private non-profit organization whose mission is to improve the quality of life for the people of downeast and coastal Maine through applied marine research, technology transfer and public marine resource education. We serve as the Marine Science Field Station of the University of Maine at Machias.

#### **ORGANIZATION:**

The Institute is overseen by a 16-member volunteer board of directors and employs a full-time Executive Director, three research/production assistants, two hatchery technicians, an education director and three scientists who work in the field. Interns from the University of Maine at Machias assist at the Great Wass Island shellfish hatchery and running seawater laboratory during the summer months, but may also work on special projects through the year.

#### **PROGRAM:**

Since 1987, when it was known as the Beals Island Regional Shellfish Hatchery, the Downeast Institute has been conducting successful applied marine research that has been transferred to individual harvesters/fishermen, communities and fisheries managers. We are the only softshell clam hatchery in Maine, and the only research facility devoted exclusively to commercially important shellfish. Recent work has focused on efforts involving soft-shell clams, hard clams, razor clams, sea scallops, European oysters, Arctic surfclams, blue mussels and lobsters. Work has occurred at the hatchery, nursery and growout phases of each of these species with results passed along to local shellfish committees and municipal officials, as well as entrepreneurs engaged in shellfish farming.

Current projects include: the production of soft-shell clam seed to increase harvests on coastal flats; a project funded by the National Science Foundation (NSF) to track blue mussel populations, and Arctic surf clam culture. The director of research is working with the town of Freeport and clambers in that community to examine, document and mitigate the effects of green crab predation on wild and cultured populations of soft-shell clams.

Our education center offers marine science research opportunities for students in grades k-16 and beyond. We conduct marine science summer camps for K-12 youth, and professional development opportunities leading to recertification for K-12 teachers who are interested in enhancing STEM learning in their classrooms. Our education programs focus on the use of the local marine environment as a tool to

## INDEPENDENT AGENCIES - OTHER

engage and excite students in science using hands-on, inquiry-based projects that highlight marine science.

DEI is currently constructing a major expansion of our facility, creating the easternmost center for marine research and education in the United States. The expansion includes a running seawater ecology lab, quarantine lab, two processing labs, office space, a reception center, a conference room and a residence hall. The deep-water site will greatly expand research opportunities, provide space for a business incubator for local fishermen and allow DEI to better serve as the marine science field station for the University of Maine at Machias.

The \$12,500 annual allocation by the Maine legislature has provided the matching funds and demonstration of state support that allows the Institute to attract nearly \$1 million in annual funding for operations, research and education programs.

### PUBLICATIONS:

Visit the Institute's web site at  
<http://downeastinstitute.org/published-research.htm>

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOWNEAST INSTITUTE FOR APPLIED MARINE RESEARCH AND EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	12,554	12,554				
TOTAL EXPENDITURES	12,554	12,554				

## EFFICIENCY MAINE TRUST

**MICHAEL STODDARD, EXECUTIVE DIRECTOR**  
**GREG LECLAIR, CONTROLLER**

*Central Office* 168 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330-6856  
*Mail Address* 168 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330-6856 *FAX* (207) 213-4153  
*Established* 2009 *Telephone* (207) 213-4150  
*Reference Policy Area* 07 *Umbrella* 95 *Unit* 648 *Citation* T00035AM.R.S.A., Sect. 00010101  
*Average Counts-All Positions* 2.000 *Legislative Count* 2.00

### PURPOSE:

The Efficiency Maine Trust was established for the purposes set forth in the Efficiency Maine Trust Act, 35-A MRSA §10101, et seq., as may be amended (the "Act"), including without limitation, developing, planning, coordinating and implementing energy efficiency and alternative energy resources programs in the State of Maine (the "State") to: 1) provide uniform, integrated planning, program design and administration of energy programs; 2) reduce energy costs and improve security of the state and local economies; 3) ensure that all expenditures of the Trust are cost-effective in terms of avoided energy costs; and, 4) actively promote investment in cost-effective energy efficiency measures and systems that use alternative energy resources for consumers in the State.

### ORGANIZATION:

The governing body is a Board of Trustees made up of 9 members; 7 are appointed by the Governor and 2 are ex-officio - the director of the Governor's Energy Office and the director of Maine State Housing Authority. The 7 members who are appointed by the Governor serve staggered 3-year terms. The administrative staff is overseen by the Executive Director who reports to the Board of Trustees.

### PROGRAM:

During fiscal year 2016-17 the Efficiency Maine Trust implemented the first year of the programs of the third Triennial Plan. These programs helped Maine businesses and homeowners purchase and install high efficiency products and home

## INDEPENDENT AGENCIES - OTHER

weatherization to lower their energy bills and reduce peak demand on the transmission and distribution system run by utilities.

### PUBLICATIONS:

Annual Report FY2016  
Financial Report with Independent Auditor's report for Period Ending 06/30/17  
Toll free: 1-866-376-2463

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	EFFICIENCY MAINE TRUST	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>							
SALARIES & WAGES		109,071		109,071			
HEALTH BENEFITS		46,799		46,799			
RETIREMENTS		27,897		27,897			
OTHER FRINGE BENEFITS		2,178		2,178			
GRANTS, SUBSIDIES, PENSIONS		2,579,339		2,579,339			
TRANSFER TO OTHER FUNDS		10,690		10,690			
<b>TOTAL EXPENDITURES</b>		2,775,974		2,775,974			

## MAINE HUMANITIES COUNCIL

**HAYDEN ANDERSON, EXECUTIVE DIRECTOR**  
**ANNE SCHLITT, ASSISTANT DIRECTOR**

*WATS* (866) 637-3233

*Central Office* 674 BRIGHTON AVENUE, PORTLAND, ME 04102

*Mail Address* 674 BRIGHTON AVENUE, PORTLAND, ME 04102

*Established* 2001

*Reference Policy Area* 03 *Umbrella* 95 *Unit* 621 *Citation* PL1999 *M.R.S.A., Sect.* CH401 PLL1

*FAX* (207) 773-2416

*Telephone* (207) 773-5051

### PURPOSE:

Maine Humanities Council is an independent state-wide educational nonprofit committed to helping Maine people of all ages and educational levels deepen their understanding of themselves, their communities, and the world. The Council's programs, events, grants, and online resources encourage critical thinking and conversation across social, economic, and cultural boundaries. Primary audiences include teachers (K to 12), low literacy adults, health care providers, public library patrons, students, veterans, and the general public. The Council is an independent nonprofit organization.

At present the Council's only funding from State Government is for the New Century Program. 100% of this appropriation is returned to Maine communities as grants for historical, civic, and educational activities in museums, historical societies, libraries, and other community organizations. None of these funds are retained by the Council for administration, personnel 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 board of trustees drawn from around the state. The budget is approximately \$1.2 million (Source: Audited Statements for FY 2016, less in-kind contributions) derived from federal funding from the National Endowment for the Humanities, as well as individuals, private foundations, and earned revenue. The Maine Humanities Council has been recognized nationally for its innovative and exemplary programming.

The Harriet P. Henry Center for the Book is the programming arm of the Council. This designation was awarded to the Council by the Library of Congress, and projects such as the Council's annual Letters About Literature contest for students are undertaken in cooperation with the Library of Congress' Center for the Book.

## INDEPENDENT AGENCIES - OTHER

### PROGRAM:

The Council reaches a wide range of audiences through book discussions, lecture programs, symposiums and other activities.

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 in conjunction with the Maine State Library. World in Your Library and Speaking of Me offers libraries a chance to host a foreign policy or current affairs speaker series.

New Books, New Readers is a free, facilitated book discussion program for low literacy and ELL adults offered through adult education programs around the state. The program serves approximately 500 Mainers each year.

The annual Dorothy Schwartz Forum on Art, Science & the Humanities is a public themed one-day symposium with a multidisciplinary focus.

Literature & Medicine brings doctors, nurses, hospital trustees, and support staff together for facilitated discussions of literature that illuminates issues central to caring for people. It has taken place in more than 25 hospitals and the Veterans Administration (VA) in Maine and has expanded to more than 25 states nationwide, including 13 VAs. Two additional components of the program focus on special audiences: the Domestic Violence Prevention Initiative serves those who support Mainers affected by domestic violence, and the Hospice Initiative serves those working in a hospice setting.

Our Veterans programming offers facilitated small-group reading and discussion programs directly to veterans and public programs focused on the military experience.

Winter Weekend: a humanities seminar on a classic text, providing an opportunity for participants to explore, in a group setting, an important work of literature.

Think and Drink is a happy-hour series that sparks provocative conversations about big ideas. The series invites the audience to participate in a facilitated public conversation with two panelists who have expertise in the subject at hand.

Humanities Grants (from \$500 to \$7,500) support community organizations in developing and presenting local public humanities programs. Since 1999, these grants have been funded by the state legislature. Our collaboration with Maine Arts Commission offers grants for projects that include both artistic and humanities elements.

Letters About Literature: a national reading and writing promotion program organized by the Center for the Book in the Library of Congress. To enter, students write a letter to the author (living or dead) of their favorite book, poem, or short story; and describe how that book moved or changed them.

Student Humanities Ambassador Program: for rising 10th or 11th graders interested in community engagement through the humanities. The selected student(s) work with MHC to identify a topic and create, plan, run, and evaluate a humanities-based program or event in their community.

Our Literature & Education Program offers a free yearlong series of facilitated reading and discussion sessions for teachers, administrators, and other employees in Maine's school districts to illuminate issues central to educating our students.

We began to collaborate with Maine's Civil Rights Team Project in 2015. This statewide school-based program, run out of the Maine Attorney General's office, engages students and their advisors in civil rights awareness and action. This program reaches approximately 130 schools and nearly 1,800 students and adult advisors around the state.

### PUBLICATIONS:

The Maine Humanities Council publishes a free newsletter, Maine Humanities twice per year (Circulation 9,000) and a monthly e-newsletter.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMANITIES COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	53,357	53,357				
TOTAL EXPENDITURES	53,357	53,357				

INDEPENDENT AGENCIES - OTHER

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**  
**JOHN PELLETIER, EXECUTIVE DIRECTOR**

*Central Office* 19 UNION STREET, AUGUSTA, ME 04333  
*Mail Address* 154 STATE HOUSE STATION, AUGUSTA, ME 04333-0154 *FAX* (207) 287-3293  
*Established* 2009 *Telephone* (207) 287-3254  
*Reference Policy Area* 06 *Umbrella* 95 *Unit* 649 *Citation* T00004 *M.R.S.A., Sect.* 00001801  
*Average Counts-All Positions* 11.500 *Legislative Count* 11.50

**PURPOSE:**

The Maine Commission on Indigent Legal Services is responsible for providing efficient, high-quality representation to Maine citizens who are entitled to counsel at state expense under the United States Constitution or under the Constitution or statutes of Maine.

**ORGANIZATION:**

The Maine Commission on Indigent Legal Services was established through chapter 419 of the Public Laws of 2009, effective June 17, 2009. The Commission assumed the responsibility for providing indigent legal services from the Judicial Branch on July 1, 2010.

**PROGRAM:**

The Commission uses assigned private attorneys and contract counsel to provide representation to criminal defendants, juvenile defendants, parents in child protective cases, and people facing involuntary commitment to a psychiatric hospital who are indigent. The Commission is responsible for establishing minimum experience, training and other qualifications for assigned counsel and contract counsel; establishing standards for the delivery of indigent legal services; providing training and support to assigned and contract counsel; and processing and authorizing payment of assigned counsel vouchers and other indigent case related expenses.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE COMMISSION ON INDIGENT LEGAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	416,426	416,426				
HEALTH BENEFITS	160,957	160,957				
RETIREMENTS	100,890	100,890				
OTHER FRINGE BENEFITS	8,697	8,697				
COMPUTER SERVICES	75,987	75,978	9			
CONTRACTUAL SERVICES	16,164,287	15,460,871	703,416			
RENTS	1,140	1,140				
COMMODITIES	2,402	2,278	124			
GRANTS, SUBSIDIES, PENSIONS	150	150				
TRANSFER TO OTHER FUNDS	13,719		13,719			
<b>TOTAL EXPENDITURES</b>	<b>16,944,655</b>	<b>16,227,387</b>	<b>717,268</b>			

**CENTERS FOR INNOVATION**  
**CHRISTOPHER V. DAVIS, EXEC. DIR., AQUACULTURE**

*Central Office* 193 CLARKS COVE ROAD, WALPOLE, ME 04573-0193  
*Mail Address* 193 CLARKS COVE ROAD, WALPOLE, ME 04573-0193 *FAX* (207) 581-1479  
*Established* 1999 *Telephone* (207) 832-1075  
*Reference Policy Area* 01 *Umbrella* 95 *Unit* 606 *Citation* T0005 *M.R.S.A., Sect.* 000013141

**PURPOSE:**

The purpose of the Centers for Innovation is to generate sustainable employment

## INDEPENDENT AGENCIES - OTHER

and increase commercial productivity in Maine's aquaculture industrial sectors.

### ORGANIZATION:

The State of Maine supports an Aquaculture Innovation Center.

### PROGRAM:

The Maine Aquaculture Innovation Center (MAIC) sponsors and facilitates innovative research and development projects from sustainable aquatic systems. MAIC invests in the enhancement of aquaculture capacity in Maine, serves as a clearinghouse of educational information, and encourages strategic alliances that promote research, technology transfer, and research commercialization. MAIC manages the Aquaculture Business Incubators, facilitated by the Department of Economic and Community Development. The goal of the Center is to accelerate the early stage development of aquaculture and marine science technology based companies through continual and focused business assistance, information exchange, technical relationships, shared services and reduced overhead. Contact the Aquaculture Center as listed above.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### CENTERS FOR INNOVATION

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	118,009	118,009				
TOTAL EXPENDITURES	118,009	118,009				

## SMALL ENTERPRISE GROWTH BOARD

**JOHN F. BURNS, CFA, MANAGING DIRECTOR**

**TERRI WARK, OFFICE OPS MGR, BD CLERK**

*Central Office* ,,

*Mail Address* P.O. BOX 63, NEWPORT, ME 04953

*Established* 1996

*Reference Policy Area* 01 *Umbrella* 95 *Unit* 592 *Citation* T0010

*FAX*

*Telephone* (207) 924-3800

*M.R.S.A., Sect.* 000000384

### PURPOSE:

The Maine Venture Fund ("MVF" or "Fund"), the d/b/a name for the Small Enterprise Growth Fund, is the State's venture capital fund. It is a competitive venture capital fund, meaning many business plans are reviewed, but the fund only invests in those scalable companies that stand out as providing the combination of best expected return on investment and greatest positive impact on the State.

The Fund is a "revolving", "non-lapsing" fund. As money is returned to the Fund through return on its investments, it is invested in other scalable Maine companies with the potential for high growth and public benefit.

### ORGANIZATION:

An eleven-member Board of Directors, the Small Enterprise Growth Board (SEGB), oversee the Fund. Ten of the eleven are appointed by the Governor through the gubernatorial application process. Of those, five must have relevant experience or background in early-stage investing, or in managing high-growth small businesses; three must have experience in the development of technological innovation; one must be involved in commercial lending; and one must be an attorney with experience in securities law. The eleventh seat is an Ex Officio seat for the Department of Economic and Community Development Commissioner or his/her designee.

Board member functions include determining the Fund's mission and purpose; approving investments to qualifying small businesses; hiring and providing on-going support and guidance to the Managing Director, as well as reviewing the

## INDEPENDENT AGENCIES - OTHER

performance of that individual; providing ongoing support and guidance to the portfolio companies of the Fund; and to work closely with the Managing Director in keeping the Legislature apprised of the Fund's activities and needs.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE VACCINE BOARD

### KIDSVAX®, LLC, SERVICE AGENT NICOLE PRICE, CEO NORTHEAST REGION

*Central Office* 125 NORTH STATE ST., CONCORD, NH 03302-1885

*Mail Address* PO BOX 1885, CONCORD, NH 03302-1885

*Established* 2010

*FAX* (855) 543-7329

*Telephone* (855) 543-7829

*Reference Policy Area* 05 *Umbrella* 95 *Unit* 659 *Citation* T00022 *M.R.S.A., Sect.* 00001066-3

#### **PURPOSE:**

The Maine Vaccine Board (MVB) was established by the 2nd Regular Session of the 124th Maine Legislature in accordance with Public Law 2009, chapter 595. The Board was given the authority and an outline of a mechanism to fund the purchasing of lifesaving childhood vaccines as established by rule and in accordance with the Universal Childhood Immunization Program each year. The Board is charged with (i) determining the costs of purchasing and administering the vaccines; (ii) selecting vaccines available without charge to Maine healthcare providers for the benefit of Maine children; and (iii) assessing the costs equitably among payers for childhood vaccines provided to Maine residents. The board began raising funds for the State of Maine in August 2011 and started funding state vaccine purchases in January 2012. In the fiscal year ending 6-30-2017, the board supplied over \$11.5 million to the state for the purchase of childhood vaccines. Universal Purchase funded by MVB in fiscal year ending 2017 was estimated to have produced significant savings in childhood vaccine costs.

#### **ORGANIZATION:**

The board consists of 10 members: three representative of health insurance carriers; three representatives of providers in the State as nominated by statewide associations of providers; a representative of employers that self-insure for health coverage; a representative of the pharmaceutical manufacturing industry; and two non-voting ex officio members, the Commissioner of the Department of Health and Human Services (or the commissioner's designee) and the State Treasurer (or the treasurer's designee). The board or one of its committees met 5 times in fiscal year 2016-17. The board has engaged an independent Maine licensed public accounting firm to audit its financial statements each year.

#### **PUBLICATIONS:**

FYE 6/30/2017 Audited Financial Statements

FYE 6/30/2017 MVB Program Savings Calculation

VaxFacts ME 2016-2017

MVB maintains a website which documents its activities in detail at [www.MEvaccine.org](http://www.MEvaccine.org)

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

**ATLANTIC STATES MARINE FISHERIES COMMISSION**

**JAMES GILMORE JR., CHAIR**

**PATRICK KELIHER, VICE CHAIR**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04330

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX*

*Established* 1942

*Telephone* (207) 624-6550

*Reference Policy Area* 04 *Umbrella* 98 *Unit* 290 *Citation* T0012 *M.R.S.A., Sect.* 000004603

**PURPOSE:**

The purpose of the Commission is to promote the better utilization of the fisheries - marine, shell and anadromous - of the Atlantic seaboard by the development of a joint program for the promotion and protection of such fisheries, and by the prevention of physical waste of the fisheries from any cause.

The Commission provides a forum for discussion and resolution of common problems amongst the 15 Atlantic coast states, 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 the Presiding Officers of the Legislature, 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:**

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 Commission has continued its cooperative agreement with the NMFS to administer the Interjurisdictional Fisheries Management Program. This

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

"Interstate Fisheries Management Program" includes state/federal projects involving Northern Shrimp, Shad, and River Herring, Sciaenid, American Lobster, Atlantic Menhaden, Striped Bass, Atlantic Sturgeon, Bluefish, Summer Flounder, the 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 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION**

### **DOUG DENICO, DIRECTOR, FORESTRY**

TTY (888) 577-6690

*Central Office* HARLOW BLDG, 18 ELKINS LANE, 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* 04 *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. The Compact's mission includes a forest health working team to address forest pest situations which could impact fire response.

### **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 are designed to further promote the effectiveness of forest fire protection in each of the member states and provinces within the Compact.

**FINANCES, FISCAL YEAR 2017:** 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**  
**DAVID BERNHARDT, COMMISSIONER**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04333  
*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX*  
*Established* 1936 *Telephone* (207) 624-3000  
*Reference Policy Area* 08 *Umbrella* 98 *Unit* 419 *Citation* S1937 *M.R.S.A., Sect.* 000000018

**PURPOSE:**

The Interstate Bridge Authority (IBA) has responsibility to maintain US Route 1 interstate bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine and Portsmouth, New Hampshire.

**ORGANIZATION:**

The Authority consists of 6 members. Three are appointed by the Governor of the State of Maine, to include the Commissioner of the Department of Transportation of the State of Maine, and three are appointed by the Governor of the State of New Hampshire, to include the Commissioner of the Department of Transportation 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.

The makeup and mission of the IBA is currently under review

**PROGRAM:**

Throughout the year the Authority's activities have been on hold as the original Sarah Mildred Long Bridge has been closed and the new bridge is under construction.

**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 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**NEW ENGLAND BOARD OF HIGHER EDUCATION**  
**ROBERT G. HASSON, JR., COMMISSIONER OF EDUCATION**

*Central Office* BURTON CROSS STATE OFFICE BLDG, AUGUSTA, ME 04333-0023  
*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX*  
*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

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

England educational opportunities and services; promote regional coordination and cooperation among New England state governments and public and private institutions of higher education; analyze and publish regional information related to higher education; and sponsor studies and forums on regional public policy.

### ORGANIZATION:

Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Education. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the 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; to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education; and to serve as the agent for the Regional Students Program.

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: 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, Telecommunications and Distance Learning Program, and College Ready New England. In addition, they sponsored the NE-SARA program.

Through the act, Sec. 3 20-A MRSA §405, sub-§3, the 127th Maine Legislature, authorized the State Board of Education to participate in the State Authorization Reciprocity Agreement (SARA) through the New England Board of Higher Education (NEBHE). Thus, the Maine Department of Education (Maine DOE) is the new portal agency for SARA.

SARA is an agreement among its member states, districts and U.S. territories that establishes comparable national standards for interstate offerings of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions in a state other than the one where they reside. SARA is overseen by a national council and administered by four regional higher education compacts, with the New England Board of Higher Education being the regional entity for the State of Maine.

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 2017 is as follows: State Senator Lisa Keim; State Representative Mattie Daughtry; Robert G. Hasson, Jr., Commissioner, Maine Department of Education; James Page, Chancellor, University of Maine System; James C. Q. Weggler; Wanda Lincoln; The Hon. Joan M. Nass; and Karen Pardue, University of New England.

### PUBLICATIONS:

Connection: New England's Journal of Higher Education & Economic Development  
New England Regional Student Program Enrollment Report

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

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 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ST. CROIX INTERNATIONAL WATERWAY COMMISSION HEATHER ALMEDA, GENERAL MANAGER

*Central Office* 107 MILLTOWN BOULEVARD, ST. STEPHEN, NB, CANADA,  
*Mail Address* PO BOX 610, CALAIS, ME 04619 *FAX* (506) 466-7460  
*Established* 1987 *Telephone* (506) 466-7550  
*Reference Policy Area* 04 *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 2 of the State's largest lakes, a 30 mile outstanding river segment, 12 communities and the site of the first French settlement in North America.

### **ORGANIZATION:**

The Commission is an independent, international body with 8 members, 4 appointed by the State of Maine and 4 by 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 that is supplemented as warranted by contract personnel. The majority of its delivery of the waterway management plan is funded by solicited grants and contracts.

### **PROGRAM:**

Each year, the Commission carries out activities under the themes of the St. Croix's international management plan. Of particular note in the fiscal year 2016-17 were:

#### **CONSERVATION and RECREATION**

The Commission maintains 70 St. Croix backcountry camping facilities for Maine and New Brunswick, with recent upgrades and additions due to increased international border enforcement. It continues to issue a waterproof recreation map for the St. Croix boundary water region. The Commission continues to promote sustainable use of the waterway, stewardship and conservation of its adjacent lands and its waters. In 2017, the Commission began a water quality monitoring program, with 35 sites lab tested for a total surface water analysis as well as phosphorus and E. coli. The sites were monitored bi-weekly for temperature, dissolved oxygen, pH, salinity, conductivity, and total dissolved solids. A final report comparing the historic water quality in 2002 to the new data collected in 2017 will be available in 2018. This project was funded by New Brunswick's Environmental Trust Fund and in partnership with the Passamaquoddy at Sipayik's Environmental Department.

#### **ECONOMIC DEVELOPMENT**

The Commission is working with several rural revitalization efforts in both Maine

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

and New Brunswick such as Washington County Council of Government's Unorganized Territory Planning Committee and Future St. Stephen.

### FISHERIES

The Commission continued fish passage monitoring at the Milltown Fishway (New Brunswick Power Dam) with a total enumeration of River Herring (alewife and blueback herring) completed from April - July. This project was funded by the International Joint Commission and U.S. Fish and Wildlife Service.

### WATERWAY MANAGEMENT

In 2016 the Commission submitted their new Management Plan, completed in 2015, for comment to First Nation's groups in Canada and the United States. Following the Comment Period the Management Plan will be submitted for official approval by both the State of Maine and the Province of New Brunswick. The Commission is governed by a 5-year strategic plan which expires in 2018. The Commission adopted new regulations for seasonal campsite rentals, including a lottery system, and established a maximum stay for non-seasonal sites and a non-refundable fee for all reservations. The Commission utilizes a "Leave No Trace" policy for all sites along the lakes and waterway. The Commission responded to more than 2,500 technical and general inquiries and developed presentations on a variety of the St. Croix and International Management Topics. Further information is available on the Commission's website at [www.stcroix.org](http://www.stcroix.org).

### PUBLICATIONS:

1. The St. Croix International Waterway, A Heritage - A Future: Plan for Long-term cooperative management of the St. Croix International Waterway. 1993.
2. St. Croix International Waterway: A Heritage to Experience (brochure/map). 1995.
3. St. Croix International Conservation Area: Review and Proposals for the Implementation of A Unified Recreation Management Plan. 1998.
4. Where goes the St. Croix? Management plan review and consultation. 2007.
5. Recreation Map to the St. Croix Boundary Region of Maine and New Brunswick. 2010.
6. The St. Croix River, New Brunswick: A Canadian Heritage River. 2011.
7. Sustaining the St. Croix Watershed: Research, Partnerships and Action. 2014.
8. The St. Croix International Waterway 2015-2025 Management Plan - A Preliminary Plan for Long-term Cooperative Management of the St. Croix International Waterway. 2015.

The Commission has also produced a number of technical publications on St. Croix water quality, fisheries, recreation and development topics.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

**LEEANN HANSON, TRAINING COORDINATOR**

*Central Office* 584 MAIN STREET, SOUTH PORTLAND, ME 04106

*Mail Address* 584 MAIN STREET, SOUTH PORTLAND, ME 04106

*Established* 1947

*Reference Policy Area* 04 *Umbrella* 98 *Unit* 428 *Citation* T0038

*FAX* (207) 771-9028

*Telephone* (207) 253-8020

*M.R.S.A., Sect.* 000000532

### PURPOSE:

The New England Interstate Water Pollution Control Commission has four broad functions: (1) coordination of interstate water pollution control efforts in the New England states and New York, (2) training of environmental professionals, (3) research, and (4) public education.

### ORGANIZATION:

In 1947, the 80th U.S. Congress passed legislation allowing for the formation of interstate water pollution control agencies. The states of Connecticut, Rhode

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

Island, and Massachusetts responded at once by forming the New England Interstate Water Pollution Control Commission (NEIWPCC). Shortly thereafter, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England states) joined NEIWPCC by signing the Commission's new Compact.

### PROGRAM:

The Commission's primary task is to coordinate the activities of its member states as they strive for water quality improvement. NEIWPCC encourages personal communication and information exchange while its professional staff provides a variety of services to member states.

Maine benefits directly from NEIWPCC's capabilities through the Commission's management of the Maine Joint Environmental Training Coordinating Committee (JETCC). Located in South Portland, JETCC was established in 1985 as part of the former New England Regional Wastewater Institute. JETCC was created to work in conjunction with the Maine Department of Environmental Protection and Maine Wastewater Control Association in offering training and recertification opportunities for Maine's wastewater treatment plant operators.

In addition to maintaining its original role as a vehicle for training, JETCC has evolved into a tool for collaboration between personnel in the water pollution control community and regulatory staff from a variety of state agencies facing environmental issues. As a result, JETCC not only assists with the delivery of specific training and outreach programs but also furthers the goals of many state agencies with public education and training for a variety of environmental professionals as well as personnel in the field of water pollution control.

### PUBLICATIONS:

NEIWPCC Annual Report (published annually in April)  
 Report on Benefits of Membership (published annually in December; separate versions created for each member state, including Maine)  
 Interstate Water Report (print newsletter, published 2x/year)  
 iWR (e-mail newsletter, distributed quarterly)  
 LUSTLine (bulletin on underground storage tank issues, published 3x/year)  
 NEIWPCC Training Catalog (published electronically 2x/year)  
 JETCC Training Catalog (published 2x/year)  
 JETCC NewsBrief (published quarterly)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
GRANTS, SUBSIDIES, PENSIONS	7,950	7,950				
<b>TOTAL EXPENDITURES</b>	7,950	7,950				

## **WILD BLUEBERRY COMMISSION OF MAINE**

### **ROY ALLEN, CHAIRPERSON**

*Central Office* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784

*Mail Address* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784 *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 wild blueberry industry of the state requested the Legislature to establish an industry tax to generate dedicated revenue to be used for additional research and extension programs relating to the production and marketing of wild 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 or processed in the state.

#### **ORGANIZATION:**

Legislation passed in 1984 provided that the Wild Blueberry Commission of Maine consists of eight members appointed by the Commissioner of Agriculture, Conservation and Forestry. The Commission elects a chair and vice chairperson 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. See University of Maine Wild Blueberry Advisory Committee.

#### **PROGRAM:**

Legislation passed in 1997 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 increased from a five year average of 19 million pounds prior to 1981 to a five year average of 97 million pounds in 2016.

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 domestic markets and export markets. Special emphasis is given to the food service trade such as restaurants, bakeries, lunch programs, export markets and, more recently, consumer markets such as frozen retail sales.

Other activities funded by the Commission include exhibits at trade shows and fairs and participation at the Eastern States Exposition in West Springfield, Massachusetts. Some activities are carried out in cooperation with the Department of Agriculture, Conservation and Forestry.

#### **PUBLICATIONS:**

Bulletins and Newsletters published by the Commission, the Maine Agricultural Experiment Station and Cooperative Extension at the University of Maine, Orono, Maine.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WILD BLUEBERRY COMMISSION OF MAINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	1,906,409		1,906,409			
TOTAL EXPENDITURES	1,906,409		1,906,409			

## UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE

### BRUCE HALL, CHAIRPERSON

*Central Office* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784

*Mail Address* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784 *FAX*

*Established* 1945

*Telephone* (207) 581-1475

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 426 *Citation* T0036 *M.R.S.A., Sect.* 000004312

#### PURPOSE:

The Wild Blueberry Advisory Committee was established in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for wild blueberry research and extension programs at the University of Maine.

At that time, 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 of Maine instead of by the University of Maine. In essence the Wild Blueberry Advisory Committee is a standing Committee of the Wild Blueberry Commission of Maine and reports to the Commission.

#### ORGANIZATION:

The Wild Blueberry Advisory Committee consists of seven members who serve four years terms. 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 of Maine has also designated the Executive Director of the Commission to act as an ex-officio member of the Advisory Committee.

#### PROGRAM:

Program results are presented in research reports and University of Maine Cooperative Extension publications.

**FINANCES, FISCAL YEAR 2017:** 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* 56 LEIGHTON RD, AUGUSTA, ME 04330

*Mail Address* 56 LEIGHTON RD, AUGUSTA, ME 04330

*Established* 1994

*FAX* (207) 213-6301

*Telephone* (207) 623-5120

*Reference Policy Area* 05 *Umbrella* 99 *Unit* 576 *Citation* T0022 *M.R.S.A., Sect.* 000003883

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PURPOSE:

The Maine Children's Trust, Inc. (MCTI) was established to prevent the abuse and neglect of Maine's children and 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 Tax Check-off program, state grants, federal funding and donated funds from the corporate, individual and foundation sectors. Funds are used to support statewide child abuse and neglect prevention activities including financial allocations to interested parties who respond to annual request for proposals.

### ORGANIZATION:

Established on July 1, 1994, MCTI is comprised of at least 17 members appointed as follows: one Maine State Senator, one Maine State Representative, four members from the Maine Association of Child Abuse and Neglect Prevention Councils, two representatives from the Department of Health and Human Services (DHHS) appointed by the DHHS Commissioner, three members appointed by the Governor, three appointed by the Maine Chamber of Commerce and Industry and at least three by majority vote of the Board.

MCTI is a non-profit corporation held to be an essential governmental function.

### PROGRAM:

Responsibilities 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 and provide funding to recipients and initiatives that best address reduction of child abuse and neglect through prevention.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	2,742		2,742			
TOTAL EXPENDITURES	2,742		2,742			

## CIVIL AIR PATROL

### COL JAMES R. JORDAN, WING COMMANDER

Central Office RM 211, BLDG 8, CAMP KEYES, AUGUSTA, ME 04332-5006

Mail Address PO BOX 5006, AUGUSTA, ME 04332-5006

FAX (207) 626-7831

Established 1941

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, the Civil Air Patrol: (1) conducts a nationwide internal and external program of aerospace education, including coordination of workshops conducted at local schools and communities;

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

(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 and 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; and, (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 United States Air Force, and is a non-profit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters - Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings - one for each state, the District of Columbia, and Puerto Rico. A wing is composed of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

### PROGRAM:

One of the primary missions of the 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 Department of Defense 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 12 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

and to our national security.

### **PUBLICATIONS:**

Civil Air Patrol publications and prices are available from the National Headquarters book store.  
Address and phone: CAP National Headquarters, 105 South Hansell Street, Bldg. 714, Maxwell AFB, AL 36112-6332. (877) 227-9142.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **CONNECTME AUTHORITY**

### **RICHARD B. THOMPSON, JR., BOARD CHAIR**

*Central Office* 3RD FLOOR 51 COMMERCE DRIVE, AUGUSTA, ME 04333

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

*Established* 2006

*Telephone* (207) 624-8800

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 639 *Citation* T0035A *M.R.S.A., Sect.* 000009203

### **PURPOSE:**

The ConnectME Authority began operation in June 2007 with the goal of expanding broadband access in the most rural, unserved areas of the state that have little prospect of service from a traditional or incumbent provider. The authority is funded with a 0.25% surcharge on in-state retail communications services. The Authority expands the availability of broadband service to residential and small business customers in unserved or underserved areas by identifying, developing, and providing funding for broadband investments and municipal planning activities in unserved and underserved communities. The Authority provides technical and financial assistance to communities in the State that include unserved and underserved areas to identify the need for broadband infrastructure and services, and develop and implement plans to meet those needs.

### **ORGANIZATION:**

In 2006, the Legislature created the ConnectME Authority to identify un-served areas of the State; develop proposals for broadband expansion projects, demonstration projects and other initiatives; administer the process for selecting specific broadband projects; and provide funding, resources, and incentives. The Authority board consists of seven members, and staff consists of an Executive Director and two Program Directors.

### **PROGRAM:**

The goal of the Authority is to facilitate universal availability of broadband service in Maine and to increase the adoption or take rate of broadband to equal or greater than the national average.

The Authority administers two grant funding programs: Infrastructure and Planning. For the Infrastructure program, the Authority requests area-specific proposals for broadband expansion with a suggested grant limit for each project of \$100,000, funding no more than 50 percent of the total project, while recognizing the need for flexibility for exceptional proposals. The Planning grant program provides funds for broadband planning grants to municipalities, groups of municipalities or nonprofit local or regional community organizations that are providing local or regional programs to develop plans to expand the availability of broadband services. In the spring of 2017, the ConnectME Authority concluded the eleventh round of infrastructure grant awards, awarding more than \$479,000 to eight projects. The second round of Planning grant awards totaled \$160,000 to five projects. To date, the Authority has funded 145 Infrastructure grant projects with \$11.3 million in grant funds for a total project value of more than \$21 million. The two rounds of Planning grants awards have totaled more than \$372,000.

The Authority currently administers the National Telecommunications and

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Information Administration (NTIA) State and Local Implementation Grant Program (SLIGP) for the FirstNet project in Maine.

### **PUBLICATIONS:**

Annual Report to Joint Standing Committee on Utilities of the Maine Legislature (no charge)  
Developing Broadband in Maine: Baseline Update 2013 (no charge)  
Universal Service Fund (USF) Assessment: A Study of the Impacts and Opportunities of USF Reform in Maine (no charge)  
Developing Broadband in Maine (no charge)  
ConnectME Highway Broadband Utilization Study (no charge)  
Detailed 2016-2018 Strategic Plan for Broadband Service in Maine (no charge)

**FINANCES, FISCAL YEAR 2017:** 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 ROAD, 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 & Nutrition Council is a USDA qualified dairy checkoff organization. It is the nutrition education, public and industry relations component of the total dairy checkoff initiative in Maine to increase demand for dairy products through nutrition education. The industry wide dairy marketing plan stresses the nutrition benefits and contributions of dairy products, in accordance with scientific recommendations and in conjunction with dietary guidelines.

### **ORGANIZATION:**

The Board was established in 1949 as the Milk Advisory Committee, later renamed the Maine Dairy Council, and in 1975 became the Maine Dairy & Nutrition Council. In 1996, the Maine Dairy & Nutrition Council became a public instrumentality of the State of Maine. Maine law provides for funding, Board appointments, and Board members' term limits.

The Council is funded under the Dairy Production Stabilization Act of 1983 National Dairy Promotion and Research Order dairy checkoff assessment, paid by Maine dairy farmers to the Maine Dairy Promotion Board and by a milk processors' fee from processors selling milk in Maine.

### **PROGRAM:**

The Maine Dairy & Nutrition Council is an affiliated unit of National Dairy Council®, United Dairy Industry Association, and is one of Dairy Management Inc. 18 state and regional organizations across the country. The Maine Dairy & Nutrition Council utilizes and provides to educators, health professionals and consumers a variety of nutrition education materials, programs, and resources. Many of the programs and resources are developed by National Dairy Council®, and are reviewed and/or endorsed by organizations such as the American Academy of Pediatrics, American Academy of Nutrition and Dietetics, National Medical Association, and the School Nutrition Association.

The nutrition and physical activities program "Fuel Up To Play 60" is a partnership between National Dairy Council® and the National Football League implemented in Maine schools with students and program advisors, focusing on creating healthy school environments, by making healthy food choices and stressing the importance of sixty minutes of daily physical activity. Grants and

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

incentives to accomplish Fuel Up To Play 60 goals, based on prescribed criteria, are available to schools through the GenYOUth Foundation and channeled through the Maine Dairy & Nutrition Council.

Maine Dairy & Nutrition Council has at its disposable nutrition resources, research reports and their findings, downloadable materials, and black-line masters. The Council exhibits at many health professional, education, and consumer conferences. The website [www.drinkmainemilk.org](http://www.drinkmainemilk.org) provides links to additional nutrition education materials and resources.

### **PUBLICATIONS:**

Nutrition education materials, posters and brochures.

**FINANCES, FISCAL YEAR 2017:** 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 ROAD, AUGUSTA, ME 04330

*Mail Address* 333 CONY ROAD, AUGUSTA, ME 04330

*Established* 1953

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 024 *Citation* T0007

*FAX* (207) 287-7161

*Telephone* (207) 287-3621

*M.R.S.A., Sect.* 000002992A

### **PURPOSE:**

The Maine Dairy Promotion Board is a USDA qualified dairy checkoff organization. It is the communication, public and industry relations component of the total dairy checkoff program in Maine, focusing on increasing demand for dairy products as part of a dairy industry wide marketing plan. The Maine Dairy Promotion Board is one of 18 affiliated state and regional member organizations of United Dairy Industry Association. Maine Dairy Promotion Board is an affiliate of Dairy Management, Inc. located in Rosemont, Illinois and as such, an affiliate of National Dairy Council®, Innovation Center for U.S. Dairy®, Dairy Research Institute® and United States Dairy Export Council®.

### **ORGANIZATION:**

The Board was established in 1953 as the Maine Milk Committee, later becoming the Maine Dairy Promotion Board. In 1996 the Maine Dairy Promotion Board became a public instrumentality of the State of Maine. Federal and Maine laws provide for funding. The Board is funded under Public Law 98-180, the Dairy Production Stabilization Act of 1983 National Dairy Promotion and Research Order dairy checkoff assessment. The Dairy Act authorized a national dairy producers funded program for dairy products' promotion, education, research, and nutrition education, to increase human consumption of milk and dairy products. The dairy checkoff assessment is paid by Maine dairy farmers on each hundredweight of milk produced. Maine law also provides for Board appointments and Board members' term limits.

### **PROGRAM:**

The Maine Dairy Promotion Board implements the national Unified Marketing Plan, a coordinated program of promotion, in Maine along with other United Dairy Industry Association's state and regional dairy checkoff organizations across the country. A coordinated marketing program designed to communicate, promote and encourage the use of milk and dairy products to all aspects of the general public to strengthen the dairy industry's position in the marketplace. A portion of the promotion budget is allocated to media messaging, and communications, supplemented by other promotions designed to call attention to dairy products, dairy ingredients, the dairy industry, and to encourage the consumption of milk and other dairy products.

Dairy Optimization is an initiative targeted to increase the consumption of milk and other dairy products with children in Maine and the nation's schools.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Nationally, programs in quick-serve restaurants, such as McDonald's, Domino, Pizza Hut and others have resulted in dramatic increases in the utilization of dairy products. Promotion activities include consumer messaging, conference exhibits, trade shows, dairy industry events, and school cafeteria programs and promotions, recipe development, and dairy industry posters and education programs such as specific Media Trainings, "Telling Your Story" and the website "Dairy Good". Other promotions supplement media messaging and public and industry relations programs such as National June Dairy Month and The Great American Milk Drive. A dairy crisis communications program in Maine is part of a national effort to protect and enhance the dairy industry. Dairy industry communications are a key factor within the Maine Dairy Promotion Board. 3-Every Day of Dairy is a consumer education initiative targeting, consumers, dairy processors, dairy manufacturers and retailers. The website [www.dairyfarmingtoday.org](http://www.dairyfarmingtoday.org) provides access to a variety of information regarding dairy farming and related industry information as well as [www.dairygood.org](http://www.dairygood.org), [www.dairycheckoff.org](http://www.dairycheckoff.org) and Maine's [www.drinkmainemilk.org](http://www.drinkmainemilk.org). and Facebook page [drinkmainemilk.org](https://www.facebook.com/drinkmainemilk).

For the benefit of Maine dairy farmers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board, at the Board's discretion transfers a portion of their dairy checkoff income to the New England Dairy Promotion Board to help support promotion programs in the other five New England states.

### **PUBLICATIONS:**

Dairy checkoff information and brochures, dairy industry messaging, posters and related materials, crisis information, dairy product recipes.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE DEVELOPMENT FOUNDATION

**SKIP BATES, CHAIR**

**YELLOW LIGHT BREEN, PRESIDENT & CEO**

*Central Office* 295 WATER STREET, SUITE 5, AUGUSTA, ME 04330

*Mail Address* 295 WATER STREET, SUITE 5, AUGUSTA, ME 04330

*Established* 1977

*Reference* Policy Area 01

*Umbrella* 99

*Unit* 399

*Citation* T0010

*FAX* (207) 622-6346

*Telephone* (207) 622-6345

*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 membership and two appointed by the Governor. Of these fourteen, seven must come

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

from the public sector members and seven from among the private sector members. The president is appointed by the other directors and is the fifteenth member.

The foundation is financed by membership dues, fee for service, contracts, and grants. Corporations, counties, cities, towns, and other organizations can become members by contributing to the foundation.

### PROGRAM:

LEADERSHIP MAINE is a year-long, thirteen day training program for CEOs 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 skills needed for effective leadership and networks with others throughout the state.

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 and benchmarks to measure progress. The council is staffed by the Maine Development Foundation. More information on the council is provided in a separate section of this report. See index for page number.

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.

THE MAINE DOWNTOWN CENTER, supported by 15 volunteer advisors, is the leading resource for downtown revitalization statewide. The center serves as the State coordinator in Maine for the National Trust Main Street Center utilizing a four point historic preservation-based economic development strategy to create vibrant, healthy downtowns. The center works in 29 communities representing every county in Maine: 10 Main Street Maine communities (Saco, Biddeford, Bath, Rockland, Gardiner, Waterville, Skowhegan, Augusta, Belfast and Brunswick) and 19 Maine Downtown Network communities, a "lighter-pace" second-tier program launched in 2009.

REALIZE!MAINE is created by, for and of Mainers 20-40 to serve as a catalyst, a collaborator and a convener of Maine's young people with a stake in our common future by providing professional, social, cultural, recreational, and civic opportunities in Maine. Projects that lend to these opportunities are a newly created website, virtual network and list service.

NEXT STEP MAINE EMPLOYERS' INITIATIVE supports employers' efforts to increase the educational attainment levels of their workforce. The initiative provides employers with technical assistance, training and statewide recognition for taking steps to support college degree and certificate achievement for their employees. Next Step Maine is part of our effort to capitalize on Maine's ready population of non-traditional students and working adults to help them increase their value in the workforce through increased skills and knowledge.

### PUBLICATIONS:

"Measures of Growth," Maine Economic Growth Council

Leadership Maine Alumni Directory

Various research reports, surveys, and program and economic evaluations

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL GENERAL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	58,444	58,444				
TOTAL EXPENDITURES	58,444	58,444				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**DISABILITY RIGHTS MAINE**

**KIMBERLY A. MOODY, EXEC DIR**

*Central Office* 24 STONE STREET, SUITE 204, AUGUSTA, ME 04330

*Mail Address* 24 STONE STREET, SUITE 204, AUGUSTA, ME 04330

*Established* 1977

*Reference Policy Area* 05 *Umbrella* 99 *Unit* 475 *Citation* T0005

*FAX* (207) 621-1419

*Telephone* (207) 626-2774

*M.R.S.A., Sect.* 000019501

**PURPOSE:**

To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, Disability Rights Maine (DRM) provides: 1) advocacy assistance for people with disabilities who have experienced a violation of their rights based on disability or who are seeking a reasonable accommodation for their 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; and 5) telecommunications equipment and training on its use as well as outreach and support to deaf, hard of hearing, late deafened and deaf-blind Maine residents.

**ORGANIZATION:**

DRM is a private non-profit agency with a governing Board of Directors. DRM is mandated and enabled by both federal and state laws.

**PROGRAM:**

DRM represents individuals with disabilities by providing information and referral, individual representation, legal representation, rights training, telecommunications equipment and systemic advocacy.

**LICENSES:**

N/A

**PUBLICATIONS:**

\*A Basic Guide to Self-Advocacy

\*Advance Health Care Directives for Planning Mental Health Care

\*Employment Rights for People with Disabilities

\*How to Vote and Your Rights in the Voting Process

\*Involuntary Hospitalization and Outpatient Services Laws

\*Maine's Criminal Responsibility Law: How Does It Affect Me?

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DISABILITY RIGHTS MAINE

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	126,045	126,045				
<b>TOTAL EXPENDITURES</b>	126,045	126,045				

**ME ED CTR DEAF & HARD OF HEAR & GOV BAXTER SCHOOL  
FOR DEAF**

**OWEN J. LOGUE, EXECUTIVE DIRECTOR**

**TRACI DRAKE, DIR OF OPERATIONS/ HR**

*Central Office* MACKWORTH ISLAND, FALMOUTH, ME 04105

*Mail Address* MACKWORTH ISLAND, FALMOUTH, ME 04105

*Established* 1997

*Reference Policy Area* 02 *Umbrella* 99 *Unit* 613 *Citation* T0020A

*FAX* (207) 781-6296

*Telephone* (207) 781-3165

*M.R.S.A., Sect.* 000007401

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PURPOSE:**

The Maine Educational Center for the Deaf and Hard of Hearing (MECDHH)/Governor Baxter School for the Deaf (GBSD), which encompasses the center school and Statewide Educational Services (SES), offers an array of quality services to all deaf and hard of hearing children, their families and the greater community. GBSD provides educational programming for deaf or hard of hearing students and SES provides early childhood programs and outreach. The vision of the MECDHH/GBSD is to expand educational opportunities, create partnerships and promote optimal communication and literacy for all children who are deaf or hard of hearing. MECDHH/GBSD will be recognized as a leader in deaf education by providing exceptional programs and services.

### **ORGANIZATION:**

The Governor Baxter School for the Deaf 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 of Education'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, which was left by Governor Baxter for that purpose. 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. In 2005, in order to better reflect the statewide mission of the organization, the name was changed to the Maine Educational Center for the Deaf and Hard of Hearing and the Governor Baxter School for the Deaf.

### **PROGRAM:**

MECDHH/GBSD provides a wide range of services for students, families and professionals in the state. Comprehensive programming includes the Governor Baxter School for the Deaf Parent Infant and Preschool Programs on Mackworth Island and Kindergarten through 12th grade programs integrated into the following Portland Public Schools: East End Community School, Lyman Moore Middle School, Portland High School and Portland Arts and Technical High School (PATHS). A full special purpose program is offered with all necessary support services. In addition, statewide services are offered to students birth through 12th grade through the outreach programs.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE GOVERNMENTAL FACILITIES AUTHORITY**

### **MICHAEL R. GOODWIN, EXECUTIVE DIRECTOR**

*Central Office* 127 COMMUNITY DRIVE, AUGUSTA, ME 04330

*Mail Address* PO BOX 2268, AUGUSTA, ME 04338-2268

*Established* 1987

*Reference Policy Area* 00 *Umbrella* 99 *Unit* 405 *Citation* T0004

*FAX* (207) 623-5359

*Telephone* (800) 821-1113

*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:**

Established in 1987 as the Maine Court Facilities Authority, the State

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Legislature created the Maine Governmental Facilities Authority in September, 1997 as its successor. The Authority consists of a five-member Board of Commissioners, including the Treasurer of the State and the Commissioner of the Department of Administrative and Financial Services who serve as ex officio members, and three other members, who are residents of the State of Maine and are appointed by the Governor, for terms of five years. The Board of Commissioners shall elect one of its members as chairman and one as vice-chairman. The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Governmental Facilities Authority and is responsible for the day-to-day activities of the Authority. The Executive Director also serves as both the secretary and treasurer of the Authority.

### **PROGRAM:**

During fiscal year 2017, the Authority issued \$42,930,000 in bonds. Of this amount, \$24,950,000 was issued to refinance a portion of the Authority's outstanding bonds and the remaining amount of \$17,980,000 was issued for a data storage and an expansion project for the Judicial Branch of Maine throughout the state.

The Authority does not receive an appropriation from the State of Maine. It derives its revenue from loan serving fees charged to participating eligible borrowers using its financing capabilities.

### **PUBLICATIONS:**

Annual Report - Audit

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **HARNESS RACING PROMOTIONAL BOARD CATHARINE DAMREN, TREASURER**

*Central Office* P O BOX 432, BELGRADE, ME 04917

*Mail Address* P O BOX 432, BELGRADE, ME 04917

*Established* 1997

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 599 *Citation* T0008

*FAX*

*Telephone* (207) 465-3062

*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, Conservation and Forestry to the joint standing committee having jurisdiction of harness racing matters, the Veterans and Legal Affairs Committee. 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, one representing the horsemen's association and two alternates. The members are appointed by the Commissioner of the Department of Agriculture, Conservation and Forestry.

### **PROGRAM:**

The Board has implemented promotional activities in accordance with its mission. The activities are focused on promoting a positive image of the industry, enlarging the fan base, educating the public on the importance of harness racing to the agricultural industry in Maine, including the breeding farms, the hay and grain farmers and dealers, the owners, trainers and drivers of the animals. The Board has maintained educational booths at equine shows, the annual Agricultural

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Show of the Maine Department of Agriculture, Conservation and Forestry, annual meeting of the Maine Association of Agricultural Fairs, Agriculture Day at the State Legislature and various trade shows. Board meetings are held monthly and are open to the public.

During fiscal year 2017, the Board produced and provided 15,000 calendars providing dates, times and locations of live racing; pocket cards were also provided listing fair dates and displaying the Board's logo. The Board worked with various television stations to advertise harness racing and keep the public informed about when and where they could attend live harness racing meets. Additional coverage and advertising were provided for Breeders Stake Races, as well as the Finals.

The Board participated as a partner with the Portland Seadogs in a Harness Night at Hadlock Field in June when live horses were available for fans to view and drivers in their various racing colors were on hand to sign autographs and converse with the public. Owners, trainers and horsemen participated and the Board's mascot "Whinny" was on hand to provide bracelets with the "Fun to the Finish" logo to fans of all ages. Members of the Maine Standardbred Breeders and Owners Association and others from the harness racing industry helped make this a memorable evening. This may become an annual presentation of the industry to promote yet another sport available for entertainment in Maine.

Additionally, "Whinny" appeared at many other functions during fiscal year 2017. Along with the "Fun to the Finish" logo, the mascot was present at some Maine agricultural fairs that participate in live harness racing and attended fairs where pari-mutuel racing is not on the program. Educational materials were available, bracelets and other materials were given out.

Along with advertising in the "Maine Invites You" publication.

The Board continues to provide assistance in updating statistics for the industry and record keeping.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

HARNESS RACING PROMOTIONAL BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	\$2,730		\$2,730			
TOTAL EXPENDITURES	\$2,730		\$2,730			

## MAINE HISTORICAL SOCIETY

### STEPHEN BROMAGE, EXECUTIVE DIRECTOR

Central Office 489 CONGRESS ST, PORTLAND, ME 04101-3498

Mail Address 489 CONGRESS ST, PORTLAND, ME 04101-3498

Established 1822

Reference Policy Area 03 Umbrella 99 Unit 176 Citation S1822

FAX (207) 775-4301

Telephone (207) 774-1822

M.R.S.A., Sect. 000000118

#### PURPOSE:

Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It preserves the heritage and history of Maine: the stories of Maine people, the traditions of Maine communities, and the record of Maine's place in a changing world. Because an understanding of the past is vital to a healthy society, we collect, care for, and exhibit historical treasures; facilitate research into family, local, state, and national history; provide education programs that make history meaningful, accessible and enjoyable; and empower others to preserve and interpret the history of their communities and our state. The Society is organized into three major areas: The Brown Library, Wadsworth-Longfellow House and Museum Gallery, and the Maine Memory Network, our online digital museum and archive. A Board of Trustees, eleven standing committees and three subcommittees advise and support the Society staff of 14 full-time and 12 part-time employees in their work.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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 held its Annual Meetings coincidental to 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 was restored in June 2000. The Society's capital campaign and 1992 purchase of 489 Congress Street allowed expansion of collections storage, exhibition and program space.

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 at Orono. Beginning in 1999, a special State appropriation helped MHS start development of the Maine Memory Network, an online 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 Academic and Cultural Collaborative of Maine, and the New England Museum Association.

### PROGRAM:

**BROWN LIBRARY.** The Society maintains a research library of an estimated 150,000 books and pamphlets, 200,000 photographs, 3,000 maps and atlases and over 2 million archival pages 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 proprietor and town records, shipping and maritime records, church and religious records, account books and business records, genealogical research collections, cartographic and land surveys, architectural and engineering drawings, photographs, prints and broadsides. The library catalogue is available on line via the Society's website. The Library is open year round and serves over 6,000 in-house researchers each year. The Brown Library, built in 1907, underwent a complete renovation in 2007, reopening in June 2009.

**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 MHS Museum Gallery houses temporary interpretive exhibitions from our 28,000 artifacts documenting Maine's material culture. The most recent exhibitions were "Designing Acadia" and World War I and the Maine Experience." Guided tours of the Wadsworth-Longfellow House were offered May through December. In 2015, more than 25,000 visitors, including more than 3,500 school children, visited the House, Gallery, or took the Longfellow or Portland History walking tours, or attended public programs. Another 1,000 students received outreach programs. For information, visit the MHS websites: [www.mainehistory.org](http://www.mainehistory.org) or [www.mainememory.net](http://www.mainememory.net).

**OTHER EDUCATIONAL SERVICES.** Launched in December 2001, the Maine Memory Network provides Internet links to digitized historical and cultural primary materials from both MHS and contributing organizations from every corner of our state. Modeled in concept on the Library of Congress' American Memory Site, our Maine Memory Network provides links to digitized historical and cultural primary materials from around the state. Online at [www.MaineMemory.net](http://www.MaineMemory.net), this Web-based, virtual museum and educational resource serves Maine libraries, schools, museums, and every Internet-ready home. The Maine Historical Society offers on-site and outreach programs for teachers and students throughout the state. Through major

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

grants from the Institute of Museum & Library Services and the National Endowment for the Humanities, MHS, in partnership with the Maine State Library and Maine Humanities Council, respectively, worked with more than 270 organizations and communities throughout the state to support local history digitization projects, resulting in thousands of new historical items and stories being added to Maine Memory. More information is available at:  
[www.mainememory.net/share\\_history/training.shtml](http://www.mainememory.net/share_history/training.shtml).

### PUBLICATIONS:

Maine History, a peer reviewed scholarly journal published twice a year in conjunction with the Department of History at the University of Maine.  
Maine Photography, A History, 1840-2015 (2016)  
A Bibliography of Maine Imprints 1785-1820 (2015)  
Maine in the Civil War: A Bibliographic Guide, 2nd Edition (2014)  
A Maine Prodigy: The Life and Adventures of Elise Fellows White, 2011.  
Henry Wadsworth Longfellow and his Portland Home, 2004.  
New men, New Issues: The Formation of the Republican Party in Maine, 1986  
Canals and Inland Waterways of Maine, 1982  
The Letters of Thomas Gorges, 1978  
Maine, Charles II and Massachusetts, 1977  
Maine Bibliographies Series, 1972-1994  
Province and Court Records of Maine, 1928- 1975  
Maine Town Vital Records Series, 1917-1944  
Proceedings of the Maine Historical Society, 1899-1914  
Collections of the Maine Historical Society, Series Two and Three, 1890-1907  
York Deeds, 1887-1910  
Documentary History of the State of Maine, Collections of the Maine Historical Society, Second Series, 1869-1916  
Collections and Proceedings of the Maine Historical Society, Series One, 1831-1887

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### MAINE HISTORICAL SOCIETY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	44,864	44,864				
TOTAL EXPENDITURES	44,864	44,864				

## MAINE HOSPICE COUNCIL

### KANDYCE POWELL, EXECUTIVE DIRECTOR

*Central Office* 295 WATER STREET, SUITE 303, AUGUSTA, ME 04330

*Mail Address* P.O. BOX 2239, AUGUSTA, ME 04338-2239

*Established* 1984

*FAX* (207) 622-1274

*Telephone* (207) 626-0651

*Reference Policy Area* 05 *Umbrella* 99 *Unit* 516 *Citation* T0022 *M.R.S.A., Sect.* 000008611

### PURPOSE:

The Maine Hospice Council exists to ensure increased access to high quality end-of-life and palliative care in Maine. The council's mission is to promote universal access to quality end-of-life care through innovation, creativity, education, advocacy and collaboration.

### ORGANIZATION:

The Maine Hospice Council was incorporated in 1984. Funding for the council's operations was made possible by legislation in 1989. Today, the annual grant from the General Fund represents approximately 16% of the council's operating budget.

The council is overseen by a volunteer Board of Directors comprised of 11 members. The organization employs one full-time Executive Director, one

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

part-time Executive Assistant and one part-time sub-contracted bookkeeper. Other project managers may be hired as needed. Workplace giving (Maine Share), annual appeal, private donations, estate planning, education conferences, special events, consulting and membership dues comprise some of the diverse sources of funding.

### PROGRAM:

The Maine Hospice Council is the only statewide organization focused solely on end-of-life care. Two hallmarks of the council's work are collaborative partnerships and outreach to the underserved, evidenced by the creation of the Maine Cancer Pain Initiative in 1996, the development of a Hospice program at the Maine State Prison in 2000, the partnership with Togus VA Medical Center started in 2004, the Maine POLST Coalition in 2008 and, most recently, the Palliative Care and Quality of Life Interdisciplinary Advisory Council in 2015. The council has taken a leadership role in social policy issues and continues to offer internships for graduate and undergraduate students. Access to Hospice services for all people who desire Hospice and qualify under State and federal guidelines remains a priority.

In 1997, the council partnered with over thirty other organizations to form the Maine Consortium of Palliative Care and Hospice (MCPCH). On behalf of MCPCH, the council was awarded a three-year Robert Wood Johnson Community/State Partnership grant, "Care at End-of-Life: A Public/Private Partnership". In 2001, the Maine Legislature directed the Maine Center for Disease Control and Prevention within the Department of Health and Human Services to establish the Maine Center for End-of-Life Care. The responsibility for implementation of the center was given to the council, unfortunately without any financial support. In 2015, the council was designated by Public Law 2015, chapter 203 as having convening authority for the Palliative Care and Quality of Life Interdisciplinary Advisory Council.

Recognition of the value of the council's services/programming has resulted in other legislative committees consulting with the council on issues of aging, advance care planning, pain management and other substantive issues. In 2006, at the request of the Judiciary Committee, the council wrote a grant and published "Pain Management at the End-of-Life: A Physician's Self-Study packet", a three Category 1 Continuing Medical Education course for physicians. This document was done in collaboration with the Maine Pain Initiative, the Maine Medical Association, the Board of Licensure in Medicine within the Department of Professional and Financial Regulations and the Muskie School of Public Service.

Technical support remains on-going for volunteer and Medicare certified Hospice programs as well as long-term care facilities and acute-care hospitals. In addition, the council acts as a clearinghouse for consumer calls as well as offering information, resource materials and public education.

### LICENSES:

22 MRSA, Chapter 1681, Licensing of Hospice Programs

### PUBLICATIONS:

- "Consumer Protection and End-of-Life Care" - published in partnership with the Attorney General's Office.
- "Hospice/Veterans Partnership of Maine " brochure, in partnership with Maine Veterans Homes and Togus VAMC
- "Pain Management at End-of-Life: A Physician Self-Study Packet" - \$100
- "Maine Hospice Guide"
- "Listen to Me"
- Hospice Resource Bibliography
- Maine Hospice Council Newsletter, "MaineLink"
- Six Session Course, "Pain Management from an IDT Perspective" (video) - \$150
- "Hospice" brochure
- Sounds of Comfort CD, "Born Again"- \$17.88
- POLST in Maine" DVD
- "On Life and Living: the Hospice Experience" DVD
- POLST "Train the Trainer" Manual

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HOSPICE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	63,506	63,506				
<b>TOTAL EXPENDITURES</b>	63,506	63,506				

## MAINE STATE HOUSING AUTHORITY

### JOHN GALLAGHER, DIRECTOR

WATS (800) 452-4668

*Central Office* 353 WATER STREET, AUGUSTA, ME 04330-4633

*Mail Address* 353 WATER STREET, AUGUSTA, ME 04330-4633

*Established* 1969

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 346 *Citation* T0030A *M.R.S.A., Sect.* 000004722

*FAX* (207) 626-4678

*Telephone* (207) 626-4600

#### **PURPOSE:**

MaineHousing (the Maine State Housing Authority) was created by the Maine Legislature in 1969 to address the problems of unsafe, unsuitable, overcrowded, and unaffordable housing. The agency's mission is to assist Maine people in obtaining and maintaining quality, affordable housing and services suitable to their housing needs. In carrying out this mission, the agency provides leadership, leverages federal, state, and private resources, and promotes partnerships to develop and implement sound housing policy. MaineHousing's programs, on an annual basis, benefit more than 90,000 Maine households - about one of every six households in the state.

#### **ORGANIZATION:**

The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." It functions as an administratively independent authority and receives no General Fund appropriations from the Legislature for its operations.

MaineHousing is governed by a Board of 10 commissioners, 8 of whom must be appointed by the Governor and confirmed by the Legislature upon the recommendation of the Labor, Commerce, Research and Economic Development Committee. The Director of MaineHousing, who is appointed by the Governor and confirmed by the Legislature, serves as an ex-officio non-voting commissioner. The State Treasurer serves as an ex-officio voting commissioner. The other 8 commissioners vote.

MaineHousing couples the methods and efficiencies of the private financial markets with the federal tax incentives of tax-exempt bonds to invest in affordable housing for Maine people.

MaineHousing also is a conduit for bringing a wide range of federal and other funding to Maine, including low income housing tax credits, block grants and competitive grants.

MaineHousing is both Maine's finance agency and a public housing authority for those parts of the State without one.

#### **PROGRAM:**

MaineHousing's programs and services fall into the following general categories:

**HOUSING DEVELOPMENT.** MaineHousing provides financing and financial incentives for private development of affordable rental housing for families, seniors and persons with special needs. This both provides affordable rents and stimulates Maine's economy.

**HOME BUYING ASSISTANCE.** MaineHousing provides low fixed rate mortgages to first time homebuyers and other assistance to help make homeownership affordable for more Maine people.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**HOME IMPROVEMENT ASSISTANCE.** MaineHousing offers programs to help with home improvement needs, including: low or no cost loans to repair or replace failed wells, make heating, electrical, or structural repairs, and improve home accessibility; grants to make homes lead safe; and loans to fund repair of homes damaged in a declared natural disaster.

**ASSET MANAGEMENT:** MaineHousing oversees the operation of the thousands of rental units that MaineHousing financed or that MaineHousing manages via federal program, including ensuring the units meet fiscal and safety standards.

**RENTAL ASSISTANCE.** Properties developed with MaineHousing financing offer more affordable rents to consumers. Rental assistance also is provided in the form of federal Section 8 Housing Choice Vouchers.

**ENERGY ASSISTANCE.** MaineHousing offers fuel assistance using funds from the federal Low Income Home Energy Assistance Program (LIHEAP), and also home energy improvements such as home weatherization and heating system repair or replacement that make homes more affordable for the long term.

**HOMELESS ASSISTANCE.** MaineHousing provides financing for emergency shelters and other housing options for people who are homeless. MaineHousing also works with homeless service providers and other organizations toward a shared goal of preventing and eliminating homelessness in Maine.

At the end of calendar year 2016, MaineHousing had combined assets of \$1,640,000,000 and net assets of \$310,800,000. The agency's financial strength has been recognized by the nation's two leading bond rating agencies, Moody's and Standard & Poor's.

### **PUBLICATIONS:**

MaineHousing.org provides general information on MaineHousing programs and services as well as access to a wide range of publications such as annual reports, program guides, and housing market research.

[www.mainehousing.org](http://www.mainehousing.org)

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE HOUSING AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	15,511,456	2,550,000	12,961,456			
TOTAL EXPENDITURES	15,511,456	2,550,000	12,961,456			

## MAINE INSURANCE GUARANTY ASSOCIATION PAUL M. GULKO, EXECUTIVE SECRETARY

WATS (800) 852-2003

Central Office ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

Mail Address ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

Established 1970

FAX (617) 305-0001

Telephone (617) 227-7020

Reference Policy Area 07 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 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE INTERNATIONAL TRADE CENTER WADE MERRITT, PRESIDENT**

*Central Office* 2 PORTLAND FISH PIER, STE 204, PORTLAND, ME 04101  
*Mail Address* 2 PORTLAND FISH PIER, STE 204, PORTLAND, ME 04101 *FAX* (207) 541-7420  
*Established* 1996 *Telephone* (207) 541-7400  
*Reference Policy Area* 01 *Umbrella* 99 *Unit* 587 *Citation* T0010 *M.R.S.A., Sect.* 000000945

### **PURPOSE:**

The Maine International Trade Center ("MITC") 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 provide and enhance international trade 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. It also facilitates foreign direct investment and international student attraction for the State of Maine.

### **ORGANIZATION:**

The Maine International Trade Center (MITC) was created by the state legislature in 1996 to expand Maine's economy through increased international trade in goods and services. MITC is a public-private partnership funded through the Maine Department of Economic and Community Development (DECD), membership dues of nearly 300 business members, as well as corporate sponsor contributions. 81% of MITC's membership has less than 100 employees; 68% has less than 25. The ten person office provides critical services to Maine's small and medium sized businesses, including customized trade assistance to businesses to help identify and take advantage of opportunities in the global marketplace. Last year MITC completed over 1,400 trade research projects. The budget request includes funding for the State Director and Maine North Atlantic Development Office (MENADO) Director as well as pass-through grant funding in support of its operations. The powers and duties of the Maine International Trade Center are detailed in 10 M.R.S.A. chapter 107-B.

### **PROGRAM:**

Reporting directly to the Commissioner and through its strategic partners (Maine DECD; Maine Department of Agriculture, Conservation and Forestry (MACF); US Department of Commerce; Maine Technology Institute; Maine Manufacturing Extension Partnership; Maine Small Business Development Centers; U.S. Small Business Administration; Finance Authority of Maine; Manufacturers Association of Maine; Food Export USA), the Maine International Trade Center (MITC) coordinates the following:

**International Trade Missions:** MITC organizes trade missions to targeted markets and industry trade shows to help Maine companies meet one-on-one with prospective clients and contacts.

**Educational Workshops and Seminars:** MITC hosts educational programs which are critical for informing Maine's trade-related workforce on changes in regulations, helping them understand targeted overseas markets, and informing them about resources available for business development.

**Invest in Maine:** Maine's dedicated and skilled workforce, abundant natural resources and creative entrepreneurship are key selling points in promoting the state to potential investors around the globe. MITC's Invest in Maine program is designed to increase the flow of foreign direct investment into Maine to finance growing companies and new business ventures that will in turn create jobs and support economic growth. DECD's investment leverages over \$800,000 in federal funding through 2017.

**StudyMaine:** Over 2,000 international students are enrolled in the State of Maine and contribute over \$80 million to Maine's economy annually. StudyMaine, a consortium of 22 high schools, colleges, and universities, promotes the state as a place to study and encourages lasting ties through alumni and parent relationships. StudyMaine is an extension of MITC's export development work, with crossover to investment attraction.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MENADO:** This entity was founded in 2014 to expand ties between Maine and the markets of the North Atlantic and Arctic regions.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### MAINE MILITARY AUTHORITY

**BG HUGH T. CORBETT, EXECUTIVE DIRECTOR**

**BG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL**

*Central Office* 22 ARMORY ROAD, SUITE 8, AUGUSTA, ME 04333

*Mail Address* 63 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 2001

*FAX* (207) 287-3019

*Telephone* (207) 287-3018

*Reference Policy Area* 06 *Umbrella* 99 *Unit* 620 *Citation* T0037B *M.R.S.A., Sect.* 000000391

#### **PURPOSE:**

The Maine Military Authority was established by law in the Second Session of the 120th Legislature as a body corporate and politic and a public instrumentality of the State. The Authority exists to operate the Maine Readiness Sustainment Maintenance Center and to maintain, rebuild, repair, and store equipment for the State, for the United States Departments of the Army, Air Force, Navy and Treasury, and local, state, federal agencies/departments, foreign governments, and private industry.

#### **ORGANIZATION:**

The Authority has 52 employees located at its production site in Limestone and 2 employees at its executive office in Augusta. The Executive Director is appointed by the Governor.

#### **PROGRAM:**

Initially the program was inceptioned to provide maintenance and repair services to National Guard vehicles and funded through a Cooperative Agreement with the National Guard Bureau. The Cooperative Agreement terminated September 30, 2015, due to defense spending cuts. The program is currently executing and pursuing mass transit overhaul and military department contracts.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

**STEVEN H. LEVESQUE, EXECUTIVE DIRECTOR**

**JEFFREY K. JORDAN, DEPUTY DIRECTOR**

*Central Office* SUITE 200, 15 TERMINAL RD., BRUNSWICK, ME 04011

*Mail Address* SUITE 200, 15 TERMINAL RD., BRUNSWICK, ME 04011

*Established* 2008

*FAX* (207) 798-6510

*Telephone* (207) 798-6512

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 654 *Citation* T00005 *M.R.S.A., Sect.* 00013083G

#### **PURPOSE:**

The Midcoast Regional Redevelopment Authority (MRRA), a component unit of the State of Maine, is a municipal corporation created by Maine Revised Statutes, Title 5, section 13083-G, and charged with the responsibility to acquire and manage property at the former Naval Air Station Brunswick (NAS Brunswick) and the Topsham Annex and to facilitate the rapid redevelopment of properties in order to recover from economic and employment loss as result of base closure.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### ORGANIZATION:

MRRA is governed by an eleven member Board of Trustees appointed by the Governor and confirmed by the Maine State Senate. Power and duties of the board are established by statute. The by-laws direct the Board of Trustees to adopt an annual budget, provide for an annual audit, appoint various committees and hire an Executive Director. The Executive Director is the chief executive officer and is responsible for carrying out the policies of the trustees and overseeing the daily operation of MRRA and appointing staff.

### PROGRAM:

NAS Brunswick was a 3,200-acre military enclave within the jurisdictional limits of the Town of Brunswick, in Cumberland County, Maine. Now known as Brunswick Landing, the base was built as a multi-purpose campus that has changed over many years to serve a variety of purposes. It has been an airport since its initial development in the late 1930s, built on the site of the State's first municipal airfield. The Brunswick Executive Airport opened as a general aviation airport on April 2, 2011.

In total there are over 200 buildings totaling over 1.75 million square feet on the base; forty of which would be considered significant facilities that will be redeveloped by MRRA. MRRA's targeted business clusters as described in the Reuse Master Plan include composite R&D and manufacturing; aviation and aerospace research, maintenance, repair and manufacturing; information technology; and a world-renowned business complex for integrated research and development, manufacturing, testing, company incubation and productive operation of green energy technology products and services. To date, 95 businesses or organizations call Brunswick Landing home, including satellite campuses of the Southern Maine Community College and University College at Bath/Brunswick. Collectively, these organizations employ 1,200 individuals.

### LICENSES:

None

### PUBLICATIONS:

MRRA Strategic Business Plan (2016)  
BNAS Reuse Master Plan (December 2007)  
Topsham Annex Reuse Master Plan (December 2007)  
Brunswick Airport Master Plan Study (December 2009)  
BNAS Housing Disposition and Redevelopment Plan (August 2009)  
Design Guidelines (July 2010)  
Annual Reports and Audits available at MRRA website [www.mrra.us](http://www.mrra.us)

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## COMBAT SPORTS AUTHORITY OF MAINE

**KEN CURTIS, CHAIRMAN**

**CHRIS GUILD, TREASURER**

*Central Office*

*Mail Address* PO BOX 10525, PORTLAND, ME 04104

*Established* 2009

*Reference Policy Area* 07 *Umbrella* 99 *Unit* 650 *Citation* T00008

*FAX* (207) 482-0965

*Telephone* (207) 712-6615

*M.R.S.A., Sect.* 00000522

### PURPOSE:

The authority is established to regulate and promote mixed martial arts and professional boxing competitions, exhibitions, and events in the State as set forth in Maine Revised Statutes, Title 8, Chapter 20, sections 521 through 532. A mixed martial arts competition or professional boxing, exhibition, or event may not be held in the State prior to the adoption of rules pursuant to this chapter.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### ORGANIZATION:

The authority is made up of a board of directors consisting of seven members appointed by the Governor. The board elects a chair, a secretary and a treasurer from among its members. All positions are full.

### PROGRAM:

The Combat Sports Authority of Maine (CSAM) has spent 2017 promoting and regulating five Mixed Martial Arts events; one Boxing event and one MMA and Boxing (mixed) event. The duties of the board consist of registering the event and working with the promoters on approving the fight card. CSAM also registers all fighters and verifies that all proper medical clearance has been received, blood work done, and an eye exam performed. CSAM monitors weigh-ins to make sure fighters make weight and, on fight day, we instruct inspectors who oversee the taping of hands, pre-fight medicals, counting of tickets, escorting fighters to post-fight exams, and general enforcement of Maine rules regarding MMA and Professional Boxing. CSAM holds monthly board meetings where we discuss upcoming events, issues, and any changes that need to be made to processes or rules. Five percent of ticket sales from these events comes back to the Authority along with fees from licensing fighters, events, managers, seconds, trainers, and anyone else associated with the fight. These revenues have netted the Authority roughly \$20,000. Much of this money will be used for administrative costs, legal fees, supplies and rule making for the Authority.

### LICENSES:

The authority shall review and grant licenses to all fighters, promoters, referees, corners, timekeepers and judges who are involved with any mixed martial arts or professional boxing competition, exhibition or event in the State of Maine pursuant to the rules established by the Authority. Roughly 200 licenses are issued annually.

### PUBLICATIONS:

There were no general publications this fiscal year. CSAM will produce an Annual Report; Codified Rules; Bylaws and a Business Plan.

**FINANCES, FISCAL YEAR 2017:** 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

*FAX* (207) 828-2300

*Telephone* (207) 774-8211

*Reference Policy Area* 06 *Umbrella* 99 *Unit* 479 *Citation* PL1983 *M.R.S.A., Sect. C.* 477

### 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:

Pine Tree Legal Assistance, Inc. is governed by a 26-member Board of Directors composed of licensed Maine attorneys, eligible clients appointed by low-income organizations, and one 'at large' member. The Administrative Office is in Portland (774-4753). Local service offices are in Augusta (622-4731), Bangor (942-8241), Portland (774-8211), Presque Isle (764-4349), Lewiston (784-1558) and Machias (255-8656). Pine Tree Legal operates three special statewide units that address the legal needs of migrant farmworkers (1-800-879-7463), Native Americans (1-800-879-7463) and low income children (1-866-624-7787). Until the end of 2016, Pine Tree Legal was co-sponsor, with the Maine Bar Foundation, of the

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Volunteer Lawyers Project. (As of January 1, 2017, the Volunteer Lawyers Project became a separate non-profit organization.)

Pine Tree Legal is a Better Business Bureau accredited charity that has strict financial accountability measures. Pine Tree Legal receives consistently "clean" annual audits and has a Gold Star rating from GuideStar for transparency and accountability. Program management/fundraising expenses make up less than 18% of Pine Tree Legal's total operating budget.

### PROGRAM:

Pine Tree Legal Assistance Inc. receives its funding 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 other federal agencies, the State of Maine, United Way, the Maine Justice Foundation's IOLTA (Interest on Lawyer Trust Accounts) Program, and private sources. In general, Pine Tree Legal provides free legal assistance to low-income Maine residents with household incomes at or below 125% of the federal poverty guidelines after certain deductions.

Pine Tree Legal provides direct legal services to eligible clients throughout the state. In fiscal year 2017 (July 1, 2016 - June 30, 2017), its area offices and special units served 20,693 Mainers who were affected by civil legal matters. Its programs handled a total of 8,214 legal cases during fiscal year 2017. Of the 7,063 cases resolved during that time, 60% received legal assessment or simple advice, printed informational materials, assistance with forms and letters, referral to another source of help, and/or brief services; while 40% received full representation before a Court or in an administrative hearing.

Because staffing and other resource limitations prevent Pine Tree Legal from representing all eligible clients with legal needs, the programs accept cases based on a case acceptance priority plan. Of all cases handled by Pine Tree Legal's local service offices in fiscal year 2017, 55% were housing related; 14% were family law matters; 12% were consumer issues; 6% income benefits related; and the remaining 13% were in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas.

Pine Tree Legal's website, [ptla.org](http://ptla.org), offers a wealth of self-help information on civil legal matters. While client intakes are typically conducted over the phone or in-person, Pine Tree Legal in 2015 launched a statewide online legal intake and triage tool at the [ptla.org](http://ptla.org) website, which helps individuals identify their legal problems, directs them to relevant online education materials, and prompts eligible individuals to complete an online intake form.

### PUBLICATIONS:

Pine Tree Legal 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 via Pine Tree Legal's webpage at [ptla.org](http://ptla.org); or at our more specialized webpages: [kidslegal.org](http://kidslegal.org), [statesidelegal.org](http://statesidelegal.org), and [helpmelaw.org](http://helpmelaw.org). The [statesidelegal.org](http://statesidelegal.org) webpage offers legal information and resources specific to veterans and military members. In fiscal year 2017, over 2.6 million unique visitors accessed information on Pine Tree Legal's three primary websites, a 7% increase over fiscal year 2016.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

PINE TREE LEGAL ASSISTANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	500,000	500,000				
TOTAL EXPENDITURES	500,000	500,000				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MAINE POTATO BOARD**

**DONALD E. FLANNERY, EXECUTIVE DIRECTOR**

**JEANNIE M. TAPLEY, OFFICE MANAGER**

WATS (800) 553-5516

Central Office 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

Mail Address 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

Established 1986

Reference Policy Area 01 Umbrella 99 Unit 330 Citation T0036

FAX (207) 764-4148

Telephone (207) 769-5061

M.R.S.A., Sect. 000004603

**PURPOSE:**

The Maine Potato Board was established as a public instrumentality of the state to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

**ORGANIZATION:**

The board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The board selects a president, vice-president, treasurer and secretary from its members, and appoints an Executive Director and Director of Development/Grower Relations to administer programs and policies established by the board.

**PROGRAM:**

Potato tax revenue for the twelve-month period ending June 30, 2017 was \$729,155. Maine growers harvested 51,500 acres, producing 16,000 million hundredweight of potatoes. The planted acreage was composed of 67% processing varieties, 13% table stock varieties and 20% seed varieties. Approximately 10,163 acres were entered for seed certification.

The tax revenues of the board in 2016-2017 were used as follows: 26% for Administration (board), 18% Advertising/Marketing, 37% Research and 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 board grants.

**PUBLICATIONS:**

Free printed Maine Potato Recipe booklets

Free Spuddy coloring books

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

**MAINE POTATO BOARD**

	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	892,970	160,902	732,068			
<b>TOTAL EXPENDITURES</b>	892,970	160,902	732,068			

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**SEED POTATO BOARD**

**DONALD E. FLANNERY, EXECUTIVE DIRECTOR**

**JEANNIE M. TAPLEY, OFFICE MANAGER**

*Central Office* 744 MAIN STREET SUITE 1, PRESQUE ISLE, ME 04769

*Mail Address* 744 MAIN STREET SUITE 1, PRESQUE ISLE, ME 04769 *FAX* (207) 764-4148

*Established* 2009

*Telephone* (207) 769-5061

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 657 *Citation* T00007 *M.R.S.A., Sect.* 00002151

**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 board was organized in April 1945. It initially consisted of six members appointed by the Governor from specified areas for terms of three years, and the Commissioner of Agriculture, Conservation and Forestry served as chairman. A number of changes in the board's structure have occurred since then, and the last one occurred in 2009 when the Legislature voted to transfer oversight of the board from the Department to the Maine Potato Board. The Commissioner now serves as a member and appoints two members to include a representative of the potato industry in a county other than Aroostook County and a person producing potatoes in Aroostook County primarily for processing. The Maine Potato Board appoints six members representing the potato industry in Aroostook County and to include one grower producing primarily table stock potatoes and another grower producing potatoes primarily for processing. The board is authorized to elect a secretary, who need not be a member of the board.

**PROGRAM:**

The board carries out its mission through the operation of a foundation seed potato production facility known as the Porter Farm in Masardis, Maine. Over 200 different varieties are maintained in a tissue culture bank and nearly sixty varieties of seed potatoes are produced in the fields each year. The facility is equipped with tissue culture production, disease testing laboratories, seed storages with climate control systems, greenhouses and an irrigation system to support the production of nuclear and foundation seed. In 2009, the board began producing minitubers in a state of the art greenhouse using hydroponics that allowed them to produce high quality minitubers at very competitive prices. It also enabled them to increase the volume of seed at a much faster rate to meet growing demands for new varieties.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE PUBLIC BROADCASTING CORPORATION**

**MARK VOGELZANG, PRESIDENT & CEO**

*WATS* (800) 884-1717

*Central Office* 1450 LISBON STREET, LEWISTON, ME 04240

*Mail Address* 1450 LISBON STREET, LEWISTON, ME 04240 *FAX* (207) 783-5193

*Established* 1992

*Telephone* (207) 783-9101

*Reference Policy Area* 03 *Umbrella* 99 *Unit* 561 *Citation* P1991 *M.R.S.A., Sect.* CH 848

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PURPOSE:**

Maine Public is Maine's premier, independent media resource serving the entirety of Maine, dedicated to creating exceptional opportunities for the communities it serves to engage with critical issues, compelling stories and quality entertainment. Every day, the Maine Public connects the people of Maine to each other, to the world, and the world to Maine through the open exchange of information, ideas and cultural content. Maine Public is renowned for creating award-winning programs, as well as airing content from Public Broadcasting Service (PBS), National Public Radio (NPR), and other independent producers.

### **ORGANIZATION:**

Formed in 1992, the Maine Public is an independently owned and operated nonprofit organization.

Maine Public has administrative offices and production facilities for television, radio and web services in Lewiston, Bangor, Augusta and Portland. The station's transmitters and translators, located throughout the state, deliver programs to nearly all of Maine's citizens. The organization employs 94 full time and part-time people.

Maine Public is governed by a volunteer Board of Trustees which include the President of Maine Public, a Gubernatorial appointee, a University System appointee and up to 24 Community Members from across the State. The Board meets a minimum of four times a year and all meetings are open to the public.

Maine Public has a volunteer community advisory board (CAB) with Membership reflecting the diversity of the state and Maine Public's audiences. The purpose of the CAB is to advise the Board of Trustees and Maine Public staff as to whether the programming and other policies of Maine Public meet the needs of the communities that the station serves. The CAB meets twice a year and its meetings are also open to the public.

Maine Public's revenues come from the voluntary contributions from over 48,000 individual supporters, as well as underwriting support from businesses and nonprofit organizations. Additional funding is received through an annual appropriation from the state of Maine and from television & radio community service grants from the Corporation for Public Broadcasting.

### **PROGRAM:**

Maine Public is the only statewide Public Media service providing local and national content on Television, the Radio and Online to Maine residents, free of charge. Maine Public is committed to bringing local, national and international news, public affairs including extensive coverage of the state government in action in Augusta, and cultural programming that informs, educates and enriches our citizens.

In addition to providing national and international programming, the organization has concentrated its resources on identifying and bringing Maine news and stories to its airwaves to educate entertain and inform the entire state. This is reflected in the state-wide reporting with dedicated reporters covering educational issues, our state government, and environmental and health care challenges facing Maine.

Maine Public provides four free television signals across Maine including our primary channel, CREATE, and THE WORLD. This year Maine Public added an entirely new channel - the 24/7 PBS KIDS CHANNEL - to our over-the-air family of channels giving Mainers even more free viewing options than ever and providing children and parents/caregivers an educationally inspired viewing option.

Maine Public has enhanced its radio offerings with adding more content and news to its primary radio channel, Maine Public Radio, and continues to build out and grow a new radio service called Maine Public Classical that provides classical music, jazz and opera across the state through a number of delivery channels. Maine Public Classical is now accessible over six radio signals covering large swaths of the state.

Maine Public Television productions include Maine Public Community Films, coverage of the Maine Principals' Association Invitational High School Basketball State Finals, the annual broadcast of the Governor's State of the State Address, and deep coverage of events and developments in Maine's State Capital. Maine

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Public Television has also dedicated resources to providing Maine-focused visual exposés in two series called A Maine Sense of Place and Out and About. This past year, Maine Public unveiled an entirely new television production designed to celebrate learning and academic achievement in Maine. Called High School Quiz Show Maine, the new production engages all of Maine in an exciting academic tournament.

Maine Public Radio carries significant international, national and local programming. Maine Public's own Morning Edition and Maine Things Considered programs include content each day that explores Maine topics and issues with depth and substance. Maine Public's afternoon call in show, Maine Calling, covers a wide spectrum of topics relevant to Maine listeners. Maine Public's program Speaking in Maine features the content of some of the most interesting and relevant forums taking place across Maine.

Maine Public's web-based services at [mainepublic.org](http://mainepublic.org) draw visitors from around the world and a the free Maine Public App has allowed for greater and more convenient access to Maine Public's online, radio, and television content.

[Mainepublic.org](http://Mainepublic.org) serves as a portal to Maine Public's news, radio and television content and community initiatives. Visitors can live stream news and music and individual television and radio programs with links to external educational and continuing education resources in Maine and beyond.

### PUBLICATIONS:

Each month Maine Public publishes Experience, a radio and television program guide that doubles as a Maine Public magazine. It is distributed to some 17,000 members and is available at all of Maine Public's offices. Maine Public also distributes electronic email updates to the state and to core groups. Additionally, Maine Public issues Audited Financial Statements, 990 Tax returns, and a Strategic Plan, all of which can be found online at [mainepublic.org](http://mainepublic.org). Any member of the general public can also request either verbally or in writing a copy of these documents.

### PUBLIC OUTREACH:

Maine Public recognizes the need to engage the Maine community in both our content and mission and to ensure that we are meeting the needs and preferences of all Mainers. Maine Public connects with our viewers and listeners through a variety of mechanisms including Community Advisory Board (CAB) meetings that are open to the public, Board of Trustees meetings that include opportunities for public comment, community events that include state-wide free public screenings of Maine Public programs, a presence at fairs and festivals, and access to Maine Public -produced events including debates and cultural performances, and an active social media presence with a continuously updated website ([mainepublic.org](http://mainepublic.org)) and a number of active Facebook properties including Maine Public 's main Facebook page with over 23,000+ members. Maine Public partners with non-profits across the state to help promote their events and help drive the success of their efforts.

Maine Public culls feedback through a number of vehicles including listener and viewer surveys, a dedicated Audience Services team to manage all incoming queries via phone and email, and a dedicated Member Services team to manage member issues and concerns.

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC BROADCASTING CORPORATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	1,500,000	1,500,000				
TOTAL EXPENDITURES	1,500,000	1,500,000				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION**  
**CLAUDE V. MORGAN, CHAIRPERSON**

*Central Office* 10 FREE ST, PORTLAND, ME 04101  
*Mail Address* P.O. BOX 4510, PORTLAND, ME 04112  
*Established* 1945  
*Reference Policy Area* 01 *Umbrella* 99 *Unit* 367 *Citation* S2009

*FAX* (207) 775-7935  
*Telephone* (207) 775-7271  
*M.R.S.A., Sect.* 000000023

**PURPOSE:**

The Greater Portland Public Development Commission has the power, within the confines of Portland, South Portland, Westbrook, Falmouth, Cape Elizabeth and Scarborough, to administer loans and grants to businesses and nonprofits for purposes of stimulating economic growth and revitalization efforts and fostering coordination between economic development entities within the confines of Portland, South Portland, Westbrook, Falmouth, Cape Elizabeth and Scarborough and to accept gifts thereof in trust, or otherwise.

**ORGANIZATION:**

The commission was created by Special Act of the Legislature which provides for management by five Commissioners appointed by the Governor upon consultation with the City Councils of Portland and South Portland. The commission's charter was recently amended pursuant to Public and Special Law 2009, chapter 23, Section 5.

**PROGRAM:**

The Commission did not have significant activity during the past fiscal year. It pursued the re-appointment of one of its Commissioners whose term had expired, in order to have a quorum to meet and formally dissolve the Commission. Upon finalization of the re-appointment, the Commission met on July 24, 2017 and formally approved the dissolution of the Commission, including the payment of all unpaid obligations and the distribution of the remaining assets to the Maine State Treasurer to be added to the General Fund of the State, in accordance with the Commission's charter.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE RURAL DEVELOPMENT AUTHORITY**  
**GEORGE GERVAIS, CHAIRMAN**  
**JANEEN VIOLETTE, CLERK, FAME**

*Central Office* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949  
*Mail Address* PO BOX 949, AUGUSTA, ME 04332-0949  
*Established* 2002  
*Reference Policy Area* 01 *Umbrella* 99 *Unit* 626 *Citation* T0005

*FAX* (207) 623-0095  
*Telephone* (800) 228-3734  
*M.R.S.A., Sect.* 000013120A

**PURPOSE:**

The Maine Rural Development Authority (MRDA) was established to provide loans to communities, agencies or businesses for the development of commercial facilities as a lender or investor in the acquisition, development, redevelopment and sale of commercial facilities or on a speculative basis in areas where economic and financial needs are not adequately supported by private investment.

MRDA's purpose is to also assist areas of the state hard hit by the loss of a substantial number of jobs or the loss of a large employer. The authority works with private investors, banks and municipalities to help develop commercial buildings to attract businesses and employers and to redevelop existing properties for commercial or industrial use that would otherwise remain vacant.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### ORGANIZATION:

MRDA is a public instrumentality of the State. A Trustee Board, consisting of seven members governs the authority. The Governor appoints five of the trustees; the CEO of the Finance Authority of Maine (FAME) and the Commissioner of the Department of Economic and Community Development serve as ex-officio voting members. The commissioner is chair of the board. By-laws were adopted in the fall of 2002. MRDA contracts with FAME for staff and project support.

### PROGRAM:

MRDA meets its purpose through three specific programs which are governed by statute and by rules adopted by the MRDA:

The Speculative Industrial Facilities Program (Chapter 99-626-01) provides loans to communities to develop commercial or industrial facilities on a speculative basis. This program was developed in 1973, and was housed in the State Development Office, and later the Department of Economic and Community Development before being transferred to the MRDA.

The Commercial Facilities Development Program (Chapter 99-626-02) allows the authority to serve as the principal, partner, lender or investor to initiate the redevelopment of existing facilities that are suitable for commercial or industrial use for subsequent sale or lease. This program requires at least a 25% match per project, which the MRDA can waive in cases of severe economic distress.

New in 2017, The Rural Manufacturing and Industrial Site Redevelopment Program, (P.L.174) provides technical assistance, planning grants and implementation grants for the redevelopment and marketing of nonproductive industrial and manufacturing sites in rural communities.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM

### JEAN GINN MARVIN, CHAIR

*Central Office* 323 STATE STREET, AUGUSTA, ME 04330

*Mail Address* 323 STATE STREET, AUGUSTA, ME 04330

*Established* 1986

*FAX* (207) 629-4048

*Telephone* (207) 629-4000

*Reference Policy Area* 02 *Umbrella* 99 *Unit* 480 *Citation* T0020A *M.R.S.A., Sect.* 000012702

### PURPOSE:

The Board of Trustees of what is now the Maine Community College System was established in 1986 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 Community College System consists of 15 members. Twelve are from the fields of business, industry, labor, education, and the general public, and one is a student from one of the community colleges. The Commissioner of Education and the Commissioner of Labor serve ex officio. Public Law 1985, chapter 695, "An Act to Establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986, setting in motion the reorganization of the statewide network of vocational-technical institutes (up until then operated as subsidiaries of the 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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.

In 2003, the 121st Maine Legislature changed the name of the Maine Technical College System to the Maine Community College System to reflect its broad mission of providing occupational and liberal arts transfer programs to the people of Maine. The names of the seven colleges were all changed on July 1, 2003.

The Maine Community College System (MCCS) 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 Community 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 MCCS 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 Community College, was established by the 116th Legislature in 1994.

### **PROGRAM:**

The MCCS offers nearly 300 certificate, diploma, and associate degree program options designed to prepare students for careers and/or transfer to four-year colleges and universities. Credentials are awarded in the following program areas: arts and sciences; health care; automotive and mechanical technologies; business; computers, graphics, and multimedia; construction; education and early childhood; electrical and electronics; engineering technology; heating, plumbing, air conditioning, and refrigeration; hospitality and tourism; natural resources; machining and manufacturing; public safety; and others.

The MCCS 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 Community College in Auburn, Eastern Maine Community College in Bangor, Kennebec Valley Community College in Fairfield and Hinckley, Northern Maine Community College in Presque Isle, Southern Maine Community College in South Portland and Brunswick, Washington County Community College in Calais, and York County Community College in Wells. Off-campus centers are located in East Millinocket, Ellsworth, South Paris, Houlton, Damariscotta, and Dover-Foxcroft.

The Maine Community College System operates the Maine Quality Centers Program, an economic development program established by the Legislature in 1994 that provides new or expanding Maine firms and their employees with customized education and training, typically free of charge. The MCCS also operates the Early College for ME program, which provides scholarships and college-transition services for high school students who face barriers to college.

### **PUBLICATIONS:**

Maine Community College System Viewbook - free  
Maine Community College System Brochure - free  
Course catalogs for each campus - free  
Maine Community College System Newsletter (issued electronically) - free  
Maine Community College System Fact Sheet - free  
Maine Community College System Business and Industry Newsletter (issued electronically) - free

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2017:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	68,237,149	61,958,536	3,321,768			2,956,845
<b>TOTAL EXPENDITURES</b>	68,237,149	61,958,536	3,321,768			2,956,845

## MAINE TURNPIKE AUTHORITY

**DANIEL E. WATHEN, CHAIRMAN**  
**S. PETER MILLS, EXECUTIVE DIRECTOR**

*WATS* (877) 682-9433

*Central Office* 2360 CONGRESS STREET, PORTLAND, ME 04102

*Mail Address* 2360 CONGRESS STREET, PORTLAND, ME 04102

*Established* 1941

*Reference Policy Area* 08 *Umbrella* 99 *Unit* 420 *Citation* T0023

*FAX*

*Telephone* (207) 871-7771

*M.R.S.A., Sect.* 000001965

### **PURPOSE:**

The Maine Turnpike Authority is a quasi-state agency created by the Maine Legislature in 1941 to construct, manage and operate the 109-mile toll highway from Kittery to Augusta.

### **ORGANIZATION:**

The Authority consists of 7 members including the Commissioner of the Department of Transportation or his designee, who is an ex officio member. The Governor appoints one member from each of the counties of York, Cumberland, Androscoggin and Kennebec, and two at-large members who are residents of the State, which are subject to confirmation by the Legislature. The Governor appoints a chairman from the group of 6. The Authority is empowered to elect a secretary, a 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 that authorize loads and overlimit loads.

### **PUBLICATIONS:**

Rules Governing the Use of the Maine Turnpike  
 Maine Turnpike Authority Annual Report

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES**  
**KELLEY KASH, CHIEF EXECUTIVE OFFICER**

*Central Office* 460 CIVIC CENTER DRIVE, AUGUSTA, ME 04330

*Mail Address* 460 CIVIC CENTER DRIVE, AUGUSTA, ME 04330

*Established* 1977

*FAX* (207) 430-4242

*Telephone* (207) 622-0075

*Reference Policy Area* 05 *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 six State Veterans Homes with a total of 640 beds.

**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:**

Maine Veterans' Homes has three 150-bed nursing home facilities located in Augusta, Bangor, and Scarborough. Each of these homes include a 40-bed skilled nursing and rehabilitation unit, a 40-bed long term care unit, a 40-bed secured unit for Dementia and Alzheimer patients and a 30-bed Residential Care Unit. Additionally, there is a 70-bed facility in Caribou and a 90-bed facility in South Paris. These homes focus on skilled care, long term care and have Residential Care beds. The most recent addition to Maine Veterans' Homes is a 30-bed Residential Care facility in Machias. Seventy-five percent of all admissions are reserved for Veterans, but other candidates for admission include the spouse of the veteran, widow or widower of such veteran, and Gold Star Parents, in need of nursing home care and residential care.

**FINANCES, FISCAL YEAR 2017:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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