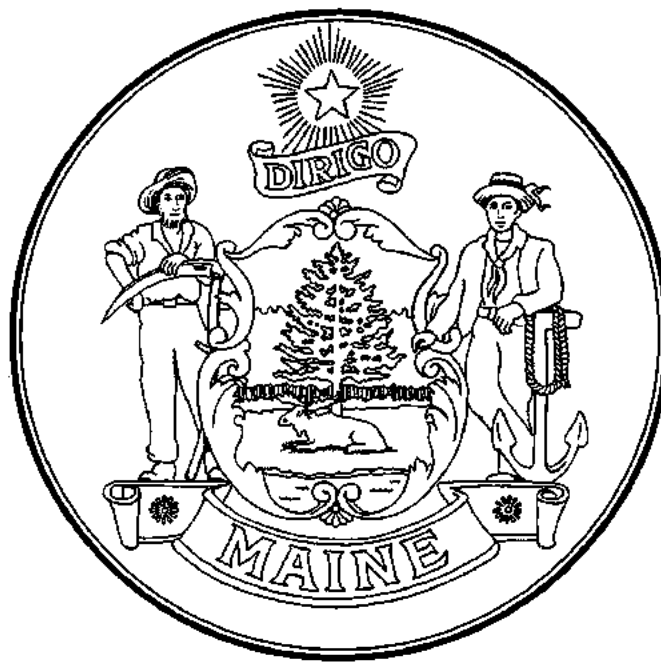


# MAINE STATE LEGISLATURE

The following document is provided by the  
**LAW AND LEGISLATIVE DIGITAL LIBRARY**  
at the Maine State Law and Legislative Reference Library  
<http://legislature.maine.gov/lawlib>



Reproduced from electronic originals  
(may include minor formatting differences from printed original)

# **MAINE STATE GOVERNMENT ANNUAL REPORT 2020 - 2021**



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

*Published at*  
**Augusta, Maine**  
**2020**



**Janet T. Mills**  
**Governor of Maine**

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

Printed Under Appropriation Number 038 18B 2204 02 9010

*To obtain an electronic copy of this Annual Report:*  
<https://www.maine.gov/budget/maine-state-government-annual-report>

*To obtain a printed copy of this Annual Report:*  
Department of Administrative and Financial Services  
Division of Procurement Services  
9 State House Station, Augusta, ME 04333-0009

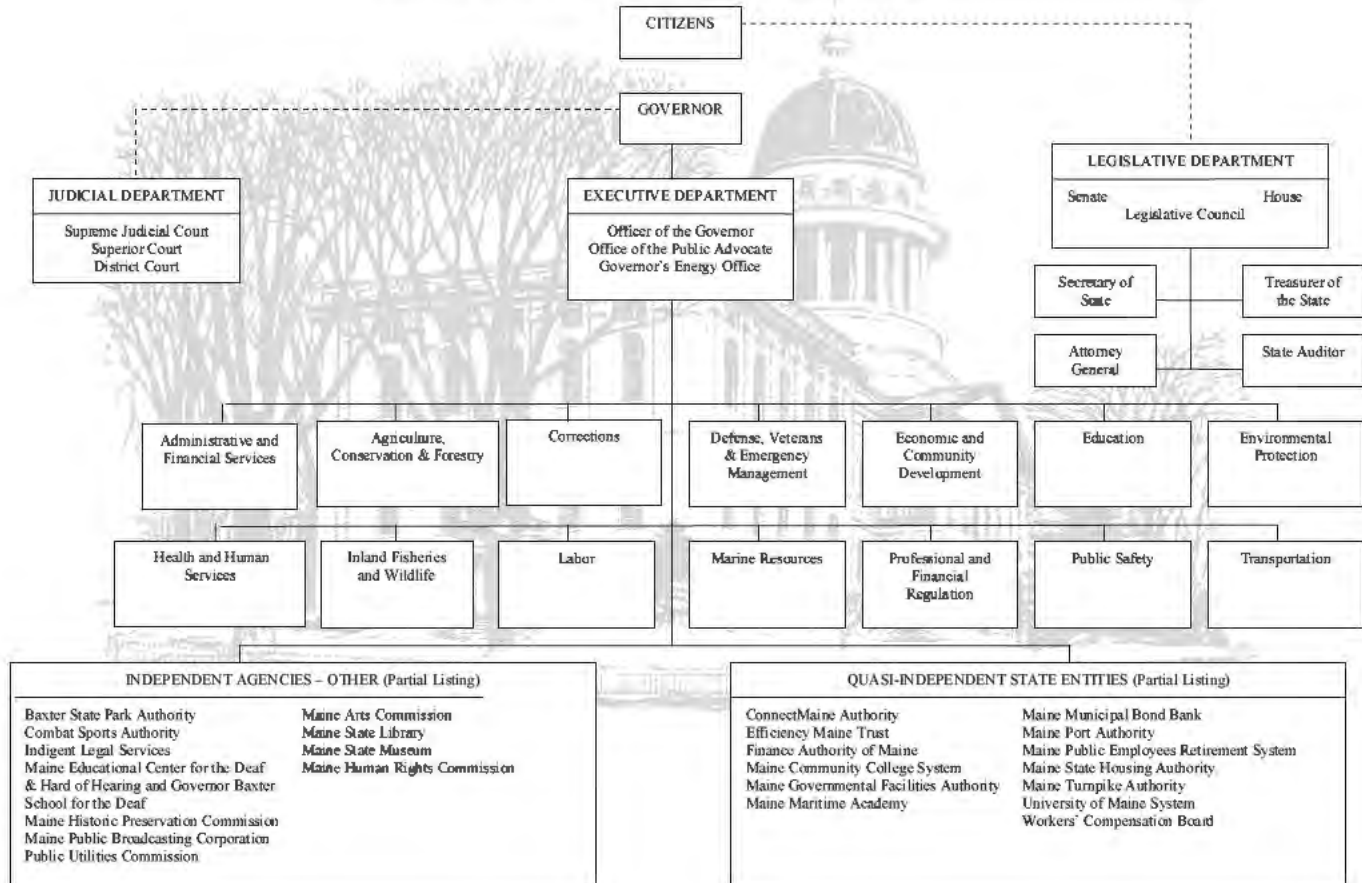
*A word about copying material contained in this report...*

Any person may reproduce, without restriction, any or all material in this edition. When several copies of materials are made for distribution, credit should be given to the Maine State Government Annual Report.

When any part of the text is partially reproduced for distribution, it should be noted that it is only a part and not the whole text as published. Problems inherent to “out of context” quotes may detract from the information we have tried to provide on State Government agencies and their operations.

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
- 15 Department of Defense, Veterans and Emergency Management
- 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

## TABLE OF CONTENTS

Department of Administrative and Financial Services	1
Office of the State Controller	2
Bureau of Alcoholic Beverages and Lottery Operations	3
Bureau of the Budget	5
Capitol Planning Commission	6
Central Fleet Management Division	7
State Claims Commission	8
State Employee Health Commission	9
Division of Financial and Personnel Services	10
Bureau of General Services	11
Bureau of Human Resources	13
Office of Information Technology	15
InforME	16
State Liquor and Lottery Commission	17
Office of Marijuana Policy	18
Maine Board of Tax Appeals	19
Bureau of Revenue Services	20
Division of Risk Management	22
Department of Agriculture, Conservation and Forestry	24
Bureau of Agriculture, Food and Rural Resources	25
Maine Agricultural Bargaining Board	27
Office of the Commissioner	28
Bureau of Forestry (AKA Maine Forest Service)	28
State Harness Racing Commission	30
(Office of) State Horticulturist	31
Land for Maine's Future Board	32
Bureau of Resource Information and Land Use Planning	33
Maine Milk Commission	35
Bureau of Parks and Lands	36
Board of Pesticides Control	38
Pull Events Commission	39
(Office of) Sealer of Weights and Measures	40
Department of the Attorney General	42
District Attorneys	44
Office of Chief Medical Examiner for the State	44
Victims' Compensation Board	45
Office of the State Auditor	47
Audit Bureau	48
Unorganized Territory (Audit)	49
Department of Corrections	51
Bolduc Correctional Facility	52
County Jail Operations	53
Maine Correctional Center	54
Juvenile Justice Advisory Group	56
Juvenile Community Corrections	58

## TABLE OF CONTENTS

Long Creek Youth Development Center	59
Mountain View Correctional Facility	60
State Parole Board	62
State Prison	63
Division of Probation and Parole	64
Office of Victim Services	66
Department of Defense, Veterans and Emergency Management	68
Administrative Services Division	71
Maine Emergency Management Agency	72
Military Bureau	74
Bureau of Maine Veterans' Services	76
Department of Economic and Community Development	78
Office of Business Development	79
Maine State Film Commission	81
Maine State Film Office	81
Office of Innovation	82
Maine Small Business and Entrepreneurship Commission	83
Office of Tourism	84
Office of Community Development	85
Department of Education	87
Alternative Breakfast Delivery Service Program	88
Community Schools Program	89
Facilities, Safety and Transportation	89
Higher Education and Educator Support Services	90
Leadership Team	92
Magnet Schools	93
Learning Systems Team	93
School Finance and Operations Team	95
Special Services Team	96
Teacher Retirement	98
Learning Through Technology Team	98
Education Unorganized Territory	99
Department of Environmental Protection	101
Bureau of Air Quality	103
Land Resources	104
Office of the Commissioner	105
Board of Environmental Protection	106
Bureau of Water Quality	107
Bureau of Remediation and Waste Management	108
Board of Underground Storage Tank Installers	110
Executive Department	112
(Office of) Governor	112
Governor's Office of Communications	113
Governor's Energy Office	114
Governor's Board on Executive Clemency	115

## TABLE OF CONTENTS

Governor's Select Committee on Judicial Appointments	115
(Office of) Public Advocate	116
Department of Health and Human Services	118
Office of Child and Family Services	119
Division of Disease Prevention	120
Division of Disability Determination Services	122
Division of Disease Surveillance	123
Dorothea Dix Psychiatric Center	124
Office for Family Independence	125
Maine Center for Disease Control and Prevention	127
Division of Environmental and Community Health	128
Finance	129
Office of MaineCare Services	131
Office of Aging and Disability Services	132
Office of Behavioral Health	133
Maine Public Drinking Water Commission	135
Division of Facilities Management	136
Riverview Psychiatric Center	137
Sexual Assault Forensic Examiner Advisory Board	138
Department of Inland Fisheries and Wildlife	139
Division of Licensing and Registration	141
Advisory Council	142
Division of Engineering	143
Advisory Board for the Licensing of Guides	144
Maine Outdoor Heritage Fund Board	145
Division of Public Information and Education	146
Bureau of Resource Management	147
Bureau of Warden Service	149
Judicial Department	151
Administrative Office of the Courts	152
Board of Bar Examiners	153
State Court Library Committee	154
Court Alternative Dispute Resolution Service	155
District Court for the State of Maine	155
Committee on Judicial Conduct	157
Board of Overseers of the Bar	158
Superior Court	158
Supreme Judicial Court	159
Department of Labor	161
Office of the Commissioner	162
Division of Administrative Hearings	163
State Board of Arbitration and Conciliation	164
Division for the Blind and Visually Impaired	164
Division for the Deaf, Hard of Hearing and Late Deafened	166
Commission for the Deaf, Hard of Hearing & Late Deafened	167

## TABLE OF CONTENTS

Bureau of Employment Services	167
Bureau of Unemployment Compensation	169
Bureau of Labor Standards	170
Maine Labor Relations Board	172
Panel of Mediators	173
Racial, Indigenous and Maine Tribal Populations	174
Board of Occupational Safety and Health	175
Bureau of Rehabilitation Services	175
State Workforce Board	176
Maine Unemployment Insurance Commission	177
Center for Workforce Research and Information	178
Law and Legislative Reference Library	180
Legislature	182
State Compensation Commission	185
Citizen Trade Policy Commission	185
Office of Fiscal and Program Review	186
Office of Policy and Legal Analysis	187
Office of the Revisor of Statutes	187
Maine-Canadian Legislative Advisory Commission	188
State House and Capitol Park Commission	189
Commission on Interstate Cooperation	190
Commission on Uniform State Laws	190
Office of Legislative Information Technology	191
Senate	192
House of Representatives	193
Legislative Council	195
(Office of) Executive Director of the Legislative Council	196
Department of Marine Resources	197
Advisory Council (to Marine Resources)	198
Bureau of Policy and Management	199
Bureau of Marine Patrol	200
Bureau of Public Health	201
Bureau of Marine Science	203
Maine Maritime Academy	206
Department of Professional and Financial Regulation	208
Bureau of Consumer Credit Protection	209
Board of Dental Practice	212
State Board of Licensure for Professional Engineers	214
Bureau of Financial Institutions	215
Bureau of Insurance	217
Office of Professional and Occupational Regulation	220
Board of Licensure in Medicine	224
State Board of Nursing	225
State Board of Optometry	228
Board of Osteopathic Licensure	229



## TABLE OF CONTENTS

Office of Securities	230
Office of Program Evaluation and Government Accountability	233
Department of Public Safety	235
Division of Building Codes and Standards	236
Bureau of Capitol Police	238
Missing Children Information Clearinghouse	239
Maine Criminal Justice Academy	239
Board of Trustees of the Maine Criminal Justice Academy	241
Maine Drug Enforcement Agency	242
Consolidated Emergency Communications Bureau	243
Emergency Medical Services Board	244
Office of the State Fire Marshal	246
Gambling Control Board	247
Bureau of Highway Safety	249
State Bureau of Identification	250
Bureau of State Police	250
Public Utilities Commission	252
Emergency Services Communication Bureau	254
E-9-1-1 Council	255
Department of the Secretary of State	259
Administrative Services Division (Motor Vehicles)	259
Maine State Archives	259
Division of Archives Services	261
Division of Corporations, UCC and Commissions	262
Bureau of Corporations, Elections and Commissions	263
Division of Driver License Services	264
Division of Elections and APA	265
Division of Information Technology	266
Division of Enforcement, Anti-Theft & Regulation	267
Division of Legal Affairs	268
Medical Advisory Board (Re: Licensing of Drivers)	268
Bureau of Motor Vehicles	269
Division of Public Services	271
Division of Records Management Services	272
Regulatory Fairness Board	272
Bureau of the Special Advocate	273
Division of Vehicle Services	273
Reserve Fund for State House Preservation and Maintenance	276
Department of Transportation	277
Bureau of Finance and Administration	280
Maine Aeronautical Advisory Board	280
Maine State Ferry Advisory Board	281
Bureau of Maintenance and Operations	282
Maine Pilotage Commission	283
Bureau of Planning	284

## TABLE OF CONTENTS

Bureau of Project Development	286
Public Transit Advisory Council	287
Bureau of Transportation Services	288
(Office of) Treasurer of State	290
Board of Trustees of the University of Maine System	292
Independent Agencies - Regulatory	294
Maine Charter School Commission	294
State Board of Education	295
Clean-Up and Response Fund Review Board	296
Maine Health Data Organization	297
Workers' Compensation Board	299
Independent Agencies - Advisory	301
Allagash Wilderness Waterway Advisory Council	301
Animal Welfare Advisory Council	301
Archives Advisory Board	302
Maine Temporary Assistance for Needy Families Advisory Council	303
Acquired Brain Injury Advisory Council	304
Maine Children's Cabinet Early Childhood Advisory Council	305
Continuing Education Advisory Committee	305
Criminal Law Advisory Commission	306
Advisory Council on Tax-Deferred Arrangements	307
Maine Commission on Domestic and Sexual Abuse	308
Domestic Abuse Homicide Review Panel	309
Advisory Committee on Fair Competition With Private Enterprise	309
Family Law Advisory Commission	310
Maine Fire Protection Services Commission	311
Maine Historical Records Advisory Board	311
Statewide Homeless Council	312
Homeland Security Advisory Council	313
New Ventures Maine Advisory Council	314
Board of Licensure of Professional Investigators	315
Board of Licensure of Water System Operators	315
Lobster Advisory Council	316
Organ Donation Advisory Council	317
State Poet Laureate Advisory Selection Committee	318
Pollution Prevention and Small Business Assistance Advisory Panel	318
River Flow Advisory Commission	319
Shellfish Advisory Council	320
Substance Use Disorder Services Commission	321
Advisory Board for the Licensing of Taxidermists	322
Telecommunications Relay Services Council	322
Board of Visitors - Maine Correctional Center	323
Board of Visitors - Maine State Prison	324
Board of Visitors - Long Creek Youth Development Center	325
Independent Agencies - Other	326

## TABLE OF CONTENTS

Maine Arts Commission	326
Baxter State Park Authority	329
Maine Biomedical Research Board	330
State Civil Service Appeals Board	331
Maine Commission for Community Service	332
Maine State Cultural Affairs Council	333
Maine Economic Growth Council	333
Board of Emergency Municipal Finance	334
State Emergency Response Commission	335
Kim Wallace Adaptive Equipment Loan Program Fund Board	336
Commission on Governmental Ethics and Election Practices	337
Finance Authority of Maine	339
Advisory Committee on Medical Education	340
Maine Health and Higher Educational Facilities Authority	341
Maine Historic Preservation Commission	342
Maine Human Rights Commission	343
Maine Indian Tribal-State Commission	345
Maine State Library	346
Maine Library Commission	347
Maine Lobster Marketing Collaborative	348
Maine Motor Vehicle Franchise Board	349
Maine Municipal Bond Bank	349
Maine State Museum	353
Maine State Museum Commission	355
Northern New England Passenger Rail Authority	355
State Board of Property Tax Review	356
Maine Public Utility Financing Bank	357
Maine Public Employees Retirement System	357
Saco River Corridor Commission	359
Science, Technology, Engineering and Mathematics Council	361
Maine Technology Institute	362
Wells National Estuarine Research Reserve Management Authority	363
Dirigo Health	365
Downeast Institute for Applied Marine Research and Education	366
Efficiency Maine Trust	367
Maine Humanities Council	368
Maine Commission on Indigent Legal Services	370
Centers for Innovation	370
Small Enterprise Growth Board	371
Maine Vaccine Board	372
Independent Agencies - Interstate Compact	373
Atlantic States Marine Fisheries Commission	373
Northeastern Interstate Forest Fire Protection Commission	374
Maine-New Hampshire Interstate Bridge Authority	375
New England Board of Higher Education	375

## TABLE OF CONTENTS

St. Croix International Waterway Commission	377
New England Interstate Water Pollution Control Commission	379
Independent Agencies - Not Part of State Government	380
Wild Blueberry Commission of Maine	380
University of Maine System Wild Blueberry Advisory Committee	381
Board of the Maine Children's Trust Incorporated	381
Civil Air Patrol	382
ConnectME Authority	384
Maine Dairy and Nutrition Council	385
Maine Dairy Promotion Board	386
Maine Development Foundation	387
Disability Rights Maine	389
ME Ed Ctr Deaf & Hard of Hearing & Gov Baxter School for Deaf	390
Maine Governmental Facilities Authority	391
Maine Historical Society	391
Maine Hospice Council	395
Maine State Housing Authority	396
Maine Insurance Guaranty Association	397
Maine International Trade Center	398
Maine Military Authority	399
Midcoast Regional Redevelopment Authority	399
Combat Sports Authority of Maine	400
Pine Tree Legal Assistance	401
Maine Potato Board	403
Seed Potato Board	404
Maine Public Broadcasting Corporation	404
Maine Rural Development Authority	406
Board of Trustees of the Maine Community College System	407
Maine Turnpike Authority	409
Board of Trustees of the Maine Veterans' Homes	409



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL  
SERVICES**

**KIRSTEN FIGUEROA, COMMISSIONER**

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

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

*Established:* 1992

*Telephone:* (207) 624-7800

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

*Average Counts-All Positions:* 1366.000

*Legislative Count:* 1366.00

**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

OFFICE OF MARIJUANA POLICY

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 oversees and sets policy for 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 and human resource 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 2021:** 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	77,495,891	28,375,433	389,052	567,244	203,706	47,960,456
HEALTH BENEFITS	23,470,949	8,623,669	95,451	253,647	21,730	14,476,452
RETIREMENTS	17,652,959	6,620,929	83,189	159,336	45,726	10,743,779
OTHER FRINGE BENEFITS	1,684,066	623,877	8,580	15,778	2,808	1,033,023
COMPUTER SERVICES	27,644,212	16,990,443	1,699,606	33,608	3,356,463	5,564,092
CONTRACTUAL SERVICES	153,082,855	19,910,318	6,602,704	857,470	2,001,297	123,711,066
RENTS	3,287,621	1,393,993	131,430	18,526	117,898	1,625,774
COMMODITIES	29,305,965	2,248,120	87,869	285,300	4,575,779	22,108,897
GRANTS, SUBSIDIES, PENSIONS	131,666,740	98,164,034	23,077,458		645,434	9,779,814
PURCHASE OF LAND	3,631	3,631				
BUILDING IMPROVEMENTS	2,528,606	295,467	808,459		1,424,680	
EQUIPMENT	910,382	21,278	457,772		431,332	
INTEREST-DEBT RETIREMENT	18,142,301	17,911,040		86		231,175
TRANSFER TO OTHER FUNDS	733,020,407	2,096,785	385,251	138,078	71,050	730,329,243
COST OF GOODS SOLD	11,036,315	7,251,385				3,784,930
<b>TOTAL EXPENDITURES</b>	<b>1,230,932,900</b>	<b>210,530,402</b>	<b>33,826,821</b>	<b>2,329,073</b>	<b>12,897,903</b>	<b>971,348,701</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	818,910	818,910				
HEALTH BENEFITS	180,417	180,417				
RETIREMENTS	219,305	219,305				
OTHER FRINGE BENEFITS	18,485	18,485				
COMPUTER SERVICES	11,989,067	11,896,467			92,600	
CONTRACTUAL SERVICES	5,153,437	4,745,066	29,492		378,879	
RENTS	44,528	44,528				
COMMODITIES	2,881	2,881				
GRANTS, SUBSIDIES, PENSIONS	1,126,902	481,468			645,434	
INTEREST-DEBT RETIREMENT	549,489	549,489				
<b>TOTAL EXPENDITURES</b>	<b>20,103,421</b>	<b>18,957,016</b>	<b>29,492</b>		<b>1,116,913</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, Enterprise Resource Planning (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 Annual Comprehensive Financial Report (ACFR), based on Generally Accepted Accounting Principles (GAAP). The ACFR for fiscal year 2020 received the Certificate of Excellence in Financial Reporting for the fourteenth 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 million disbursements and more than 2.5 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 more than \$20 million annually in General Fund revenue through the Statewide Cost Allocation Plan (STACAP). 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 Annual Comprehensive Financial Report for the State of Maine is available at [maine.gov/osc](http://maine.gov/osc).

**FINANCES, FISCAL YEAR 2021:** 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	1,834,520	1,834,520				
HEALTH BENEFITS	499,121	499,121				
RETIREMENTS	477,032	477,032				
OTHER FRINGE BENEFITS	41,355	41,355				
COMPUTER SERVICES	77,331	77,331				
CONTRACTUAL SERVICES	103,622	82,637	6,750		14,235	
COMMODITIES	4,617	4,617				
<b>TOTAL EXPENDITURES</b>	<b>3,037,598</b>	<b>3,016,613</b>	<b>6,750</b>		<b>14,235</b>	

## BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

**GREGORY R. MINEO, DIRECTOR**

*Central Office:* 19 UNION STREET, AUGUSTA, ME 04330

*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., Sec.:* 0000000084

*Average Counts-All Positions:* 37.000

*Legislative Count:* 37.00



## 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 to generate 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 the Department 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. The Bureau is also overseeing the warehouse and distribution process, which is managed by Pine State Spirits, a division of Pine State Trading Co. Additionally, 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 2021:** 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,978,999	583,130				1,395,869
HEALTH BENEFITS	624,449	194,253				430,196
RETIREMENTS	417,123	130,968				286,155
OTHER FRINGE BENEFITS	46,434	11,083				35,351
COMPUTER SERVICES	348,371	302,632				45,739
CONTRACTUAL SERVICES	4,367,079	103,554				4,263,525
RENTS	103,213	30,107				73,106
COMMODITIES	89,902	23,989	1,074			64,839
TRANSFER TO OTHER FUNDS	493,583,227		106			493,583,121
TOTAL EXPENDITURES	501,558,797	1,379,716	1,180			500,177,901

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**BUREAU OF THE BUDGET**

**BETH L. ASHCROFT, STATE BUDGET OFFICER**

**DARRYL STEWART, 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 provides central budget and position planning and control in support of gubernatorial objectives and legislative intent. The Bureau's professional services work involves: preparing budget documents; analyzing and implementing department and agency annual work programs and requested changes; administering position actions; and developing financial forecasts and special analyses. Through these activities, the Bureau can review the administrative activities of the departments and agencies of the State, study organization and administration, identify duplication of work, and formulate plans for better and more efficient management.

**ORGANIZATION:**

The Bureau of the Budget was established in 1931. The Bureau is under the direction of the State Budget Officer who is appointed by the Commissioner. The Deputy State Budget Officer supervises eight budget analysts and two position control analysts. The Bureau is supported by a part-time administrative assistant.

**PROGRAM:**

Activities of the Bureau primarily involve the State's budgetary processes which are coordinated by the Bureau with involvement of all state government entities, as well as other entities desiring to receive state funds as provided for in law. The Bureau prepares the biennial State Budget Document, and any subsequent annual supplemental budgets, for submission to the Governor or Governor-Elect. During the process, the Bureau reviews and evaluates budget submissions from State departments and agencies, including those relating to the establishment, elimination, reallocation and/or reclassification of positions, to ensure initiatives are appropriate and accurate. The Bureau adjusts the proposed initiatives at the direction of the Governor and finalizes the budget document that the Governor submits to the Legislature.

Upon enactment of the budget and other laws with fiscal impact, the Bureau examines and recommends, for the Governor's approval, the proposed work programs and quarterly allotments that implement the legislatively-authorized funding for each department and agency of state government. Allotments must be established before a department or agency can spend the appropriations or other funds that have been approved by the Legislature in budget bills or other laws. The Bureau also performs the administrative functions necessary to implement the legislatively-authorized position actions in enacted budgets and other laws.

Throughout the fiscal year, departments and agencies may request changes in their work programs and quarterly allotments through Financial Orders and other transactions. The Bureau examines and make recommendations on these requests for the Governor's consideration and approval. The Bureau also evaluates, authorizes and implements department and agency requests for position actions during the fiscal year to ensure the actions taken are financially viable and comply with state budgetary laws, rules and procedures. The Bureau analyzes the proposed means of funding these actions and may approve or deny requests based on availability of funding.

The budgetary process is informed by forecasts the Bureau prepares for financial planning and analysis. This includes a 4-year forecast of revenues and expenditures produced every even year and the General Fund and Highway Fund revenue forecasts that are developed twice a year through consensus forecasting pursuant to Title 5, chapter 151-B. The Bureau also researches state laws and conducts ad hoc data analysis to inform policy and decision-making at executive levels.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PUBLICATIONS:

Maine State Government Annual Report, available from the Division of Purchases, 9 State House Station, Augusta ME 04333-0009; telephone (207) 624-7340

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

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,016,875	940,046		76,829		
HEALTH BENEFITS	281,293	262,151		19,142		
RETIREMENTS	272,319	251,744		20,575		
OTHER FRINGE BENEFITS	22,827	20,984		1,843		
COMPUTER SERVICES	35,775	34,337		1,438		
CONTRACTUAL SERVICES	34,119	27,866		6,253		
COMMODITIES	1,680	479		1,201		
TOTAL EXPENDITURES	1,664,888	1,537,607		127,281		

## CAPITOL PLANNING COMMISSION

### ELAINE CLARK, 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 of State of Maine governmental agency facilities 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 chair from its membership and, while the Director of the Bureau of General Services serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The Bureau of General Services also provides staff support. The Commission must meet at least once every four months.

### PROGRAM:

The Capitol Planning Commission met three times during fiscal year 2020-21. The Commission discussed the following:

- CPC Boundary Changes
- Greenlaw Building
- Marquardt Building
- Cultural Building
- Crime Lab Roof Renovation Project
- Paving at Capital Complex Chamberlain and Wade Streets
- Ray Building renovation
- OCME facility
- Blaine House alignment of iron fence
- Cultural Building
- Law Enforcement Memorial
- Burton Cross Office Building envelope
- Stone Building fence enclosure

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Nash Building chiller replacement and fence / screening  
Electric Vehicle Charging Stations

### LICENSES:

Special or Temporary Use Permits  
Sign Permits  
Project Approvals

### PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## CENTRAL FLEET MANAGEMENT DIVISION

**MARK BAILEY, DIRECTOR**

*Central Office:* 66 INDUSTRIAL DRIVE, AUGUSTA, ME 04333

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

*Established:* 1991

*Telephone:* (207) 287-6240

*Reference: Policy Area:* 00 *Umbrella:* 18 *Unit:* 555 *Citation:* T0005 *M.R.S.A., Sect.:* 000001830

*Average Counts-All Positions:* 16.000

*Legislative Count:* 16.00

### 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 mostly Augusta based agencies 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 ensure 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.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
SALARIES & WAGES	651,215					651,215
HEALTH BENEFITS	243,773					243,773
RETIREMENTS	138,304					138,304
OTHER FRINGE BENEFITS	18,451					18,451
COMPUTER SERVICES	25,503					25,503
CONTRACTUAL SERVICES	5,378,132					5,378,132
RENTS	44,980					44,980
COMMODITIES	47,084					47,084
INTEREST-DEBT RETIREMENT	231,166					231,166
TRANSFER TO OTHER FUNDS	16,631					16,631
TOTAL EXPENDITURES	6,795,239					6,795,239

## STATE CLAIMS COMMISSION

### RICHARD ESTABROOK, ESQ., DIRECTOR

*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:* 0.500

*Legislative Count:* 0.50

#### 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.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2021:** 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	44,869			44,869		
HEALTH BENEFITS	4,615			4,615		
RETIREMENTS	7,239			7,239		
OTHER FRINGE BENEFITS	598			598		
COMPUTER SERVICES	2,721			2,721		
CONTRACTUAL SERVICES	7,823			7,823		
COMMODITIES	27			27		
TRANSFER TO OTHER FUNDS	7,315			7,315		
<b>TOTAL EXPENDITURES</b>	<b>75,207</b>			<b>75,207</b>		

## STATE EMPLOYEE HEALTH COMMISSION

**SHONNA POULIN-GUTIERREZ, EXECUTIVE DIRECTOR**  
**HEATHER PERREAULT, MANAGEMENT CO-CHAIR**

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

*Mail Address:* 61 STATE HOUSE STATION, AUGUSTA, ME 04333-0061      *FAX:* (207) 287-6796

*Established:* 1988

*Telephone:* (207) 624-7380

*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

### 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 of the Office of Employee Health and Wellness (EHW) 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 24 labor and management representatives: One labor member from each bargaining unit recognized under Title 26, Chapter 9-B; one labor member from the largest bargaining unit recognized under Title 26, Chapter 14; 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; one labor member from the Maine Community College system faculty or administrative units; one labor member from the Maine Public Employees Retirement System; one labor member from the Maine Maritime Academy; 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; one management member from the Maine Public Employees Retirement System; one management member from Maine Maritime Academy; and the Executive Director of Employee Health & Wellness, ex officio.

### PROGRAM:

The Commission collaborates with the Office of Employee Health and Wellness, in the Bureau of Human Resources, to administer the State health plans (health, prescription, dental, retiree and Medicare Advantage), and represent the interests of labor and management in the development of plan design, vendor selection and contract approval, and wellness initiatives. The State Employee Health Plan currently provides a self-insured preferred provider organization (PPO) managed care plan for active employees and non-Medicare Part A-eligible retirees. A Medicare Advantage Private Fee-for-Service (PFFS) plan provides coverage for Medicare Part A eligible retirees. The plan has a contract with a Pharmacy Benefits Manager to provide pharmacy benefits for the PPO plan, and a stop-loss insurance policy protects the PPO Plan against claims in excess of \$750,000. Additional benefits contained in the PPO plan include a clinical advocacy program, a surgical Centers of Excellence program, a 24/7 nurse line, and an online telehealth program. Combined, the group health plans provide health

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

care benefits for approximately 38,000 participants. The Commission provides dental insurance coverage for participating active employees. For health benefits, the Commission has adopted the strategy of value-based purchasing to improve the quality of healthcare services provided to its members. The Commission has introduced 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 and lower cost providers; and to reward providers who demonstrate superior performance. The overall objective is to engage members in seeking efficient, high quality healthcare and to encourage providers to publicly disclose their performance data. The Commission develops a health premium credit program that enables employees to reduce their premium contribution by 5% for completing wellness initiatives identified by the Commission. Wellness initiatives vary from year to year. Some examples have included: enrollment with a primary care practice; having a dental visit; tracking biometric health data such as cholesterol levels; having a vision exam; and completing a short online wellness questionnaire.

### PUBLICATIONS:

#### All Free:

Summary Plan Description, State of Maine Health Plan  
Summary of Benefits & Coverage, State of Maine Health Plan  
Schedule of Benefits, State of Maine Health Plan  
Schedule of Benefits, State of Maine Pharmacy Coverage  
Benefit Overview, Medicare Advantage Plan  
Summary of Benefits, Medicare Advantage Plan  
Summary Plan Description, State of Maine Dental Plan  
Summary of Benefits Coverage, State of Maine Dental Plan

**FINANCES, FISCAL YEAR 2021:** 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	681,940	5,287				676,653
HEALTH BENEFITS	252,706	578				252,128
RETIREMENTS	188,350	1,162				187,188
OTHER FRINGE BENEFITS	16,066	92				15,974
COMPUTER SERVICES	60,614					60,614
CONTRACTUAL SERVICES	105,628,990					105,628,990
COMMODITIES	1,389					1,389
TRANSFER TO OTHER FUNDS	152,539,195	772,957				151,766,238
<b>TOTAL EXPENDITURES</b>	<b>259,369,250</b>	<b>780,076</b>				<b>258,589,174</b>

## DIVISION OF FINANCIAL AND PERSONNEL SERVICES

### HEATHER L. PERREAULT, CPA, DEPUTY COMMISSIONER

*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:* 281.500 *Legislative Count:* 281.50

### PURPOSE:

The Division of Financial and Personnel Services provides professional fiscal and human resources expertise to departments and agencies across Maine State Government. These centralized services give agencies access to experienced staff with specialized knowledge who provide technical guidance, problem-solving, and management services. This allows agencies to focus on their core missions and rely on these specialists to remain in compliance with complex and rapidly changing reporting standards, regulations, and laws.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### ORGANIZATION:

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

### PROGRAM:

The Division works collaboratively with senior leadership at State agencies, providing consultative financial and personnel services. Areas of fiscal expertise include: compliance with State and Federal laws and regulations, statewide budgetary policy, budget development and monitoring, application of generally accepted accounting and financial practices, grant management, financial analysis, cash management, accounting and financial processing, and legislative support. Personnel services include: personnel management, recruitment and hiring, employee relations, training seminars, investigations and arbitrations, benefits administration, payroll processing, and other administrative functions.

Departments served by the service centers are:

General Government: Department of Administrative and Financial Services, Department of Education, Department of Economic and Community Development, Maine State Library, Maine State Museum, various other cultural agencies, the Governor's Office and Blaine House, and various Commissions, Boards and Authorities;

Natural Resources: Department of Agriculture, Conservation and Forestry, Department of Inland Fisheries and Wildlife, Department of Environmental Protection, and Department of Marine Resources;

Security and Employment: Department of Labor, Department of Professional and Financial Regulation, Department of Public Safety, Department of Defense, Veterans and Emergency Management, and various Boards and Authorities;

Corrections: Department of Corrections;

Health and Human Services: Department of Health and Human Services.

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
SALARIES & WAGES	14,241,910					14,241,910
HEALTH BENEFITS	4,616,198					4,616,198
RETIREMENTS	3,381,609					3,381,609
OTHER FRINGE BENEFITS	306,944					306,944
COMPUTER SERVICES	814,927					814,927
CONTRACTUAL SERVICES	614,820	212,939	3,112			398,769
RENTS	105,618					105,618
COMMODITIES	80,284		38			80,246
INTEREST-DEBT RETIREMENT	13,260,593	13,260,593				
COST OF GOODS SOLD	7,251,385	7,251,385				
TOTAL EXPENDITURES	44,674,288	20,724,917	3,150			23,946,221

## BUREAU OF GENERAL SERVICES

**ELAINE CLARK, 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: 159.500

Legislative Count: 159.50



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PURPOSE:

General Services was established to: provide one centralized bureau to manage and oversee the State's procurement process; 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. The Bureau also oversees three State-owned landfills.

### ORGANIZATION:

The Bureau of General Services consists of eight 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); Safety and Environmental Services; Landfill Management; and Leased Space. The organization also participates on the State House and Capitol Park Commission, the Capitol Planning Commission, the Blaine House Commission, Friends of the Blaine House, and the Capitol Riverfront Improvement District.

### PROGRAM:

The Planning, Design & Construction Division staff oversee public improvements at approximately 2,000 state buildings and state-funded school projects. The Bureau formerly prepared the biennial capital and repair budgets for all state agencies however each agency now prepares its own capital repair budget. Property Management has responsibility for operations and maintenance, including housekeeping services, of 53 buildings and 3 memorials 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.

The Division of Safety and Environmental Services was reinstated in the FY 22-23 biennial budget. The Division oversees hazardous material testing and abatement and air quality assessments and mitigation.

Landfill Management oversees three state-owned landfills: Juniper Ridge in Old Town, operated by NEWSME Landfill Operations under an agreement with the State; Dolby in East Millinocket; and Carpenter Ridge in Township 2, Range 8 NWP, Penobscot.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2021:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,650,713	4,764,908		227,900	183,908	1,473,997
HEALTH BENEFITS	2,537,802	1,834,080		112,426	17,784	573,512
RETIREMENTS	1,531,537	1,094,539		49,971	40,423	346,604
OTHER FRINGE BENEFITS	153,068	115,419		5,291	2,613	29,745
COMPUTER SERVICES	3,395,362	601,228		29,450	70,348	2,694,336
CONTRACTUAL SERVICES	8,531,761	5,852,540	235,674	843,393	899,198	700,956
RENTS	805,085	92,687	99,330	18,526	117,898	476,644
COMMODITIES	28,506,973	1,742,435	29,858	284,072	4,575,779	21,874,829
PURCHASE OF LAND		3,631				
BUILDING IMPROVEMENTS	2,528,606	295,467	808,459		1,424,680	
EQUIPMENT	66,028	21,278	11,025		33,725	
INTEREST-DEBT RETIREMENT	142	47		86		9
TRANSFER TO OTHER FUNDS	54,772,975		26,080	112,297	64,774	54,569,824
<b>TOTAL EXPENDITURES</b>	<b>109,483,683</b>	<b>16,418,259</b>	<b>1,210,426</b>	<b>1,683,412</b>	<b>7,431,130</b>	<b>82,740,456</b>

## BUREAU OF HUMAN RESOURCES

### BREENA BISSELL, 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:* 34.000

*Legislative Count:* 34.00

#### PURPOSE:

The Bureau of Human Resources is responsible for: centralized administration of the State's Civil Service system; employee health and benefit programs; Workers' Compensation program; wellness and safety initiatives; recruitment, development and training programs; equal employment opportunity programs; bargaining agreement negotiations; and representation of management in labor relations matters.

#### 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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. This unit is now referred to as the Talent Management Division. In 2019, Employee Relations, Investigations and EEO, Compensation and Classifications, and Civil Service were organizationally placed under the Division of Compliance. In 2020, the Office of Workers Compensation, Office of Employee Health and Benefits, and Wellness Programs unit were organizationally placed under the Division of Employee Health and Wellness.

### **PROGRAM:**

**Division of Compliance:** The Classification, Compensation, and Civil Service unit provides job classification audits for both employee and management-initiated requests, assists agencies with reorganization efforts, and represents the Bureau at job classification mediations and arbitrations. Salary Schedules are created and maintained by this unit. The unit also researches, interprets, and provides guidance to line agency management on human resource rules, policies, practices and procedures in the Executive Branch; reviews and acts on requests for exceptions to rules and policies; and tracks human resource-related legislative activities during the legislative sessions. The Office of Employee Relations negotiates and administers collective bargaining agreements by providing advice and counsel to managers and human resource personnel, conducting grievance hearings, and 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 EEO 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.

**Division of Employee Health and Wellness:** The Office of Employee Health and Benefits provides centralized administration of the State's health insurance, dental insurance, vision care, flexible spending accounts, and voluntary retirement savings programs. This includes the coordination of payroll deductions, health and dental eligibility determinations, and benefits communications. The Office of Workers' Compensation provides direction and technical assistance in 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 Wellness Programs unit oversees the State's Employee Assistance Program, Health Premium Credit program, and other wellness initiatives. The unit also collects data from a variety of sources in order to develop and manage programs to enhance the health, wellness, and safety of employees.

**Division of Talent Management:** The Talent Management Division provides consulting services to agencies in the areas of recruitment, organizational development, workforce management strategies, workplace culture, succession planning, and more. The division develops and delivers surveys, training sessions, reading groups, and workshops in order to assess needs, meet management goals, and enhance managers' skills. Trainings offered include but are not limited to Managing in State Government; Leadership Institute; Compassionate Integrity; and Diversity, Equity and Inclusion. Other services provided are communication of recruitment needs and bureau-wide information through websites, social media outlets, and an HR newsletter; coordination of state-wide employee recognition events; employment/career counseling for employees impacted by layoff or displacement; and special projects such as employee vaccination card upload and verification.

### **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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Employee Handbook  
Employment Opportunities Listings (current)  
Human Resources Policy and Procedures Manual  
Your HR Connection newsletter  
<https://www.maine.gov/oer/> for links to:  
OER Manual  
Benefits Package for Confidential Employees  
Bargaining Contracts  
<https://www.maine.gov/bhr/oeh/> for links to:  
Benefit Directory  
Find a Medical Provider Guide  
Getting Ready to Retire Guide

<https://www.maine.gov/bhr/owc/> for links to First Report of Injury, Supervisor's Report of Injury, and other workers compensation related resources and forms.

<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 2021:** 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
EXPENDITURES						
SALARIES & WAGES	2,409,647	1,521,115				888,532
HEALTH BENEFITS	693,986	374,897				319,089
RETIREMENTS	605,052	386,281				218,771
OTHER FRINGE BENEFITS	46,891	28,504				18,387
COMPUTER SERVICES	118,906	76,672				42,234
CONTRACTUAL SERVICES	2,010,557	559,303				1,451,254
RENTS	4,256	188				4,068
COMMODITIES	10,189	2,883				7,306
GRANTS, SUBSIDIES, PENSIONS	9,779,814					9,779,814
TRANSFER TO OTHER FUNDS	48,821					48,821
TOTAL EXPENDITURES	15,728,119	2,949,843				12,778,276

## OFFICE OF INFORMATION TECHNOLOGY FRED BRITAIN, CHIEF INFORMATION OFFICER

Central Office: 51 COMMERCE DRIVE, AUGUSTA, ME 04333

Mail Address: 145 STATE HOUSE STATION, AUGUSTA, ME 04333-0145 FAX: (207) 287-4561

Established: 1992

Telephone: (207) 624-7568

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

Average Counts-All Positions: 432.000

Legislative Count: 432.00

### PURPOSE:

The Office of Information Technology was established in 2005 as an agency focused on delivering information technology services ("IT Services") to the Executive Branch agencies. IT Services are also provided to support other state and local government entities as needed. The services provided by the Office allow agencies to perform their missions and support the citizens of Maine.

### ORGANIZATION:

OIT is led by the Chief Information Officer (CIO). The five areas which fall under the leadership of the CIO are: Client and Infrastructure Services, Enterprise Shared Services, Information Security Office, Project Management Office, and the Office of the CIO. The Office of the CIO along with the four other units makes up the technology services delivery arm of the Executive Branch.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

In order to safely and effectively provide IT Services, the Office is responsible for identifying needs, procuring and contracting to meet these needs, and ensuring services are provided in a safe and secure manner. The various units within the Office provide the network, phones, computers and other tools which allow agencies to perform their missions. Development staff work closely with the agencies to determine system needs, develop applications as needed, and perform maintenance. Project management resources are used to ensure projects stay on time and on budget. Data security is the top priority and the Information Security Office continuously assesses the threat environment and takes steps to ensure that the information related to Maine citizens is kept safe and secure.

**FINANCES, FISCAL YEAR 2021:** 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	28,325,658				19,798	28,305,860
HEALTH BENEFITS	7,960,878				3,947	7,956,931
RETIREMENTS	6,114,601				5,303	6,109,298
OTHER FRINGE BENEFITS	601,638				195	601,443
COMPUTER SERVICES	4,973,726				3,193,515	1,780,211
CONTRACTUAL SERVICES	2,953,724				708,985	2,244,739
RENTS	921,358					921,358
COMMODITIES	31,316					31,316
EQUIPMENT	844,354		446,747		397,607	
INTEREST-DEBT RETIREMENT	4,100,911	4,100,911				
TRANSFER TO OTHER FUNDS	31,674,713	1,323,828			6,276	30,344,609
COST OF GOODS SOLD	3,784,930					3,784,930
<b>TOTAL EXPENDITURES</b>	<b>92,287,807</b>	<b>5,424,739</b>	<b>446,747</b>		<b>4,335,626</b>	<b>82,080,695</b>

## INFORME

### FRED BRITAIN, 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:* 1998

*Telephone:* (207) 624-7568

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

### PURPOSE:

The Information Resource of Maine, known as InforME, 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/l/title1sec531.html> (sections 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 organization 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 or the Chief Information Officer's designee.

### PROGRAM:

The web service governed by the InforME board and executed by the Maine Information Network, is continually recognized nationally for outstanding services and content on the Maine.gov website. In 2019, Maine.gov was ranked a finalist in the Government Experience Awards program and Gold in the Ava Digital Awards. Each program that has honored Maine.gov has done so because of the Network Manager's attention to usability, accessibility and the user experience.

Maine.gov 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. Maine.gov 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 maine.gov. The Network Manager under oversight from the InforME board 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. Maine.gov 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE LIQUOR AND LOTTERY COMMISSION

### GREGORY R. MINEO, DIRECTOR

*Central Office:* 19 UNION STREET, AUGUSTA, ME 04330

*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 supervise the pricing, listing and delisting of spirits for sale to the public; promulgate and amend rules; make recommendations and set policies; and transact other business that may be properly brought before it.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### 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 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 was 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF MARIJUANA POLICY

### ERIK GUNDERSEN, DIRECTOR

*Central Office:* 19 UNION ST, 1ST FLOOR, AUGUSTA, ME 04330

*Mail Address:* 162 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 2018

*Reference:* Policy Area: 00 Umbrella: 18 Unit: 691 Citation: PL 2017 M.R.S.A., Sect. C409

*Average Counts-All Positions:* 43,000

*FAX:* (207) 287-2671

*Telephone:* (207) 624-7491

*Legislative Count:* 43,00

### PURPOSE:

The Office of Marijuana Policy (OMP) is responsible for the oversight of all aspects of legalized marijuana. The mission of OMP is to ensure the health and safety of all Mainers by effectively and responsibly licensing and regulating marijuana establishments. It aims to develop a good faith partnership between the State of Maine and stakeholders by establishing rules and policies that provide interested consumers with access to a regulated industry while diminishing an unregulated, untested illicit market.

The powers and duties of OMP are detailed in Title 22, Chapter 558-C (medical) and Title 28-B (adult use).

### ORGANIZATION:

In Maine, the responsibility for licensing, compliance, enforcement, and general oversight of Maine's medical use of marijuana and adult use marijuana programs is unified within OMP. The Office is led by a director who oversees a senior leadership team consisting of a deputy director of operations, deputy director of strategic initiatives, policy director, and director of special projects, director of engagement and community outreach, and data analytics director. The deputy director of operations oversees the day-to-day operations of OMP's licensing and compliance divisions. The deputy director of strategic initiatives oversees the day-to-day and long-term operations of OMP's policy, data analytics, project management and engagement and community outreach staff.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

The State of Maine first legalized medical marijuana by referendum in 1999. In 2009, Maine voters again took up the topic of medical marijuana, this time establishing a distribution mechanism that had been nonexistent since 1999. It took another two years before the first of Maine's medical marijuana dispensaries began operating. Presently, eight dispensaries and more than 2,500 caregivers serve the State's approximately 45,000 medical marijuana patients.

In November 2016, Maine voters approved the recreational use, retail sale and taxation of marijuana. The Maine Legislature spent the next two years working to overhaul the Marijuana Legalization Act. OMP was established within the Department to complete the rulemaking process required by law that would permit the State of Maine to proceed with accepting and processing applications for adult use marijuana establishments.

Regardless of these changes to Maine law, marijuana is still illegal at the federal level. While limited federal protections exist for medical-use, Mainers should educate themselves about the potential consequences of the recreational use of marijuana.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF MARIJUANA POLICY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,698,961	1,309,909	389,052			
HEALTH BENEFITS	504,139	408,688	95,451			
RETIREMENTS	409,291	326,102	83,189			
OTHER FRINGE BENEFITS	38,838	30,258	8,580			
COMPUTER SERVICES	307,574		307,574			
CONTRACTUAL SERVICES	672,080		672,080			
RENTS	32,100		32,100			
COMMODITIES	56,899		56,899			
GRANTS, SUBSIDIES, PENSIONS	4,818		4,818			
TRANSFER TO OTHER FUNDS	52,634		52,634			
TOTAL EXPENDITURES	3,777,334	2,074,957	1,702,377			

## MAINE BOARD OF TAX APPEALS

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

*Central Office:* 19 ELKINS LANE, ELKINS BLDG, 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:* 3.000

*Legislative Count:* 3.00

### PURPOSE:

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

### 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.



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### 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 2021:** 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	197,790	197,790				
HEALTH BENEFITS	52,932	52,932				
RETIREMENTS	50,174	50,174				
OTHER FRINGE BENEFITS	4,703	4,703				
COMPUTER SERVICES	7,496	7,496				
CONTRACTUAL SERVICES	6,736	6,736				
COMMODITIES	239	239				
<b>TOTAL EXPENDITURES</b>	<b>320,070</b>	<b>320,070</b>				

## BUREAU OF REVENUE SERVICES

**JEROME GERARD, STATE TAX ASSESSOR**

**VICKI ROY, DEPUTY EXECUTIVE DIRECTOR**

*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:* 292,000

*Legislative Count:* 292.00

### 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 Assessor, Associate Commissioner of Tax Policy, and the State Taxpayer Advocate are all appointed by the Commissioner of the Department of Administrative & Financial Services. The State Tax Assessor (the Assessor) oversees the administration of Maine's tax laws through ten divisions and units: Income/Estate Tax Division; Sales, Fuel & Special Tax Division; Property Tax Division; Quality Assurance Division; Operations Division; Accounting Division; Compliance Division; Tax Compliance Unit; Criminal Investigation Unit; 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 need assistance with Maine tax issues.

### PROGRAM:

The Income/Estate Tax Division administers income (individual, corporate, and fiduciary); withholding (wage, real estate, and pass-through entity); estate; financial institutions franchise; and insurance premiums taxes. The Division administers pass-through entity reporting, reimbursements under the Employment Tax Increment Financing and Visual Media programs, and various tax credits, including the Educational Opportunity Tax Credit, Property Tax Fairness Credit, Child Care Credit, and Pine Tree Development Zone Credit.

The Sales, Fuel & Special Taxes Division administers sales, use, service provider, healthcare provider, hospital, gasoline, special fuel, cigarette, tobacco, potato, blueberry, quahog, marijuana, and railroad taxes. The Division also administers milk handling fees, recycling assistance fees, abandoned bottle deposits, prepaid wireless fees, and pesticide container fees. The Division also conducts compliance audits.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

The Property Tax Division oversees municipal property tax administration, including the assessment and collection of property and excise taxes for the unorganized territory. The Division conducts the annual State Valuation process that is used to calculate county taxes, to establish municipal and school bond debt limits, and to determine education funding and revenue sharing. The Division determines and administers municipal reimbursements for various exemptions and current use programs. The Division administers various other tax and reimbursement programs, including: commercial forestry and telecommunications excise taxes, real estate and controlling interest transfer taxes, and the Business Equipment Tax Exemption and Business Equipment Tax Reimbursement programs.

The Quality Assurance Division provides quality assurance testing and works closely with Maine Information Technology to operate, maintain, and develop MRS's computer network, automated systems, and electronic tax filing and payment application systems.

The Operations Division processes mail and tax returns, deposits daily tax revenues, provides data entry services, processes taxpayer registrations, and operates a taxpayer contact center. The Division also provides oversight for physical, personnel, and cyber security and develops and drafts MRS security policies.

The Accounting Division prepares MRS's budget, creates and processes daily cash receipts, monitors expenditure activity, and performs the accounts payable function. The Division 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 delinquent taxes through statutory means and MRS's contracted collection agency. The Tax Compliance Unit identifies and contacts non-filers who have an obligation to file a Maine state individual 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 Maine Attorney General for prosecution.

The Office of General Counsel provides legal research and advisory services to the Assessor and all MRS divisions. The Office reviews decisions on reconsideration, advisory rulings, subpoenas, and settlement agreements. The Office also assists the Office of the Attorney General in all legal proceedings before the Maine Board of Tax Appeals and Maine courts.

### LICENSES:

MRS administers the following 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, and Certified Assessment Technician Certificate.

### PUBLICATIONS:

The following publications are available free of charge and can be downloaded from the MRS website: [www.maine.gov/revenue](http://www.maine.gov/revenue). For assistance, call (207) 624-9677.

- Title 36 of the Maine Revised Statutes
- Taxpayer Bill of Rights
- Maine regulations
- All tax benefit program forms and instructions
- Maine Tax Alerts
- Maine tax forms and instructions
- Income tax guidance documents
- Sales tax bulletins
- Property tax bulletins and guidance documents
- Property tax applications, forms, and certificates
- Use tax pamphlet
- Municipal Valuation Return Statistical Summary Report (property tax-annual)
- Tax Expenditures Report
- Sales Tax Reference Guide

The following publications are also available.

Maine tax forms and instructions (bulk orders from preparers; price per form type varies)

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Unorganized territory maps (24" x 36" sheet) \$5.00 each  
 Unorganized Territory Valuation Book; printed copies - \$0.20 per page, \$3.00 minimum  
 Title 36 of the Maine Revised Statutes - \$13.00  
 Sales Tax Reference Guide - \$14.00

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REVENUE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	16,617,463	16,399,817		217,646		
HEALTH BENEFITS	4,934,015	4,816,551		117,464		
RETIREMENTS	3,765,174	3,683,622		81,552		
OTHER FRINGE BENEFITS	361,041	352,995		8,046		
COMPUTER SERVICES	5,386,313	3,994,280	1,392,033			
CONTRACTUAL SERVICES	13,975,272	8,319,676	5,655,596			
RENTS	1,226,484	1,226,484				
COMMODITIES	470,598	470,598				
GRANTS, SUBSIDIES, PENSIONS	120,755,205	97,682,565	23,072,640			
TRANSFER TO OTHER FUNDS	324,897		306,431	18,466		
<b>TOTAL EXPENDITURES</b>	<b>167,816,462</b>	<b>136,946,588</b>	<b>30,426,700</b>	<b>443,174</b>		

## DIVISION OF RISK MANAGEMENT

**SUZANNE MURPHY, 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) 287-3351

*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 three insurance professionals and two clerical support positions. 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, aviation 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 the Department 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.

# DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## PUBLICATIONS:

Annual compilation of property values (electronic)

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF RISK MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	326,422					326,422
HEALTH BENEFITS	84,625					84,625
RETIREMENTS	75,850					75,850
OTHER FRINGE BENEFITS	6,729					6,729
COMPUTER SERVICES	100,528					100,528
CONTRACTUAL SERVICES	3,644,701					3,644,701
COMMODITIES	1,889					1,889
TOTAL EXPENDITURES	4,240,744					4,240,744

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY**

**AMANDA E. BEAL, 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:* 525.226

*Legislative Count:* 403.00

**Units:**

BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES

BUREAU OF RESOURCE INFORMATION AND LAND USE  
PLANNING

MAINE AGRICULTURAL BARGAINING BOARD

MAINE MILK COMMISSION

OFFICE OF THE COMMISSIONER

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)

BUREAU OF PARKS AND LANDS

STATE HARNESS RACING COMMISSION

BOARD OF PESTICIDES CONTROL

(OFFICE OF) STATE HORTICULTURIST

PULL EVENTS COMMISSION

LAND FOR MAINE'S FUTURE BOARD

(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 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 state's 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, Food and Rural Resources; Forestry; Parks and Lands; and Resource Information and Land Use Planning.

**PROGRAM:**

The 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 2021: 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	25,308,621	11,068,561	7,098,435		7,141,625	
HEALTH BENEFITS	8,434,960	4,524,195	2,510,321		1,400,444	
RETIREMENTS	6,133,887	2,489,555	1,493,980		2,150,352	
OTHER FRINGE BENEFITS	598,168	281,658	161,099		155,411	
COMPUTER SERVICES	2,115,720	1,387,948	721,794		5,978	
CONTRACTUAL SERVICES	17,548,043	4,938,140	11,691,108		918,795	
RENTS	2,801,073	1,552,788	1,023,108		225,177	
COMMODITIES	1,590,955	577,672	938,079		75,204	
GRANTS, SUBSIDIES, PENSIONS	35,269,652	716,723	28,039,481		6,513,448	
PURCHASE OF LAND	931,704		10,050		86,422	835,232
BUILDING IMPROVEMENTS	77,278		68,205		9,073	
EQUIPMENT	2,016,268	118,666	1,650,398		236,088	11,116
TRANSFER TO OTHER FUNDS	1,538,818		1,391,132		147,686	
TOTAL EXPENDITURES	104,365,147	27,655,906	56,797,190		19,065,703	846,348

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,169,849	472,391	697,458			
HEALTH BENEFITS	277,731	105,905	171,826			
RETIREMENTS	194,521	78,700	115,821			
OTHER FRINGE BENEFITS	47,944	19,086	28,858			
COMPUTER SERVICES	1,356,316	1,141,006	215,310			
CONTRACTUAL SERVICES	2,490,274	1,675,878	814,396			
RENTS	5,759		5,759			
COMMODITIES	11,092	3,100	7,992			
GRANTS, SUBSIDIES, PENSIONS	13,200	13,200				
TRANSFER TO OTHER FUNDS	294,143		294,143			
TOTAL EXPENDITURES	5,860,829	3,509,266	2,351,563			

## BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES NANCY MCBRADY, BUREAU DIRECTOR

Central Office: DEERING BLDG, 90 BLOSSOM LANE, 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., Spec: 3000000206

Average Counts-All Positions: 138.278

Legislative Count: 120.50

### 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's understanding of the importance of agriculture 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 the 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 promotion, and agricultural fairs. Market Development and Promotion provides marketing support to Maine food and

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

fiber producers, food processors, agricultural associations, and wholesale and retail buyers. This is achieved through its "Real Maine" promotional platform as well as supporting exhibitor opportunities at trade shows and special events. The program also supports direct market farmers, farm-to-school sales, and agriculture in the classroom educational initiatives. Staff manage 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 program. Staff also provides support for agricultural resource programs, including 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.

The Division of 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 and Human Services. The Weights and Measures Program maintains standards of commercial commerce transactions. The Metrologist is responsible for matching state standards to those 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, dairy, meat, and poultry inspection, and GAP (Good Agricultural Practices)/GHP (Good Handling Practices) audit/certification programs under cooperative agreements with USDA. All consumer-sized packages of potatoes receive a mandatory quality inspection prior to shipment. Milk quality is monitored in the Department's USDA-accredited lab.

The Division of Animal and Plant Health prevents the 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. Programs also include oversight and licensing of livestock facilities. The Animal Welfare Program (AWP) ensures the humane and proper treatment and licensing of companion animals. The AWP is responsible for planning, preparing, and responding to natural disasters that impact domestic animals and their owners, and 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; and dogs.

#### Permits:

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; and vendor permits for dogs and cats under six months old.

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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### PUBLICATIONS:

The Bureau manages the [www.realmaine.com](http://www.realmaine.com) website and produces quarterly publications regarding agricultural marketing, agritourism, and special events, including those focusing on Maine Maple Sunday, Open Farm Day, Harvest Time in Maine, and the Agricultural Trades Show.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	6,429,236	2,252,208	2,643,887		1,533,141	
HEALTH BENEFITS	2,169,352	828,228	994,089		347,035	
RETIREMENTS	1,448,970	464,721	566,256		417,993	
OTHER FRINGE BENEFITS	138,248	55,927	49,500		32,821	
COMPUTER SERVICES	447,522	6,638	440,397		487	
CONTRACTUAL SERVICES	3,373,838	1,249,928	1,852,601		271,309	
RENTS	624,649	300,664	184,978		139,007	
COMMODITIES	141,293	71,405	42,476		27,412	
GRANTS, SUBSIDIES, PENSIONS	27,550,384	571,972	21,831,750		5,146,662	
EQUIPMENT	45,216	34,459	10,757			
TRANSFER TO OTHER FUNDS	245,672		201,054		44,618	
TOTAL EXPENDITURES	42,614,380	5,836,150	28,817,745		7,960,485	

## MAINE AGRICULTURAL BARGAINING BOARD

### NANCY MCBRADY, DIRECTOR

*Central Office:* DEERING BLDG, 90 BLOSSOM LANE, 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 five members and two 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.

### LICENSES:

Certification of qualified associations.



## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### OFFICE OF THE COMMISSIONER

**AMANDA E. BEAL, 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 (OFC) provides management and planning oversight across all bureaus within the department and coordinates department-wide technology, finance, and human resources. Additionally, the OFC prioritizes and reviews the legislative activity, contractual agreements, and regulatory agenda of all bureaus.

The OFC receives and directs inquiries for services from the general public and maintains relationships with other agencies of State and Federal government.

#### **ORGANIZATION:**

The Department of Agriculture, Conservation and Forestry 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 OFC 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 facilitated through the OFC.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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

**PATTY CORMIER, 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:* 132.057

*Legislative Count:* 115.00

#### **PURPOSE:**

The Bureau of Forestry (a.k.a. Maine Forest Service) 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 management of Maine's forests to optimize benefits from the forest; protect forests from destructive elements, including fire, insects, and diseases; provide forest management advice and assistance; promote improved utilization and marketing of forest products; collect and maintain up-to-date data, including annual measurement of forest

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

inventory plots; promote sound forest policy; and administer the state's forest practices laws.

### ORGANIZATION:

The Bureau is organized into three Divisions: Forest Protection, Forest Policy and Management, and Forest Health and Monitoring. Each Division is administered by a manager who oversees all 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 the 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. Forest Rangers are uniformed and armed law enforcement officers who enforce wildfire safety, wildfire arson, landowner protection, natural resource protection, agricultural resource protection, and certain public safety laws.

The Forest Policy and Management Division promotes informed decisions about Maine's forests. Division staff provide: technical assistance; information and education; outreach and enforcement services on timber harvesting and water quality laws; reports on the state of Maine's forests; assistance through workshops, demonstrations, and 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  
Report on Inventory and Growth of Maine's Forests  
Woods in Your Backyard  
What Will My Woods Look Like  
Forest and Shade Tree Insect and Disease Conditions for Maine  
Big Tree Registry

# DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,748,312	3,966,202			2,782,110	
HEALTH BENEFITS	2,376,678	1,836,034			540,644	
RETIREMENTS	2,093,991	1,238,907			855,084	
OTHER FRINGE BENEFITS	180,881	119,856			61,025	
COMPUTER SERVICES	230,831	212,347	18,484			
CONTRACTUAL SERVICES	1,694,879	1,388,649	69,125		237,105	
RENTS	986,724	916,102			70,622	
COMMODITIES	291,070	255,720	6,126		29,224	
GRANTS, SUBSIDIES, PENSIONS	280,841	95	22,100		258,646	
EQUIPMENT	199,929	84,207	65,722		50,000	
TRANSFER TO OTHER FUNDS	44,598		3,369		41,229	
<b>TOTAL EXPENDITURES</b>	<b>15,128,734</b>	<b>10,018,119</b>	<b>184,926</b>		<b>4,925,689</b>	

## STATE HARNESS RACING COMMISSION HENRY JENNINGS, EXECUTIVE DIRECTOR

*Central Office:* DEERING BLDG, 90 BLOSSOM LANE, 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 the integrity of 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 promulgate rules for conducting pari-mutuel harness racing and the operation of tracks and off-track betting facilities; to assign racing dates to the pari-mutuel tracks; to license associations, racing participants, and off-track betting facilities in Maine; to oversee the enforcement of the Commission's statutes and rules; and to help promote harness 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; encourages and promotes the breeding of Maine Standardbred horses; and assists with the promotion of harness racing in Maine.

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

Pari-Mutuel Racing Association---

Fairs, Extended Meets and Commercial Meets

Pari-Mutuel Employees - Directors, Managers and Tellers

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

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 2021:** 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:* DEERING BLDG, 90 BLOSSOM LANE, 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, the certification of plant materials, and honeybees 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, hemp licensing program, apiary program, Integrated Pest Management program (IPM), and 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. Most 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 hemp growers, who must plant certified seed, and their crops must be inspected before harvest.

The State Apiarist licenses commercial and hobby beekeepers and inspects beehives. 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 are conducted to look 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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

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

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 2021:** 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 the State's primary funding vehicle for land conservation. The program provides funding through a competitive process for the purchase of conservation easements and fee acquisitions for public use and benefit. The LMF Program promotes working landscapes, which are part of Maine's rural economy. 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. LMF also prioritizes the protection of wildlife and fisheries habitat, as well as key public access points to Maine woods and waters and ensures that land utilizing LMF funding is available for traditional recreational activities where suitable.

Since the creation of the program, over 610,000 acres have been conserved, which includes approximately 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; Inland Fisheries and Wildlife; and Marine Resources. The Governor appoints the Board's chairperson. The program director, technical staff, and clerical support operate within 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 the distribution of bond proceeds to priority projects. Funding is drawn from the sale of bonds approved by voters. 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, sub-sec. E  
Government Evaluation Act Report, per Title 3, Ch. 35

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

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF RESOURCE INFORMATION AND LAND USE PLANNING

### STEPHEN M. DICKSON, ACTING BUREAU DIRECTOR

TTY: (888) 577-6690

Central Office: WILLIAMS PAVILION, 17 ELKINS, AUGUSTA, ME 04330

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.: 0000000206

Average Counts-All Positions: 45,000

Legislative Count: 45,00

### PURPOSE:

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

### ORGANIZATION:

The Bureau has six programs: Geological Survey, Natural Areas Program, Municipal Planning Assistance Program, 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.

The Maine Natural Areas Program (MNAP) inventories lands and maintains a centralized data management system containing current and historic information about at-risk species and habitats. MNAP provides this information to landowners, developers, land trusts, municipalities, and state and federal agencies to guide land management, development, conservation actions, and acquisitions. MNAP also provides outreach and education on terrestrial invasive plants in Maine, including iMapInvasives, a web-based map and database, that

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

shows where invasive species are on Maine's landscape.

The Municipal Planning Assistance Program (MPAP) provides technical assistance to organized municipalities as well as funding and technical assistance to regional planning organizations. MPAP provides grants to municipalities and eligible public entities 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. MPAP also 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, and either have no local government or have chosen not to administer land use controls at the local level. 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.

### 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

Maine Natural Areas Program:

None

Municipal Planning and Assistance Program:

None

### LUPC issues:

- Building Permits
- Development Permits
- Certifications to the Department of Environmental Protection
- Subdivision Permits
- Shoreland and wetland alteration permits
- Responses to Notifications for boat launch and timber operations
- 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

Floodplain Management Program

None

### PUBLICATIONS:

Maine Geological Survey:

- Publications: [https://digitalmaine.com/mgs\\_publications/](https://digitalmaine.com/mgs_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
- The Geology of Mount Desert Island

Maine Natural Areas Program:

- Natural Landscapes of Maine

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### Maine Invasive Plants Field Guide

#### Land-Use Planning Commission:

Annual Reports on:  
LUPC Funding to the ACF and Taxation Committees  
LUPC Performance to the ACF Committee  
LUPC Rulemaking to the ACF Committee  
LUPC Water Quality Certifications to the ENR Committee

#### Informational Brochures:

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

Numerous additional informational resources available at:  
<https://www.maine.gov/dacf/lupc/reports/index.shtml>

#### Floodplain Management Program:

Maine Floodplain Management Handbook

**FINANCES, FISCAL YEAR 2021:** 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	2,651,368	1,996,071	238,290		417,007	
HEALTH BENEFITS	902,839	665,490	93,412		143,937	
RETIREMENTS	569,847	426,599	56,925		86,323	
OTHER FRINGE BENEFITS	65,637	50,521	6,120		8,996	
COMPUTER SERVICES	30,445	21,832	4,327		4,286	
CONTRACTUAL SERVICES	333,145	87,125	102,588		143,432	
RENTS	71,695	50,885	8,476		12,334	
COMMODITIES	17,251	13,330	2,783		1,138	
GRANTS, SUBSIDIES, PENSIONS	360,017	131,456			228,561	
PURCHASE OF LAND	835,232					835,232
EQUIPMENT	11,116					11,116
TRANSFER TO OTHER FUNDS	74,466		28,857		45,609	
<b>TOTAL EXPENDITURES</b>	<b>5,923,058</b>	<b>3,443,309</b>	<b>541,778</b>		<b>1,091,623</b>	<b>846,348</b>

## MAINE MILK COMMISSION

### TIM DRAKE, EXECUTIVE DIRECTOR

*Central Office:* DEERING BLDG, 90 BLOSSOM LANE, AUGUSTA, ME 04333-0028

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

*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 and 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 chairperson whenever requested in writing by two or more members. The Commission is financed by a fee assessment on milk produced by industry members.



## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### 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 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 Executive 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF PARKS AND LANDS

### ANDY CUTKO, 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) 287-3821

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

*Average Counts-All Positions:* 195.891

*Legislative Count:* 108.50

### PURPOSE:

The Bureau of Parks and Lands (BPL) manages land, constructs and maintains outdoor recreation facilities, distributes information, develops and implements management plans, administers grants, and coordinates with other state and federal agencies that have related programs.

The Bureau manages forests, wildlife habitat, and recreational use on over 700,000 acres statewide. These lands include over 85,000 acres in 35 State Parks, the Allagash Wilderness Waterway, and 13 state historic sites, and more than 629,000 acres of Public Lands. The State also holds more than 1 million acres of conservation, recreation, and public access easements, including lands along the Appalachian Trail, the Penobscot River Corridor, and large areas of working forest across northern Maine. In addition, the Bureau has jurisdiction over 2.3 million acres of submerged lands, 1,333 coastal islands, and 310 miles of former rail beds converted to multi-use trails. The Bureau also administers special programs related to boating access, navigational hazard marking, snowmobile and ATV trails, the Federal Land and Water Conservation Fund and Recreational Trail Program, and the Maine Conservation Corps.

### ORGANIZATION:

A Director heads the Bureau. There are six regional offices -- three supervising the State Park system and three supervising the Public Reserved Lands system. In addition to staff that work on state parks and public lands, the central Bureau includes three other programs: Off-Road Vehicles, Boating Facilities, and Submerged Lands.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### PROGRAM:

State Parks and Historic Sites provided recreation and education opportunities to over 3 million visitors in calendar year 2020. The campground reservation program processed 30,950 reservations for state park campgrounds, contributing \$1,413,828 to the General Fund. The Maine State Park Pass Program also generated \$1,313,808 in revenue in calendar year 2020. In addition, \$425,909 was contributed to municipalities in fee-sharing for calendar year 2020. The Off-Road Recreational Vehicle program graded 100 miles, mowed/brushed 130 miles, installed 14 new gates, invested \$25,000 in calcium for dust control, and re-decked 2 trestle bridges on state-owned property.

The Public Lands program conducted sustainable forest management on 7,673 acres of the Bureau's 432,000 acres of working forestland, yielding 85,012 cords of wood. BPL also monitored nearly 100,000 acres of Ecological Reserves. BPL maintained its third-party forest certification through the Sustainable Forestry Initiative and the Forest Stewardship Council.

The Planning, Acquisition and Special Services Program is currently involved in a 15-year management plan covering approximately 10,500 acres. This program administered 286 camp lot leases, 9 sporting camp leases, and monitored 41 conservation easements in FY21.

The Grants and Community Recreation Program awarded \$838,018 in federal highway grants for 13 recreational trails program projects and managed \$1,535,953 in 41 previously funded and active Recreational Trail Program projects during this period. The program also awarded \$2,115,890 for eight new Land and Water Conservation Fund (LWCF) grants while managing \$1,164,350 in 14 previously funded and active LWCF projects. The program managed a LWCF Legacy project to support the engagement of two Maine Conservation Corps Environmental Stewards to digitize the 55+ year LWCF Legacy and over 890 projects in the state, creating a GIS layer reflecting both project boundaries and information to help identify and preserve this legacy.

The Maine Conservation Corps (MCC) is comprised of AmeriCorps members who undertake conservation projects while completing job readiness training and the achievement of personal development goals. In FY21, MCC administered \$176,311 in federal funds to accomplish conservation initiatives throughout the state. Despite reduced operational capacity due to COVID-19, MCC engaged 27 AmeriCorps members who served 28,942.75 hours at over 20 sites in calendar year 2020.

The Boating Facilities Program funded renovations to launch sites in Jonesport, Lubec, and Cobscook Bay State Park, and provided cash, plank, and float grants to several towns to help provide safer and more user-friendly launch sites. The Navigational Aids Program maintained over 2,400 buoys on 39 lakes and the Songo River. Maintenance crews continue to maintain the 151 Department of Agriculture, Conservation and Forestry boat launch sites as well as several sites owned by the Department of Inland Fisheries and Wildlife.

In FY21, the Snowmobile Program awarded 203 club grants, 154 municipal grants, 36 capital equipment grants, and 19 catastrophic relief grants, totaling \$4,617,005 in funding and 13,044 miles of trail maintained. The ATV Program awarded 137 club and municipal grants, totaling \$1,446,903 for 6,125 miles of ATV trail, and the Submerged Lands Program processed 245 applications and issued 151 new leases and easements.

### 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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

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.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PARKS AND LANDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,309,855	2,381,688	3,518,800		2,409,367	
HEALTH BENEFITS	2,708,359	1,088,537	1,250,993		368,829	
RETIREMENTS	1,826,558	280,628	754,979		790,951	
OTHER FRINGE BENEFITS	165,461	36,269	76,622		52,570	
COMPUTER SERVICES	50,606	6,124	43,277		1,205	
CONTRACTUAL SERVICES	9,655,908	536,560	8,852,398		266,950	
RENTS	1,112,246	285,137	823,896		3,213	
COMMODITIES	1,130,250	234,117	878,703		17,430	
GRANTS, SUBSIDIES, PENSIONS	7,065,212		6,185,631		879,581	
PURCHASE OF LAND	96,472		10,050		86,422	
BUILDING IMPROVEMENTS	77,278		68,205		9,073	
EQUIPMENT	1,760,007		1,573,919		186,088	
TRANSFER TO OTHER FUNDS	879,939		863,709		16,230	
<b>TOTAL EXPENDITURES</b>	<b>34,838,151</b>	<b>4,849,060</b>	<b>24,901,182</b>		<b>5,087,909</b>	

## BOARD OF PESTICIDES CONTROL

### MEGAN PATTERSON, DIRECTOR

*Central Office:* DEERING BLDG, 90 BLOSSOM LANE, AUGUSTA, ME 04333-0028

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

*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 is Maine's lead agency for pesticide oversight. The primary responsibilities of the Board are to: register all pesticide products sold and used in Maine; examine and license persons involved in the commercial and agricultural application of pesticides, as well as pesticide distributors; promulgate appropriate regulations regarding pesticide distribution and use; investigate complaints arising from the use of pesticides; ensure compliance with state and federal pesticide laws; cooperate with other agencies in environmental monitoring and protection; and 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 Apilartist, and University of Maine Cooperative Extension programs.

**Certification and Licensing:** The Board administers a certification and licensing

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

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 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 2021:** 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:* DEERING BLDG, 90 BLOSSOM LANE, AUGUSTA, ME 04333-0028

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

*Established:* 1988

*Telephone:* (207) 287-7535

*Reference:* Policy Area: 04    Umbrella: 01    Unit: 303    Citation: T0007    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 farmers association representing owners of draft horses who participate in pulling events; one member appointed by a statewide farmers association representing owners of draft oxen who participate in pulling events; one fair superintendent appointed by the Commissioner of Agriculture,

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

Conservation and Forestry; one member appointed by a state association of agricultural fairs; one representative appointed by state humane organizations; one member appointed by the Commissioner of Agriculture, Conservation and Forestry representing the general public; and one member appointed by the Animal Welfare Advisory Council.

### 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## (OFFICE OF) SEALER OF WEIGHTS AND MEASURES CELESTE J. POULIN, PROGRAM MANAGER

*Central Office:* DEERING BLDG, 90 BLOSSOM LANE, 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 that 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 Director of the Division of Quality Assurance and Regulation serves as Deputy State Sealer.

### PROGRAM:

The 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, 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 Metrology Lab, located in Augusta.

### LICENSES:

Weighmaster  
Weighing Device Dealers and Repair Persons  
Metering Device Dealers and Repair Persons  
Wood Scaler  
Apprentice Wood Scaler

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

Registration of Motor Fuel Dispensers

**PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2021:** 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

AARON M. FREY, ATTORNEY GENERAL

Central Office: BURTON CROSS BUILDING 6 FLOOR, AUGUSTA, ME 04333

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: 328.000

Legislative Count: 328.00

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; (g) consults with and advises the District Attorneys.

The Office of the Attorney General houses the Public Ombudsman, who assists in compliance with Maine's Freedom of Access Act (FOAA), and many of the Office's divisions support state agencies in responding to FOAA requests and defending against any subsequent litigation.

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 Criminal Division represents the Department of Public Safety, the Maine State Police, and the Office of the Chief Medical Examiner.

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,

## DEPARTMENT OF THE ATTORNEY GENERAL

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, including the Bureaus of Insurance, Financial Institutions and Consumer Credit Protection, the Office of Securities and numerous professional and occupational licensing boards. It also represents Emergency Medical Services, the Property Tax Review Board, liquor and lottery regulation, Criminal Justice Academy, Maine Port Authority, Harness Racing Commission, Gambling Control Board, Indigent Legal Services, Defense & Veterans' Services, MEPERS, and Combat Sports Authority.

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.

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 2021:** 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	24,754,158	13,791,511	10,141,032		821,615	
HEALTH BENEFITS	6,605,579	3,650,349	2,690,509		264,721	
RETIREMENTS	5,852,622	3,346,648	2,245,759		260,215	
OTHER FRINGE BENEFITS	601,778	329,703	248,372		23,703	
COMPUTER SERVICES	243,722	157,385	80,307		6,030	
CONTRACTUAL SERVICES	3,349,598	1,255,245	1,232,257		862,096	
RENTS	321,759	38,305	212,922		70,528	
COMMODITIES	187,100	104,190	72,664		10,246	
GRANTS, SUBSIDIES, PENSIONS	32,734	202	66,084		-33,552	
EQUIPMENT	31,698	31,698				
TRANSFER TO OTHER FUNDS	578,902		523,082		55,820	
<b>TOTAL EXPENDITURES</b>	<b>42,559,650</b>	<b>22,705,240</b>	<b>17,512,988</b>		<b>2,341,422</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	23,438,937	12,667,143	9,991,831		779,963	
HEALTH BENEFITS	6,311,019	3,423,563	2,638,140		249,316	
RETIREMENTS	5,554,681	3,090,246	2,213,375		251,060	
OTHER FRINGE BENEFITS	569,238	301,475	244,946		22,817	
COMPUTER SERVICES	166,431	130,954	29,637		5,840	
CONTRACTUAL SERVICES	1,207,759	546,453	622,833		38,473	
RENTS	312,929	29,479	212,922		70,528	
COMMODITIES	150,665	74,680	67,945		8,040	
GRANTS, SUBSIDIES, PENSIONS	32,734	202	66,084		-33,552	
EQUIPMENT	31,698	31,698				
TRANSFER TO OTHER FUNDS	550,727		499,440		51,287	
<b>TOTAL EXPENDITURES</b>	<b>38,326,818</b>	<b>20,295,893</b>	<b>16,587,153</b>		<b>1,443,772</b>	



DEPARTMENT OF THE ATTORNEY GENERAL

**DISTRICT ATTORNEYS**

**AARON M. FREY, 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:* 1974

*Telephone:* (207) 626-8800

*Reference: Policy Area:* 06 *Umbrella:* 26 *Unit:* 239D *Citation:* T0005 *M.R.S.A., Sect.:* 000000199

**PURPOSE:**

The District Attorney is an elected official charged with addressing violations of criminal law and promoting public safety. District Attorneys work closely with their State, County, and local law enforcement agencies to meet these goals. As ministers of justice they consider the rights, needs, and interests of all members of their community including victims and individuals who are charged with criminal conduct.

**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 - Jonathan Sahrbeck, District Attorney;
- Dist. 3 Oxford, Franklin, Androscoggin - Andrew Robinson, District Attorney;
- Dist. 4 Kennebec, Somerset - Maeghan Maloney, District Attorney;
- Dist. 5 Penobscot, Piscataquis - Marianne Lynch, District Attorney;
- Dist. 6 Sagadahoc, Knox, Lincoln, Waldo - Natasha Irving, District Attorney;
- Dist. 7 Hancock, Washington - Matthew Foster, District Attorney;
- Dist. 8 Aroostook - Todd Collins, District Attorney.

**PROGRAM:**

The District Attorneys prosecute the majority of all criminal offenses other than homicides and those under the sole jurisdiction of the Attorney General. Beyond the traditional responsibilities, the District Attorneys participate in treatment courts and administer diversion programs, restitution collection and disbursement, the return of fugitive defendants from other states; and they engage in many community activities, including education programs, child advocacy centers, and working with victim support and advocacy groups.

**FINANCES, FISCAL YEAR 2021:** 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:* 30 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:* 13.000

*Legislative Count:* 13.00

**PURPOSE:**

The Office of Chief Medical Examiner (OCME) is responsible for the impartial investigation and determination of the cause and manner of deaths in all instances that are not known to be entirely of natural causes and cannot be certified by private or hospital physicians. Medical examiner cases include (but are not limited to) deaths: due to trauma or poisoning, when unexpected in children, while in state custody, under suspicious or unusual circumstances, or whenever there is a potential threat to the public at large. The purpose of the OCME investigations is to protect the residents of Maine from recurrence of or mitigation from these types of deaths.

## DEPARTMENT OF THE ATTORNEY GENERAL

### ORGANIZATION:

The Office of Chief Medical Examiner is headed by the Chief Medical Examiner, who is appointed by the Governor for a term of seven years. The Chief Medical Examiner appoints dozens of doctors across the State (field Medical-Examiners) to assist in determining the cause and manner of death on a fee basis. The OCME has 13 full time employees, consisting of one Chief Medical Examiner, one Deputy Chief Medical Examiner, one Office Administrator, 2 Medicolegal Death Investigators, one Director of Lab and Mortuary Operations, 2 Medical Examiner Assistants, one OCME Planning and Research Associate-II, 3 OCME Planning and Research Associate-I positions, and a federally funded Records Analyst. Forensic specialty consultants are also available when needed.

### 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, toxicologic and other laboratory tests.

The OCME monitors trends in cases to identify public health related concerns and reports contagious and infectious disease. Additionally, the OCME continuously conducts surveillance for drugs, elder and minor abuse and neglect, and other public health matters related to violent deaths and suicides. The OCME collaborates with and participates in many teaching and training activities for personnel in law enforcement, health care, and institutions of higher education.

**FINANCES, FISCAL YEAR 2021:** 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	1,166,020	1,124,368			41,652	
HEALTH BENEFITS	242,192	226,787			15,405	
RETIREMENTS	265,557	256,402			9,155	
OTHER FRINGE BENEFITS	29,114	28,228			886	
COMPUTER SERVICES	75,632	26,432	49,010		190	
CONTRACTUAL SERVICES	1,343,965	708,792	895		634,278	
RENTS	8,831	8,831				
COMMODITIES	32,308	29,510	592		2,206	
TRANSFER TO OTHER FUNDS	3,252		3,252			
<b>TOTAL EXPENDITURES</b>	<b>3,166,871</b>	<b>2,409,350</b>	<b>53,749</b>		<b>703,772</b>	

## VICTIMS' COMPENSATION BOARD

### DR. AMY MADDEN, 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) 626-8589

*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 and 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 violent crime. In FY 2021, the Board

# DEPARTMENT OF THE ATTORNEY GENERAL

received 185 new compensation cases. Additionally, Maine hospitals filed 236 claims for reimbursement for forensic examinations for victims of gross sexual assault. Payments for forensic examinations were \$171,564.93. Payments of direct victim related claims were \$615,085.36. Total payments were \$786,650.29. The Board provided assistance to 458 individuals and families during the period. Funding comes from assessments on convicted Maine criminals and federal matching funds.

## PUBLICATIONS:

An informational pamphlet - free

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

VICTIMS' COMPENSATION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	149,201		149,201			
HEALTH BENEFITS	52,369		52,369			
RETIREMENTS	32,383		32,383			
OTHER FRINGE BENEFITS	3,426		3,426			
COMPUTER SERVICES	1,660		1,660			
CONTRACTUAL SERVICES	797,874		608,529		189,345	
COMMODITIES	4,128		4,128			
TRANSFER TO OTHER FUNDS	24,923		20,390		4,533	
TOTAL EXPENDITURES	1,065,964		872,086		193,878	

OFFICE OF THE STATE AUDITOR

**OFFICE OF THE STATE AUDITOR**

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

*Central Office:* 19 UNION STREET, SUITE 223-A, 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, with the exception of the Governor's Expense Account. OSA has the authority to audit counties, municipalities, and any organization, institution or other entity receiving or requesting an appropriation or grant from state government. The 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.

The Office is authorized to review departmental budgets and capital programs for effective 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. The Office prepares the annual financial statements of the Unorganized Territory Education and Services Fund and coordinates the related external audit, and prepares the annual Municipal Cost Components legislation for submission to the Legislature.

The Office also operates a fraud hotline for receipt of complaints from persons alleging fraud, waste, inefficiency, or abuse in state government. The complaints are either investigated further or referred to other State agencies for investigation. The State Auditor prepares and publishes quarterly and semi-annual fraud reports for distribution to the Governor and Legislature. The State Auditor is required to notify the Governor and Legislature immediately of improper transactions or improper financial administration.

**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. 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 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.

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 perform the duties and responsibilities outlined primarily, but not exclusively, in Title 5 MRSA Chapter 11.

**PROGRAM:**

The programs of the Office are implemented through its Bureaus.

**PUBLICATIONS:**

The following routine reports produced by the Office can be found at [www.maine.gov/audit](http://www.maine.gov/audit):

Annual Single Audit Report

Annual Management Letters

Unorganized Territory Municipal Cost Components Report

Unorganized Territory Education and Services Fund Annual Audited Financial Report

Semi-Annual and Quarterly Fraud Reports

## OFFICE OF THE STATE AUDITOR

**FINANCES, FISCAL YEAR 2021:** 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	2,212,873	913,714	1,299,159			
HEALTH BENEFITS	631,861	237,496	394,365			
RETIREMENTS	538,212	226,367	311,845			
OTHER FRINGE BENEFITS	50,059	20,596	29,463			
COMPUTER SERVICES	103,942	33,242	70,700			
CONTRACTUAL SERVICES	92,623	22,712	69,911			
RENTS	506		506			
COMMODITIES	22,732	8,533	14,199			
GRANTS, SUBSIDIES, PENSIONS	20,299		20,299			
TRANSFER TO OTHER FUNDS	150,266		150,266			
<b>TOTAL EXPENDITURES</b>	<b>3,823,373</b>	<b>1,462,660</b>	<b>2,360,713</b>			

## AUDIT BUREAU

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

*Central Office:* 19 UNION STREET, SUITE 223-A, 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 Bureau conducts the State of Maine's annual Single Audit, comprised of the financial audit and the compliance audit which is subject to the Single Audit Act Amendments of 1996, 31 United States Code, Section 7501 to 7507 (1998). The Single Audit is conducted in accordance with professional auditing standards generally accepted in the United States. The Bureau is also 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 as the Legislature or the State Auditor may require.

The Audit Bureau serves the Governor, the 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 State of Maine.

#### ORGANIZATION:

The Audit Bureau performs the State of Maine's annual Single Audit administered by the State Auditor. The Bureau's auditors have in-depth knowledge of State government operations and hold professional certifications including Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA), and Certified Fraud Examiner (CFE).

#### PROGRAM:

The primary objective of the Audit Bureau is to conduct the Single Audit of the State of Maine. The Bureau issues an Independent Auditor's Report on the State's financial statements. This report provides an opinion on whether the financial statements are fairly stated and prepared in accordance with generally accepted accounting principles (GAAP). The Bureau's opinion on the financial statements is an essential element of Maine's Annual Comprehensive Financial Report (ACFR).

The Bureau also issues an Independent Auditor's Report on Internal Control and an Independent Auditor's Report over Compliance. These reports provide opinions on the effectiveness of internal control and compliance in accordance with Government Auditing Standards (the Yellowbook) and the Uniform Guidance (Federal compliance requirements). The Bureau will audit 13 Federal programs totaling approximately 86% percent of the \$6.5 billion in Federal financial assistance

## OFFICE OF THE STATE AUDITOR

expended by the State in fiscal year 2021. 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 routine reports produced by the Audit Bureau can be found at [www.maine.gov/audit](http://www.maine.gov/audit):

Annual Single Audit Report  
Annual Management Letters  
Semi-Annual and Quarterly Fraud Reports

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
SALARIES & WAGES	2,123,403	913,714	1,209,689			
HEALTH BENEFITS	601,439	237,496	363,943			
RETIREMENTS	514,921	226,367	288,554			
OTHER FRINGE BENEFITS	48,034	20,596	27,438			
COMPUTER SERVICES	101,284	33,242	68,042			
CONTRACTUAL SERVICES	63,717	22,712	41,005			
RENTS	506		506			
COMMODITIES	22,277	8,533	13,744			
TRANSFER TO OTHER FUNDS	138,106		138,106			
TOTAL EXPENDITURES	3,613,687	1,462,660	2,151,027			

## UNORGANIZED TERRITORY

**NANCY BODINE, FISCAL ADMINISTRATOR**  
**B. MELISSA PERKINS, CPA, DEPUTY STATE AUDITOR**

*Central Office:* 19 UNION STREET, SUITE 223-A, AUGUSTA, ME 04330

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

*Established:* 1985

*Reference:* Policy Area: 00 Umbrella: 27 Unit: 244U Citation: T0005

*Average Counts-All Positions:* 2.000

*FAX:* (207) 624-6273

*Telephone:* (207) 624-6263

*M.R.S.A., Sect.:* 000000246

*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 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 (UT). These activities support the completeness and accuracy of the analysis submitted annually to the Legislature. The Fiscal Administrator prepares and submits the Municipal Cost Components legislation for the UT tax levy for each legislative session and attends and participates in public hearings. The Fiscal Administrator also prepares the annual financial statements of the UT Education and Services Fund and coordinates the related external audit. The Fiscal Administrator serves as the Chair of the State Commission on Municipal Deorganization.

### PUBLICATIONS:

The following routine reports produced by the Unorganized Territory Bureau can be found at [www.maine.gov/audit](http://www.maine.gov/audit):

Unorganized Territory Municipal Cost Components Report  
Unorganized Territory Education and Services Fund Annual Audited Financial Report  
List of Past Municipal Deorganizations

# OFFICE OF THE STATE AUDITOR

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
SALARIES & WAGES	89,470		89,470			
HEALTH BENEFITS	30,422		30,422			
RETIREMENTS	23,292		23,292			
OTHER FRINGE BENEFITS	2,026		2,026			
COMPUTER SERVICES	2,658		2,658			
CONTRACTUAL SERVICES	28,906		28,906			
COMMODITIES	455		455			
GRANTS, SUBSIDIES, PENSIONS	20,299		20,299			
TRANSFER TO OTHER FUNDS	12,160		12,160			
TOTAL EXPENDITURES	209,688		209,688			

DEPARTMENT OF CORRECTIONS

**DEPARTMENT OF CORRECTIONS**

**RANDALL LIBERTY, COMMISSIONER**  
**DR. RYAN THORNELL, DEPUTY COMMISSIONER**

*Central Office:* 25 TYSON DRIVE 3RD FLOOR, 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:* 1267.906

*Legislative Count:* 1264.50

**Units:**

*BOLDUC CORRECTIONAL FACILITY*

*COUNTY JAIL OPERATIONS*

*MAINE CORRECTIONAL CENTER*

*JUVENILE JUSTICE ADVISORY GROUP*

*JUVENILE COMMUNITY CORRECTIONS*

*LONG CREEK YOUTH DEVELOPMENT CENTER*

*MOUNTAIN VIEW CORRECTIONAL FACILITY*

*STATE PAROLE BOARD*

*STATE PRISON*

*DIVISION OF PROBATION AND PAROLE*

*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 residents, undertakes appropriate programming for the classification, education, rehabilitation and maintenance of residents and assures an effective system for the supervision of clients. The Department is responsible for the direction and administration of the Maine State Prison, the Maine Correctional Center including the Southern Maine Women's Reentry Center, the Long Creek Youth Development Center, Mountain View Correctional Facility, the former Downeast Correctional Facility, and the Bolduc Correctional Facility. The Department also administers community corrections programs for adult and juvenile probationers.

**ORGANIZATION:**

The Department of Corrections was created by the Legislature in 1981 to improve the administration of correctional facilities, programs and services for committed residents.

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.

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



## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2021:** 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	78,817,690	5,708,209	57,431		72,919,814	132,236
HEALTH BENEFITS	25,176,994	25,084,614	23,142		21,826	47,412
RETIREMENTS	22,688,997	22,612,724	18,045		16,774	41,454
OTHER FRINGE BENEFITS	1,668,407	1,662,606	1,294		1,481	3,026
COMPUTER SERVICES	3,112,316	3,042,668	15,377		46,543	7,728
CONTRACTUAL SERVICES	36,216,183	35,162,651	327,411		232,012	494,109
RENTS	1,953,338	1,939,790	3,936		433	9,179
COMMODITIES	10,566,562	9,532,459	189,218		624,470	220,415
GRANTS, SUBSIDIES, PENSIONS	20,539,751	19,854,873	209,343		475,535	
BUILDING IMPROVEMENTS	1,143,711	777,885	365,826			
EQUIPMENT	210,385	210,385				
TRANSFER TO OTHER FUNDS	45,411		14,082		9,015	22,314
<b>TOTAL EXPENDITURES</b>	<b>202,139,745</b>	<b>125,588,864</b>	<b>1,225,105</b>		<b>74,347,903</b>	<b>977,873</b>

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,796,904	3,540,855	57,431		66,382	132,236
HEALTH BENEFITS	1,172,800	1,080,420	23,142		21,826	47,412
RETIREMENTS	1,078,633	1,002,360	18,045		16,774	41,454
OTHER FRINGE BENEFITS	85,398	79,603	1,294		1,475	3,026
COMPUTER SERVICES	2,940,283	2,931,028	46		1,481	7,728
CONTRACTUAL SERVICES	34,085,753	33,192,258	261,490		137,896	494,109
RENTS	75,844	65,123	1,542			9,179
COMMODITIES	4,624,205	3,984,930	57,885		360,975	220,415
GRANTS, SUBSIDIES, PENSIONS	475,535				475,535	
BUILDING IMPROVEMENTS	777,885	777,885				
EQUIPMENT	210,385	210,385				
TRANSFER TO OTHER FUNDS	37,209		9,461		5,434	22,314
<b>TOTAL EXPENDITURES</b>	<b>49,360,834</b>	<b>46,864,847</b>	<b>430,336</b>		<b>1,087,778</b>	<b>977,873</b>

## BOLDUC CORRECTIONAL FACILITY

**RUSSELL WORCESTER, DIRECTOR**  
**RANDALL LIBERTY, 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:* 54.000

*FAX:* (207) 273-5124

*Telephone:* (207) 273-5123

*Legislative Count:* 54.00

### 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:

The Bolduc Correctional Facility in South Warren can house 221 minimum security prisoners, currently there are 192. 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.

## DEPARTMENT OF CORRECTIONS

### PROGRAM:

Services include behavioral health and substance abuse programming that is offered through contracted medical provider Well Path (WP), education programs and vocational programming. Case management services are provided to all residents. 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 residents nearing release, the case managers 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 facility's Community Programs Coordinator works with all arenas in the local area to place offenders on work release with local employers and also in volunteer roles for Maine Department of Transportation, Camden Hills State Park, Rockland Transfer station, Rockland Public Works, Rockland Harbor Master, and the towns of Union and Warren.

Educational programs at the Bolduc Correctional facility include Adult Basic Education, High School equivalency, and college education. Vocational programs include Welding, Agriculture, and Automotive certifications. Other programs and activities, such as typing, computer science, music, literature, writing, art, horticulture, composting, recycling, Long Distance Dad's, Thinking for a Change, self-reflective challenge programs, and languages provide additional choices. Religious services are provided by ordained clergy who support a varied faith group base. The SAFE 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.

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

### LICENSES:

ACA Accredited

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOLDUC CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	3,521,793	228,727			3,293,066	
HEALTH BENEFITS	1,203,850	1,203,850				
RETIREMENTS	1,051,188	1,051,188				
OTHER FRINGE BENEFITS	75,648	75,648				
COMPUTER SERVICES	2,690	2,690				
CONTRACTUAL SERVICES	233,333	206,263	27,070			
RENTS	66,998	66,565			433	
COMMODITIES	332,738	296,853	30,590		5,295	
TRANSFER TO OTHER FUNDS	1,294		1,294			
TOTAL EXPENDITURES	6,489,532	3,131,784	58,954		3,298,794	

## COUNTY JAIL OPERATIONS

**RANDALL LIBERTY, COMMISSIONER**

**DR. RYAN THORNELL, DEPUTY COMMISSIONER**

Central Office: 25 TYSON DRIVE 3RD FLOOR, 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

FAX: (207) 287-4370

Telephone: (207) 287-4360

### PURPOSE:

Provide funding to the county jails of Maine.

## DEPARTMENT OF CORRECTIONS

### 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 2021:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	16,984,410	16,782,736	201,674			
TOTAL EXPENDITURES	16,984,410	16,782,736	201,674			

## MAINE CORRECTIONAL CENTER

**SCOTT LANDRY, WARDEN**

**RANDALL LIBERTY, COMMISSIONER**

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

*Mail Address:* 17 MALLISON FALLS ROAD, 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:* 293.488

*Legislative Count:* 293.00

### PURPOSE:

It is the mission of the Maine Correctional Center (MCC) 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, residents 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 confinement. The Women's Center and Southern Maine Women's Re-Entry Center are separate, comprehensive housing and programming units.

During the past year, MCC has reorganized its Administration to better serve the male and female populations. Warden Scott Landry maintains oversight over the male operation while Director Amanda Woolford was assigned CAO level oversight over the female operation. The intent of this reorganization is to allow Women's programs to have more autonomy from the male operation and be able to develop more gender specific practices.

## DEPARTMENT OF CORRECTIONS

In the past year, MCC has moved into the full-scale build-out phase of a major construction and renovation project. As part of this, the following housing units have been closed: Security East, Dorms 1, 2 & 3. This has reduced the male population by a little over 100 beds. This was made possible, in large part, by overall system wide bed capacity caused by COVID. The facility reduction is allowing demolition to occur to permit the construction on new buildings.

### ORGANIZATION:

The male population of MCC is comprised of three management units:

The Multi-Purpose Unit (MPU) is a high custody correctional setting. Its operation includes the reception center for the MDOC system. In addition to performing the initial classification and assessment of resident risks and needs as well as orientation to incoming residents, it also specializes in restrictive housing for residents presenting more challenging behavioral and security concerns.

Unit One is primarily a medium custody housing area. The Unit's mission is to serve as a general population housing unit for residents who present higher custody and security issues. Its programming and focus are on behavioral stability, followed by risk reduction using a high level of coordination and planning between security and not security staff. Unit 1 formerly housed the Correctional Recovery Center (CRC) which was relocated to Dorms 1 and 2 due to issues of habitability in the Security East building. Dorms 1 and 2 had to be demolished due to construction. As a result, the CRC program has been temporarily suspended until a new housing unit is built.

Unit Two is primarily a medium custody housing area with a small population of minimum custody residents. Programs in Unit Two include transition skills re-entry programming and non-violent communication for men. The purpose of this unit is to prepare residents for transfer to Minimum custody facilities or plan for a release back into the community.

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. All programming is based in gender responsiveness and presented with a trauma informed lens. 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. This unit falls under the oversight of the Director of Women's Operations.

The Southern Maine Re-Entry Center (SMRC) is a stand alone unit, that provides women with five years or less left on their sentence who are either minimum or community custody, with the skills, opportunities, experience and support they need to successfully live as positive citizens and employees after they transition from state correctional facilities into their home communities. This 100 bed unit is also under the oversight of the Director of Women's Operations. Recognizing that women offenders have unique pathways to their crimes, the Center assesses and provides programs with a gender responsive and trauma informed approach.

SMWRC currently has a rated capacity of 100. SMWRC provides structure, supervision and security to residents during the transition from incarceration to release. SMWRC uses a variety of gender responsive approaches to achieve their goals.

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

The Maine Correctional Center in Windham received re-accreditation in January 2018 by the American Correctional Association.

### PROGRAM:

Programs for residents confined at the Maine Correctional Center focus on teaching appropriate conduct, personal responsibility, and work skills. The Center has specialized programs to assist residents re-entering the community. The women at SMRC participate in community re-entry programs (work release, education release, public service release, family reunification), and utilize community-based services when available. An emphasis is placed on reducing their risks of reoffending and on increasing their positive outcomes.

## DEPARTMENT OF CORRECTIONS

Residents also work various jobs within the institution which include kitchen, laundry, agriculture crew, grounds maintenance and landscaping. Industry programs in upholstery and print shop. Educational programs include Hi-Set preparation and testing, as well as Adult Basic Education and college education. Vocational training offers Work Ready, Serve Safe, business courses and building trades programming along with certificate programs.

Medical, mental health and psychiatry services are available to all residents through a contract with Wellpath. Residents are assigned to a unit team which monitors resident adjustment to case management and transition/release planning. The substance use programs for both men and women are provided through a partnership with Wellpath.

Through these units and programs, the Maine Correctional Center strives toward its mission to improve community safety by teaching personal responsibility, involving residents in rehabilitation programs, and lowering recidivism.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	16,954,049	-884,616			17,838,665	
HEALTH BENEFITS	5,767,611	5,767,611				
RETIREMENTS	5,176,088	5,176,088				
OTHER FRINGE BENEFITS	379,541	379,541				
COMPUTER SERVICES	30,645	18,394	12,251			
CONTRACTUAL SERVICES	1,021,263	1,019,113	2,150			
RENTS	167,646	166,078	1,568			
COMMODITIES	1,410,757	1,386,501	16,377		7,879	
TRANSFER TO OTHER FUNDS	424		424			
<b>TOTAL EXPENDITURES</b>	<b>30,908,024</b>	<b>13,028,710</b>	<b>32,770</b>		<b>17,846,544</b>	

## JUVENILE JUSTICE ADVISORY GROUP

### LINDA BARRY POTTER, ACTING JJAG SPECIALIST

### RANDALL LIBERTY, COMMISSIONER

*Central Office:* 25 TYSON DRIVE 3RD FLOOR, AUGUSTA, ME 04333-0111

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

*Established:* 1979

*Telephone:* (207) 707-2698

*Reference:* Policy Area: 06 Umbrella: 03 Unit: 201J Citation: T0034A M.R.S.A., Sect.: 000G01209

#### PURPOSE:

The Juvenile Justice Advisory Group (JJAG) was created in response to the federal Juvenile Justice and Delinquency Prevention Act of 1974, as reauthorized in 2018, (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) the identification of any racial or ethnic disparities that exist and their reduction throughout Maine. 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 4 FY80 on October 5, 1979 and authorized by statute in 1984 (34-A MRSA, section 1209). Since July 1, 1982, the Department of Corrections (DOC) has acted as the JJAG's administrative and fiscal agent.

The JJAG Board consists of not less than 15 and not more than 33 representatives of various constituencies including: units of local government; law enforcement,

## DEPARTMENT OF CORRECTIONS

juvenile justice, corrections, probation, and the juvenile courts; and those public and private entities responsible for delinquency prevention or treatment, welfare, social services, mental health, education, neglected or dependent children, 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, victimization, vandalism, and learning disabilities.

Neither a majority of members, nor the chairman, may be full-time governmental employee. At least one fifth of the members must be under the age of 27 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:

#### JJAG BOARD GOALS

- 1) Development of community-based continuum of care for youth involved in, or at risk of becoming involved in the juvenile justice system;
- 2) Addressing the particular needs of historically and currently marginalized populations of youth involved in, or at risk of becoming involved in, the juvenile justice system, including youth of color, immigrant youth, LGBTQ/GNC youth, youth with disabilities and tribal youth;
- 3) Improve system policies and procedures consistent with national best practices and recommendations reflected in the recently complete system assessment to reduce the number of youths in the justice system or at risk of becoming involved in the justice system; and
- 4) Elevate and amplify the voices of youth involved in, or at risk of becoming involved in the juvenile justice system, to ensure that Maine youth are authentically engaged in reform efforts.

The JJAG will continue to use the findings and recommendations from the Children's Center for Law & Policy report on improving areas of service for youth in the Maine juvenile justice system. The JJAG will work with other stakeholders and devote resources in accordance with its 3-year plan, which is focused on four major goals.

#### Program Area: Mental Health & Gender Specific Services

The JJAG will support the development of more effective crisis responses with a focus on community-based initiatives that successfully minimize or eliminate the role of law enforcement in responding to the behavioral health needs of youth in schools, residential settings, and in the community. The JJAG will support efforts to improve the quality of and accessibility to appropriate, evidence-based and promising programs to meet the needs of youth and divert them from justice system involvement. The JJAG will also devote resources to girls and LGBTQ/GNC youth to support efforts to establish sustainable restorative and transformative justice practices.

#### Program Area: After Care /Reentry

The JJAG will support the development of inclusive supportive housing for system-involved youth with an emphasis on youth transitioning out of secure care. The work will focus on community-based support for youth to increase access to approaches that provide payment mechanisms (vouchers, subsidies) and to develop availability of housing stock. The JJAG will continue its COVID-19 response program to help accelerate the reintegration process and reduces reliance on detention.

#### Program Area: Racial and Ethnic Disparities

Guided by the RED plan the JJAG will support targeted diversion and related capacity-building efforts in community-based organizations to meet the needs of youth in historically or currently marginalized populations. This includes supporting trainings for judges, court staff, attorneys, law enforcement on trauma informed responses, adolescent development, behavioral and mental health needs. The JJAG will work with systems, schools, community-based organizations to amplify youth voice to help promote racial equity.

#### Program Area: Positive Youth Development

The JJAG will work to elevate and amplify the voices of youth involved in, or at risk of becoming involved in, the JJ system, to authentically engage them in

## DEPARTMENT OF CORRECTIONS

reform efforts. The JJAG support youth engagement including receiving a stipend for their participation. JJAG will distribute a scholarship, the Paul Vestal Award annually for \$5,000.00.

### LICENSES:

None

### PUBLICATIONS:

Copies of the following publications may be obtained free of charge from the JJAG or their website, [www.mainejjag.org](http://www.mainejjag.org):

Annual Report to the Governor 2020

Children's Policy & Law Center Systems Assessment 2019

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## JUVENILE COMMUNITY CORRECTIONS

**DR. RYAN THORNELL, DEPUTY COMMISSIONER**  
**RANDALL LIBERTY, COMMISSIONER**

*Central Office:* 25 TYSON DRIVE, 3RD FLOOR, AUGUSTA, ME 04333-0111

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

*Established:* 2001

*Telephone:* (207) 287-2212

*Reference: Policy Area:* 06 *Umbrella:* 03 *Unit:* 237A *Citation:* T0034A *M.R.S.A., Sect.:* 00005601

*Average Counts-All Positions:* 68.500

*Legislative Count:* 68.50

### 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. Additionally, these interventions shall contribute to positive outcomes for juveniles that will improve their success in education, employment, and family/peer relationships. Concurrently, the Juvenile Community Corrections Officers (JCCOs) will divert youth from the correctional system, supervise those on probation or aftercare status, and manage those youths 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. Regional 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.

## DEPARTMENT OF CORRECTIONS

### 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 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 2021:** 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	8,350,201	4,334,733			4,015,468	
HEALTH BENEFITS	1,577,921	1,577,921				
RETIREMENTS	1,336,716	1,336,716				
OTHER FRINGE BENEFITS	100,135	100,135				
COMPUTER SERVICES	2,657	2,657				
CONTRACTUAL SERVICES	-3,640,010	-3,640,010				
RENTS	435,699	435,699				
COMMODITIES	35,546	34,804				742
GRANTS, SUBSIDIES, PENSIONS	3,079,806	3,072,137	7,669			
<b>TOTAL EXPENDITURES</b>	<b>11,278,671</b>	<b>7,254,792</b>	<b>7,669</b>		<b>4,016,210</b>	

## LONG CREEK YOUTH DEVELOPMENT CENTER

**AMANDA WOOLFORD, ACTING SUPERINTENDENT**  
**RANDALL LIBERTY, 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: 175.975*

*Legislative Count: 175.50*

### PURPOSE:

The Long Creek Youth Development Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training, and religion as they relate to human relations and personality development. Boys and girls 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 childcare agency. The Long Creek Youth Development Center is also required by law to hold detained 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



## DEPARTMENT OF CORRECTIONS

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.

### 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, behavioral and substance use treatment, employment skills, as well as other services that teach skills and competencies, strengthen pro-social behaviors, and require accountability to victims and communities. A staff secure, community-based group home is available for moderate and low risk females, a staff secure, community-based group home is in development for low risk males. These homes help Department of Corrections reduce reliance on secure confinement and assist in reintegrating the youth back to the community.

### LICENSES:

Long Creek is accredited by the American Correctional Association; the A. R. Gould School at Long Creek is approved by the Maine Department of Education.

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
SALARIES & WAGES	9,200,970	-1,131,578			10,332,548	
HEALTH BENEFITS	3,003,067	3,003,067				
RETIREMENTS	2,732,305	2,732,305				
OTHER FRINGE BENEFITS	206,253	206,253				
COMPUTER SERVICES	50,475	5,413			45,062	
CONTRACTUAL SERVICES	672,030	624,387			47,643	
RENTS	27,996	27,996				
COMMODITIES	416,868	349,443			67,425	
TRANSFER TO OTHER FUNDS	3,572				3,572	
TOTAL EXPENDITURES	16,313,536	5,817,286			10,496,250	

## MOUNTAIN VIEW CORRECTIONAL FACILITY

JEFF MORIN, WARDEN  
RANDALL LIBERTY, COMMISSIONER

Central Office: 1182 DOVER RD 3RD FLOOR, CHARLESTON, ME 04422

Mail Address: 1182 DOVER RD 3RD FLOOR, CHARLESTON, ME 04422 FAX: (207) 285-0836

Established: 1991

Telephone: (207) 285-0880

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

Average Counts-All Positions: 166.943

Legislative Count: 164.50

### PURPOSE:

The mission of the Mountain View Correctional Facility is to protect the public by providing a safe and secure environment for staff and residents. A dedicated team of professionals provides treatment programs and models behavior to promote rehabilitation and reintegration back to families and communities. Mountain View offers 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 and was constructed with 40 beds for detained juvenile residents on the grounds of the Charleston Correctional Facility. This facility alleviated the northern and

## DEPARTMENT OF CORRECTIONS

central county jails of holding juvenile residents 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 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 the facility, services were expanded to open a new program for committed Young Adult Male residents ages 18-25 that could greatly benefit from the continued educational, therapeutic and substance use services that facility staff were already providing to juveniles. In 2015, the remaining committed juvenile residents at Mountain View were transferred to Long Creek and Mountain View reopened adult treatment units specializing in problematic sexual behavior treatment, residential substance use disorder treatment, young adult resident programming and an Assisted Living Unit.

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 510 Adult beds.

### PROGRAM:

The staff at Mountain View are dedicated to helping each resident 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 resident'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 residents to accept responsibility for behavior, helping residents develop pro-social skills, increase resident's self-awareness, the consequences of poor decisions, enhance ability to empathize with victims, enabling residents 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 future life goals as well as increase the likelihood that these skills will be used in personal life, both within and outside the facility. Residents are also offered Adult Basic Education, High School equivalency, and college educational opportunities.

Program offerings include substance use disorder treatment, problematic sexual behavior treatment, assisted living for those with physical and medical needs, and a young adult offender program providing treatment specific to youthful offenders. A Medication Assisted Treatment program was added to the substance use disorder treatment spectrum in 2020, this treatment component allows treatment in the facility to mirror best practices in the community.

Additional programs include: Thinking for a Change and Reasoning and Resiliency for improving social development, domestic violence programming, Inside Out Dads for incarcerated fathers, and education. A robust vocational programming menu includes, WorkReady, wood harvesting, culinary arts, computer literacy, building trades and small engine repair. Several national certification programs have been added in the areas of food service and the National Center for Construction Education and Research (NCCER). The vocational programs work cooperatively with the Maine Department of Labor to offer formal apprenticeship programs in the areas of food service, construction trades, sawmill, wood harvesting and material handling.

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MOUNTAIN VIEW CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,003,565	693,455			10,310,110	
HEALTH BENEFITS	3,795,003	3,795,003				
RETIREMENTS	3,332,890	3,332,890				
OTHER FRINGE BENEFITS	241,939	241,939				
COMPUTER SERVICES	8,394	8,394				
CONTRACTUAL SERVICES	959,995	931,989	27,303		703	
RENTS	102,876	102,876				
COMMODITIES	1,192,042	1,126,698	18,988		46,356	
TRANSFER TO OTHER FUNDS	1,122		1,122			
<b>TOTAL EXPENDITURES</b>	<b>20,637,826</b>	<b>10,233,244</b>	<b>47,413</b>		<b>10,357,169</b>	

## STATE PAROLE BOARD

**RANDALL LIBERTY, COMMISSIONER**

**DR. RYAN THORNELL, DEPUTY COMMISSIONER**

*Central Office:* 25 TYSON DRIVE 3RD FLOOR, 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 clients already admitted to parole. The two primary responsibilities of the Board are to determine the eligibility for access to parole or to sanction clients when warranted due to rule violations. The Board also determines the time of discharge of clients 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 clients placed on parole prior to its 1976 abolition.

### PROGRAM:

The State Parole Board hears cases within one of the Department's facilities for those residents who were sentenced prior to May 1976 (the abolition date for parole in Maine) to determine if or when residents should be released on parole. If they have been accused of violating the terms of their parole, the Board sits as an adjudicatory body to determine if a violation has occurred. If they find that violations have in fact occurred, they impose sanctions as they see fit.

### PUBLICATIONS:

Parole Board Rules and Policy - Free

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF CORRECTIONS

**STATE PRISON**

**MATTHEW MAGNUSSON, WARDEN**  
**RANDALL LIBERTY, COMMISSIONER**

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

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

*Established:* 1823

*FAX:* (207) 273-5316

*Telephone:* (207) 273-5310

*Reference:* Policy Area: 06 Umbrella: 03 Unit: 206 Citation: T0034A M.R.S.A., Sect.: 00003201-A

*Average Counts-All Positions:* 310.000 *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 Maine State 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 and now has a capacity of approximately 1050. The Maine State Prison also houses a 7-bed infirmary for the adult population. In 2008, the first female prisoners 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, including a Special Management Unit. 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 42-bed Intensive Mental Health Unit operates in the 600 Building of the Maine State Prison. Mental Health Services assure assessments and treatment planning for all prisoners with mental illnesses and/or behavioral disorders. Treatment may include medication management, supportive counseling, cognitive-behavioral psychotherapy, group therapy, and discharge planning. Mental Health Workers collaborate with Security Staff and medical personnel, as well as community agencies to provide consistency and continuity of patient-prisoner care and treatment. Opioid Use Disorder services are provided by licensed alcohol and drug counselors. Case management services are provided to all prisoners. Staff develop an Individual Case Plan and monitor participation and compliance. They also act as advocates and serve on their respective multi-disciplinary Unit Management Teams. For prisoners nearing release, the Case Managers focus on community resources and re-entry programs. They frequently play a role in defusing potentially disruptive situations and provide a more stable environment.

Educational programs at the prison include Adult Basic Education, High School equivalency, and college education. Vocational programs include Building Trades, Agriculture, and Automotive certifications. Other programs and activities, such

## DEPARTMENT OF CORRECTIONS

as typing, computer science, music, literature, writing, art, horticulture, composting, recycling, Long Distance Dad's, Thinking for a Change, self-reflective Challenge programs, and languages provide additional choices. Religious services are provided by ordained clergy who support a varied faith group base along with a facility Chaplain. In addition, recreational programs available to all prisoners include basketball, softball, soccer, pool, yoga, 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.

A partnership was developed in late 2019 with Habitat for Humanity and in 2020 wall partitions and roof rafters were built for six homes. These prebuilt units were delivered to a building site in Rockland where local volunteers assembled them. In addition to the house structures, six 8x10 sheds and a portable 16x10 office were built at MSP for Habitat for Humanity. In 2021 additional homes kits were completed.

The Doris Buffet Higher Education Center was opened in 2021 and over 50 residents participated in undergraduate college level programming and four were involved in masters level programming.

### LICENSES:

Accredited by the American Correctional Association.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PRISON	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	18,868,107	-1,622,825			20,490,932	
HEALTH BENEFITS	6,066,742	6,066,742				
RETIREMENTS	5,804,601	5,804,601				
OTHER FRINGE BENEFITS	417,207	417,207				
COMPUTER SERVICES	73,076	73,076				
CONTRACTUAL SERVICES	2,457,986	2,412,215			45,771	
RENTS	135,745	135,745				
COMMODITIES	2,428,670	2,293,507			135,163	
BUILDING IMPROVEMENTS	365,826		365,826			
TOTAL EXPENDITURES	36,617,960	15,580,268	365,826		20,671,866	

## DIVISION OF PROBATION AND PAROLE

**SUSAN GAGNON, DIRECTOR**

**RANDALL LIBERTY, COMMISSIONER**

*Central Office: 25 TYSON DRIVE 3RD FLOOR, AUGUSTA, ME 04333-0111*

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

*Established: 1967*

*Telephone: (207) 287-4380*

*Reference: Policy Area: 06 Umbrella: 03 Unit: 237 Citation: T0034A M.R.S.A., Sect.: 000005401*

*Average Counts-All Positions: 116.000*

*Legislative Count: 116.00*

### PURPOSE:

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 clients sentenced to probation or parole. The Division's primary role is to motivate a change in the client's behavior in order to lessen the likelihood of the clients 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

## DEPARTMENT OF CORRECTIONS

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 collection, DNA and substance abuse testing, data collection, community notification and supervision of adult clients under the interstate compact duties 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 clients. In 1976 parole was abolished in the State of Maine and the only available post-release supervision was probation ordered by the Courts. However, the State of Maine still maintains a parole supervision function for clients sentenced to parole before 1976, and more importantly, for all clients on parole who come to Maine through the Interstate Compact for Adult Offender Supervision. 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 suboffices and numerous reporting sites. Each regional office was administered by a Regional Correctional Administrator (RCA), and an Assistant RCA. The Assistant RCA positions were reclassified 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. The majority of Probation Officers are assigned to a general caseload made up of clients who have committed a wide variety of felony level offenses. The Department currently has specialty caseloads for those clients on supervision for a domestic violence or a problematic sexual behavior offense as well as for female clients. In 2012, Probation Officer Assistant positions were created 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 Probation Officer Assistants who are responsible for court intake, drug testing and supervision of administrative and low risk clients. In 2015, the role of Director of Adult Community Corrections was established to enhance the direction of Adult Community Corrections, directing and implementing policies and initiatives and to support the goals and objectives of the Department. In order to enhance the work of the division, a newly created position of Manager of Evidence Based Practices has been developed.

### PROGRAM:

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

## DEPARTMENT OF CORRECTIONS

### PUBLICATIONS:

Division of Adult Services Policies and Procedures Manual.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	6,928,889	356,245			6,572,644	
HEALTH BENEFITS	2,493,265	2,493,265				
RETIREMENTS	2,131,042	2,131,042				
OTHER FRINGE BENEFITS	157,861	157,855			6	
COMPUTER SERVICES	4,096	1,016	3,080			
CONTRACTUAL SERVICES	179,491	171,244	8,247			
RENTS	940,534	939,709	825			
COMMODITIES	125,202	59,189	65,378		635	
TRANSFER TO OTHER FUNDS	1,747		1,737		10	
TOTAL EXPENDITURES	12,962,127	6,309,565	79,267		6,573,295	

## OFFICE OF VICTIM SERVICES

**TESSA MOSHER, DIR. OF VICTIM SERVICES**

**RANDALL LIBERTY, COMMISSIONER**

*Central Office: 25 TYSON DRIVE, 3RD FLOOR, 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*

### PURPOSE:

The Office of Victim Services (34-A MRSA, section 1214) is established within the department to advocate for compliance by the department, any correctional facility, any detention facility, community corrections or any contract agency with all laws, administrative rules and institutional and other policies relating to the rights and dignity of victims.

### ORGANIZATION:

The Office of Victim Services (34-A MRSA, section 1214) provides services to crime victims, in which residents are in the custody of, or clients under supervision of, the DOC.

### PROGRAM:

The Office of Victim Services strives to ensure that: victims who request notification of release receive it; victims receive assistance with obtaining victim compensation, the restitution to which they are entitled and other benefits of restorative justice; and assist victims who are being harassed by persons in the custody or under the supervision of the department with obtaining protection from that harassment.

The Office of Victim Services provides a toll-free number for victims to receive information regarding a resident or client's status. The Office of Victim Services helps with victim impact statements and promotes the inclusion of victim impact statements into decisions regarding resident releases. The Office of Victim Services offers safety planning meetings to victims of sexual assault, domestic violence, and other high-risk offenses prior to the resident's release from incarceration.

The Office of Victim Services treats all requests for action by the office confidentially and may be disclosed only to a state agency if necessary to carry out the statutory functions of that agency or to a criminal justice agency if necessary to carry out the administration of criminal justice. In no case may a victim's request for notice of release be disclosed outside the department and the office of the attorney for the State with which the request was filed.

# DEPARTMENT OF CORRECTIONS

The Office of Victim Services certifies and monitors Batterer Intervention Programs throughout the State, provides training and technical assistance as requested throughout the State, and provides victims with referrals to appropriate community-based victim service providers.

The Office of Victim Services administers the Elder Victims Restitution Fund. The fund is established for the purpose of compensating elder victims of financial crimes who are entitled to receive restitution from clients as a result of the sentences for the crimes in cases in which those clients are not meeting their restitution obligations.

**FINANCES, FISCAL YEAR 2021:** 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	193,213	193,213				
HEALTH BENEFITS	96,734	96,734				
RETIREMENTS	45,534	45,534				
OTHER FRINGE BENEFITS	4,426	4,426				
CONTRACTUAL SERVICES	246,341	245,191	1,150			
COMMODITIES	533	533				
TRANSFER TO OTHER FUNDS	44		44			
<b>TOTAL EXPENDITURES</b>	<b>586,825</b>	<b>585,631</b>	<b>1,194</b>			



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

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

*Central Office:* CAMP CHAMBERLAIN, 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:* 203.500

*Legislative Count:* 203.50

*Units:*

*ADMINISTRATIVE SERVICES DIVISION*

*MILITARY BUREAU*

*MAINE EMERGENCY MANAGEMENT AGENCY*

*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. The Department's 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 109,000 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 (RSA) 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 highlighting events and accomplishments of the Department during the previous two years.

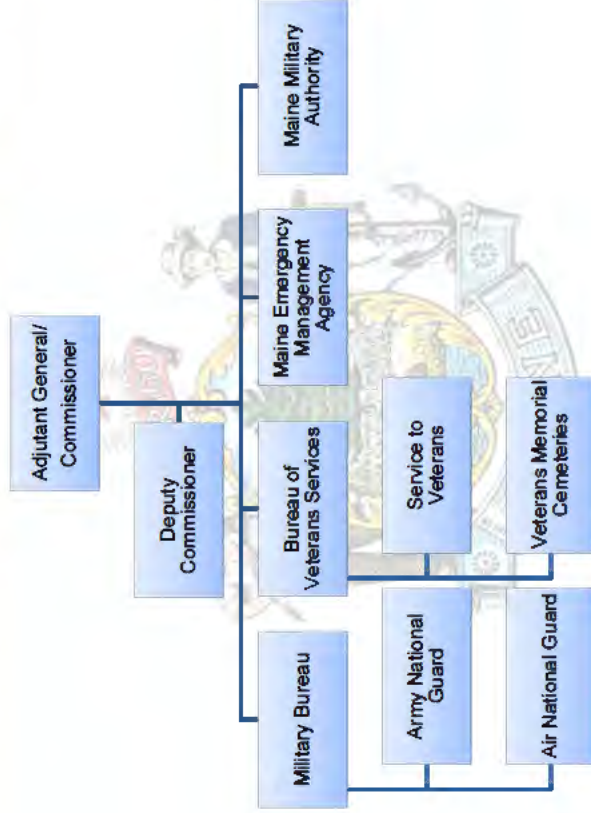
# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

FINANCES, FISCAL YEAR 2021: 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	10,755,722	3,501,075	255,247		6,935,140	64,260
HEALTH BENEFITS	3,390,182	1,121,572	81,301		2,160,925	26,384
RETIREMENTS	2,387,356	701,899	56,709		1,614,624	14,124
OTHER FRINGE BENEFITS	290,082	94,840	4,451		189,338	1,453
COMPUTER SERVICES	303,964	84,600	2,561		214,333	2,470
CONTRACTUAL SERVICES	16,918,162	2,163,837	27,126		14,658,712	68,487
RENTS	487,794	283,225			203,450	1,119
COMMODITIES	1,512,670	398,939	72,595		1,041,084	52
GRANTS, SUBSIDIES, PENSIONS	46,387,533	514,157	710,362		45,162,293	721
BUILDING IMPROVEMENTS	8,374,700				8,374,700	
EQUIPMENT	1,419,120				1,419,120	
TRANSFER TO OTHER FUNDS	90,874		13,921		76,953	
TOTAL EXPENDITURES	92,318,159	8,864,144	1,224,273		82,050,672	179,070



# DVEM Organizational Chart



*Advancing Veterans, Forward!*

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**ADMINISTRATIVE SERVICES DIVISION**

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

*Central Office:* CAMP CHAMBERLAIN, 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:* 3,000

*Legislative Count:* 3.00

**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's 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 now known as Maine Emergency Management Agency.

**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 2021:** 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	274,388	274,388				
HEALTH BENEFITS	14,485	14,485				
RETIREMENTS	-3,137	-3,137				
OTHER FRINGE BENEFITS	24,133	24,133				
COMPUTER SERVICES	5,526	5,526				
CONTRACTUAL SERVICES	37,130	37,130				
RENTS	15,000	15,000				
<b>TOTAL EXPENDITURES</b>	<b>367,525</b>	<b>367,525</b>				

## MAINE EMERGENCY MANAGEMENT AGENCY

**PETER J. ROGERS, DIRECTOR**

**MG DOUGLAS A. FARHAM, 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:* (207) 624-4400

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

*Average Counts-All Positions:* 30.000

*Legislative Count:* 30.00

### PURPOSE:

The Maine Emergency Management Agency (MEMA) Mission Statement, which was updated in November 2018, states, "Through leadership, coordinate the protection of life, property, environment, and economy across all hazards by managing preparedness, mitigation, response and recovery efforts within the State." The MEMA Vision is "A Ready and Resilient Maine."

The Agency supports its mission and works to achieve its vision by coordinating the mitigation, preparedness, response and recovery from disasters or catastrophes such as forest fire, floods, earthquakes, severe winter and summer storms, nuclear power accidents, hurricanes and more. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property.

The Agency's proactive public outreach efforts educate citizens on potential hazards and preparedness steps they can take to help become resilient individuals as well as keeps them informed of impending threats and safety and resource information during disasters.

The Agency's Homeland Security programs are integrated into its all-hazard mission. MEMA is the coordinating agency within state government for homeland security operational preparedness, response, recovery and mitigation. Cybersecurity continues to be a focus for the Agency, 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.

In accordance with Maine Revised Statute, Title 37-B, Chapter 13, Sub-chapter 1, the Maine Emergency Management Agency (MEMA) has developed the Comprehensive Emergency Management Plan (CEMP) to provide a framework for state-level emergency management activities and to define how State Government interfaces with other emergency management stakeholders, including Local, County, and Tribal Governments, non-governmental organizations (NGOs), other states, the Federal Government, and the private sector.

### 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

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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, 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 support their emergency management programs. In addition to EMPG funding, the Agency also distributes 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 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE EMERGENCY MANAGEMENT AGENCY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,638,403	385,315	198,053		1,055,035	
HEALTH BENEFITS	525,921	137,271	53,212		335,438	
RETIREMENTS	376,010	89,745	44,834		241,431	
OTHER FRINGE BENEFITS	35,529	6,616	3,036		25,877	
COMPUTER SERVICES	47,300	2,697			44,603	
CONTRACTUAL SERVICES	944,369	184,508	8,132		751,729	
RENTS	172,440	98,077			74,363	
COMMODITIES	167,740	19,801	70,628		77,311	
GRANTS, SUBSIDIES, PENSIONS	45,370,658	104,468	103,897		45,162,293	
TRANSFER TO OTHER FUNDS	83,659		10,709		72,950	
<b>TOTAL EXPENDITURES</b>	<b>49,362,029</b>	<b>1,028,498</b>	<b>492,501</b>		<b>47,841,030</b>	

## MILITARY BUREAU

**MG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL**  
**BC DIANE L. DUNN, ASST. ADJ. GENERAL-ARMY**

*Central Office:* CAMP CHAMBERLAIN, 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:* 126.000

*Legislative Count:* 126.00

### 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 and are collectively referred to as Maine National Guard. The Maine National Guard, as a professional military institution, performs a dual role. One role supports the State, and the other supports the Nation. In support of the 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, as well as the private sector 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 national security.

### PROGRAM:

The Maine Army National Guard has authorized strength of 2,084 Soldiers who serve across the state. In addition to their federal war-focused capabilities, units of the MEARNG provide support to local and state authorities. Domestic support capabilities include security forces, horizontal and vertical construction, debris removal, air and ground search and rescue, distribution and transportation, urgent medical care, hazardous material identification, and weapons of mass destruction response.

The MEARNG supported several missions this year. The 262 Engineer Company mobilized 120 Soldiers in support of USNORTHCOM. The 52 Troop Command mobilized 200 Soldiers to support the Capitol Police in Washington DC in January 2021. The 488 Military Police Company performed their National Guard Reaction Force role by providing 40 Soldiers to support security at the Maine State Capitol complex for civil disturbance concerns in January 2021. The 488 also mobilized 100 Soldiers to support the Capitol Police in Washington DC in February 2021. B Company, 3rd Battalion, 172nd Infantry mobilized 130 Soldiers in support of Operation Enduring Freedom - Horn of Africa. The 11 Weapons of Mass Destruction Civil Support Team (WMD-CST) supported local first responders at the following high-profile events: State of Maine Air Show, FLOTUS visit to Maine, Portland 4th of July celebration,

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

Bicentennial Parade (Lewiston), among others. The Directorate of Facilities Engineering (DFE) is responsible for operating, constructing, maintaining, and repairing over 150 buildings totaling over 1.5 million square feet. DFE executed \$11.1M of federal funds matched by only \$400K of state funds.

Both the Army and Air National Guard continued to support response and preventive measures to counter the Corona Virus Disease (COVID-19). Working with MEMA and in close cooperation with ME CDC, ME DOE, and FEMA, the Maine Army and Air National Guard provided manpower and equipment in support of the people of Maine. Missions included among others, resource distribution, warehouse operations, planning, training in the use of PPE, testing site support, and the establishment and operation of mobile vaccination clinics.

The Maine Air National Guard (MeANG) has authorized strength of 1,136 Airmen; has 16 units composed of a Wing, Groups, Squadrons and Flights ready to serve in federal missions in areas of Air Refueling, Combat Communications and Engineering Installations. The 101st Air Refueling Wing provides world-wide air refueling for all major combatant commands for the United States Air Force, United States Navy, United States Marine, Air Force Reserve, Air National Guard and all North Atlantic Treaty Organization (NATO) countries. The 243rd Engineering Installation Squadron and 265th Combat Communications Squadron are co-located units in southern Maine that are rapidly deployable anywhere in the world, in any conditions for engineering and communications, respectively. In FY21, the MeANG deployed 83 personnel to all points around the globe, maintained alert aircraft and crews 24 hours a day, 7 days a week and processed 5.3 million gallons of jet fuel between in-flight and ground refueling missions both in the continental United States and overseas. The MeANG is ready to support sister services and state, federal and regional partners to protect lives and property of the citizens of Maine and to preserve peace, order, and public safety under the orders of the Governor of Maine.

### PUBLICATIONS:

Family Program Newsletter  
Unit Newsletters

The MEANRG Public Affairs Office (PAO) distributes information through Read Media Newswire (readmedia.com); local print and broadcast outlets monitor this source. The MEANRG PAO also maintains official Facebook (Maine National Guard) and Twitter (GuardMaine) accounts to release information to the public.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MILITARY BUREAU	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	6,898,474	887,489	57,194		5,889,531	64,260
HEALTH BENEFITS	2,105,492	275,573	28,088		1,775,447	26,384
RETIREMENTS	1,572,809	198,499	11,876		1,348,310	14,124
OTHER FRINGE BENEFITS	178,970	15,637	1,415		160,465	1,453
COMPUTER SERVICES	192,837	20,218	419		169,730	2,470
CONTRACTUAL SERVICES	15,388,117	1,442,268	6,435		13,870,927	68,487
RENTS	161,717	31,510			129,088	1,119
COMMODITIES	1,241,330	288,148	-832		953,962	52
GRANTS, SUBSIDIES, PENSIONS	630,133	88,658	540,754			721
BUILDING IMPROVEMENTS	8,374,700				8,374,700	
EQUIPMENT	73,734				73,734	
TRANSFER TO OTHER FUNDS	2,599		2,599			
<b>TOTAL EXPENDITURES</b>	<b>36,820,912</b>	<b>3,248,000</b>	<b>647,948</b>		<b>32,745,894</b>	<b>179,070</b>



## BUREAU OF MAINE VETERANS' SERVICES

**DAVID RICHMOND, DIRECTOR**

**MG DOUGLAS A. FARNEHAM, 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:* 44.500

*Legislative Count:* 44.50

### PURPOSE:

The Maine Bureau of Veterans' Services provides support services to Maine's estimated 109,000 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 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), although travel to itinerant offices was suspended during COVID19.

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, coordinates services for homeless veterans, organizes outreach events and strategic partnerships. 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 re-designated the Department of Defense and Veterans' Services.

### PROGRAM:

**CLAIMS SERVICE.** The 7 regional offices during the fiscal year 2021, filed 1,548 claims with the US Department of Veterans' Affairs. The Claims Office at Togus, acting as the advocate for veterans, filed 1343 new Powers of Attorney on the behalf of veterans and/or their dependents. Actions taken by the Bureau have resulted in 982 new awards or recoveries totaling \$26,457,049.68 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 and makes those records available to veterans and their families, free of charge.

**VETERANS DEPENDENTS EDUCATIONAL BENEFITS.** Dependents of permanent and totally disabled veterans may be eligible for free tuition at a state supported institution. During the past year there were 316 students enrolled in the program

# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

at a value of \$2,376,388.57. 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, 1,601 burials were conducted and a total of 29,782 persons have been buried in the cemetery system since its inception in 1970. In FY21, 523 reservations for burial were made. At the end of the year there were 5,845 reservations for future burial on file.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MAINE VETERANS' SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,944,456	1,953,883			-9,427	
HEALTH BENEFITS	744,284	694,243			50,041	
RETIREMENTS	441,674	416,791			24,883	
OTHER FRINGE BENEFITS	51,450	48,454			2,996	
COMPUTER SERVICES	58,302	56,160	2,142			
CONTRACTUAL SERVICES	548,546	499,931	12,559		36,056	
RENTS	138,638	138,638				
COMMODITIES	103,600	90,990	2,800		9,810	
GRANTS, SUBSIDIES, PENSIONS	386,742	321,031	65,711			
EQUIPMENT	1,345,386				1,345,386	
TRANSFER TO OTHER FUNDS	4,616		613		4,003	
TOTAL EXPENDITURES	5,767,694	4,220,121	83,825		1,463,748	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**DEPARTMENT OF ECONOMIC AND COMMUNITY  
DEVELOPMENT**

**HEATHER JOHNSON, COMMISSIONER**  
**DENISE GARLAND, DEPUTY 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) 624-9805

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

*Average Counts-All Positions:* 37.000

*Legislative Count:* 37.00

**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, broadband expansion, tourism and film promotion. These programs fall within five divisions: The Office of the Commissioner, the Office of Business Development and Innovation, the Office of Tourism and Film, the Office of Community Development and the ConnectMaine Authority. 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 and 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

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Certification Program and oversight of the State-owned landfill properties. In 2019, the Code Enforcement Training and Certification Program transferred to the Department of Public Safety and in 2021, oversight of the State-owned landfill properties was transferred to the Bureau of General Services in the Department of Administrative and Financial Services.

### PROGRAM:

#### COVID-19 IMPACT:

As the COVID-19 pandemic began to impact Maine, DECD's priorities remained the same, but its actions changed dramatically. DECD remained focused on supporting business, however, that support took different actions. Businesses and organizations needed assistance navigating pandemic management, protocols and they needed help finding appropriate funding support. DECD, in partnership with the Economic Development Districts, was able to develop and internally execute a number of grant programs to award \$235 million to Maine's small businesses and nonprofits. While we continue to address the economic challenges caused by the COVID-19 pandemic, we will not lose focus on the long-term economic development plan.

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

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR					
	ALL	FUND	REVENUE	FUND	FUNDS	FUNDS
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,721,337	1,557,260	804,970		359,107	
HEALTH BENEFITS	675,452	374,039	213,330		88,083	
RETIREMENTS	624,000	361,406	183,253		79,341	
OTHER FRINGE BENEFITS	67,402	43,199	18,003		6,200	
COMPUTER SERVICES	314,718	168,681	107,398		38,639	
CONTRACTUAL SERVICES	20,196,540	7,642,947	12,018,237		535,356	
RENTS	31,938	2,408	29,530			
COMMODITIES	11,473	9,285	2,188			
GRANTS, SUBSIDIES, PENSIONS	274,224,049	2,213,946	2,077,302		269,932,801	
TRANSFER TO OTHER FUNDS	80,338		45,523		34,815	
<b>TOTAL EXPENDITURES</b>	<b>298,947,247</b>	<b>12,373,171</b>	<b>15,499,734</b>		<b>271,074,342</b>	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR					
	ALL	FUND	REVENUE	FUND	FUNDS	FUNDS
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	845,651	742,663			102,988	
HEALTH BENEFITS	191,951	171,695			20,256	
RETIREMENTS	182,420	134,885			27,535	
OTHER FRINGE BENEFITS	26,992	24,536			2,456	
COMPUTER SERVICES	46,626	46,626				
CONTRACTUAL SERVICES	288,407	263,934	1,237		23,236	
RENTS	797	797				
COMMODITIES	7,422	7,140	282			
GRANTS, SUBSIDIES, PENSIONS	1,175,226	1,175,226				
TRANSFER TO OTHER FUNDS	9,687		83		9,604	
<b>TOTAL EXPENDITURES</b>	<b>2,775,179</b>	<b>2,587,502</b>	<b>1,602</b>		<b>186,075</b>	

## OFFICE OF BUSINESS DEVELOPMENT

### CHARLOTTE MACE, DIRECTOR

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

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

Established: 1987

Telephone: (207) 624-7448

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

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

### 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. OBD is responsible for assisting businesses in all aspects of business development including market attraction and domestic trade.

### 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 assistance for companies in all stages of maturity from start-ups to large industry.

### PROGRAM:

**TAX INCENTIVES PROGRAMS:** The Tax Incentives program oversees three major tax incentives: the Pine Tree Development Zone program (PTDZ), which offers a variety of 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 employees' state withholding taxes; and the Tax Increment 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 <https://apps.web.maine.gov/cgi/online/businessanswers/index.pl>.

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

**BUSINESS DEVELOPMENT:** Facilitates business and job growth through business attraction, expansion and retention activity. Staff provides information directly to businesses on incentive 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 2021:** 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
EXPENDITURES						
SALARIES & WAGES	485,780	485,780				
HEALTH BENEFITS	122,592	122,592				
RETIREMENTS	124,910	124,910				
OTHER FRINGE BENEFITS	10,925	10,925				
COMPUTER SERVICES	69,565	69,565				
CONTRACTUAL SERVICES	319,823	319,823				
RENTS	884	884				
COMMODITIES	811	811				
GRANTS, SUBSIDIES, PENSIONS	199,950	199,950				
TOTAL EXPENDITURES	1,335,240	1,335,240				

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**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 an 11-member advisory board appointed by the Governor, which supports, advises and assists the Maine Film Office as necessary. The Film Commission is a voluntary organization.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**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.:* 000013090I

**PURPOSE:**

The Maine Film Office, a division within the Maine Office of Tourism, markets Maine as a filming location and executes a strategy to increase production in Maine to help grow Maine's economy. The Film Office is the official liaison between the film industry, state agencies, and production companies and it provides expert advice about film legislation, policy and economic impact.

**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 strategic objectives, the Film Office manages several projects and programs. The Film Office plans and executes a marketing strategy and public relations programs to: increase production in Maine; promote Maine communities, businesses and residents within the film industry; and encourage productions to hire and buy local, deepening the economic impact in Maine. The Film Office also administers the Maine Attraction Film Incentive Program, financial incentives designed to attract out-of-state production and help in-state production companies. Productions working with the Maine Film Office provide Maine with more than \$15 million in economic impact each year.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**OFFICE OF INNOVATION**

**BRIAN WHITNEY, PRESIDENT**

*Central Office: 8 VENTURE AVE, BRUNSWICK, ME 04011*

*Mail Address: 8 VENTURE AVE, BRUNSWICK, ME 04011*

*Established: 2004*

*Reference: Policy Area: 01 Umbrella: 19 Unit: 631 Citation: T0005*

*Average Counts-All Positions: 2.000*

*FAX: (207) 287-5701*

*Telephone: (207) 582-4772*

*M.R.S.A., Sect.: 000013105*

*Legislative Count: 2.00*

**PURPOSE:**

The Office of Innovation, through the Maine Technology Institute, 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.

**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) and coordinates the Technology Centers (5 MRSA \$15322).

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. It provides funding to companies engaged in the development of technology; connects them to the resources they need; and helps 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 to further develop a base of intellectual and

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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 Department of Economic and Community Development (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.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INNOVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	194,512	194,512				
HEALTH BENEFITS	44,675	44,675				
RETIREMENTS	52,090	52,090				
OTHER FRINGE BENEFITS	4,533	4,533				
COMPUTER SERVICES	36,899	36,899				
CONTRACTUAL SERVICES	6,760,100	6,260,100			500,000	
GRANTS, SUBSIDIES, PENSIONS	247,995	223,454	24,541			
<b>TOTAL EXPENDITURES</b>	<b>7,340,804</b>	<b>6,816,263</b>	<b>24,541</b>		<b>500,000</b>	

## MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION

**CHARLOTTE MACE, DIRECTOR**

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

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

*Established:* 1990

*Reference:* Policy Area: 01 Umbrella: 19 Unit: 536 Citation: T0005

*FAX:* (207) 287-2861

*Telephone:* (207) 624-7448

*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 Innovation, Development, Economic Advancement and Business 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



## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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. For more information, contact the Maine SBDC Office at (207)780-4420 or visit their website at [www.mainesbdc.org](http://www.mainesbdc.org).

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
GRANTS, SUBSIDIES, PENSIONS	615,316	615,316				
<b>TOTAL EXPENDITURES</b>	615,316	615,316				

## 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: 10.000

Legislative Count: 10.00

### 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 travel 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 of Tourism includes the Office of Outdoor Recreation which is responsible for strengthening Maine's outdoor recreation economy and coordinating its promotion with the private sector and the state's natural resource agencies - Department of Agriculture, Conservation and Forestry and Department of Inland Fisheries and Wildlife.

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:

For much of Fiscal Year 2021, marketing programs were limited due to COVID-19. Travel restrictions and consumer concerns about traveling during the pandemic prompted the Office to adjust its campaign and implement most of its marketing efforts online. Digital advertising enabled the Office to target travelers as COVID cases dropped and travel restrictions were lifted in specific markets. Many rural parts of the state benefited from Maine's travel safe marketing campaign that featured wide open spaces and outdoor activities. The Office supported the 'Maine Outdoor Dine' program that provided funds for marketing of

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

more than 200 outdoor dining venues from 61 towns throughout the state. With the pandemic negatively impacting workforce in the travel and tourism sector, the Office supported the Hospitality Maine Association with a grant to attract workers to the industry. The Office provided oversight of the State visitor centers through contract management, fulfilled requests for visitor information and continued to consult with communities throughout the state, providing guidance for developing the communities into places that can meet travelers' expectations. Marketing research continued to profile visitors to the State and understand the economic impact of the pandemic. Additionally, the Office worked with travel media and social media influencers to develop story ideas and content to attract visitors.

### LICENSES:

None.

### PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2021:** 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	634,905		634,905			
HEALTH BENEFITS	175,639		175,639			
RETIREMENTS	138,160		138,160			
OTHER FRINGE BENEFITS	14,173		14,173			
COMPUTER SERVICES	101,768		101,768			
CONTRACTUAL SERVICES	11,866,793		11,866,793			
RENTS	28,872		28,872			
COMMODITIES	1,871		1,871			
GRANTS, SUBSIDIES, PENSIONS	1,281,212		1,281,212			
TRANSFER TO OTHER FUNDS	39,923		39,923			
<b>TOTAL EXPENDITURES</b>	<b>14,283,316</b>		<b>14,283,316</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) 287-8970

*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 method of distribution approved by the Department of Housing and Urban Development) to municipalities to assist with community and economic development initiatives; develop, repair and establish public facilities, services and infrastructure; and create and/or 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 State General Funds and administered by a professional staff of eight full-time employees.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

This Office also supports the Maine Made Program, the Brownfields Revolving Loan Fund and the Municipal Tax Increment Financing Program.

### 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 it may also be used to address slums and/or blighting conditions, or for the purpose of addressing conditions having an urgency because of serious health/safety conditions affecting the community. CDBG funded programs include but are not limited to: Public Infrastructure, Housing Assistance, Micro Enterprise Program, Public Service, Downtown Revitalization, Public Infrastructure, Community Enterprise 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 Development.

### COVID-19 Impact

The OCD received an additional \$ 15 million in CDBG CARES Act funding to help Maine communities respond, prevent and prepare for the Corona Virus.

### PUBLICATIONS:

CDBG Program materials may be obtained from the Office of Community Development or from its web site at <https://www.maine.gov/decd/community-development>.

**FINANCES, FISCAL YEAR 2021:** 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	404,483	134,306	14,058		256,119	
HEALTH BENEFITS	107,237	35,077	4,333		67,827	
RETIREMENTS	84,640	29,520	3,314		51,806	
OTHER FRINGE BENEFITS	7,197	3,206	247		3,744	
COMPUTER SERVICES	55,381	15,592	1,150		38,639	
CONTRACTUAL SERVICES	873,719	799,090	62,509		12,120	
RENTS	728	728				
COMMODITIES	1,334	1,334				
GRANTS, SUBSIDIES, PENSIONS	269,963,889		31,088		269,932,801	
TRANSFER TO OTHER FUNDS	39,729		5,517		25,212	
<b>TOTAL EXPENDITURES</b>	<b>271,529,337</b>	<b>1,018,853</b>	<b>122,216</b>		<b>270,388,268</b>	

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION

A. PENDER MAKIN, COMMISSIONER

DANIEL CHUHTA, DEPUTY COMMISSIONER

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0023

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

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: 216.861

Legislative Count: 185.00

Units:

ALTERNATIVE BREAKFAST DELIVERY SERVICE PROGRAM

COMMUNITY SCHOOLS PROGRAM

FACILITIES, SAFETY AND TRANSPORTATION

HIGHER EDUCATION AND EDUCATOR SUPPORT SERVICES

LEADERSHIP TEAM

MAGNET SCHOOLS

LEARNING SYSTEMS TEAM

SCHOOL FINANCE AND OPERATIONS TEAM

SPECIAL SERVICES TEAM

TEACHER RETIREMENT

LEARNING THROUGH TECHNOLOGY TEAM

EDUCATION UNORGANIZED TERRITORY

PURPOSE:

To promote the best learning opportunities for all Maine students by providing information, guidance and support to our schools, educators and leaders by providing adequate and equitable school funding and resources. The Maine Department of Education is dedicated to the principle that students must receive a world-class education to participate in the global economy and contribute to the democratic ideals of the nation, while reflecting the values of local communities. 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 adulthood that ensures this outcome.

ORGANIZATION:

The Department is organized in a team structure that includes the Leadership Team, School Finance and Operations Team, Learning Systems Team, School and Student Supports Team, Maine School Safety Center, Higher Education and Educator Support Services Team, Facilities Safety and Transportation Team, Special Services Team, Learning through Technology Team and Education in the Unorganized Territories.

PROGRAM:

The people of Maine are lifelong learners served by an innovative, equitable and learner-centered public education system that supports students - early childhood throughout adulthood - in achieving healthy, successful and fulfilling lives that allow them to shape the future. 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 2021:** 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	13,022,623	7,918,423	534,538		4,569,662	
HEALTH BENEFITS	3,806,955	2,335,442	118,318		1,353,195	
RETIREMENTS	3,055,563	1,879,473	139,913		1,036,177	
OTHER FRINGE BENEFITS	287,039	169,949	12,617		104,473	
COMPUTER SERVICES	15,241,165	5,951,189	75,160		9,214,816	
CONTRACTUAL SERVICES	22,445,374	16,193,955	335,176		5,916,243	
RENTS	28,137	15,235			12,902	
COMMODITIES	916,546	152,940	12,434		751,172	
GRANTS, SUBSIDIES, PENSIONS	1,936,702,300	1,439,201,798	15,438,208		482,062,294	
EQUIPMENT	112,531				112,531	
TRANSFER TO OTHER FUNDS	8,845,649	7,966,282	79,518		799,849	
<b>TOTAL EXPENDITURES</b>	<b>2,004,463,882</b>	<b>1,481,784,686</b>	<b>16,745,882</b>		<b>505,933,314</b>	

DEPARTMENT OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	274,565	29,452	43		245,070	
HEALTH BENEFITS	75,381	8,335	4		67,042	
RETIREMENTS	42,165	6,474	9		35,682	
OTHER FRINGE BENEFITS	11,245	602	1		10,642	
COMPUTER SERVICES	48,391	4,231	4,147		40,013	
CONTRACTUAL SERVICES	301,034	155,528	22,519		122,987	
COMMODITIES	10,044	1,965	5,224		2,855	
GRANTS, SUBSIDIES, PENSIONS	1,338,618				1,338,618	
TRANSFER TO OTHER FUNDS	20,413		1,172		19,241	
<b>TOTAL EXPENDITURES</b>	<b>2,121,856</b>	<b>206,587</b>	<b>33,119</b>		<b>1,882,150</b>	

## ALTERNATIVE BREAKFAST DELIVERY SERVICE PROGRAM WALTER BEESLEY, PROGRAM DIRECTOR

*Central Office:* 90 BLOSSOM LANE, AUGUSTA, ME 04333

*Mail Address:* 136 STATE HOUSE STATION, AUGUSTA, ME 04333-0136 *FAX:*

*Established:* 2019

*Telephone:* (207) 624-6790

*Reference:* Policy Area: 02 Umbrella: 05 Unit: 071Y Citation: T20-A M.R.S.A., Sect.: 0003301A

### PURPOSE:

The Alternative Breakfast Delivery Program, also referred to as Breakfast after the Bell, is managed by the Child Nutrition sub-team of the Department of Education's School Finance and Operations Team. The purpose of the program is to provide funding for schools to start-up or expand an alternative breakfast delivery method. Maine schools are required to participate in the program, but the statute does provide for an opt-out provision.

### ORGANIZATION:

The Alternative Breakfast Delivery Program is managed by the Child Nutrition team, as part of its regular operations. An existing team member, under direction of the Child Nutrition Program Director, assists schools in starting or expanding programs and provides other technical assistance. Grant requests are processed using Maine's payment method.

### PROGRAM:

In the initial year of implementation, 15 schools participated in the Alternative Breakfast Delivery Program, due in large part to the fact that statute did not require participation. Although participation was made a requirement in the second year of the program, the COVID-19 pandemic halted traditional instructional settings and therefore, the program was not able to grow participation. As schools return to on-site instruction, the Department anticipates participation in the program to increase.

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ALTERNATIVE BREAKFAST DELIVERY SERVICE PROGRAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	25,097	25,097				
TOTAL EXPENDITURES	25,097	25,097				

## COMMUNITY SCHOOLS PROGRAM JACI HOLMES, FEDERAL STATE LIAISON

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address:* 136 STATE HOUSE STATION, AUGUSTA, ME 04333-0136 *FAX:*  
*Established:* 2019 *Telephone:* (207) 831-3168  
*Reference:* Policy Area: 02 Umbrella: 05 Unit: 071G Citation: T20-A M.R.S.A., Sect.: 0009923

### PURPOSE:

The Community Schools Program was established as a pilot program to provide state funding to designated community schools. Community schools provide services to students, families and community members that promote student success while addressing the needs of the whole student.

### ORGANIZATION:

Maine Department of Education implements the pilot program.

### PROGRAM:

A pilot program for community schools was established by Public Law 2015, chapter 267, Part GGG, funded within the General-Purpose Aid for Local Schools program. Public Law 2019, chapter 434 provided a base allocation in this program to support the implementation and expansion of community schools with federal grant funding. Activity in fiscal year 2020-2021 provided fiscal support to an existing community school; no new community schools were added to the program.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## FACILITIES, SAFETY AND TRANSPORTATION SCOTT BROWN, DIRECTOR

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0023  
*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:*  
*Established:* 2019 *Telephone:* (207) 624-6883  
*Reference:* Policy Area: 02 Umbrella: 05 Unit: 071X Citation: PL2019 M.R.S.A., Sect.: CH343  
*Average Counts-All Positions:* 5.000 *Legislative Count:* 5.00

### PURPOSE:

The Office of School Facilities and Transportation provides operational leadership, strategic planning, coordination and administration of programs related to public school buildings and transportation. The office oversees and administers the Major Capital School Construction Program, the School Revolving Renovation Fund, the Leased Space Program, the Federal Facility Program, Facilities Inventory, School Bus Purchase, the Transportation Operations Program and Transportation Safety and Training. The Office allocates resources to accomplish program goals; ensures compliance with all applicable statutes, rules and policies; develops and implements rules and policies; proposes, reviews and testifies on legislation; collects and analyzes data; and provides technical assistance and training. The Office works with the State Board of Education, state agencies and school administrative units to accomplish its goals.

## DEPARTMENT OF EDUCATION

### ORGANIZATION:

The Office of School Facilities and Transportation consists of six positions as a result of a governmental reorganization in 2016.

### PROGRAM:

The Major Capital School Construction Program provides a comprehensive and integrated approach to prioritizing and planning of state funded public school buildings. The program is designed to identify and address the school buildings with the most need in the state and provides funds and construction oversight to school administrative units with new school construction and major renovation projects. Two new projects were approved to begin the Department's 21-step construction process. The School Revolving Renovation Fund Program makes loans to school administrative units for approved school renovation projects. The Office prioritizes applications, assists School Administrative Units (SAU) through the process and coordinates funding with the Maine Municipal Bond Bank. The Leased Space Program provides funding to address the need for additional temporary classroom space due to overcrowding, enrollment fluctuations and new programs. Approved leased space applications totaled \$393,092. The Federal Facility Program administers federal funds provided for construction or repair of school facilities. The Facilities Inventory Program collects data on school facilities to better understand statewide needs and develop comprehensive solutions.

The School Bus Purchase Program provides an equitable distribution of limited dollars to maintain a modern safe fleet of school buses. The School Bus Bid Program is a state school bus request for quote system that support SAUs in purchasing school buses through local vendors. The Transportation Operations Program provides a suite of transportation software modules including routing, maintenance, field trip management, communication and more to analyze, refine, and implement efficient operations. The Transportation Safety Training Program supports regional and state bus safety and driver training for school bus drivers, mechanics, technology staff and SAU transportation directors. The Transportation Reports Program collects information needed to improve the safety of operating school buses. This includes the collection and evaluation of annual uniform crash, safety and training and school bus inventory data.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FACILITIES, SAFETY AND TRANSPORTATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	696,957		369,449		327,508	
HEALTH BENEFITS	170,123		84,065		86,058	
REQUIREMENTS	174,665		98,938		75,727	
OTHER FRINGE BENEFITS	15,692		9,032		6,660	
COMPUTER SERVICES	3,162,587		167		3,162,420	
CONTRACTUAL SERVICES	422,243		9,019		413,224	
COMMODITIES	18,664		1,428		17,236	
GRANTS, SUBSIDIES, PENSIONS	253,208,363				253,208,363	
TRANSFER TO OTHER FUNDS	56,442		20,996		35,446	
<b>TOTAL EXPENDITURES</b>	<b>257,925,736</b>		<b>593,094</b>		<b>257,332,642</b>	

## HIGHER EDUCATION AND EDUCATOR SUPPORT SERVICES

### ANGEL MARTINEZ LOREDO, DIRECTOR

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6604

*Established:* 2017

*Telephone:* (207) 624-6603

*Reference: Policy Area:* 02 *Umbrella:* 05 *Unit:* 071V *Citation:*

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

*Average Counts-All Positions:* 13.500

*Legislative Count:* 13.50

### PURPOSE:

The Office of Higher Education and Educator Support Services enhances and initiates student centered learning paradigms through certification, higher

## DEPARTMENT OF EDUCATION

education, adult education and educator excellence channels. The Office endeavors to provide high quality, effective learning environments for all Pre-K-adult students to ensure that all students have access to effective teachers and leaders; provide and encourage the growth of educational opportunities and, where applicable, to ensure career, citizenship and college readiness for adults; advance policies that increase the number of candidates entering the teaching profession and encourage and support the recruitment, development, and retention of well prepared and skilled teachers and school leaders; and strengthen pathways from high school to higher education/workforce.

### ORGANIZATION:

The Office's current organizational structure was established by the Commissioner in 2017. The Office is comprised of four work teams: Adult Education, Certification, Educator Excellence and Higher Education. Adult Education oversees adult educational opportunities provided by over 70 local adult education programs located throughout the State and integrates learner-centered intake processes; academic and career advising; rigorous, research-based instruction; effective assessment practices; experienced and credentialed instructors; and productive partnerships with educational and workforce development institutions and employers. Certification primarily administers the rules of the Maine State Board of Education relating to the issuing and renewing of credentials to persons employed in or under contract with public and approved private schools. The Educator Excellence team focuses on attracting, developing and sustaining a robust, equitable and diverse educator workforce. Higher Education is primarily responsible for degree-granting authority and educator preparation program authorization. In addition, Educator Effectiveness, a component of the Higher Education team, is responsible for supporting the implementation, ongoing refinement and monitoring of Performance Evaluation and Professional Growth (PEPG) systems across the State as well as multiple professional development opportunities.

### PROGRAM:

The Adult Education team: include instruction in basic literacy (primarily in the areas of reading and math) to support the learning needs of adults below the high school level, and English language acquisition, to assist adults in gaining fluency in English; secondary education completion (coursework to complete high school through a diploma or high school equivalency pathway); WorkReady (employability and soft skills training); and College Transition, a program of academic coursework and support services to prepare adults for enrollment in post-high school education and or training that results in a credential of value and high-quality employment.

The Certification team: enforces requirements for entry level and renewal preparation and requirements for the certification of administrators, educational specialists, teachers, and educational technicians including the approval of criminal history record checks for all persons; administers rules related to the Interstate Agreement between Maine certification and other states, qualifying exams for teachers, employment of teachers and principals, teacher leaves of absence, school records/audits/reports and the Professional Standards Board; implements rules establishing the grounds to deny, suspend or revoke credentials and the procedures for taking administrative action against credential applicants and holders; and investigates allegations of misconduct or incompetence, reports information as necessary to appropriate authorities and allows public access to information and records, unless the specific information and record is confidential by statute.

The Educator Excellence team: provides policy and operational leadership to develop support in recruiting and retaining a diverse and equitable educator workforce; strategically addresses the state teacher shortage through collaboration with key stakeholders in the Educator Talent Committee; and Teach Maine and other initiatives.

The Higher Education team: serves as a liaison to the public and private post-secondary institutions in Maine; administers the degree-granting authority process for in-state and out-of-state institutions as well as proprietary and correspondence schools; manages educator preparation program authorization; maintains various closed post-secondary institution transcripts under the custody of the Department; oversees early college coursework (Aspirations) program; provides technical assistance and support for the implementation of PEPG systems; conducts and promotes professional development opportunities (including the



## DEPARTMENT OF EDUCATION

Transitional Leaders' Network and Maine Leadership Development Program) and a variety of resources to the field focused on retention and continuous development of educators; and provides support for educator recognition programs, peer mentors and induction support. Team members also implement initiatives of the Commissioner as assigned.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

HIGHER EDUCATION AND EDUCATOR SUPPORT SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	838,856	838,856				
HEALTH BENEFITS	264,457	264,457				
RETIREMENTS	201,213	201,213				
OTHER FRINGE BENEFITS	18,331	18,331				
COMPUTER SERVICES	90,779	90,779				
CONTRACTUAL SERVICES	215,760	215,760				
COMMODITIES	6,480	6,480				
<b>TOTAL EXPENDITURES</b>	<b>1,635,876</b>	<b>1,635,876</b>				

## LEADERSHIP TEAM

**A. PENDER MAKIN, COMMISSIONER**  
**DANIEL CHUHTA, DEPUTY COMMISSIONER**

*Central Office:* 111 SEWALL STREET, 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:* 17.000

*Legislative Count:* 17.00

### 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, innovation and remote learning initiatives and school approval. This unit ultimately supports schools and educators across the state in their mission to help all students reach their potential and leave schools prepared for work, life and post-secondary education opportunities.

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2021:** 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	1,532,287	1,377,834	154,453			
HEALTH BENEFITS	386,022	356,450	29,572			
RETIREMENTS	399,696	361,060	38,636			
OTHER FRINGE BENEFITS	31,900	28,555	3,345			
COMPUTER SERVICES	94,139	23,293	70,846			
CONTRACTUAL SERVICES	660,391	356,753	303,638			
RENTS	100	100				
COMMODITIES	10,638	4,856	5,782			
GRANTS, SUBSIDIES, PENSIONS	186,326		186,326			
TRANSFER TO OTHER FUNDS	22,250		22,250			
<b>TOTAL EXPENDITURES</b>	<b>3,323,749</b>	<b>2,508,901</b>	<b>814,848</b>			

## MAGNET SCHOOLS

**A. PENDER MAKIN, COMMISSIONER**  
**DANIEL CHUHTA, DEPUTY COMMISSIONER**

*Central Office:* 111 SEWALL STREET, 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: 071B Citation: T0020A M.R.S.A., Sect.: 000008201

### PURPOSE:

Maine has two public magnet schools: the Maine School of Science and Mathematics and the Maine School for Marine Science, Technology, Transportation and Engineering. The Maine School of Science and Mathematics is a residential mathematics and sciences public school in Limestone that includes a summer program for middle school students and a school year program for high school students. The Maine School for Marine Science, Technology, Transportation and Engineering (Maine Ocean School) is a marine sciences school in Searsport that includes a school year program for high school students.

### ORGANIZATION:

The Maine School of Science and Mathematics and the Maine School for Marine Science, Technology, Transportation and Engineering were established as public schools for the purpose of providing certain high-achieving high school students with a challenging educational experience. Each school is a body politic and corporate and is an instrumentality and agency of the State.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEARNING SYSTEMS TEAM

**JANETTE KIRK, CHIEF OF LEARNING SYSTEMS**

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0023

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

*Established:* 2008

*Telephone:* (207) 624-6697

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

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

*Average Counts-All Positions:* 56.577

*Legislative Count:* 56.00

### PURPOSE:

The Office of Learning Systems (OLS) is comprised of five work teams: Early Learning (Pre-K-grade 5); Secondary Learning (Grades 6-12); Elementary and Secondary Education Act (ESEA) Federal Programs; Assessment; and Career and

## DEPARTMENT OF EDUCATION

Technical Education (CTE). This Office utilizes, processes and supports implementation of state and federal programs/grants including the Carl Perkins Vocational, ESEA and George Briggs Grant. The Office of Learning Systems coordinates, manages, oversees and supports services related to instructional programs, activities, supports and requirements for all Maine learners, reviews and testifies legislation; develops rules as directed by legislation; collects, summarizes and analyzes student data for performance, public reports and policy direction; and provides technical assistance and professional learning opportunities on instructional strategies, best practice and program operations.

### ORGANIZATION:

The current structure unifies areas of curriculum, instruction, ESEA Federal Programs, assessment and CTE across the pre-K-12 continuum providing a direct link from the field to the Maine Department of Education by forging and supporting a variety of regional partnerships and collaborative efforts to enhance and support local school systems and CTE schools. This design provides information, professional learning and development, technical assistance and research, development in curriculum, instruction and assessment in the content areas of the Maine Learning Results and the Maine Early Learning and Development Standards; and support services for students who are English Language learners; assessment and comprehensive school supports for students who experience significant cognitive disabilities. OLS team members work collaboratively with external organizations, agencies and other internal teams in order to ensure comprehensive, integrated and coordinated services to support all Maine schools inclusive of twenty-seven (27) CTE schools. Team members are assigned to and serve as liaisons in the nine regions that are designated by the Maine School Superintendents' Association. Several advisory committees and task forces such as the Children's Cabinet, the Early Childhood Advisory Council and the state workforce board sub-committees are integral components of this team's management, information and decision-making structure.

### PROGRAM:

OLS team members provide a wide array of services to Maine school systems both regionally and statewide. They provide technical assistance and comprehensive support to superintendents, administrators, teachers and other education staff in coordinating local and regional efforts to accomplish the following:

- Implement the Maine Learning Results and Maine Early Learning and Development Standards, the knowledge and skills essential to prepare students for college, careers and citizenship;
- Support services to assure equitable access for students to achieve the Maine Learning Results and Maine Early Learning Development Standards through multiple pathways and opportunities;
- Attainment of Maine diploma requirements for all student populations;
- Identify and broker professional development and professional learning opportunities aligned to the needs of educators and Maine 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, instructional practice and strategies and other special areas of expertise statewide.

The Office of Learning Systems provides expertise in the design and implementation of the:

- Maine Learning Results and Maine Early Learning and Development Standards;
- Comprehensive state assessment systems to measure student learning and achievement of the Maine Learning Results;
- Approval of Career and Technical Education programs;
- Public pre-K programming;
- Industry standards;
- Carl D. Perkins funds;
- Carl D. Perkins Accountability Measures; and
- ESEA Titles I, II, III, IV and V.

In order for the Office of Learning Systems Pre-K-12 team to support a continuum that includes post-secondary education to age 20, collaboration must exist between Department teams including but not limited to Adult Education, including the high school equivalency exam and adult diplomas, Federal Adult Basic Education and Family Literacy Programs, the Office of School and Student Supports, the Office of Special Services and Language Instruction for English Learners and Immigrant Students.

## DEPARTMENT OF EDUCATION

This work is inclusive of all content specialists serving all Maine schools including CTE schools. 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 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEARNING SYSTEMS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,023,126	2,145,990	6,114		1,871,022	
HEALTH BENEFITS	1,187,155	646,051	3,113		537,991	
RETIREMENTS	933,851	500,593	1,344		431,914	
OTHER FRINGE BENEFITS	88,010	47,835	134		40,041	
COMPUTER SERVICES	5,201,836	84,760			5,117,076	
CONTRACTUAL SERVICES	4,774,035	2,114,198			2,659,837	
RENTS	1,338	763			575	
COMMODITIES	630,676	41,125			589,551	
GRANTS, SUBSIDIES, PENSIONS	108,578,479	7,951,575			100,626,904	
TRANSFER TO OTHER FUNDS	491,044		393		490,651	
<b>TOTAL EXPENDITURES</b>	<b>125,909,550</b>	<b>13,532,890</b>	<b>11,098</b>		<b>112,365,562</b>	

## SCHOOL FINANCE AND OPERATIONS TEAM

**JOANNE ALLEN, DIRECTOR**

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0023

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

*Established:* 1993

*Telephone:* (207) 624-6790

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

*Average Counts-All Positions:* 37,000 *Legislative Count:* 37.00

### PURPOSE:

The School Finance and Operations team provides policy oversight, implementation and support for General Purpose Aid to Local Schools, school data collection, management and reporting and state and federal Child Nutrition programs.

### ORGANIZATION:

The School Finance and Operations team is comprised of three sub-teams: the School Finance, Fiscal Compliance and Governance sub-team, the Data sub-team and the Child Nutrition sub-team. The eight-member School Finance, Fiscal Compliance and Governance sub-team administers the Essential Programs and Services Funding Act, controls distribution of General-Purpose Aid to Local Schools, collects statutorily required financial data, calculates the annual tuition rates and oversees school unit governance. Twelve team members of the Data sub-team provide data management support including the collection, validation, report production and dissemination of school statistical data in support of departmental programs, for legislative information, federal reporting, local school unit information and taxpayer information. The Child Nutrition sub-team of fifteen members 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 childcare institutions and summer camps. The team is also supplemented with volunteers and interns who focus on specific projects such as program marketing and universal feeding.

### PROGRAM:

The School Finance, Compliance and Governance sub-team's annual production goals were met with the accurate and timely fulfillment of all programs. For General-Purpose Aid to local schools, the distribution of the 2020-2021 State school subsidies of \$1.2 billion was accurately processed, analysis performed and information prepared and distributed for the 2020-2021 subsidy program and legislative actions. This team provided extensive technical assistance and professional development to school business managers and collaborated with the

## DEPARTMENT OF EDUCATION

Data sub-team to provide data to meet federal reporting requirements and to work toward developing efficiencies to data collection. The Data sub-team successfully provided management support and collection, processing and production of educational data to meet state and federal reporting requirements and funding allocations accurately and on time. The team also issued and awarded a Request for Proposal (RFP) for a PK-20 Data Warehouse; the warehouse will store data from the Department, as well as other state agencies, to provide information to policy makers and taxpayers. The 2021 school year was a challenge for both state and local nutrition providers due to the many federal regulation waivers that allowed for meal flexibilities in all programs so that nutritious meals would continue to be provided to children during the COVID-19 pandemic. Meals subsidized in whole or in part during the 2021 school year included school lunches, school breakfasts and after school snacks. The Summer Food Service Program served meals during the school year and through the summer months. The Farm and Sea to School Program received enthusiastic participation from providers, supplying 7,000 pounds of fish to schools. The Child Nutrition Team provided professional development to school programs in how to store, prepare and serve this product. The Child and Adult Care Food Program also operated with flexibility during the pandemic, providing breakfast, lunch, supper and supplemental meals and snacks.

### PUBLICATIONS:

All noted information is available free of charge and may be downloaded from the MDOE website: <https://www.maine.gov/doe/home>

**FINANCES, FISCAL YEAR 2021:** 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	2,438,866	1,678,310	4,479		756,077	
HEALTH BENEFITS	740,710	495,070	1,565		244,075	
RETIREMENTS	584,845	413,246	986		170,613	
OTHER FRINGE BENEFITS	55,335	38,386	106		16,843	
COMPUTER SERVICES	5,449,842	4,933,919			515,923	
CONTRACTUAL SERVICES	4,295,974	3,569,974			726,000	
RENTS	12,327				12,327	
COMMODITIES	14,333	7,104			7,229	
GRANTS, SUBSIDIES, PENSIONS	1,260,898,024	1,163,174,125	15,251,882		82,472,017	
EQUIPMENT	9,949				9,949	
TRANSFER TO OTHER FUNDS	1,090,143	1,000,000	262		89,881	
<b>TOTAL EXPENDITURES</b>	<b>1,275,590,348</b>	<b>1,175,310,134</b>	<b>15,259,280</b>		<b>85,020,934</b>	

## SPECIAL SERVICES TEAM

**ERIN FRAZIER, DIRECTOR**

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6651

*Established:* 2008

*Telephone:* (207) 624-6737

*Reference:* Policy Area: 02 Umbrella: 05 Unit: 071P Citation:

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

*Average Counts-All Positions:* 24,000

*Legislative Count:* 24,00

### PURPOSE:

The Office of Special Services provides leadership, technical assistance, coordination and supervision of programs and services provided in accordance with the Individuals with Disabilities Education Act (IDEA) to children with disabilities birth to 22 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, national technical assistance centers and service providers. The Office participates in the legislative process regarding the education and services for children with disabilities by proposing legislation and reviewing proposed legislation. The Office develops, promulgates and enforces regulatory requirements in alignment with state and federal statutes and regulations. The Office is responsible for the collection and analysis of

## DEPARTMENT OF EDUCATION

student and school performance data that are reported publicly in conformity with federal and state obligations. Responsibility includes administration of the federal IDEA, Part B (children with disabilities ages 3-22) 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 1990 (AT Act), as amended.

### ORGANIZATION:

The Office is organized in six teams, including Federal Programs/Monitoring, Data Team, Fiscal Management Team, Special Projects, Dispute Resolution and State Agency Clients. These teams oversee general supervision of special education services provided in schools, including public and private programs. Special projects include intensive math and literacy supports as well as technical assistance on extended eligibility. Fiscal management includes overseeing IDEA Part B and Part C funds. Federal reporting occurs in the State Performance Plan and the Annual Performance Report (SPP/APR) and the State Systemic Improvement Plan (SSIP). Stakeholders are engaged in the functioning of the Special Services Team through the State Advisory Panel (SAP) and coordination of other advocacy groups include Maine Parent Federation and Disability Rights Maine.

### PROGRAM:

Personnel in the Office 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 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 ages birth 2 years old and children with disabilities ages 3 to 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 collaborates with other state agencies to ensure appropriateness of special education personnel licensing and associated program and services costs.

### PUBLICATIONS:

The Office 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. The Office also maintains a website to disseminate information and resources to schools, parents and families.

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
SALARIES & WAGES	1,281,401	52,737			1,228,664	
HEALTH BENEFITS	390,034	10,183			379,851	
RETIREMENTS	305,721	14,123			291,598	
OTHER FRINGE BENEFITS	28,356	1,123			27,233	
COMPUTER SERVICES	302,492	242			302,250	
CONTRACTUAL SERVICES	1,973,454	94,302			1,879,152	
COMMODITIES	3,308	3,268			40	
GRANTS, SUBSIDIES, PENSIONS	83,044,681	38,628,604			44,416,077	
TRANSFER TO OTHER FUNDS	150,792				150,792	
TOTAL EXPENDITURES	87,480,239	38,804,582			48,675,657	

DEPARTMENT OF EDUCATION

TEACHER RETIREMENT

-DR. REBECCA M. WYKE, CHIEF EXECUTIVE OFFICER

WATS: (800) 451-9800  
TTY: (207) 512-3102

Central Office: 139 CAPITOL STREET, AUGUSTA, ME 04332-0349

Mail Address: PO BOX 349, AUGUSTA, ME 04332-0349

Established: 1996

FAX: (207) 512-3282

Telephone: (207) 512-3100

Reference: Policy Area: 02 Umbrella: 05 Unit: 071T Citation: T00005 M.R.S.A., Sect.: 000017154

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 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 2021: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

TEACHER RETIREMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	228,931,176	228,931,176				
TOTAL EXPENDITURES	228,931,176	228,931,176				

LEARNING THROUGH TECHNOLOGY TEAM

BETH LAMBERT, PROJECT DIRECTOR

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0023

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

Established: 2009

Telephone: (207) 592-4398

Reference: Policy Area: 02 Umbrella: 05 Unit: 071K Citation:

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

Average Counts-All Positions: 2.000

Legislative Count: 2.00

PURPOSE:

The Learning Through Technology team is charged with implementation and oversight of state programs that leverage technology to support student learning and achievement. These include: 1) the Maine Learning Technology Initiative (MLTI), 2) computer science education, 3) ConnectKidsNow!, 4) statewide learning management system grant program, 5) the Maine School Library Network (MSLN) and 6) providing statewide professional learning around instructional technology integration.

ORGANIZATION:

The Team is comprised 11 team members: 8 positions supported by General Purpose Aid for Local Schools, 1 position supported by the Elementary and Secondary School Emergency Relief Fund (ESSERF) federal grant and 2 positions supported by the General Fund. In 2020, the Team was incorporated into the Department's Office of Innovation.

PROGRAM:

- 1) MLTI provides 1:1 computing devices, professional learning, and infrastructure support to all 7th and 8th grade students and teachers.
- 2) The Computer Science Specialist implements the state computer science plan as well as the professional learning grant program.
- 3) ConnectKidsNow! provides cellular hotspots to school districts to provide to their students to ensure continuity of learning during the pandemic.
- 4) Statewide Learning Management System grant program provides funding for three years of licenses for learning management systems to public k-12 school districts.

## DEPARTMENT OF EDUCATION

5) 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) within the state Department of Administrative and Financial Services (DAFS), and the University of Maine System (UMS).

6) Staff on this team provide a wide array of professional learning and technical support to school systems, teachers and other organizations across the state. This is completed by staff and through contracted services overseen and managed by the staff.

**FINANCES, FISCAL YEAR 2021:** 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>						
SALARIES & WAGES	97,779	97,779				
HEALTH BENEFITS	25,924	25,924				
RETIREMENTS	21,492	21,492				
OTHER FRINGE BENEFITS	2,198	2,198				
COMPUTER SERVICES	791,400	791,400				
CONTRACTUAL SERVICES	655,081	655,081				
RENTS	62	62				
COMMODITIES	2,933	2,933				
GRANTS, SUBSIDIES, PENSIONS	485,412	485,412				
TRANSFER TO OTHER FUNDS	7,000,726	6,966,282	34,444			
<b>TOTAL EXPENDITURES</b>	<b>9,083,007</b>	<b>9,048,563</b>	<b>34,444</b>			

## EDUCATION UNORGANIZED TERRITORY

**RICHARD COLPITTS, DIRECTOR**  
**RHONDA CASEY, BUSINESS MANAGER**

*Central Office:* 90 BLOSSOM LANE, AUGUSTA, ME 04333-0136

*Mail Address:* 136 STATE HOUSE STATION, AUGUSTA, ME 04333-0136 *FAX:*

*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:* 56,784

*Legislative Count:* 25.50

### 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. Maine Revised Statutes, 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 to attend school in the nearest public school system. A total of approximately 799 pupils reside in the unorganized territory.

### ORGANIZATION:

Education in the Unorganized Territory consists of a Director of the Education in the Unorganized Territory (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 Assistant Technician. 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 95 pupils (Connor, Edmunds, and Kingman). Employees in these schools include teaching principals, teachers, office assistant IIs, teacher aides, janitors, bus drivers and cooks. In addition, approximately 704 pupils are tuitioned to 76 local school systems with transportation provided through 8 contracted vendors and 22 conveyances agreements. The EUT works collaboratively with Local Education Agencies (LEAs)



# DEPARTMENT OF EDUCATION

to coordinate bus routes to transport unorganized territory children to and from the LEAs. Pupils who reside in more remote locations are provided educational services through a variety of alternative methods such as room and board in lieu of transportation, tutors and home schooling.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EDUCATION UNORGANIZED TERRITORY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,838,788	1,697,466			141,322	
HEALTH BENEFITS	567,151	528,972			38,179	
RETIREMENTS	391,914	361,271			30,643	
OTHER FRINGE BENEFITS	35,971	32,917			3,054	
COMPUTER SERVICES	99,699	22,566			77,133	
CONTRACTUAL SERVICES	9,147,402	9,032,359			115,043	
RENTS	14,310	14,310				
COMMODITIES	219,471	85,210			134,261	
GRANTS, SUBSIDIES, PENSIONS	6,125	5,809			316	
EQUIPMENT	102,582				102,582	
TRANSFER TO OTHER FUNDS	13,836				13,836	
<b>TOTAL EXPENDITURES</b>	<b>12,437,249</b>	<b>11,780,880</b>			<b>656,369</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION

MELANIE LOYZIM, COMMISSIONER

WATS: (800) 452-1942

Central Office: 28 TYSON DR, AUGUSTA, ME 04330

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

Established: 1972

FAX: (207) 287-7826

Telephone: (207) 287-7830

Reference: Policy Area: 04 Umbrella: 06 Unit: 096 Citation: T0038 M.R.S.A., Sect.: 0000341-A

Average Counts-All Positions: 371.558

Legislative Count: 370.00

Units:

BUREAU OF AIR QUALITY

LAND RESOURCES

OFFICE OF THE COMMISSIONER

BOARD OF ENVIRONMENTAL PROTECTION

BUREAU OF WATER QUALITY

BUREAU OF REMEDIATION AND WASTE MANAGEMENT

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

**PURPOSE:**

The Department of Environmental Protection is charged by statute to prevent, abate and control the pollution of the air, water and land and preserve, improve and prevent diminution of the natural environment of the State. The Department is also charged with protecting and enhancing the public's right to use and enjoy the State's natural resources and with educating the public on natural resource use, requirements and issues. 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.

**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; 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 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 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

# DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 2021:** 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	20,728,285	4,116,167	12,092,710		4,519,408	
HEALTH BENEFITS	6,639,617	1,341,387	3,863,812		1,434,418	
RETIREMENTS	4,807,272	928,188	2,870,310		1,008,774	
OTHER FRINGE BENEFITS	462,532	91,881	266,801		103,850	
COMPUTER SERVICES	1,507,539	797,035	681,218	1,353	27,933	
CONTRACTUAL SERVICES	10,169,098	641,392	8,950,465	9,007	568,234	
RENTS	1,217,846	164,382	987,334	3,297	62,833	
COMMODITIES	488,946	70,974	300,812	17,550	99,610	
GRANTS, SUBSIDIES, PENSIONS	19,563,868	304,500	12,184,876		1,666,799	5,407,693
EQUIPMENT	214,319	41,120	104,945		68,254	
TRANSFER TO OTHER FUNDS	2,229,284		1,766,640	1,842	460,802	
<b>TOTAL EXPENDITURES</b>	<b>68,028,606</b>	<b>8,497,026</b>	<b>44,069,923</b>	<b>33,049</b>	<b>10,020,915</b>	<b>5,407,693</b>

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	7,042,222	213,199	3,632,916		3,196,107	
HEALTH BENEFITS	2,272,064	74,928	1,211,161		985,975	
RETIREMENTS	1,578,497	46,861	819,797		711,839	
OTHER FRINGE BENEFITS	154,238	4,927	76,250		73,061	
COMPUTER SERVICES	93,505		66,842		26,663	
CONTRACTUAL SERVICES	1,149,271		725,263		424,008	
RENTS	239,193		186,499		52,694	
COMMODITIES	120,778		24,737		96,041	
GRANTS, SUBSIDIES, PENSIONS	8,395,991		7,650,276		745,715	
EQUIPMENT	173,199		104,945		68,254	
TRANSFER TO OTHER FUNDS	726,399		397,929		328,470	
<b>TOTAL EXPENDITURES</b>	<b>21,945,357</b>	<b>339,915</b>	<b>14,896,615</b>		<b>6,708,827</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF AIR QUALITY**

**JEFF CRAWFORD, BUREAU DIRECTOR**

*Central Office: 28 TYSON DR, 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: 16,000*

*FAX: (207) 287-7641*

*Telephone: (207) 242-3414*

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

*Legislative Count: 16.00*

**PURPOSE:**

The Bureau of Air Quality implements state air pollution laws and the federal Clean Air Act. 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, and manages data systems to measure environmental impacts and program performance.

**ORGANIZATION:**

The Bureau of Air Quality (BAQ) is comprised of two divisions: the Division of Air Quality Assessment and the Division of Licensing and Compliance.

**PROGRAM:**

The Division of Air Quality Assessment is responsible for all ambient air quality monitoring conducted and the data collected throughout the State, which is carried out by the 4 regional offices in Presque Isle, Bangor, Augusta and Portland. The data obtained is submitted to EPA, is used for issuing BAQ's daily air quality forecasts, making attainment demonstrations and tracking trends, among other multiple uses. The Division is also responsible for the operation of the Air Laboratory that supports the monitoring program by performing various analyses of collected air samples, conducting performance audits of all monitoring equipment, the creation and/or upkeep of the Division's QAPPs and SOPs, and managing and maintaining the monitoring program's and Air Lab's data management systems and their applications. The Division also: performs sophisticated technical analyses of a variety of complicated data sets, draft regulatory proposals and final promulgations; and provides comments, notes potential issues and makes recommendations to Division and Bureau management based on results of, and conclusions from, completed assessments.

The Division of Licensing and Compliance is currently made up of four sections, the Licensing Section, the Compliance Section, the Mobile Sources and Enforcement Section, and the Inventory Section. The Licensing Section is primarily responsible for reviewing applications from facilities that are required to obtain air emission licenses, and writing the licenses to include state and federal requirements to which each facility is subject. The Compliance Section is primarily responsible for evaluating the compliance status of regulated facilities. The Mobile Sources and Enforcement Section is primarily responsible for determining compliance with Maine's laws and regulations relative to mobile sources, including the motor vehicle inspection and maintenance program, the sale of motor vehicles that meet California emission standards, and the heavy-duty diesel truck emission standards. This section is also responsible for determining and implementing the appropriate enforcement action for any non-compliance events. The Inventory Section collects and evaluates data on emissions of criteria pollutants, hazardous air pollutants, and greenhouse gases.

**LICENSES:**

Minor and major source air emission licenses, Nonmetallic Mineral Processing Plant General Permits, Concrete Batch Plant General Permits, Class IV-A Incinerator General Permits, Dry Cleaner Registrations, Smaller-Scale Electric Generating Resources Registrations.

**PUBLICATIONS:**

Representative list. More at [www.maine.gov/dep](http://www.maine.gov/dep)  
Air Emission Inventory Data - <https://www.maine.gov/dep/ftp/AIR/DATA/>  
Annual Air Monitoring Plan -  
<https://www.maine.gov/dep/air/monitoring/index.html#plan>  
Regional Greenhouse Gas Initiative Annual Report -

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

<https://www.maine.gov/dep/publications/reports/index.html>

Eight Biennial Report on Progress Toward GHG Reduction Goals -

<https://www.maine.gov/dep/publications/reports/index.html>

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF AIR QUALITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	808,318	660,618			147,700	
HEALTH BENEFITS	264,308	217,336			46,972	
RETIREMENTS	183,628	151,163			32,465	
OTHER FRINGE BENEFITS	18,092	15,639			2,453	
COMPUTER SERVICES	1,423	70		1,353		
CONTRACTUAL SERVICES	54,573	28,549		9,007	17,017	
RENTS	23,990	13,977		3,297	6,716	
COMMODITIES	33,979	14,563		17,550	1,866	
GRANTS, SUBSIDIES, PENSIONS	490,181				490,181	
TRANSFER TO OTHER FUNDS	16,901			1,842	15,059	
TOTAL EXPENDITURES	1,895,393	1,101,915		33,049	760,429	

## LAND RESOURCES

### NICK LIVESAY, BUREAU DIRECTOR

*Central Office:* 28 TYSON DR, AUGUSTA, ME 04330

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

*Established:* 2015

*Reference:* Policy Area: 04 Umbrella: 06 Unit: 096C Citation:

*Average Counts-All Positions:* 26.000

*FAX:* (207) 287-7826

*Telephone:* (207) 530-0965

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

*Legislative Count:* 26.00

#### PURPOSE:

The Bureau of Land Resources is responsible for: administering environmental laws designed to protect and improve the quality of Maine's land resources; reviewing land development projects that may have an adverse impact on the natural environment and protected natural resources; and 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; Maine Metallic Mineral Mining Act; Maine Wind Energy Act; and state water quality laws.

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:

The Bureau includes the Land Division and three programs: Hydropower, Mining, and Shoreland Zoning.

#### PROGRAM:

The Land Division reviews permit applications primarily under the Site Location of Development Act, the Natural Resources Protection Act, and the Stormwater Management Law. The hydropower program reviews permit applications under the Maine Waterway Development and Conservation Act and issues water quality certifications to hydropower facilities. The mining program oversees the regulation of borrow pits, quarries, and metallic mineral mines. The shoreland zoning program assists municipalities with implementation of the Shoreland Zoning Act. Staff within the Bureau are responsible for licensing, complaint

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

resolution, compliance inspections, education and outreach, and enforcement actions.

### 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; and Shoreland Zoning Municipal Ordinance Approvals.

### 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>

**FINANCES, FISCAL YEAR 2021:** 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	1,341,236	1,185,053			156,183	
HEALTH BENEFITS	439,496	379,653			59,843	
RETIREMENTS	275,256	240,927			34,329	
OTHER FRINGE BENEFITS	31,716	27,974			3,742	
COMPUTER SERVICES	17	17				
CONTRACTUAL SERVICES	51,549	51,549				
RENTS	47,445	47,445				
COMMODITIES	988	988				
GRANTS, SUBSIDIES, PENSIONS	2,694,949					2,694,949
TRANSFER TO OTHER FUNDS	14,994				14,994	
<b>TOTAL EXPENDITURES</b>	<b>4,897,646</b>	<b>1,933,606</b>			<b>269,091</b>	<b>2,694,949</b>

## OFFICE OF THE COMMISSIONER MELANIE LOYZIM, COMMISSIONER

*Central Office:* 28 TYSON DR, 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:* 28.000

*FAX:* (207) 287-7826

*Telephone:* (207) 287-7830

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

*Legislative Count:* 28.00

### 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 and enforcement activities; 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.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 legislative and outreach initiatives. Staff provide the central point of contact for legislators, 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 2021:** 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	1,712,960	288,865	1,424,095			
HEALTH BENEFITS	508,559	77,317	431,242			
RETIREMENTS	435,854	77,336	358,518			
OTHER FRINGE BENEFITS	37,118	6,561	30,557			
COMPUTER SERVICES	1,323,973	782,930	541,043			
CONTRACTUAL SERVICES	1,820,677	239,100	1,581,577			
RENTS	33,281	295	32,986			
COMMODITIES	22,484	126	22,358			
TRANSFER TO OTHER FUNDS	260,964		260,964			
TOTAL EXPENDITURES	6,155,870	1,472,530	4,683,340			

## BOARD OF ENVIRONMENTAL PROTECTION

**MARK C. DRAPER, CHAIR**

**WILLIAM F. HINKEL, EXECUTIVE ANALYST**

*Central Office:* 28 TYSON DR, AUGUSTA, ME 04330

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

*FAX:* (207) 287-7826

*Established:* 1972

*Telephone:* (207) 287-2811

*Reference: Policy Area:* 04 *Umbrella:* 06 *Unit:* 101 *Citation:* T0038 *M.R.S.A., Sect.:* 000000341C

*Average Counts-All Positions:* 2.000

*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 rulemaking, decisions on applications of statewide significance, decisions on appeals of the Commissioner's licensing and certain emergency orders, approval of consent agreements, and recommending changes in the law to the Legislature.

### 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.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### PROGRAM:

The Board generally holds meetings and hearings in Augusta on the first and third Thursdays of each month. 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 online at [<http://www.maine.gov/dep/bep/index.htm>].

**FINANCES, FISCAL YEAR 2021:** 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	146,031		146,031			
HEALTH BENEFITS	38,097		38,097			
RETIREMENTS	37,590		37,590			
OTHER FRINGE BENEFITS	2,942		2,942			
COMPUTER SERVICES	827		827			
CONTRACTUAL SERVICES	17,760		17,760			
COMMODITIES	1,899		1,899			
TRANSFER TO OTHER FUNDS	9,065		9,065			
<b>TOTAL EXPENDITURES</b>	<b>254,211</b>		<b>254,211</b>			

## BUREAU OF WATER QUALITY

### BRIAN KAVANAH, DIRECTOR

*Central Office:* 28 TYSON DR, 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:* 39,000

*FAX:* (207) 287-7826

*Telephone:* (207) 287-7700

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

*Legislative Count:* 39,000

### 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 state water quality laws as well as various programs under the Federal Clean Water Act, including the delegated federal National Pollutant Discharge Elimination System (NPDES) program. The Bureau receives federal funding under the Federal Clean Water Act that assists with 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 Division of Water Quality Management 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. 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.



## DEPARTMENT OF ENVIRONMENTAL PROTECTION

In addition, the Division of Water Quality Management administers funding programs for the planning, design, and construction of wastewater treatment facilities. These include the State Revolving Fund 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, the Maine Healthy Beaches Program, 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, 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; MEPDES permits; Certificates of Tax Exemptions; 401 Water Quality Certifications.

### PUBLICATIONS:

A variety of publications can be found here:  
<https://www.maine.gov/dep/water/publications/index.html>

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF WATER QUALITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,267,415	1,328,848	864,146		74,421	
HEALTH BENEFITS	740,333	453,165	266,414		20,754	
RETIREMENTS	510,436	303,908	170,117		16,411	
OTHER FRINGE BENEFITS	48,334	28,388	18,587		1,359	
COMPUTER SERVICES	1,488	1,137	165		186	
CONTRACTUAL SERVICES	515,920	293,643	187,615		34,662	
RENTS	62,016	57,208	4,808			
COMMODITIES	55,594	48,086	7,508			
GRANTS, SUBSIDIES, PENSIONS	6,701,641	304,500	3,253,493		430,903	2,712,745
TRANSFER TO OTHER FUNDS	99,559		90,838		8,721	
<b>TOTAL EXPENDITURES</b>	<b>11,002,736</b>	<b>2,818,883</b>	<b>4,883,691</b>		<b>587,417</b>	<b>2,712,745</b>

## BUREAU OF REMEDIATION AND WASTE MANAGEMENT

### SUSANNE MILLER, BUREAU DIRECTOR

*Central Office:* 28 TYSON DR, 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:* 131.308

*FAX:* (207) 287-7826

*Telephone:* (207) 557-2700

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

*Legislative Count:* 131.00

### PURPOSE:

The Bureau of Remediation and Waste Management administers Maine's oil, hazardous material, and solid waste management programs, including: emergency response for

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

oil and hazardous materials spills; regulation of underground piping associated with above-ground storage tanks 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; the bottle bill program; several product stewardship programs; oversight of asbestos and lead management and disposal; investigation and cleanup of uncontrolled hazardous substances sites; investigation of emerging contaminants at sites state-wide, including Per- and polyfluoroalkyl substances (PFAS); 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 also administers Maine's bottle bill law and regulations. This Division is integrally involved with the ongoing statewide PFAS investigation.

The Division of Petroleum Management is responsible for regulatory oversight, assistance, and outreach for petroleum facilities (such as oil terminals), underground piping associated with 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 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. This Division is integrally involved with the ongoing statewide PFAS investigation.

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. This division is integrally involved with the ongoing statewide PFAS investigation.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### 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; Lead Abatement Certification; Redemption Center Licenses; Initiator of Deposit Licenses; and Registration of Labels and Beverage Containers.

### 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 2021:** 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	7,410,105	439,585	6,025,523		944,997	
HEALTH BENEFITS	2,376,760	138,988	1,916,898		320,874	
RETIREMENTS	1,786,011	107,993	1,464,288		213,730	
OTHER FRINGE BENEFITS	170,091	8,392	138,465		23,234	
COMPUTER SERVICES	86,305	12,881	72,341		1,083	
CONTRACTUAL SERVICES	6,559,347	28,552	6,438,249		92,546	
RENTS	811,921	45,457	763,041		3,423	
COMMODITIES	253,221	7,210	244,309		1,702	
GRANTS, SUBSIDIES, PENSIONS	1,281,107		1,281,107			
EQUIPMENT	41,120	41,120				
TRANSFER TO OTHER FUNDS	1,101,402		1,007,844		93,558	
<b>TOTAL EXPENDITURES</b>	<b>21,877,390</b>	<b>830,178</b>	<b>19,352,065</b>		<b>1,695,147</b>	

## BOARD OF UNDERGROUND STORAGE TANK INSTALLERS KEITH LINDSTROM, CHAIR

Central Office: 28 TYSON DR, AUGUSTA, ME 04330

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

FAX: (207) 287-7826

Established: 1985

Telephone: (207) 287-7628

Reference: Policy Area: 04 Umbrella: 06 Unit: 481 Citation: T0032 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

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

becoming certified as underground storage tank installers or inspectors. Since the inception of the program in 1985, approximately 300 individuals have been certified to install or inspect underground oil storage tanks. There are currently 72 certified underground storage tank installers and 51 underground storage tank inspectors in Maine.

The Board also grants continuing education credits for underground storage tank installers and inspectors. In fiscal year 2021, the Board reviewed and approved 5 courses for continuing education credit. The Board and Department cancelled the Annual Spring Underground Storage Tank Installer and Inspector Training Workshop due to the Covid-19 Pandemic. The Board and the Department hope to hold a training workshop in fiscal year 2022.

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 enforcement cases came before the Board in fiscal year 2021. One case was initiated by the Board holding an adjudicatory hearing. The second case was resolved by the Board through an administrative consent agreement.

### 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

**(OFFICE OF) GOVERNOR  
JANET T. MILLS, 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: 48.040

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 she 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; 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.

The Governor's Office of Policy Innovation and the Future (GOPIF) works to address critical long-term issues facing the State of Maine. As a key policy coordinator for the governor, the office engages state agencies, stakeholders and the public in the planning and implementation of innovative, data-driven policy solutions. The office's current leadership areas include: climate and energy policy, including the Maine Climate Council; opioid response and prevention; the Governor's Children's Cabinet, which focuses on education and childhood support policy; and economic innovation and workforce development policy. In response to the COVID-19 pandemic, the office also provided planning, policy, communications and technology support to the Governor and several state agencies, and managed the Governor's Economic Recovery Committee.

GOPIF addresses critical, long-term issues facing Maine, by engaging state agencies, stakeholders and the public in the planning and implementation of innovative, data-driven policy solutions.

## EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2021:** 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	4,159,499	2,861,898	1,009,468		288,133	
HEALTH BENEFITS	1,063,262	702,880	268,092		92,290	
RETIREMENTS	881,509	565,556	238,791		77,162	
OTHER FRINGE BENEFITS	114,490	79,438	28,409		6,643	
COMPUTER SERVICES	112,596	84,417	28,179			
CONTRACTUAL SERVICES	2,355,902	814,795	1,423,782		117,325	
RENTS	65,660	18,804	46,856			
COMMODITIES	81,200	69,401	11,799			
GRANTS, SUBSIDIES, PENSIONS	216,975	177,033			39,942	
TRANSFER TO OTHER FUNDS	115,446		94,835		20,611	
<b>TOTAL EXPENDITURES</b>	<b>9,166,539</b>	<b>5,374,222</b>	<b>3,150,211</b>		<b>642,106</b>	

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,892,485	2,792,517	99,968			
HEALTH BENEFITS	711,975	681,002	30,973			
RETIREMENTS	573,679	546,976	26,703			
OTHER FRINGE BENEFITS	79,905	77,769	2,136			
COMPUTER SERVICES	84,024	83,868	156			
CONTRACTUAL SERVICES	1,009,879	659,024	302,855		48,000	
RENTS	18,804	18,804				
COMMODITIES	74,754	69,401	5,353			
GRANTS, SUBSIDIES, PENSIONS	216,975	177,033			39,942	
TRANSFER TO OTHER FUNDS	46,100		46,100			
<b>TOTAL EXPENDITURES</b>	<b>5,708,580</b>	<b>5,106,394</b>	<b>514,244</b>		<b>87,942</b>	

## GOVERNOR'S OFFICE OF COMMUNICATIONS

### SCOTT OGDEN, 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

GOVERNOR'S ENERGY OFFICE

DAN BURGESS, 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) 624-7449

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:

The GEO is required to submit several additional studies and convene working groups as required by legislation. Current efforts include studies or working groups related to energy storage, offshore wind, distributed generation, and solar siting.

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 an Annual Report, which includes updates on progress toward implementing the State Energy Plan, activities of the Office regarding the development of renewable energy generation facilities, and accounts for the Office's resources devoted to its various duties and activities.

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.

FINANCES, FISCAL YEAR 2021: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GOVERNOR'S ENERGY OFFICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	411,382	69,382	53,867		288,133	
HEALTH BENEFITS	126,438	21,878	12,270		92,290	
RETIREMENTS	110,167	18,580	14,425		77,162	
OTHER FRINGE BENEFITS	9,523	1,669	1,211		6,643	
COMPUTER SERVICES	6,701	549	6,152			
CONTRACTUAL SERVICES	384,961	155,771	159,865		69,325	
COMMODITIES	36		36			
TRANSFER TO OTHER FUNDS	30,185		9,574		20,611	
TOTAL EXPENDITURES	1,079,393	267,829	257,400		554,164	

EXECUTIVE DEPARTMENT

**GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY**

**FERNAND LAROCHELLE, ESQ., CHAIR**

*Central Office:* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001

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

*Established:* 1987

*Reference:* Policy Area: 00

*Umbrella:* 07

*Unit:* 102J

*Citation:* GFY95

*Telephone:* (207) 287-3531

*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 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS**

**JOHN A. HOBSON, ESQ., CHAIR**

*Central Office:* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001

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

*Established:* 1988

*Reference:* Policy Area: 00

*Umbrella:* 07

*Unit:* 102P

*Citation:* GFY88

*Telephone:* (207) 287-3531

*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.



## EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### (OFFICE OF) PUBLIC ADVOCATE

**ANDREW LANDRY, ACTING PUBLIC ADVOCATE**  
**SHAREEN G THOMPSON, SPECIAL ASSISTANT TO PA**

*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 Office of the Public Advocate represents and advocates for the interests of utility ratepayers in matters before the Maine Public Utilities Commission, the Maine Legislature, federal and regional regulatory bodies, and in relevant courts.

In 2019, the Office was directed by statute, P.L. 2019, c. 298, to contract with a person or entity to serve the Nonwires Alternative (NWA) Coordinator for the State of Maine. The Coordinator is responsible for reviewing utility proposals for significant transmission and distribution investments and developing cost-effective NWAs.

In 2021, the Office of Public Advocate completed its 40th year of advocacy on behalf of Maine utility customers, during which time, the Office has saved ratepayers more than \$941 million for customers through its advocacy and negotiations.

#### **ORGANIZATION:**

The Office was established in 1981 by statute, 35-A MRSA §1701 et seq, as an agency of the Executive Department.

The Public Advocate is appointed by the Governor and is confirmed by the Legislature. The Public Advocate serves a 4-year fixed term that begins and ends in February in the middle of the gubernatorial term.

In addition to the Public Advocate, the Office currently employs 8 staff members: a Deputy Public Advocate, three staff attorneys, an economic analyst, a consumer advisor, a special assistant and a senior assistant. P.L. 2019, c. 226 increased the authorized number of employees of the OPA from 9 to 10.

The Office also retains expert consultants to assist it in performing its duties in technically or financially complicated matters.

#### **PROGRAM:**

The Office also advises customers regarding their utility bills and utility-related issues, provides information to customers regarding how to participate in Public Utilities Commission (PUC) proceedings, advises customers regarding how to navigate the complaint process administered by the PUC's Consumer Assistance Division and provides technical support in the development of programs that assist customers in lowering their utility bills.

#### **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 - September 1, 2021 (no charge)

OPA Highlights, an electronic newsletter to consumers providing highlights on activities in various utility cases (no charge)

# EXECUTIVE DEPARTMENT

All publications along with helpful links are available on-line at [www.maine.gov/meopa](http://www.maine.gov/meopa).

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	855,633		855,633			
HEALTH BENEFITS	224,850		224,850			
RETIREMENTS	197,663		197,663			
OTHER FRINGE BENEFITS	25,062		25,062			
COMPUTER SERVICES	21,871		21,871			
CONTRACTUAL SERVICES	961,062		961,062			
RENTS	46,856		46,856			
COMMODITIES	6,410		6,410			
TRANSFER TO OTHER FUNDS	39,162		39,162			
TOTAL EXPENDITURES	2,378,569		2,378,569			

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**JEANNE M. LAMBREW, COMMISSIONER**

*Central Office:* 109 CAPITOL 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:* 3352.863      *Legislative Count:* 3352.00

**Units:**

OFFICE OF CHILD AND FAMILY SERVICES  
DIVISION OF DISEASE PREVENTION  
DIVISION OF DISABILITY DETERMINATION SERVICES  
DIVISION OF DISEASE SURVEILLANCE  
DOROTHEA DIX PSYCHIATRIC CENTER  
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  
OFFICE OF BEHAVIORAL HEALTH  
MAINE PUBLIC DRINKING WATER COMMISSION  
DIVISION OF FACILITIES MANAGEMENT  
RIVERVIEW PSYCHIATRIC CENTER  
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. The Department promotes Health, Safety, Resilience and Opportunity.

All of the Department's functions and activities are directed toward one or more of the following goals:

(a) Maine children grow up in safe, healthy, and supportive environments, allowing them to thrive throughout their lives; (b) All adults have the opportunity to work, live with independence, and have good health; and (c) Older Mainers live with dignity in the place that balances their needs and preferences.

**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 use prevention and treatment services; developmental disability and brain injury services; physical health services; public health services and affordable health care coverage.

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.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

The Department's Office of Health Insurance Marketplace operates the State Based Marketplace for affordable health care coverage. The Office was established under Public Law 2019, Ch. 653.

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

**FINANCES, FISCAL YEAR 2021:** 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	187,779,104	85,176,734	70,755,835		31,846,535	
HEALTH BENEFITS	61,888,158	32,249,117	20,336,010		9,303,031	
RETIREMENTS	42,343,251	22,526,434	13,729,414		6,087,403	
OTHER FRINGE BENEFITS	4,347,186	2,298,891	1,428,993		619,302	
COMPUTER SERVICES	61,531,150	22,990,357	23,249,606		15,291,187	
CONTRACTUAL SERVICES	191,269,508	68,517,158	31,641,157		91,111,193	
RENTS	13,368,558	7,683,969	4,413,142		1,271,447	
COMMODITIES	37,266,189	7,590,424	11,467,386		18,208,379	
GRANTS, SUBSIDIES, PENSIONS	4,088,002,479	931,456,217	429,370,082		2,727,176,180	
BUILDING IMPROVEMENTS	600,000				600,000	
EQUIPMENT	622,988	87,326	4,711		530,951	
TRANSFER TO OTHER FUNDS	8,091,197	3	4,367,710		3,723,484	
COST OF GOODS SOLD	247	247				
<b>TOTAL EXPENDITURES</b>	<b>4,697,110,015</b>	<b>1,180,576,877</b>	<b>610,764,046</b>		<b>2,905,769,092</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	193,984	193,984				
HEALTH BENEFITS	34,282	34,282				
RETIREMENTS	34,618	34,618				
OTHER FRINGE BENEFITS	2,956	2,956				
COMPUTER SERVICES	136,102	136,102				
CONTRACTUAL SERVICES	1,728,430	1,728,430				
RENTS	21,494	21,494				
COMMODITIES	10,962	10,962				
GRANTS, SUBSIDIES, PENSIONS	4,665,000	2,381,753	2,283,247			
<b>TOTAL EXPENDITURES</b>	<b>6,827,828</b>	<b>4,544,581</b>	<b>2,283,247</b>			

## OFFICE OF CHILD AND FAMILY SERVICES

**TODD A. LANDRY, DIRECTOR**

*Central Office:* 2 ANTHONY AVENUE, AUGUSTA, ME 04333-0011

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

*Established:* 1974

*Telephone:* (207) 624-7900

*Reference:* Policy Area: 05 Umbrella: 10 Unit: 148 Citation: T0022 *M.R.S.A., Sect.:* 000005308

*Average Counts-All Positions:* 125.500

*Legislative Count:* 125.50

### PURPOSE:

The Office of Child and Family Services (OCFS) seeks to serve and protect Maine's children and families by providing children's development, behavioral health, and child welfare services. Through these services OCFS seeks to ensure the safety, stability, happiness, and health of all Maine children and families.

### ORGANIZATION:

OCFS is comprised of five primary divisions consisting of child development, children's behavioral health, child welfare, children's licensing, and operations. OCFS' child welfare staff provide direct services, while the other divisions support community providers who deliver services to children and families. OCFS has staff throughout the state in eight districts and twelve district offices. OCFS also manages a statewide 24/7 hotline for reporting suspected child abuse and neglect. The Office is administered out of a central

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

office located in Augusta.

### PROGRAM:

Children's Development focuses primarily on supporting families and providers through the Child Care Subsidy Program (CCSP) and efforts to enhance the quality and availability of child care statewide. CCSP administers federal Child Care Development Block Grant (CCDBG) funding to provide subsidized child care for parents who are working or attending a job training program.

Children's Behavioral Health partners with families, providers, and MaineCare to oversee behavioral health services for children in Maine. This includes policy development and management, provider relations, and activities to ensure the high-quality service availability. Services are geared towards youth with developmental disabilities or delays, intellectual disabilities, autism spectrum disorders, mental health disorders and homeless youth services.

Child Welfare works with families and the community to promote long-term safety, well-being, and permanent families for children. Child abuse reports are investigated and efforts are undertaken to keep children safe and to guide families in creating safe homes for children. Child welfare seeks to reduce the risk and effect of adverse childhood experiences, such as neglect, trauma, or exposure to violence. Child welfare includes direct services delivered by caseworkers and supervisors throughout the state who investigate reports of abuse and/or neglect and act to protect children, but also includes violence prevention, foster home licensing, adoption, youth transition services, and child abuse prevention activities.

Children's Licensing and Investigation Services oversees the licensing of all facilities that furnish care to children in the State. This includes all licensed child care providers and all residential facilities for children. Staff work with individual providers on obtaining a license, compliance with licensing rules, and investigating reports of alleged violations of licensing rules and investigating alleged out of home abuse and/or neglect.

Operations refers to a variety of functions that assist OCFS staff in managing their day-to-day work. This includes contract oversight, quality assurance activities, technology and support services, data and analytics, and finance oversight.

**FINANCES, FISCAL YEAR 2021:** 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	7,015,912	4,503,370	1,552,060		960,482	
HEALTH BENEFITS	2,371,097	1,565,273	463,861		341,963	
RETIREMENTS	1,583,499	1,057,569	315,910		210,020	
OTHER FRINGE BENEFITS	159,552	106,544	31,884		21,124	
COMPUTER SERVICES	13,729,901	7,510,235	5,949,816		269,850	
CONTRACTUAL SERVICES	12,556,755	6,204,686	1,304,620		5,047,449	
RENTS	627,234	400,005	118,530		108,699	
COMMODITIES	629,490	564,620	46,267		18,603	
GRANTS, SUBSIDIES, PENSIONS	214,026,983	142,246,381	6,411,298		65,369,304	
TRANSFER TO OTHER FUNDS	610,462		362,946		247,516	
<b>TOTAL EXPENDITURES</b>	<b>253,310,885</b>	<b>164,158,683</b>	<b>16,557,192</b>		<b>72,595,010</b>	

## DIVISION OF DISEASE PREVENTION

**JAMIE COTNOIR, 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: 17.000

Legislative Count: 17.00

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### PURPOSE:

The Division of Disease Prevention (DDP) promotes health and disease reduction in the following program areas: Tobacco and Substance Use Prevention and Control (inclusive of Adolescent-Health & Injury Prevention), Maternal and Child Health, Chronic Disease Prevention and Control and the Women, Infants & Children (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.

### ORGANIZATION:

The Office is organized under the Maine Center for Disease Control and Prevention.

### 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 information and support to individuals in making healthy choices regarding tobacco, 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 programming, outreach, and education rooted in best-practice and evidence-based models of service. The Program collects service-level data and analyzes that collectively with data on individual behaviors and health outcomes. By focusing on support and development of healthy, safe environments, the Program seeks to prevent the onset of use of 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 provides direct funding for community-based and public health nursing services. Data collection, analysis and dissemination are conducted to ensure programming is based on need and emerging health trends. The Program collaborates with governmental and non-governmental agencies and organizations to ensure seamless services across the service population spectrum. It also provides education on key topics such as safe sleep. The Program oversees the Maternal, Fetal, and Infant Mortality Review Board (MFIMR) and publishes an annual report based on its findings.

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, Alzheimer's disease, and cardiovascular diseases). The Program develops and applies collaborative strategies to improve the health of Maine people by: mobilizing partners to support evidence-based prevention efforts; gathering and disseminating data to drive healthy decision making; empowering patients to self-manage chronic disease; promoting evidence-based guidelines to strengthen health care systems; linking health care systems with community resources; increasing access to screening of early detectable chronic diseases; and promoting evidence-based screening recommendations.

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. 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. The WIC program transitioned from a coupon-based program to an electronic benefit transfer card program in 2020.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2021:** 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	1,009,920				1,009,920	
HEALTH BENEFITS	338,280				338,280	
RETIREMENTS	226,702				226,702	
OTHER FRINGE BENEFITS	23,341				23,341	
COMPUTER SERVICES	28,934				28,934	
CONTRACTUAL SERVICES	1,043,610				1,043,610	
RENTS	13,353				13,353	
COMMODITIES	578				578	
GRANTS, SUBSIDIES, PENSIONS	5,462,264				5,462,264	
TRANSFER TO OTHER FUNDS	60,211				60,211	
<b>TOTAL EXPENDITURES</b>	<b>8,207,193</b>				<b>8,207,193</b>	

## DIVISION OF DISABILITY DETERMINATION SERVICES

**LUKE MONAHAN, 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) 458-0041

*Reference:* Policy Area: 05 Umbrella: 10 Unit: 144Z Citation: T0022A M.R.S.A., Sect.: 000000201

*Average Counts-All Positions:* 54.000

*Legislative Count:* 54.00

### 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.

### ORGANIZATION:

Disability Determination Services exists as a partnership between the State and federal government. The agency had an operating budget of \$9.6 million for fiscal year 2020-21 and employs 67 people. The workforce includes disability claim adjudicators, physicians, psychologists and various administrative and support people. Oversight and funding are provided by the Social Security Administration.

**FINANCES, FISCAL YEAR 2021:** 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	2,352,105				2,352,105	
HEALTH BENEFITS	805,342				805,342	
RETIREMENTS	517,409				517,409	
OTHER FRINGE BENEFITS	50,277				50,277	
COMPUTER SERVICES	130,580				130,580	
CONTRACTUAL SERVICES	1,503,199				1,503,199	
RENTS	315,586				315,586	
COMMODITIES	16,986				16,986	
GRANTS, SUBSIDIES, PENSIONS	1,627,317				1,627,317	
TRANSFER TO OTHER FUNDS	130,961				130,961	
<b>TOTAL EXPENDITURES</b>	<b>7,449,762</b>				<b>7,449,762</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**DIVISION OF DISEASE SURVEILLANCE**

**ANN FARMER, DIRECTOR**

*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) 287-3600*

*Reference: Policy Area: 05    Umbrella: 10    Unit: 144V    Citation: T0022A    M.R.S.A., Sect.: 000000201*

**PURPOSE:**

The Division of Disease Surveillance promotes and protects the health of Maine people through programs focusing on the surveillance, prevention, control and testing of infectious diseases and conditions.

**ORGANIZATION:**

The Office is organized under the Maine Center for Disease Control and Prevention.

**PROGRAM:**

The Division implements its mission through key programs: Infectious Disease Epidemiology Program, Infectious Disease Contact Tracing, Infectious Disease Prevention Program, Maine Immunization Program, Environmental and Occupational Health Program, the State's Health and Environmental Testing Laboratory.

The Infectious Disease Epidemiology 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 and updates to key public health stakeholders.

The Infectious Disease Contact Tracing program is a newly developed program due to the COVID-19 pandemic. This program enrolls and monitors COVID-19 asymptomatic close contacts during their quarantine period. All close contacts are monitored in the Sara Alert data system.

The Infectious Disease Prevention Program partners with health professionals to prevent the transmission of diseases such as HIV, STD, TB and Viral Hepatitis 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 children, and the federal Vaccines for Children Program while assuring compliance with federal guidelines.

The Environmental and Occupational Health Program implements legislative mandates in Environmental Health, Childhood Lead Poisoning Prevention and Control, and Occupational Disease Reporting to ensure the threats to the health of Maine people posed by natural phenomena or potentially toxic substances in the environment and workplace are identified and are 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.

The Health and Environmental Testing Laboratory 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 as necessary for public health and regulatory compliance; monitoring and diagnosing infectious



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

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 providing key data to support the State's emergency preparedness to chemical and biological terrorism.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF DISEASE SURVEILLANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES	87,447		87,447			
GRANTS, SUBSIDIES, PENSIONS	87,447		87,447			
TOTAL EXPENDITURES	87,447		87,447			

## DOROTHEA DIX PSYCHIATRIC CENTER SARAH TAYLOR, SUPERINTENDENT

*Central Office:* 656 STATE STREET, BANGOR, ME 04401

*Mail Address:* 656 STATE STREET, BANGOR, ME 04401

*Established:* 1985

*Reference:* Policy Area: 05 Umbrella: 10 Unit: 687 Citation: T0022A M.R.S.A., Sect. 000000208

*Average Counts-All Positions:* 249.500

*FAX:*

*Telephone:* (207) 561-5425

*Legislative Count:* 249.50

### 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, 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 is a 60-bed facility. The hospital is organized into major clinical, administrative and support service departments. DDPC has three inpatient treatment units, admitting 118 people in fiscal year 2020-21. All units are co-ed and represent a mixed milieu. In January 2021 DDPC opened a 4th unit, which provides acute inpatient psychiatric services to older adults. DDPC also has an Outpatient Services Program that serves patients found to be not criminally responsible, patients who have been discharged into community settings and, on a rare occasion, civil patients when extenuating circumstances in the community indicate that only DDPC can provide the needed service in order to prevent re-hospitalization.

The two state psychiatric hospitals, DDPC and Riverview Psychiatric Center, work closely together to create efficiencies by sharing resources, processes and collaborating on admissions. 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.

**Note:** In March of 2020 DDPC changed its operations to adjust to the COVID-19 pandemic and continues to follow CDC and CMS guidelines in order to protect the health and safety of the patients and staff.

### LICENSES:

State of Maine Division of Licensing and Certification - state license  
The Joint Commission - hospital accreditation

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Center for Medicaid and Medicare Services - certification to participate in the Medicare and Medicaid programs

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOROTHEA DIX PSYCHIATRIC CENTER	TOTAL						
	FOR		SPECIAL				
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC	
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS	
SALARIES & WAGES	15,183,064	2,067,995	11,939,310		1,175,759		
HEALTH BENEFITS	4,429,651	2,482,280	1,947,371				
RETIREMENTS	3,569,994	1,976,927	1,593,067				
OTHER FRINGE BENEFITS	384,693	209,020	175,673				
COMPUTER SERVICES	350,149	336,836	13,313				
CONTRACTUAL SERVICES	6,885,719	3,582,303	3,303,416				
RENTS	864,716	302,876	561,840				
COMMODITIES	1,728,496	767,318	961,178				
TRANSFER TO OTHER FUNDS	655,846		655,846				
TOTAL EXPENDITURES	34,052,328	11,725,555	21,151,014		1,175,759		

## OFFICE FOR FAMILY INDEPENDENCE ANTHONY PELOTTE, DIRECTOR

*Central Office:* 109 CAPITOL STREET, AUGUSTA, ME 04333-0011

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

*Established:* 1913

*Telephone:* (207) 624-4168

*Reference:* Policy Area: 05 Umbrella: 10 Unit: 144B Citation: T0022A M.R.S.A., Sect.: 000000201

*Agency Counts-All Positions:* 311.000 *Legislative Count:* 311.00

### PURPOSE:

The Office for Family Independence (OFI) administers multiple state and federal programs to help Maine citizens in need. There are 16 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.

### PROGRAM:

Temporary Assistance for Needy Families (TANF) is a work program that provides financial assistance for basic needs to families with children who meet the financial and non-financial rules of the program. TANF is funded 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 like 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.

Transitional Services provides post-TANF assistance in the form of food support,

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

childcare, 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 Higher Opportunity for Pathways to Employment (HOPE) program is funded by TANF grant funds and helps parents with costs related to pursuing education beyond high school by bringing statewide support service benefits to up to 800 low-income parents and caregivers.

Whole Family Services are funded by TANF grant funds and support multi-generation family coaching services, helping whole families gain stability through early childhood education, adult education and career services, healthcare, and economic supports.

The Supplemental Nutrition Assistance Program (SNAP) 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% 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.

MaineCare (Medicaid) and Cub Care provides payment of medical expenses, including long term care, for individuals who meet financial and non-financial criteria. MaineCare eligibility is funded through state contributions with a federal match of approximately 67% percent and 50% (administration). State Supplemental Benefit provides a 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. Administrative expenses of the DSER program are matched 66% 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.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE FOR FAMILY INDEPENDENCE	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	14,697,922	3,014,879	3,397,178		8,285,865	
HEALTH BENEFITS	5,425,999	1,227,399	1,076,494		3,122,106	
RETIREMENTS	3,305,639	780,824	691,365		1,833,450	
OTHER FRINGE BENEFITS	336,249	78,561	69,351		188,337	
COMPUTER SERVICES	20,820,526	6,050,484	12,064,429		2,705,613	
CONTRACTUAL SERVICES	14,017,620	4,538,725	3,271,801		6,207,094	
RENTS	5,236		2,585		2,651	
COMMODITIES	226,744	60,968	18,471		147,305	
GRANTS, SUBSIDIES, PENSIONS	259,944,959	61,081,641	95,579,008		103,284,310	
TRANSFER TO OTHER FUNDS	992,279		474,729		517,550	
<b>TOTAL EXPENDITURES</b>	<b>319,773,173</b>	<b>76,833,481</b>	<b>116,645,411</b>		<b>126,294,281</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**MAINE CENTER FOR DISEASE CONTROL AND PREVENTION**  
**NIRAV SHAH, MD, JD, DIRECTOR**

*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: 294.000*

*Legislative Count: 293.50*

**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 Director serves as the State Health Officer and the State public health leader. Maine CDC has 6 functional divisions: Administration, Environmental and Community Health, Public Health Systems, Disease Prevention, Disease Surveillance, and Public Health Nursing.

**PROGRAM:**

The Maine CDC administers a broad range of public health programs and services including tobacco, substance use and injury prevention; chronic disease prevention and control; maternal and children's health; nutritional services for women, infants and children; accreditation for laboratories that provide environmental and marijuana testing; public drinking water safety and reliability; retail food safety; health inspection licensing, inspection, and enforcement; radiation protection; infectious disease prevention and control including response to pandemics; infectious disease epidemiology, immunizations; lead poisoning control and prevention; environmental public health tracking and toxicology, including the State's Toxicologist; HETL; the State's Health and Environmental Testing Laboratory; public health emergency preparedness and response; district public health; rural health and primary care; oral health; data, research, and vital statistics; and public health nursing.

Maine CDC Operations provides administrative oversight on operational matters to all divisions including personnel coordination, grants and contract management, policy and compliance, regulation and enforcement, business systems management, financial administration and leadership on strategic focuses.

Medical Epidemiology provides medical leadership, guidance and consultation on strategic, operational and clinical issues to all programs. The Healthcare Associated Infections Prevention Program within Medical Epidemiology 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 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CENTER FOR DISEASE CONTROL AND PREVENTION	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	17,187,513	4,019,632	4,289,954		8,877,927	
HEALTH BENEFITS	5,361,062	986,525	1,816,723		2,557,814	
RETIREMENTS	3,841,637	746,842	1,182,637		1,912,158	
OTHER FRINGE BENEFITS	384,743	72,544	119,009		193,190	
COMPUTER SERVICES	5,803,822	1,216,129	506,811		4,080,882	
CONTRACTUAL SERVICES	39,382,199	7,353,527	12,441,292		19,587,380	
RENTS	1,276,432	306,213	180,413		789,806	
COMMODITIES	29,024,209	755,757	10,266,739		18,001,713	
GRANTS, SUBSIDIES, PENSIONS	48,394,270	4,414,005	3,251,264		40,729,001	
BUILDING IMPROVEMENTS	600,000				600,000	
EQUIPMENT	530,951				530,951	
TRANSFER TO OTHER FUNDS	1,557,517		476,921		1,080,596	
<b>TOTAL EXPENDITURES</b>	<b>153,344,355</b>	<b>19,871,174</b>	<b>34,531,763</b>		<b>98,941,418</b>	

## **DIVISION OF ENVIRONMENTAL AND COMMUNITY HEALTH**

### **MICHAEL ABBOTT, ASSOCIATE DIRECTOR**

*Central Office:* 286 WATER STREET, AUGUSTA, ME 04333-0011

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011      *FAX:* (207) 287-4172

*Established:* 1917

*Telephone:* (207) 592-2174

*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 (Division) exists to protect and promote the health and safety of Maine's population through regulatory oversight including: 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 investigation of allegations of professional negligence; and oversight of the implementation of any resulting corrective actions. The Division licenses and inspects sources of radiation and oversees the storage of high-level nuclear waste in Maine. This Division also conducts preventative campaigns and responds to incidences of childhood lead and carbon monoxide poisoning, tracks ambient air quality and many other environmental health and occupational disease factors, and creates resources related to healthy homes topics such as asthma, injury prevention, radon, bedbugs and other pests, and second hand smoke, heat-related illness, and recommendations for the safe consumption of fish and game.

#### **ORGANIZATION:**

The Office is organized under the Maine Center for Disease Control and Prevention.

#### **PROGRAM:**

The Division of Environmental and Community Health consists of four programs: Drinking Water, including the Subsurface Wastewater Unit; Health Inspection; Environmental & Occupational Health and Radiation Control. Drinking Water and Health Inspection staff are located at DHHS offices statewide. The Radiation Control Program and Environmental & Occupational Health Program (EOHP) 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

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

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.

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 Environmental & Occupational Health Program works to protect and enhance public health by objective, scientific evaluation of health risks for chemical and radiological exposure. EOHP develops health risk analyses to inform public and regulatory decision making on several environmental health topics including lead poisoning, private well water safety and testing, carbon monoxide poisoning, healthy fish-eating guidelines, and heat-related illness. EOHP also operates a toxicology consultation phone service for Maine residents and runs the Maine Tracking Network, an online, interactive public health data portal.

### 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 and bulk water transporters.

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
SAALARIES & WAGES	234,944		234,944			
HEALTH BENEFITS	78,257		78,257			
RETIREMENTS	51,642		51,642			
OTHER FRINGE BENEFITS	5,495		5,495			
COMPUTER SERVICES	71,614		71,614			
CONTRACTUAL SERVICES	53,344		53,344			
RENTS	32,624		32,624			
COMMODITIES	3,427		3,427			
GRANTS, SUBSIDIES, PENSIONS	1,550		1,550			
TRANSFER TO OTHER FUNDS	12,226		12,226			
TOTAL EXPENDITURES	545,123		545,123			

## FINANCE

### BENJAMIN MANN, DEPUTY COMMISSIONER

Central Office: 109 CAPITOL STREET, AUGUSTA, ME 04333-0011

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-3005

Established: 1975

Telephone: (207) 624-6922

Reference: Policy Area: 05 Umbrella: 10 Unit: 144MCitation: T0022A M.R.S.A., Sect.: 000000201

Average Counts-All Positions: 175.500

Legislative Count: 175.50

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### PURPOSE:

The Department of Health and Human Services (DHHS) manages a \$4.7 billion annual budget and provides healthcare and social services to about a third of Maine's population. DHHS Finance links program operations with fiscal and audit activities to coordinate departmental policies, procedures, budgets and strategies. DHHS Finance is responsible for stewardship and oversight of the Department's budget and for managing the Department's resources in an efficient and effective manner.

### ORGANIZATION:

DHHS Finance is composed of the Division of Audit, Financial Management Services, and the Division of Contract Management, as well as Facilities Management and Business Technology Solutions. It also receives significant support from the DHHS Service Center and the MaineCare Finance Unit.

The Division of Audit has three areas. 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 that receive more than \$1.5 billion of state and federal funds through either the MaineCare program or from contracted services. 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) oversees procurement administration for the Department. DCM processes approximately 2,100 agreements and amendments each year, including compiling, reviewing and facilitating the approval of the contracts. Additional responsibilities include reviewing and monitoring financial activities including contract budgets, expenses, performance measurements and payments. DCM provides oversight and 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.

Financial Management Services is responsible for the financial analysis and coordination of budget and fiscal management activities. This group oversees budget development, executions and management; financial forecasting; and process improvement to align activities with department strategy and policies. The group tracks expenditures and forecasts 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 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 and maintains internal and financial 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 2021:** 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	9,560,518	5,809,905	3,750,613			
HEALTH BENEFITS	2,960,097	1,743,016	1,217,081			
RETIREMENTS	2,104,023	1,243,507	860,516			
OTHER FRINGE BENEFITS	257,161	152,402	104,759			
COMPUTER SERVICES	2,049,524	1,327,367	722,157			
CONTRACTUAL SERVICES	13,863,339	8,707,936	4,735,686		419,717	
RENTS	8,772,502	5,526,266	3,246,236			
COMMODITIES	189,497	119,365	70,132			
GRANTS, SUBSIDIES, PENSIONS	29,300	28,402	898			
TRANSFER TO OTHER FUNDS	331,690		331,690			
<b>TOTAL EXPENDITURES</b>	<b>40,117,651</b>	<b>24,658,166</b>	<b>15,039,768</b>		<b>419,717</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**OFFICE OF MAINECARE SERVICES**

**MICHELLE PROBERT, DIRECTOR**

*Central Office: 109 CAPITOL 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: 255.500*

*Legislative Count: 255.50*

**PURPOSE:**

The Office of MaineCare Services (OMS) administers the Department's Medicaid program in alignment with the Department's and Office's goals and in compliance with Centers for Medicare and Medicaid Services (CMS), and federal and state laws.

**ORGANIZATION:**

MaineCare is organized into two main divisions: Administration and Operations.

**PROGRAM:**

Data Analytics: Analyzes and delivers program and financial information to stakeholders; assists with budget development and fiscal estimates; and offers operational support and strategic insight. Oversees rate setting, which establishes and maintains reimbursement policy and payment rates for providers and payment programs.

Communications: Manages internal and external communications, member and stakeholder engagement and staff development.

Medical Director: Provides clinical expertise to ensure MaineCare policy and programs are evidence-based, equitable, and align with best practices that support improving members' health outcomes.

Delivery System Reform: Oversees strategic reform efforts to drive better, more comprehensive, integrated care and increased provider accountability through initiatives such as PCPlus, MaineMOM, and Accountable Communities.

Policy: Works with federal CMS to develop rules, define the scope of coverage, submit waiver requests, and maintain the Medicaid State Plan.

Pharmacy: Develops and implements strategy to effectively manage pharmacy benefit and costs, including oversight of Pharmacy Benefits Manager. Manages Pharmacy Help Desk, assists members with Medicare Part D enrollment, maintains the Preferred Drug List and oversees MaineCare's Drug Rebate program.

Provider Services: Provider Relations Specialists work with MaineCare providers on complex billing issues, interpretation of policy and training. Includes Claims Adjustment staff who work with providers to process adjustments when a provider requests a review related to claims overpayments or underpayments.

Contract Management: Manages MaineCare's procurement process and provides oversight of MaineCare contracts.

Change Management: Identifies, designs and implements technical solutions for MaineCare's claims processing system in response to strategic, operational, and regulatory changes to address claims and billing issues.

Non-Emergency Transportation: Manages the statewide transportation brokerage system so eligible members receive transportation to and from MaineCare-covered services.

Third Party Liability: Includes estate recovery, casualty recovery and "pay and chase" activities and secures reimbursement from liable third-party payors.

Quality Assurance: Performs internal claims audits and monitors performance of MaineCare's fiscal agent against contract goals. Also responsible for the Payment Error Rate Measurement audits, which help ensure that claims paid for services are for eligible members, and for audits of the non-emergency transportation



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

brokers.

**Compliance:** Oversees compliance-related business areas including provider enrollment, program integrity, case mix and administrative hearings.

**Care Coordination:** Oversees care management efforts for members with more complex needs. It includes Emergency Department Management, which aims to reduce members' avoidable visits to the Emergency Department and increase utilization of appropriate outpatient services; HIV Case Management, MaineCare's waiver to provide support, care coordination and education to individuals living with HIV/AIDS; Case Coordination, which provides Maine residents with solutions to complex healthcare, financial, and placement issues through integrated provider and community involvement; and Prior Authorization, which handles requests for some medical services, such as out of state and physical and occupational therapy services.

**FINANCES, FISCAL YEAR 2021:** 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	15,837,710	5,403,643	4,130,800		6,303,267	
HEALTH BENEFITS	5,256,286	1,897,909	1,299,671		2,058,706	
RETIREMENTS	3,486,685	1,249,475	896,656		1,340,554	
OTHER FRINGE BENEFITS	357,191	128,266	90,599		138,326	
COMPUTER SERVICES	8,784,506	1,562,775	181,242		7,040,489	
CONTRACTUAL SERVICES	74,543,230	20,183,542	1,765,243		52,594,445	
RENTS	188,793	71,615	115,035		2,143	
COMMODITIES	3,520,983	3,482,610	16,271		22,102	
GRANTS, SUBSIDIES, PENSIONS	3,254,358,941	491,608,606	285,861,028		2,476,889,307	
EQUIPMENT	7,248	2,537	4,711			
TRANSFER TO OTHER FUNDS	1,747,688		195,479		1,552,209	
<b>TOTAL EXPENDITURES</b>	<b>3,368,089,261</b>	<b>525,590,978</b>	<b>294,556,735</b>		<b>2,547,941,548</b>	

## OFFICE OF AGING AND DISABILITY SERVICES

**PAUL SAUCIER, 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:* 311.000

*Legislative Count:* 311.00

### PURPOSE:

The mission of the Office of Aging and Disability Services (OADS) 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:

OADS was created by the Legislature on August 30, 2012 when it merged the former Office of Elder Services and Office of Adults with 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:

At the direction of the Commissioner, OADS establishes the overall policy objectives for functions and activities relating to older adults and adults with disabilities in Maine. Pursuant to federal and state laws, OADS promotes independence for older adults and adults with disabilities through services, including evidence-based prevention programs and comprehensive home and community-based services.

Programs fall within the following categories:

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Adult Protective Services (APS), which is responsible for receiving and investigating reports for abuse, neglect and exploitation of incapacitated and dependent adults. APS is the Commissioner's designated representative for public guardianship and conservatorship services for adults who are incapacitated and have no family member or other private individual able or suitable to serve in those capacities;

Developmental Disability and Brain Injury Services, which serves persons with intellectual disabilities or Autism Spectrum Disorder, acquired brain injuries, or other related conditions. These services include community and state case management services, management of four federal home and community-based waiver programs and a statewide crisis response system;

Long Term Services and Supports (LTSS), which includes the management of state and federal long term care programs serving older adults and adults with disabilities, oversight of the medical eligibility process for long term care, and policy oversight of nursing facilities and community residential settings;

Aging Services, which includes serving as the Older Americans Act (OAA) State Unit on Aging, management of social services and nutrition programs funded by the OAA and management of the State Health Insurance Program, and Senior Medicare Patrol program;

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

Central Operations, which includes office-wide operational resources for business services and contracts, information services and technology, data and compliance, and policy development and rulemaking.

### Publications

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

**FINANCES, FISCAL YEAR 2021:** 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	16,882,875	15,208,044	1,350,820		324,011	
HEALTH BENEFITS	5,686,932	5,113,617	527,554		45,761	
RETIREMENTS	3,966,285	3,509,085	427,195		30,005	
OTHER FRINGE BENEFITS	377,038	337,369	36,607		3,062	
COMPUTER SERVICES	885,965	768,316	37,952		79,697	
CONTRACTUAL SERVICES	2,441,744	1,972,645	96,476		372,623	
RENTS	502,822	467,678	18,815		16,329	
COMMODITIES	63,770	58,142	4,536		1,092	
GRANTS, SUBSIDIES, PENSIONS	199,844,326	165,048,316	25,362,470		9,433,540	
TRANSFER TO OTHER FUNDS	73,192		57,524		15,668	
COST OF GOODS SOLD	247	247				
<b>TOTAL EXPENDITURES</b>	<b>230,725,196</b>	<b>192,483,459</b>	<b>27,919,949</b>		<b>10,321,788</b>	

## OFFICE OF BEHAVIORAL HEALTH JESSICA POLLARD, DIRECTOR

*Central Office:* 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-9152

*Established:* 2012

*Telephone:* (207) 287-2595

*Reference:* Policy Area: 05 *Umbrella:* 10 *Unit:* 144H *Citation:* T00005 *M.R.S.A., Sect.:* 000020002

*Average Counts-All Positions:* 77.000

*Legislative Count:* 77.00

### PURPOSE:

The Office of Behavioral Health (OBH) is grounded in the promotion of evidence-based, timely and appropriate access to behavioral health services with

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

the goal of achieving improved outcomes for persons with mental illness and/or substance use disorders.

### ORGANIZATION:

OBH is the federally recognized single state agency (SSA) for mental health and substance use disorder services and State Opioid Treatment Authority, providing access to healthcare for the uninsured, funding for services not covered by Medicaid, program and policy development, and expertise to the provider community, legislature and general public.

OBH was formally known as the Office of Substance Abuse and Mental Health Services. The Office changed its name to the Office of Behavioral Health in 2020.

### PROGRAM:

OBH is responsible for developing and overseeing a complete continuum of services; promoting evidence-based best practices; and ensuring accountability through delivery of direct and contractual services. In addition, OBH regularly assesses systemic needs, resources and assets of the behavioral health systems.

OBH promotes wellness, prevention, early intervention, treatment, crisis services, and recovery supports. OBH funds mental health and substance use disorder services, training and technical assistance, supported housing, and evaluation, and provides direct service through our Intensive Case Management Program and State Forensic Service. OBH oversees Maine's 2-1-1 program, the Statewide Crisis Line, and Intentional Warmline - all available 24/7 for any adult Mainier.

The Prescription Monitoring Program (PMP) is a web-based tool that was developed and implemented by OBH to prevent, detect and reduce prescription drug misuse and diversion. The PMP maintains a database of all outpatient transactions for controlled substances dispensed in the State of Maine. Public Law 2015, chapter 488 established the Nation's first limits and definitions regarding the prescribing and dispensing practices of all Schedule II-IV prescription drugs based on U.S. Centers for Disease Control recommendations.

Many of the components of Governor Mills' Executive Order 2 focused on Opioid Response are the responsibility of OBH, such as making the life-saving overdose reversal medication naloxone widely available, the real time overdose mapping tool ODMAP, training of recovery coaches, deployment of recovery coaches to Emergency Departments, rapid access to buprenorphine, and partnering with Department of Corrections to support availability of Medication Assisted Treatment (MAT) to incarcerated individuals.

In March 2020, OBH launched the StrengthenME program, Maine's behavioral health and resiliency response to the COVID-19 pandemic. StrengthenME provides free stress management, wellness, and resiliency resources to people experiencing stress reactions to the pandemic and its associated impacts.

OBH continues its work to meet and exceed the requirements of the Bates vs. DHHS Consent Decree and on strategies to improve timely access to quality adult mental health services.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF BEHAVIORAL HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,610,605	3,908,860	327,645		374,100	
HEALTH BENEFITS	1,496,420	1,427,800	35,561		33,059	
RETIREMENTS	1,062,670	1,007,358	38,207		17,105	
OTHER FRINGE BENEFITS	104,282	98,912	3,726		1,644	
COMPUTER SERVICES	1,527,873	291,022	281,710		955,141	
CONTRACTUAL SERVICES	9,774,500	4,140,839	1,297,983		4,335,678	
RENTS	176,306	153,426			22,880	
COMMODITIES	47,344	47,283	61			
GRANTS, SUBSIDIES, PENSIONS	98,617,140	63,899,636	10,336,367		24,381,137	
TRANSFER TO OTHER FUNDS	164,447	3	45,670		118,774	
<b>TOTAL EXPENDITURES</b>	<b>117,581,587</b>	<b>74,975,139</b>	<b>12,366,930</b>		<b>30,239,518</b>	

## MAINE PUBLIC DRINKING WATER COMMISSION

**KATHY MORIARTY, CHAIRPERSON**  
**JIM WILLIS, BOARD CLERK**

*Central Office:* 286 WATER STREET, AUGUSTA, ME 04333-0011

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

*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 Center for Disease Control and Prevention (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 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.

### 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.

In SFY2021, the Commission held meetings on September 2, 2020; November 8, 2020; February 10, 2021; and May 5, 2021.

### LICENSES:

n/a

### PUBLICATIONS:

Annual Report to the Commissioner of the Department of Health and Human Services.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2021:** 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	327,757		327,757			
HEALTH BENEFITS	129,051		129,051			
RETIREMENTS	75,897		75,897			
OTHER FRINGE BENEFITS	8,016		8,016			
COMPUTER SERVICES	16,360		16,360			
CONTRACTUAL SERVICES	14,879		14,879			
RENTS	18,500		18,500			
COMMODITIES	454		454			
TRANSFER TO OTHER FUNDS	13,856		13,856			
<b>TOTAL EXPENDITURES</b>	<b>604,770</b>		<b>604,770</b>			

## DIVISION OF FACILITIES MANAGEMENT

### MARTHA KLUZAK, DIRECTOR

*Central Office:* 109 CAPITOL STREET, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011      *FAX:* (207) 287-3005

*Established:* 2020

*Telephone:* (207) 287-5837

*Reference: Policy Area:* 05    *Umbrella:* 10    *Unit:* 144R    *Citation:* T0022A    *M.R.S.A., Sect.:* 000000201

*Average Counts-All Positions:* 1103.000

*Legislative Count:* 1103.00

#### PURPOSE:

The Division of Facilities Management 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.

#### 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 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF FACILITIES MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	61,592,378	37,834,637	23,269,236		488,505	
HEALTH BENEFITS	21,049,918	12,091,571	8,958,347			
RETIREMENTS	13,523,603	8,118,294	5,405,309			
OTHER FRINGE BENEFITS	1,395,212	834,895	560,317			
COMPUTER SERVICES	6,144,353	2,740,151	3,404,202			
CONTRACTUAL SERVICES	4,416,677	2,329,577	2,087,100			
RENTS	355,437	236,874	118,563			
COMMODITIES	266,768	186,919	79,849			
GRANTS, SUBSIDIES, PENSIONS	915,731	720,224	195,507			
TRANSFER TO OTHER FUNDS	1,015,848		1,015,848			
<b>TOTAL EXPENDITURES</b>	<b>110,675,925</b>	<b>65,093,142</b>	<b>45,094,278</b>		<b>488,505</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**RIVERVIEW PSYCHIATRIC CENTER**  
**RODNEY BOUFFARD, SUPERINTENDENT**

*Central Office:* 250 ARSENAL STREET, AUGUSTA, ME 04333-0011

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-6123

*Established:* 1934

*Telephone:* (207) 624-3900

*Reference:* Policy Area: 05 *Umbrella:* 10 *Unit:* 686 *Citation:* T0022A *M.R.S.A., Sect.:* 000000208

*Average Counts-All Positions:* 363.863

*Legislative Count:* 363.50

**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 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 acute care psychiatric hospital which provides state of the art care to individuals in Maine with serious persistent mental illness and co-occurring disorders. It is organized into clinical, administrative and support service departments. RPC has four inpatient treatment units; in fiscal year 2019-20 RPC admitted 220 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.

Of special note: In March of 2020 COVID 19 changed the operations of RPC in many aspects. Protecting patients, staff, and mitigating risk of infection or an outbreak of COVID 19 within the hospital became a focus. RPC utilized guidance and best practices from the CDC, State, Federal, and accrediting agencies. Restrictions were placed for safe infection control practices. The guidance and restrictions affected daily operations, admissions, staffing, and the RPC budget which has continued into fiscal year 2020-21.

**LICENSES:**

RPC is licensed by State of Maine Division of Licensing and Certification

Accredited by The Joint Commission

Accredited by the Centers for Medicare & Medicaid Services

**FINANCES, FISCAL YEAR 2021:** 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	21,091,896	3,211,784	16,185,519		1,694,593	
HEALTH BENEFITS	6,465,485	3,679,445	2,786,040			
RETIREMENTS	4,992,950	2,801,937	2,191,013			
OTHER FRINGE BENEFITS	500,977	277,420	223,557			
COMPUTER SERVICES	1,050,941	1,050,941				
CONTRACTUAL SERVICES	9,044,263	7,774,947	1,269,316			
RENTS	197,524	197,524				
COMMODITIES	1,536,481	1,536,481				
GRANTS, SUBSIDIES, PENSIONS	27,253	27,253				
EQUIPMENT	84,790	84,790				
TRANSFER TO OTHER FUNDS	724,975		724,975			
<b>TOTAL EXPENDITURES</b>	<b>45,717,535</b>	<b>20,642,522</b>	<b>23,380,420</b>		<b>1,694,593</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD**

**TAMAR MATHIEU, CHAIR**

*Central Office:* 262 HARLOW STREET, BANGOR, ME 04401

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

*Established:* 2015

*Telephone:* (207) 973-3651

*Reference:* Policy Area: 05 Umbrella: 10 Unit: 685 Citation: T0005 *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 Office 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 2021:** 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**

**JUDITH CAMUSO, 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) 287-5250

*Reference:* Policy Area: 04    *Umbrella:* 09    *Unit:* 137    *Citation:* T0012    *M.R.S.A., Sect.:* 000010051

*Average Counts-All Positions:* 295.993

*Legislative Count:* 289.00

**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; and 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 U.S. 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 as the Department mandates and responsibilities were expanded, e.g. Warden



## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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, 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 2021:** 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	18,430,977	8,768,874	895,141		8,766,962	
HEALTH BENEFITS	6,171,264	3,587,147	405,581		2,178,536	
RETIREMENTS	4,635,460	1,970,868	216,936		2,447,656	
OTHER FRINGE BENEFITS	447,662	236,634	20,396		190,632	
COMPUTER SERVICES	1,479,608	1,133,313	299,942		46,353	
CONTRACTUAL SERVICES	8,290,513	4,119,251	1,704,058		2,467,204	
RENTS	2,055,709	1,554,860	226,428		274,421	
COMMODITIES	1,194,092	905,164	122,558		166,370	
GRANTS, SUBSIDIES, PENSIONS	660,798		463,204		197,594	
PURCHASE OF LAND	598,227	217	450,602		147,408	
BUILDING IMPROVEMENTS	583	146			437	
EQUIPMENT	1,211,113	51,221	437,982		721,910	
TRANSFER TO OTHER FUNDS	441,125	5,148	172,439		263,538	
<b>TOTAL EXPENDITURES</b>	<b>45,617,131</b>	<b>22,332,843</b>	<b>5,415,267</b>		<b>17,869,021</b>	
<b>DEPARTMENT OF INLAND FISHERIES AND WILDLIFE</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	680,236	420,062	258,109		2,065	
HEALTH BENEFITS	170,460	78,440	91,709		311	
RETIREMENTS	165,299	99,686	64,931		682	
OTHER FRINGE BENEFITS	14,776	8,748	5,983		45	
COMPUTER SERVICES	1,048,542	804,814	243,728			
CONTRACTUAL SERVICES	1,496,675	1,003,637	493,038			
RENTS	340,602	337,298	3,304			
COMMODITIES	89,927	71,910	18,017			
TRANSFER TO OTHER FUNDS	45,193	4,713	40,480			
<b>TOTAL EXPENDITURES</b>	<b>4,051,710</b>	<b>2,829,308</b>	<b>1,219,299</b>		<b>3,103</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 FY06 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 state government. These functions were removed from the Department during that consolidation. In addition, the Office of Information Technology centralized the

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 2021:** 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	913,312	828,304	85,008			
HEALTH BENEFITS	413,563	349,143	64,420			
RETIREMENTS	217,056	187,973	29,083			
OTHER FRINGE BENEFITS	21,537	19,745	1,792			
COMPUTER SERVICES	217,162	161,630	55,532			
CONTRACTUAL SERVICES	1,066,630	549,633	516,997			
RENTS	238,810	43,759	195,051			
COMMODITIES	66,285	65,186	1,099			
TRANSFER TO OTHER FUNDS	20,932		20,932			
<b>TOTAL EXPENDITURES</b>	<b>3,175,287</b>	<b>2,205,373</b>	<b>969,914</b>			

## ADVISORY COUNCIL

### JERRY SCRIBNER, CHAIRPERSON

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

*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, 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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 FY21.

**FINANCES, FISCAL YEAR 2021:** 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 FY06 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 2021:** 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**  
**JUDITH CAMUSO, 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) 287-5250

*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 licenses 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 2021:** 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.

**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:

- conservation of fisheries, wildlife, and habitat;
- acquisition and management of public lands, parks, wildlife conservation areas, public access and outdoor recreation sites and facilities;
- conservation of endangered and threatened species;
- 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 2021:** 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
EXPENDITURES						
SALARIES & WAGES	220		220			
CONTRACTUAL SERVICES	52,073		52,073			
RENTS	4,559		4,559			
COMMODITIES	10,165		10,165			
GRANTS, SUBSIDIES, PENSIONS	328,718		328,718			
TRANSFER TO OTHER FUNDS	7,056		7,056			
TOTAL EXPENDITURES	402,791		402,791			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**DIVISION OF PUBLIC INFORMATION AND EDUCATION**  
**EMILY MACCABE, DIRECTOR**

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

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

*Established:* 1952

*Telephone:* (207) 462-1017

*Reference:* Policy Area: 04    Umbrella: 09    Unit: 236    Citation: T0012    M.R.S.A., Sect.: 000010056

*Average Counts-All Positions:* 10.000

*Legislative Count:* 10.00

**PURPOSE:**

The main function of the Public Information and Education Division is to create and maintain public understanding, participation in, and support for department objectives and programs including wildlife and fishery management, 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. Currently, the division includes 16 full-time positions, and seven part-time positions and is supported by a large network of volunteers.

**PROGRAM:**

The major programs of the Public Information and Education Division are marketing, public relations, educational outreach, and the operations of the Maine Wildlife Park.

The Information Center within the Division provides knowledgeable staff responding to telephone inquiries and directing calls to appropriate department divisions, as well as e-mail and social media requests. The Information Center handles an average of 1,000 phone calls and hundreds of e-mails and social media messages per week.

Through a variety of methods, the Division communicates with members of the public daily sharing information regarding department programs and projects related to wildlife and fishery management and education messaging related to outdoor sports such as hunting, fishing, trapping, boating, ATV and snowmobile riding. Communication is done in person through a variety of shows and events, through digital communication (email, blogs, web updates, social media, etc.), through the production of video, and through the development and distribution of printed publications including the annual law summaries. Additionally, the Division coordinates several education outreach programs and provides training to hundreds of volunteers and educators across Maine. These programs include hunter safety, trapping safety, ATV, boating and snowmobile safety, Becoming an Outdoors Woman, Hooked on Fishing - Not on Drugs, 4-H Shooting Sports, Project WILD, Nature of Teaching, and National Archery in the School Program. The Division provides support to MDIFW staff across the State to visit classrooms, speak to groups and organizations, and supply tools and materials to MDIFW regional offices for public consumption.

Maine Wildlife Park in Gray, Maine hosts over 125,000 visitors annually. The Park has over 30 species of native Maine wildlife on exhibit in naturalized enclosures. Interpretation of the Department's wildlife management programs and projects are offered via signage, an audio tour, and guided tours. A variety of wildlife and conservation education school programs and tours are offered at the Park, reaching well over 4,000 Maine school children annually. Weekend events with wildlife, outdoor, and conservation themes occur here from May through October.

**PUBLICATIONS:**

2021 Hunting Lawbook  
2021 Trapping Lawbook  
2021 Fishing Lawbook

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

2021-2022 ATV/Snowmobile Lawbook (digital only)  
 2020 Wildlife Research and Management Report  
 Maine Outdoor Map & Guide  
 Maine Fishing Guide  
 Maine Hunting Guide  
 Outdoor Partners Program brochure  
 Maine Wildlife Park brochure  
 Swan Island brochure  
 Maine Bird Atlas brochure  
 MDIFW Non-Game brochure

**FINANCES, FISCAL YEAR 2021:** 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	448,882	262,763	186,119			
HEALTH BENEFITS	170,802	80,458	90,344			
RETIREMENTS	100,797	58,692	42,105			
OTHER FRINGE BENEFITS	8,846	5,635	3,211			
COMPUTER SERVICES	18,697	18,490	207			
CONTRACTUAL SERVICES	666,298	434,347	231,951			
RENTS	23,330	10,425	12,905			
COMMODITIES	81,322	18,255	63,067			
GRANTS, SUBSIDIES, PENSIONS	83,600		83,600			
EQUIPMENT	12,990		12,990			
TRANSFER TO OTHER FUNDS	76,355		76,355			
<b>TOTAL EXPENDITURES</b>	<b>1,691,919</b>	<b>889,065</b>	<b>802,854</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:* 125.145

*Legislative Count:* 120.00

### PURPOSE:

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

### ORGANIZATION:

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

Division of Wildlife

Division of Fisheries and Hatcheries

### 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



## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

management on the State's public reserved and state park lands, as well as with private landowners interested in wildlife management.

Research and Assessment - The Wildlife Division coordinates, supervises, plans, and directs all wildlife projects; collects and analyzes information on species abundance, use, habitat requirements, and habitat quality and quantity; monitors wildlife populations; maintains species assessments and management systems; produces technical reports and develops recommendations for specific harvest and use regulations in support of the Department's species management goals and objectives. The Division also provides 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, 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 various types of stocking programs, adoption of fishing regulations, population monitoring, supporting development of public water access, habitat improvement/restoration, 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. The fish health lab also manages biosecurity interests related to importation and private fish cultivation.

### Additional Program Areas:

The Environmental Review, Federal Aid Coordination, Water Access, and Habitat Information Transfer Programs are also located within Resource Management.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR	GENERAL REVENUE	HIGHWAY	FEDERAL	MISC
	ALL FUNDS	FUND	FUND	FUND	FUNDS
EXPENDITURES					
SALARIES & WAGES	7,066,209	2,866,775	258,497	3,940,937	
HEALTH BENEFITS	2,549,372	1,073,873	90,555	1,384,944	
RETIREMENTS	1,565,550	624,885	56,912	883,753	
OTHER FRINGE BENEFITS	153,566	63,468	5,963	84,135	
COMPUTER SERVICES	26,991	6,935	476	19,580	
CONTRACTUAL SERVICES	3,380,433	606,918	398,062	2,375,453	
RENTS	437,628	154,991	10,609	272,028	
COMMODITIES	707,898	552,006	17,457	138,435	
GRANTS, SUBSIDIES, PENSIONS	207,594		10,000	197,594	
PURCHASE OF LAND	598,227	217	450,602	147,408	
BUILDING IMPROVEMENTS	583	146		437	
EQUIPMENT	1,087,083	8,335	419,076	659,672	
TRANSFER TO OTHER FUNDS	276,370		23,320	253,050	
TOTAL EXPENDITURES	18,057,504	5,958,549	1,741,529	10,357,426	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**BUREAU OF WARDEN SERVICE**

**DAN SCOTT, 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:* 132.848      *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, 90 District Game Wardens, 5 Game Warden Specialists, 1 Game Warden Chaplain, 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 FY21, the Maine Warden Service responded to 24,868 complaints on matters of conservation law enforcement, search and rescue, and Inland Fisheries and Wildlife rules and regulations. During 2021, 2,054 persons were prosecuted, and 2,982 persons were warned for violation of laws and rules pertaining to fish, wildlife, boating, and recreational vehicles. To accomplish the Conservation Law Enforcement and Search and Rescue mission of the Bureau, in 2021 Game Wardens drove 2,815,515 miles.

**Search and Rescue:** During 2021, the Maine Warden Service responded to 564 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 2021, 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  
Black Powder permit - Felon

# DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 2021: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF WARDEN SERVICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	9,322,119	4,390,971	107,188		4,823,960	
HEALTH BENEFITS	2,867,064	2,005,232	68,552		793,280	
RETIREMENTS	2,586,758	999,632	23,905		1,563,221	
OTHER FRINGE BENEFITS	248,936	139,038	3,447		106,451	
COMPUTER SERVICES	168,217	141,444			26,773	
CONTRACTUAL SERVICES	1,628,403	1,524,715	11,937		91,751	
RENTS	1,010,780	1,008,387			2,393	
COMMODITIES	238,494	197,807	12,752		27,935	
GRANTS, SUBSIDIES, PENSIONS	40,886		40,886			
EQUIPMENT	111,040	42,886	5,916		62,238	
TRANSFER TO OTHER FUNDS	15,219	435	4,296		10,488	
TOTAL EXPENDITURES	18,237,916	10,450,547	278,879		7,508,490	

## JUDICIAL DEPARTMENT

### JUDICIAL DEPARTMENT

### HON. VALERIE STANFILL, CHIEF JUSTICE

*Central Office:* CAPITAL JUDICIAL CENTER, AUGUSTA, ME 04330

*Mail Address:* 163 SHS, AUGUSTA, ME 04333-0163

*Established:* 1820

*Reference:* Policy Area: 06 Umbrella: 40 Unit: 274 Citation: T0004 M.R.S.A., Sect.: 000000001

*Average Counts-All Positions:* 548,000

*Legislative Count:* 548.00

#### Units:

ADMINISTRATIVE OFFICE OF THE COURTS  
BOARD OF BAR EXAMINERS  
STATE COURT LIBRARY COMMITTEE  
COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE  
DISTRICT COURT FOR THE STATE OF MAINE

COMMITTEE ON JUDICIAL CONDUCT  
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 2021:** 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	37,337,313	34,224,765	2,855,498		257,050	
HEALTH BENEFITS	10,610,579	9,786,972	769,977		53,630	
RETIREMENTS	7,115,955	6,524,816	534,886		56,253	
OTHER FRINGE BENEFITS	957,460	883,764	68,046		5,650	
COMPUTER SERVICES	2,780,937	2,257,543	109,708		413,686	
CONTRACTUAL SERVICES	14,299,761	13,393,124	486,658		419,979	
RENTS	1,877,476	1,876,941			535	
COMMODITIES	2,019,952	1,245,152	39,622		735,178	
GRANTS, SUBSIDIES, PENSIONS	1,541,568	42,000	1,492,753		6,815	
BUILDING IMPROVEMENTS	603,904	523,108	80,796			
INTEREST-DEBT RETIREMENT	16,816,646	16,816,646				
TRANSFER TO OTHER FUNDS	136,299		115,465		20,834	
<b>TOTAL EXPENDITURES</b>	<b>96,097,850</b>	<b>87,574,831</b>	<b>6,553,409</b>		<b>1,969,610</b>	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	37,337,313	34,224,765	2,855,498		257,050	
HEALTH BENEFITS	10,610,579	9,786,972	769,977		53,630	
RETIREMENTS	7,115,955	6,524,816	534,886		56,253	
OTHER FRINGE BENEFITS	957,460	883,764	68,046		5,650	
COMPUTER SERVICES	2,780,937	2,257,543	109,708		413,686	
CONTRACTUAL SERVICES	14,299,761	13,393,124	486,658		419,979	
RENTS	1,877,476	1,876,941			535	
COMMODITIES	2,019,952	1,245,152	39,622		735,178	
GRANTS, SUBSIDIES, PENSIONS	1,541,568	42,000	1,492,753		6,815	
BUILDING IMPROVEMENTS	603,904	523,108	80,796			
INTEREST-DEBT RETIREMENT	16,816,646	16,816,646				
TRANSFER TO OTHER FUNDS	136,299		115,465		20,834	
<b>TOTAL EXPENDITURES</b>	<b>96,097,850</b>	<b>87,574,831</b>	<b>6,553,409</b>		<b>1,969,610</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) 322-0792

*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; oversee labor management activities; 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 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

## JUDICIAL DEPARTMENT

proposed legislation; and 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF BAR EXAMINERS

**ANN M. COURTNEY, ESQ., CHAIR**

**MELISSA K. HANSEN, 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.:* 00000801

### 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. Terms begin on the first day of January of the year of appointment and end on the last day of December of the year of expiration of the appointment.

The Board holds two examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect a chair and a secretary who may, but need not be, the same person, and a treasurer. The Board makes rules and regulations relative to the performance and duties of the Board and to the examinations which the Board conducts. Five members of said Board shall constitute a quorum for the transaction of business.

## JUDICIAL DEPARTMENT

### 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 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE COURT LIBRARY COMMITTEE HON. ROBERT E. MULLEN, CHAIR

*Central Office:* ADM. OFFICE OF THE COURT, PORTLAND,, ME 04112

*Mail Address:* PO BOX 4820, PORTLAND, ME 04112

*Established:* 1981

*Reference: Policy Area:* 06 *Umbrella:* 40 *Unit:* 447 *Citation:* T0004

*FAX:*

*Telephone:* (207) 822-0718

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

### PURPOSE:

The State Court Library Committee shall govern the county law library system. It shall formulate policy and exercise control and may delegate administrative policy.

### ORGANIZATION:

The Committee is made up of nine voting members - three members of the public, two of the judiciary and four attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court, who also appoints the chairperson. The State Court Administrator, the State Law Librarian, and the University of Maine School of Law Librarian are ex officio nonvoting members.

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

### PROGRAM:

The State Court Administrator shall employ, subject to the approval of the State Court Library Committee, and shall supervise a professionally trained person, who shall be designated the State Court Library Supervisor. The Supervisor is charged with overseeing the professional functions of the county law libraries. These duties include periodic visits to the libraries and meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of computer-assisted legal research.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

JUDICIAL DEPARTMENT

**COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE**

**DIANE E. KENTY, ESQ, DIRECTOR**

**HON. BARBARA RAIMONDI, 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 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DISTRICT COURT FOR THE STATE OF MAINE**

**HON. JED FRENCH, 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 civil 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



## JUDICIAL DEPARTMENT

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 legislative 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, 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 the Family Recovery Court, Co-Occurring Disorder Court and Veterans Court Proceedings. The Family Recovery 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

JUDICIAL DEPARTMENT

**COMMITTEE ON JUDICIAL CONDUCT**

**CHRISTINE GIANOPOULOS, 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) 592-7712

*M.R.S.A., Sect.:* SJ-00109

**PURPOSE:**

The Committee on Judicial Conduct was created by the Supreme Judicial Court by court order in 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct. 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 Conduct 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.

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.cjc.maine.gov](http://www.cjc.maine.gov)

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

JUDICIAL DEPARTMENT

**BOARD OF OVERSEERS OF THE BAR**

**JUDSON ETSY-KENDALL, ESQ., CHAIR**

**ARIA LEE, ESQ., 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, 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 for Guardians ad Litem.

**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.mebaroverseers.org](http://www.mebaroverseers.org)

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**SUPERIOR COURT**

**HON. ROBERT E. MULLEN, CHIEF JUSTICE**

*Central Office:* 205 NEWBURY STREET, PORTLAND, ME 04101

*Mail Address:* 205 NEWBURY STREET, PORTLAND, ME 04101

*Established:* 1930

*Reference:* Policy Area: 06 Umbrella: 40 Unit: 278 Citation: T0004

*FAX:* (207) 822-4283

*Telephone:* (207) 822-4269

*M.R.S.A., Sect.:* 000000101

## JUDICIAL DEPARTMENT

### 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 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## SUPREME JUDICIAL COURT

### HON. VALERIE STANFILL, CHIEF JUSTICE

*Central Office:* CAPITAL JUDICIAL CENTER, AUGUSTA, ME 04330

*Mail Address:* 163 SHS, AUGUSTA, ME 04333-0163

*Established:* 1920

*Reference:* Policy Area: 06 Umbrella: 40 Unit: 276 Citation: T0004

*FAX:* (207) 430-4106

*Telephone:* (207) 213-2951

*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.

## 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

DEPARTMENT OF LABOR

LAURA FORTMAN, COMMISSIONER

KIMBERLY SMITH, 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: 511.500

Legislative Count: 511.50

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

BUREAU OF LABOR STANDARDS

MAINE LABOR RELATIONS BOARD

PANEL OF MEDIATORS

RACIAL, INDIGENOUS AND MAINE TRIBAL POPULATIONS

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

BUREAU OF REHABILITATION SERVICES

STATE WORKFORCE BOARD

MAINE UNEMPLOYMENT INSURANCE COMMISSION

CENTER FOR WORKFORCE RESEARCH AND INFORMATION

PURPOSE:

The Department of Labor helps Maine workers and businesses thrive. The Department is grounded in the belief that a career is a major building block of prosperity and is vital to helping Mainers chart their economic future. The Department seeks to ensure that people are treated and paid fairly, and that work is performed in safe and healthy workplaces. When jobs are lost, the Department provides unemployment benefits to those who qualify. By providing these services, the Department contributes to the overall success of Maine workers and the businesses for which they work.

ORGANIZATION:

The Department of Labor is comprised of the units listed above. These units are organized around the Office of the Commissioner and five core bureaus: 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:

Much of FY21 was focused on the response to the COVID-19 pandemic. New federal unemployment programs were authorized in addition to the regular state unemployment program to support people affected by the pandemic. From the beginning of the pandemic in March 2020 through the end of June 2021, the Department paid out over \$2.3 billion in unemployment benefits. These funds supported Maine workers and their families, as well as the Maine economy, during the pandemic.

For more information, please visit our website: [www.maine.gov/labor](http://www.maine.gov/labor).

LICENSES:

None.

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2021:** 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	24,809,182	2,653,522	1,844,478		19,972,306	338,876
HEALTH BENEFITS	7,998,691	888,739	538,908		6,442,048	128,996
RETIREMENTS	5,530,518	611,090	402,098		4,442,188	75,142
OTHER FRINGE BENEFITS	533,614	63,874	38,306		423,924	7,510
COMPUTER SERVICES	8,297,607	338,236	826,413		7,101,226	31,732
CONTRACTUAL SERVICES	22,142,074	578,804	2,156,467		19,399,582	7,221
RENTS	3,437,799	497,020	756,573		2,113,661	70,545
COMMODITIES	253,562	11,988	74,499		166,818	257
GRANTS, SUBSIDIES, PENSIONS	1,499,881,323	5,356,858	530,102		1,219,471,094	274,523,269
TRANSFER TO OTHER FUNDS	1,544,732	141	211,110		1,311,540	21,941
<b>TOTAL EXPENDITURES</b>	<b>1,574,429,102</b>	<b>11,000,272</b>	<b>7,378,954</b>		<b>1,280,844,387</b>	<b>275,205,489</b>

## OFFICE OF THE COMMISSIONER

**LAURA FORTMAN, COMMISSIONER**

**KIMBERLY SMITH, 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:* 12,000

*Legislative Count:* 12,000

### PURPOSE:

The Office of the Commissioner provides leadership and overall direction for the Department. The Office is also the primary liaison with the Legislature and the public.

### ORGANIZATION:

The Office of the Commissioner is composed of the Commissioner, Deputy Commissioner, and their staff. The Governor appoints the Commissioner, who then appoints the Deputy Commissioner, bureau directors and certain other staff. The other components of the Department report to the Office of the Commissioner.

### PROGRAM:

The Office is responsible for the direction of the Department and ensuring that the Department's services are meeting the needs of Maine workers and businesses. Doing so means working closely with each of the Department's bureaus, with other state and federal agencies, with community partners and with other interested parties.

In addition, the Office oversees communications within and outside of the Department. This includes press releases, electronic and print materials, and the Department's website and social media. The Office staff is the primary liaison with the Legislature, working with committee members and bill sponsors on legislation impacting Maine's workers and businesses. Along with these duties, the Office also oversees administrative functions, such as budget development and review, personnel management, facilities management, and business continuity and disaster recovery.

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2021:** 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	801,962	134,643	667,319			
HEALTH BENEFITS	223,543	43,706	179,837			
RETIREMENTS	166,649	32,662	133,987			
OTHER FRINGE BENEFITS	17,009	3,089	13,920			
COMPUTER SERVICES	102,673	470	102,203			
CONTRACTUAL SERVICES	2,054,558	232,736	1,821,822			
RENTS	108,572		108,572			
COMMODITIES	6,010		6,010			
GRANTS, SUBSIDIES, PENSIONS	125		125			
TRANSFER TO OTHER FUNDS	110,729		110,729			
<b>TOTAL EXPENDITURES</b>	<b>3,591,830</b>	<b>447,306</b>	<b>3,144,524</b>			

## **DIVISION OF ADMINISTRATIVE HEARINGS**

### **HANCOCK FENTON, CHIEF HEARINGS OFFICER**

### **LAURA BOYETT, 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 disagrees 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 information to all parties involved in a hearing. The instructions can be found at <https://www.maine.gov/unemployment/appeals/>

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF LABOR

**STATE BOARD OF ARBITRATION AND CONCILIATION**  
**NEIL DALY, 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 (BAC) 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 BAC consists of three primary members representing labor, management and the public. There are six alternates, two for each of the primary positions. All primary and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

**PROGRAM:**

In FY 21, the BAC received a total of 22 requests for BAC services, all of which involved requests for contract grievance arbitration services. In addition, 20 requests for BAC services were carried over from pre-FY 21. In sum, 42 cases were pending before the BAC this year. Throughout this year, a total of 26 BAC cases were settled or withdrawn without the need for a hearing. For those cases that went to hearing, the BAC issued a total of 8 grievance arbitration decisions. Eight cases remained pending at the close of the fiscal year.

**LICENSES:**

None.

**PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DIVISION FOR THE BLIND AND VISUALLY IMPAIRED**

**KAREN FRASER, BUREAU DIRECTOR**

**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) 623-7948*

*Reference: Policy Area: 01 Umbrella: 12 Unit: 150 Citation: T0026 M.R.S.A., Sect.: 000001418A*

*Average Counts-All Positions: 35.500*

*Legislative Count: 35.50*

**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; location and registration of people who are blind or visually impaired; provisions of certain education services to children who are blind or visually impaired from birth to age 22; provision of vocational rehabilitation

## DEPARTMENT OF LABOR

services to accomplish job placement; provision of instruction in blindness specific skills in the area of independent living; and provision of other social services.

### ORGANIZATION:

The Division was established in 1941 as the Division of Eye Care 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.

### 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 approximately 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 550 older 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, retain or advance in 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 300 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 legally blind.

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2021:** 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	1,657,474	581,551			1,075,923	
HEALTH BENEFITS	556,299	236,038			320,261	
RETIREMENTS	367,887	128,135			239,752	
OTHER FRINGE BENEFITS	37,170	14,632			22,538	
COMPUTER SERVICES	141,079	82,264	2,963		55,852	
CONTRACTUAL SERVICES	99,883	54,622	17,083		28,178	
RENTS	259,662	170,124		216	89,322	
COMMODITIES	43,517	4,149	37,431		1,937	
GRANTS, SUBSIDIES, PENSIONS	3,132,641	2,396,077	113,227		623,337	
TRANSFER TO OTHER FUNDS	67,855	141	2,065		65,649	
<b>TOTAL EXPENDITURES</b>	<b>6,363,467</b>	<b>3,667,733</b>	<b>172,985</b>		<b>2,522,749</b>	

DEPARTMENT OF LABOR

**DIVISION FOR THE DEAF, HARD OF HEARING AND LATE DEAFENED**

**KAREN FRASER, BUREAU DIRECTOR**  
**TERRY MORRELL, DIVISION DIRECTOR**

TTY: (207) 623-7998

Central Office: 45 COMMERCE DR, AUGUSTA, ME

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0108 FAX: (207) 287-5292

Established: 1994

Telephone: (207) 623-7958

Reference: Policy Area: 01 Umbrella: 12 Unit: 160 Citation: T0026 M.R.S.A., Sect.: 000001413

**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.

**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 2011, 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 four specialty vocational rehabilitation counselors for the deaf and hard of hearing.

**PROGRAM:**

The Division's work is accomplished through contracts that provide individual and systemic advocacy, as well as the provision of telecommunications equipment. The Division consults with and offers training to state agencies to assist in making state services fully accessible. The Division also provides information and referral services and periodicals to support consumers and providers. The Division 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. Supervision and oversight of four Vocational Rehabilitation Counselors for the Deaf and Hard of Hearing is provided by the director. 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

**COMMISSION FOR THE DEAF, HARD OF HEARING & LATE DEAFENED**

**LISEITE BELANGER, CHAIR**  
**DEBRA BARE-ROGERS, 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) 623-7958

*Reference: Policy Area:* 01 *Umbrella:* 12 *Unit:* 161 *Citation:* T0026 *M.R.S.A., Sect.:* 000001413C

**PURPOSE:**

The Commission for the Deaf, Hard of Hearing and Late Deafened advises the Director of the Bureau of Rehabilitation Services 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 up to 23 members appointed by the Governor and representing equally the public, professionals and people who are deaf, hard of hearing or late deafened. Members serve 3-year terms and may serve multiple terms without limit. The chair and vice-chair are appointed by the Commission and serve a two-year term. The Commission meets at the call of the chair but not less than 4 times a calendar year.

**PROGRAM:**

Commission activities focus 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BUREAU OF EMPLOYMENT SERVICES**

**KIMBERLEY MOORE, DIRECTOR**  
**DAWN MEALEY, DEPUTY DIRECTOR**

*Central Office:* 45 COMMERCE DR, AUGUSTA, ME 04330

*Mail Address:* 55 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 287-5933

*Established:* 1996

*Telephone:* (207) 624-7981

*Reference: Policy Area:* 01 *Umbrella:* 12 *Unit:* 597 *Citation:* T0026 *M.R.S.A., Sect.:* 000001401A

*Average Counts-All Positions:* 121,000

*Legislative Count:* 121.00

**PURPOSE:**

The Bureau of Employment Services (BES) works to build and sustain a quality workforce by connecting job seekers to training and employment opportunities and to help businesses connect with people who have the needed skills and abilities.

**ORGANIZATION:**

The Bureau of Employment Services oversees workforce development programs that are funded through the State General Fund, the Federal Workforce Innovation and Opportunities Act (WIOA), the Federal Wagner-Peyser Act, and other federal funds. BES works with other state agencies, department bureaus, the State Workforce Board, the State's three local workforce boards, and other community-based service providers to provide workforce services through Maine's CareerCenter network.

## DEPARTMENT OF LABOR

### 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, individuals can access in-person and virtual resources to explore career options, learn about the labor market, search for employment, interview for jobs, explore self-employment, and much more. Technology and staff assistance are available to write resumes and cover letters, search for jobs, use the Maine JobLink and other internet job search resources, and pursue training opportunities. A variety of workshops related to employment and training topics are available in person and virtually. For individuals meeting eligibility criteria, assessment services, job counseling, employability enhancement, and occupational skills training are available.

Businesses can access 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 space and online resources are available to employers for recruiting and interviewing activities and staff are available to assist with recruitment and training strategies, packaging of services, referral, development of job descriptions, and writing job orders. Training assistance is available in the form of apprenticeships and on-the-job training.

A Rapid Response Team is available to provide assistance to businesses and workers facing the effects of downsizing and lay-offs. This team conducts group and individual sessions to provide information about training, job opportunities, unemployment benefits, health insurance options, emergency supports and other services. In addition, the Team delivers solutions to address the needs of businesses in transition, including comprehensive business engagement and layoff aversion strategies and activities designed to prevent or minimize the duration of unemployment.

### 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 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF EMPLOYMENT SERVICES	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	3,567,476	346,381	269,968		2,612,251	338,876
HEALTH BENEFITS	1,178,789	104,582	73,800		871,411	128,996
RETIREMENTS	810,264	82,624	72,373		580,125	75,142
OTHER FRINGE BENEFITS	77,426	7,403	5,446		57,067	7,510
COMPUTER SERVICES	853,179	104,187	25,357		691,903	31,732
CONTRACTUAL SERVICES	127,592	20,023	34,230		66,118	7,221
RENTS	743,428	71,087	101,892		499,904	70,545
COMMODITIES	7,213	376	4,665		1,915	257
GRANTS, SUBSIDIES, PENSIONS	9,997,961	93,950			8,497,793	1,406,218
TRANSFER TO OTHER FUNDS	220,272		19,530		178,801	21,941
<b>TOTAL EXPENDITURES</b>	<b>17,583,600</b>	<b>830,613</b>	<b>607,261</b>		<b>14,057,288</b>	<b>2,088,438</b>

DEPARTMENT OF LABOR

**BUREAU OF UNEMPLOYMENT COMPENSATION**

**LAURA BOYETT, DIRECTOR**

**SUZAN MCKECHNIE, 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: 165.000*

*Legislative Count: 165.00*

**PURPOSE:**

The Bureau of Unemployment Compensation contributes to the economic stability of Maine by providing temporary employer funded benefits to eligible individuals when they have lost their job through no fault of their own. 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 Unemployment Insurance Tax Division incorporates all unemployment tax functions including employer registration, determination of employer unemployment insurance tax liability, employer account management and employer tax collection. Staff within the Division assist employers with questions regarding unemployment laws and regulations, worker classification to ensure unemployment insurance coverage as well as any other questions related to the unemployment insurance employer account.

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, document management, system help desk services, system support and staff training. 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 several 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; the federal Trade Readjustment Allowances (TRA) program, and Workshare, which is a short-term compensation program.

The Bureau's services were changed substantially during the COVID-19 pandemic. In March 2020, emergency legislation was enacted to provide greater flexibility within the program. The federal Coronavirus Aid, Relief, and Economic Act and the American Recovery Plan Act also added additional federal benefit programs. The Federal Pandemic Unemployment Compensation (FPUC) provided an additional \$600/week for people who were receiving unemployment benefits during the weeks ending March 29 through July 25, 2020. When FPUC ended in July, the Lost Wages Assistance program was authorized by Presidential Memorandum and provided an additional \$300/week through the week ending September 5, 2020. Subsequently, Congress reinstated the FPUC program at \$300/week beginning September 6, 2020. The Pandemic Emergency Unemployment Compensation (PEUC) provided an additional 53 weeks of benefits to people who exhausted their state unemployment program. The final program, Pandemic Unemployment Assistance (PUA), provided benefits to

## DEPARTMENT OF LABOR

people whose job was affected by COVID-19 and who were not covered by the regular state unemployment program. The FPUC, PEUC, and PUA programs are in effect through the week ending September 4, 2021.

During economic downturns such as the COVID-19 pandemic, the unemployment program acts as an economic stabilizer for the State. Benefits go directly to individuals to support themselves and their families, and their spending goes directly into Maine's economy. From the start of the pandemic through September June 30, 2021, over \$2.3 billion in unemployment benefits were paid.

### LICENSES:

None

### PUBLICATIONS:

None

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF UNEMPLOYMENT COMPENSATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	10,586,282		23,456		10,562,826	
HEALTH BENEFITS	3,326,103		4,579		3,321,524	
RETIREMENTS	2,348,652		3,838		2,344,814	
OTHER FRINGE BENEFITS	216,571		1,069		215,502	
COMPUTER SERVICES	5,845,929		143,895		5,702,034	
CONTRACTUAL SERVICES	18,474,990		111,520		18,363,470	
RENTS	1,400,840		366,865		1,033,975	
COMMODITIES	76,490				76,490	
GRANTS, SUBSIDIES, PENSIONS	1,478,457,439				1,205,340,388	273,117,051
TRANSFER TO OTHER FUNDS	693,155		12,920		680,235	
<b>TOTAL EXPENDITURES</b>	<b>1,521,426,451</b>		<b>668,142</b>		<b>1,247,641,258</b>	<b>273,117,051</b>

## BUREAU OF LABOR STANDARDS

**MICHAEL ROLAND, DIRECTOR**  
**JOHN RIOUX, DEPUTY 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) 623-7900

*Reference, Policy Area:* 01. *Umbrella:* 12. *Unit:* 170. *Citation:* T0026. *M.R.S.A., Sect.:* 000000041

*Average Counts-All Positions:* 37.000      *Legislative Count:* 37.00

### PURPOSE:

The Bureau of Labor Standards enforces State labor 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 provides business consultations to support employers in compliance with state and federal labor laws and to improve the safety and health of the workplace.

### 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 LABOR

Department of Manpower Affairs was changed to the Department of Labor, the Bureau's name changed to the Bureau of Labor Standards.

### PROGRAM:

The Bureau is composed of four divisions. 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, construction wages on publicly-funded projects and severance pay. It investigates complaints alleging violations of these laws. In addition, the Division evaluates and approves requests for work permits for minors to ensure compliance with state and federal requirements. The Division offers several 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 non-enforcement programs to assist public and private employers in improving their occupational safety and health performance and complying with state and federal requirements. Public training classes, on-site consultations, and video library items are available through the SafetyWorks! program to all Maine employers.

The Research and Statistics 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 link below:  
[https://www.maine.gov/labor/labor\\_stats/research.html](https://www.maine.gov/labor/labor_stats/research.html).

The Outreach and Education Division creates and maintains partnerships with external groups especially underserved communities with barriers to employment and services, to leverage and enhance Bureau and Department services and best practices.

State funds for Bureau operations 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 Customer Service Unit, which functions as the Bureau's and Department's direct service center, responds to walk-ins, callers and email, distributes brochures, maintains the video library, and intakes requests for services.

### LICENSES:

None.

### 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 2021:** 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
EXPENDITURES						
SALARIES & WAGES	2,115,074	461,578	847,143		806,353	
HEALTH BENEFITS	702,673	164,215	280,352		258,106	
RETIREMENTS	470,585	104,348	191,128		175,109	
OTHER FRINGE BENEFITS	46,496	11,389	17,863		17,244	
COMPUTER SERVICES	630,678	43,958	551,996		34,724	
CONTRACTUAL SERVICES	250,022	73,225	126,064		50,733	
RENTS	203,651	11,016	179,028		13,607	
COMMODITIES	109,399	2,642	26,393		80,364	
TRANSFER TO OTHER FUNDS	95,367		57,924		37,443	
TOTAL EXPENDITURES	4,623,945	872,371	2,277,891		1,473,683	



DEPARTMENT OF LABOR

**MAINE LABOR RELATIONS BOARD**  
**NEIL DALY, 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:* 3.500

*FAX:* (207) 287-4416

*Telephone:* (207) 287-2015

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

*Legislative Count:* 3.50

**PURPOSE:**

Public-sector employees in Maine have the right to engage in collective bargaining, as provided by four separate laws that govern labor relations in the State. State, county, municipal, school department, university, community college, judicial, and legislative employees come within the Board's jurisdiction. The State's labor relations laws share a common foundation that establishes the framework for collective bargaining in Maine. The stated purpose of each law is to improve the relationship between public employers and their employees. Employees may choose to engage in collective bargaining by selecting a bargaining agent, i.e. union, to represent a group of the employees, called a bargaining unit, who share common working conditions.

The Maine Labor Relations Board's primary mission is to enforce the rights and obligations provided in the State's four public-sector labor relations laws. To do so, the Board and its affiliated organizations perform three central functions: (1) the certification of bargaining units, typically through an election where employees vote on whether to be represented by a union, (2) the resolution of collective bargaining impasses through mediation, fact-finding, or interest arbitration, and (3) the adjudication of complaints that allege violations of the labor relations laws. The Board is responsible for resolving disputes over the composition of bargaining units, conducting and certifying elections for bargaining agents, conducting hearings for prohibited practice complaints, and, issuing decisions and orders for those complaints.

**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, and serve for terms of four years.

**PROGRAM:**

The municipal sector continues to be the most diversified and most active of all sectors utilizing the services of the Maine Labor Relations Board. During FY21, Board officials conducted 15 elections and processed 11 majority sign-up petitions.

Also, in FY21, the Board received 14 prohibited practice complaints. The administration and processing of these complaints involves the Board and its staff in docketing, arranging hearings, 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 2021:** 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	258,504	225,429	33,075			
HEALTH BENEFITS	48,918	48,918				
RETIREMENTS	60,316	60,316				
OTHER FRINGE BENEFITS	5,315	5,315				
COMPUTER SERVICES	7,492	7,492				
CONTRACTUAL SERVICES	13,714	10,315	3,399			
COMMODITIES	59	59				
TRANSFER TO OTHER FUNDS	6,644		6,644			
<b>TOTAL EXPENDITURES</b>	<b>400,962</b>	<b>357,844</b>	<b>43,118</b>			

## PANEL OF MEDIATORS NEIL DALY, 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 (Panel) 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 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 nine State Mediators.

### PROGRAM:

In FY 21, parties filed a total of 37 requests for Panel mediation. These requests typically involved parties at the municipal or county level. Additionally, 11 mediations were held over from previous fiscal years. Throughout the year, Panel mediators worked on a total of 25 of the separate, pending contract disputes that comprised each mediation request. Of the 48 matters pending in FY 21, a total of 30 were closed during the year. Of the 30 cases closed, the Panel's mediators facilitated a resolution in 21 either through the parties reaching agreement during mediation itself, or shortly thereafter.

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

**RACIAL, INDIGENOUS AND MAINE TRIBAL POPULATIONS**

**RACHEL TALBOT ROSS, COMMISSION CHAIR**

**JOBY THOYALIL, COMMISSIONER**

*Central Office:* 45 COMMERCE DR, AUGUSTA, ME 04330

*Mail Address:* SHS 54, AUGUSTA, ME 04333-0054

*Established:* 2019

*Reference:* Policy Area: 01 Umbrella: 12 Unit: 695 Citation: T00005 M.R.S.A., Sect.: 000025001

*FAX:*

*Telephone:* (207) 621-5087

**PURPOSE:**

In 2019, the Maine Legislature created The Permanent Commission on the Status of Racial, Indigenous and Maine Tribal Populations, established by section 12004-I, subsection 74-J. The Commission is an independent entity with a mission to examine racial disparities across all systems and to specifically work at improving the status and outcomes for historically disadvantaged racial, indigenous and tribal populations in the State.

**ORGANIZATION:**

The Commission is comprised of fifteen volunteer members who serve for 2-year terms. There are no term limits. While not part of the criteria, the Commission is primarily led by people who identify as part of the state's racial, indigenous and tribal populations.

Public Law 2021 chapter 436 established the Permanent Commission as its own agency, as opposed to a Commission within the Department of Labor.

**PROGRAM:**

The Commission provides a mechanism for the State to address generational inequities that are rooted in systemic racism and colonization. The initial duties include the following: conduct research necessary to determine the status of the state's historically disadvantaged racial, indigenous and tribal populations; work to strengthen/build the state's capacity to collect and analyze data related to these populations; research and document opportunities, services, programs, investments and best practice models that will improve the status of these populations; submit legislation, as needed, to adopt policies that improve the status of these populations; advise Maine's three branches of government on issues that affect the status of these populations; create a system for ongoing communication and input from people who comprise these populations along with those who have been most impacted by systemic racism and colonization; engage the public on issues related to structural racism and colonization; and, beginning January 1, 2020, and biennially thereafter, report to the Governor and the Legislature concerning the work and interests of the Commission.

**LICENSES:**

None.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

RACIAL, INDIGENOUS AND MAINE TRIBAL POPULATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	12,056		12,056			
TOTAL EXPENDITURES	12,056		12,056			

DEPARTMENT OF LABOR

**BOARD OF OCCUPATIONAL SAFETY AND HEALTH**

**HARTLEY WEBB, CHAIR**

**MICHAEL ROLAND, 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.

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

**PROGRAM:**

The Board meets at least four times a year 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)

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BUREAU OF REHABILITATION SERVICES**

**KAREN FRASER, BUREAU DIRECTOR**

**LIBBY STONE-STERLING, 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) 623-6799

*Reference:* Policy Area: 01 Umbrella: 12 Unit: 152 Citation: T0026 *M.R.S.A., Sect.:* 000001412C

*Average Counts-All Positions:* 117.000

*Legislative Count:* 117.00

**PURPOSE:**

The purpose of the Bureau of Rehabilitation Services (BRS) is to help Maine people with disabilities find, maintain, and advance in employment and achieve full participation in the community. Working in partnership with the Maine

## DEPARTMENT OF LABOR

Department of Health and Human Services, and Department of Education, as well as other rehabilitation providers, the Division of Vocational Rehabilitation 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 Bureau of 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 Bureau of Rehabilitation Services to the Department of Education, and then in 1996, 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 - including youth and young adults. Vocational Rehabilitation assists eligible individuals with physical or mental disabilities to prepare for and achieve an employment outcome. "Employment outcome" means entering, retaining, or advancing in 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 2021:** 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	4,844,889	822,581	3,516		4,018,792	
HEALTH BENEFITS	1,673,761	266,045	340		1,407,376	
RETIREMENTS	1,074,313	183,373	773		890,167	
OTHER FRINGE BENEFITS	112,175	20,173	8		91,994	
COMPUTER SERVICES	682,622	74,879			607,743	
CONTRACTUAL SERVICES	453,180	54,090	26,421		372,669	
RENTS	652,426	238,472			413,954	
COMMODITIES	10,535	4,761			5,774	
GRANTS, SUBSIDIES, PENSIONS	8,293,156	2,866,830	416,750		5,009,576	
TRANSFER TO OTHER FUNDS	309,191		1,225		307,966	
<b>TOTAL EXPENDITURES</b>	<b>18,106,248</b>	<b>4,531,204</b>	<b>449,033</b>		<b>13,126,011</b>	

## STATE WORKFORCE BOARD

**GUY LANGEVIN, CHAIR**

**CHRISTOPHER QUINT, DIRECTOR**

Central Office: 45 COMMERCE DR., AUGUSTA, ME 04330-0045

Mail Address: 120 STATE HOUSE STATION, AUGUSTA, ME 04333-0120 FAX:

Established: 2018

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

## DEPARTMENT OF LABOR

### PURPOSE:

The State Workforce Board was established to ensure that the State's workforce development system helps Maine people and businesses compete successfully in the global economy. The Board provides recommendations to the Governor in order to improve Maine's workforce system effectiveness.

### ORGANIZATION:

The Board, which was formerly known as the Maine Jobs Council, was established in 1997 after the enactment of the federal Workforce Investment Act, which required the establishment of state workforce investment boards in each state. The Board is composed of representatives from business, labor, education, community organizations and the public, all appointed by the Governor. Beginning in 2020, new members must be confirmed by the Legislature.

### PROGRAM:

To provide sound recommendations on Maine's workforce system, the Board meets quarterly and has established committees that conduct ongoing work. The committees cover: younger workers; disability and employment; women's employment; older workers; veterans' employment; and program policy. More information on the Board can be found on its website: [www.maine.gov/swb](http://www.maine.gov/swb).

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE WORKFORCE BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	231,122				231,122	
HEALTH BENEFITS	53,699				53,699	
RETIREMENTS	58,864				58,864	
OTHER FRINGE BENEFITS	5,466				5,466	
COMPUTER SERVICES	6,203				6,203	
CONTRACTUAL SERVICES	4,087		138		3,949	
RENTS	6,009				6,009	
COMMODITIES	58				58	
TRANSFER TO OTHER FUNDS	11,948		4		11,944	
<b>TOTAL EXPENDITURES</b>	<b>377,456</b>		<b>142</b>		<b>377,314</b>	

## 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).

### 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 and Housing 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.

## DEPARTMENT OF LABOR

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:

The Commission review of unemployment decisions includes analyses of evidence, procedures, rules, statutes and case law, for each case. 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## CENTER FOR WORKFORCE RESEARCH AND INFORMATION MARK MCINERNEY, DIRECTOR

*Central Office:* 45 COMMERCE DR, AUGUSTA, ME 04332-0259

*Mail Address:* 118 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX:* (207) 287-2947

*Established:* 1996

*Telephone:* (207) 621-5188

*Reference: Policy Area:* 01 *Umbrella:* 12 *Unit:* 594 *Citation:* T0026 *M.R.S.A., Sect.:* 000001401A

*Average Counts-All Positions:* 17.500

*Legislative Count:* 17.50

### PURPOSE:

The Center for Workforce Research and Information collects, analyzes and reports on Maine's labor market to assist a wide range of users in assessing conditions and trends. The Center provides the Department and other interested parties with economic, management, and strategic analysis to support policy-making, and to inform decision-making on programs impacting Maine's labor market.

### ORGANIZATION:

Before its reorganization in 2007, the Center previously operated as the Division of Labor Market Information Services and the Division of Economic Analysis and Research. The Director, who reports to the Commissioner of Labor, oversees a team of statisticians and analysts who carry out the programs and services described below.

### PROGRAM:

Program activities involve data collection, sophisticated research techniques, and detailed analysis. Demographic and economic research activities are conducted using social science disciplines. The collected data is published and used in functional analyses and studies that support decision making. The resulting analysis is made available to interested parties. Much of the Center's information can be found online at [www.maine.gov/labor/cwri](http://www.maine.gov/labor/cwri).

The Center conducts analysis on a number of programs supported by the U.S. Bureau of Labor Statistics. These programs include: Current Employment Statistics, a

## DEPARTMENT OF LABOR

survey of employer job counts used to develop monthly estimates of nonfarm payroll jobs by sector for the State and its metropolitan statistical areas; Local Area Unemployment Statistics, which uses surveys, unemployment claims, and payroll jobs data, to provide civilian labor force estimates and unemployment estimates each month; Quarterly Census of Employment and Wages, which uses jobs and wages reported through quarterly unemployment insurance tax filings to provide the most detailed information on jobs and wages by industry and location; and, Occupational Employment Statistics, a survey of employers on jobs and wages paid by occupation to develop estimates for more than 600 occupations across the state.

The Center also manages MaineEARNs, a longitudinal database providing information on employment outcomes for graduates of the University of Maine System and the Maine Community College System. Students, parents, educators, administrators, policy makers, and anyone interested in earning education credentials and employment in Maine are able to use this data to research, plan and make informed decisions.

In addition, the Center provides employment projections by industry and occupation, as well as median wages paid by agricultural and logging employers in support of H2A immigrant wage certifications. The Center also provides data and analysis in support of a variety of needs, including the State's Consensus Economic Forecasting Commission and a variety of other groups across Maine's 31 labor market areas. Staff are available to discuss available data and to guide users through the available analyses.

**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/>

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTER FOR WORKFORCE RESEARCH AND INFORMATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	746,398	81,359			665,039	
HEALTH BENEFITS	234,906	25,235			209,671	
RETIREMENTS	172,988	19,632			153,356	
OTHER FRINGE BENEFITS	15,985	1,873			14,112	
COMPUTER SERVICES	27,753	24,987			2,766	
CONTRACTUAL SERVICES	651,993	133,794	3,735		514,464	
RENTS	63,212	6,321			56,891	
COMMODITIES	280				280	
TRANSFER TO OTHER FUNDS	29,571		68		29,503	
<b>TOTAL EXPENDITURES</b>	<b>1,943,086</b>	<b>293,201</b>	<b>3,803</b>		<b>1,646,082</b>	



## LAW AND LEGISLATIVE REFERENCE LIBRARY

### LAW AND LEGISLATIVE REFERENCE LIBRARY

**JOHN R. MELENDEZ-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 page

\*Front Page News subscription service

\*Legisbrief Cumulative Index

\*Historical Lists

\*Legislators' Biographical Database

\*Sections of the Maine Constitution Omitted From Printing

\*Brief History of Indian Legislative Representatives (Starbird & Soctomah)

\*Recreational Marijuana in Maine

\*Ranked Choice Voting in Maine

\*Maine State Law and Legislative Reference Library (brochure)

\*Employment Law Legal Resources

\*Family Law Legal Resources

## LAW AND LEGISLATIVE REFERENCE LIBRARY

- \*Estate Planning, Probate, and Trusts Legal Resources
- \*Legal Resources for Representing Yourself in Court
- \*Legal Research for the Beginner
- \*Primer on Maine Law
- \*Infographic Guides to Research
- \*Compiling a Legislative History
- \*Guide to Private and Special Laws
- \*What is Maine's Law On? Summaries of Maine law on 40+ topics
- \*Compiled Legislative Histories on Major Topics
- \*INTERNET SITE - <http://legislature.maine.gov/lawlibrary/>
- \*Law and Legislative Digital Library - <http://www.maine.gov/legis/lawlib/lldl/lldlhome.htm>
- \*Facebook page
- \*Front Page News subscription service
- \*Legisbrief Cumulative Index
- \*Historical Lists
- \*Legislators' Biographical Database
- \*Sections of the Maine Constitution Omitted From Printing
- \*Brief History of Indian Legislative Representatives (Starbird & Soctomah)
- \*Recreational Marijuana in Maine
- \*Ranked Choice Voting in Maine
- \*Maine State Law and Legislative Reference Library (brochure)
- \*Employment Law Legal Resources
- \*Family Law Legal Resources
- \*Estate Planning, Probate, and Trusts Legal Resources
- \*Legal Resources for Representing Yourself in Court
- \*Legal Research for the Beginner
- \*Primer on Maine Law
- \*Infographic Guides to Research
- \*Compiling a Legislative History
- \*Guide to Private and Special Laws
- \*What is Maine's Law On? Summaries of Maine law on 40+ topics
- \*Compiled Legislative Histories on Major Topics

**FINANCES, FISCAL YEAR 2021:** 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	955,514	955,514				
HEALTH BENEFITS	231,854	231,854				
RETIREMENTS	209,821	209,821				
OTHER FRINGE BENEFITS	19,933	19,933				
COMPUTER SERVICES	11,897	11,897				
CONTRACTUAL SERVICES	331,216	331,216				
COMMODITIES	2,539	2,539				
<b>TOTAL EXPENDITURES</b>	<b>1,762,774</b>	<b>1,762,774</b>				
<b>LAW AND LEGISLATIVE REFERENCE LIBRARY</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	955,514	955,514				
HEALTH BENEFITS	231,854	231,854				
RETIREMENTS	209,821	209,821				
OTHER FRINGE BENEFITS	19,933	19,933				
COMPUTER SERVICES	11,897	11,897				
CONTRACTUAL SERVICES	331,216	331,216				
COMMODITIES	2,539	2,539				
<b>TOTAL EXPENDITURES</b>	<b>1,762,774</b>	<b>1,762,774</b>				

LEGISLATIVE DEPARTMENT

**LEGISLATURE**

**TROY D. JACKSON, PRESIDENT OF THE SENATE**  
**RYAN M. FECTEAU, 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:* 184.638

*Legislative Count:* 155.50

*Units:*

STATE COMPENSATION COMMISSION  
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 130th Legislature is organized into 17 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 130th 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; Health Coverage, Insurance and Financial Services, Inland Fisheries and Wildlife; Innovation, Development, Economic Advancement and Business; Judiciary; Labor and Housing; 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 and the Government Oversight Committee.

**PROGRAM:**

The First Regular Session for the 130th Legislature was convened on December 2, 2020 and adjourned on March 30, 2021. In the First Regular Session, the Legislature considered 1,347 legislative instruments. Forty-two bills and nine Resolves were chaptered into law. The First Special Session of the 130th Legislature was convened on April 28, 2021 and adjourned sine die on July 19, 2021. In the First Special Session, the Legislature considered 390 legislative instruments, in addition to legislation carried over from the First Regular Session. Four Hundred and fifty-six bills and one hundred and thirteen Resolves were chaptered into law. Twenty-one bills were vetoed by the Governor and the vetoes were sustained.

**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.

## LEGISLATIVE DEPARTMENT

Contains photos.

- \*LEGISLATIVE RECORD - Complete record of legislative action, including floor debates. Available in proof form by mail subscription through Legislative Document Service. Bound copies on loan through the State Library.
- \*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)
- \*HISTORY AND FINAL DISPOSITION OF LEGISLATIVE DOCUMENTS - Summary of the Legislature's action on all legislative documents considered during legislative session. Compiled by the Legislative Information Office.

**FINANCES, FISCAL YEAR 2021:** 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	16,056,127	16,056,127				
HEALTH BENEFITS	5,187,704	5,187,704				
RETIREMENTS	2,836,928	2,836,928				
OTHER FRINGE BENEFITS	325,365	325,365				
COMPUTER SERVICES	1,266,820	1,266,820				
CONTRACTUAL SERVICES	2,179,458	2,178,325		1,133		
RENTS	94,049	94,049				
COMMODITIES	88,911	88,743		168		
GRANTS, SUBSIDIES, PENSIONS	296,700	296,700				
EQUIPMENT	105,023	105,023				
TRANSFER TO OTHER FUNDS	77			77		
<b>TOTAL EXPENDITURES</b>	<b>28,437,162</b>	<b>28,435,784</b>	<b>1,378</b>			



**Troy Jackson**  
*President of the Senate*



**Ryan Fecteau**  
*Speaker of the House of Representatives*

LEGISLATIVE DEPARTMENT

**STATE COMPENSATION COMMISSION**  
**SUZANNE M. GRESSER, EXECUTIVE DIRECTOR**

*Central Office:* STATE HOUSE, AUGUSTA, ME

*Mail Address:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 287-1621

*Established:* 1981

*Telephone:* (207) 287-1615

*Reference:* Policy Area: 00 Umbrella: 30 Unit: 316 Citation: T0003 M.R.S.A., Sect.: 000000002B

**PURPOSE:**

The State Compensation Commission was established to review the compensation of the Governor, Legislators, representatives of Indian tribes, the Secretary and Assistant Secretary of the Senate, the Clerk and Assistant Clerk of the House of Representatives, justices and judges in accordance with 3 M.R.S.A., section 2-B.

**ORGANIZATION:**

The State Compensation Commission consists of five (5) members, two (2) of whom are appointed by the Speaker of the House, two (2) of whom are appointed by the President of the Senate and one (1) who is appointed by a majority of the other members and who serves as the chair of the commission.

**PROGRAM:**

No later than January 15th of every even-numbered year the commission submits to the Legislature and the joint standing committee of the Legislature having jurisdiction over state and local government matters a final report of the commission. In the last year of each gubernatorial term of office, the report includes a recommendation for compensation of the Governor as established in Title 2, section 1. Before issuing their report, and subsequent to giving public notice, the commission holds a public hearing on the report. The commission is authorized to submit legislation required to implement its recommendations.

**PUBLICATIONS:**

Report of the Commission, January 2020:

<http://www.legislature.maine.gov/doc/3822>

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**CITIZEN TRADE POLICY COMMISSION**  
**SUZANNE M. GRESSER, 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 five 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.

## LEGISLATIVE DEPARTMENT

Ex officio, non-voting members include the President (or designee) of the Maine International Trade Center and 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:**

#### **2018 TRADE POLICY ASSESSMENT:**

Turbulent Time for Trade: Impacts on Maine's Agriculture and Food Safety, by Ms. Debbie Barker, Washington D.C., October 2018

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **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 revenue and appropriations, 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)

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE DEPARTMENT

**OFFICE OF POLICY AND LEGAL ANALYSIS**

**-DANIELLE FOX, 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 professional staff services to the Legislature's joint standing committees (except committees with jurisdiction over appropriations and financial affairs and taxation issues) and joint select committees.

Committee staff services include: assisting in the scheduling of committee work; conducting impartial policy and legal research and analysis and assisting the committee with its consideration of legislation; preparing and drafting committee papers (committee bills, amendments and reports); and providing assistance in review of major substantive rules and regulatory agendas, of agencies under the Government Evaluation Act (GEA), of quasi-independent state entities and of agency budgets.

Other services include: assisting legislators with information requests, including preparing general legal and policy background materials; conducting approved interim staff studies (nonpartisan research and analysis); providing professional staff services to interim legislative studies, including nonpartisan research and analysis, scheduling and report preparation; and assisting the Revisor of Statutes in drafting legislative bill requests.

**ORGANIZATION:**

The Office of Policy and Legal Analysis is one of several nonpartisan offices operating under the direction of the Legislative Council and its executive director. The Office has a staff of 23, including an office director 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/opla>

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**OFFICE OF THE REVISOR OF STATUTES**

**EDWARD A. CHARBONNEAU, 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



## LEGISLATIVE DEPARTMENT

### 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 five primary functions: legislative drafting and editing; production of all legislative documents, including bills, amendments and sentiments; engrossing; publication of laws; and maintenance of the Maine 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 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 Reuters, 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 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 are 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. It is available at the office's publications website and hard copies are available to the public for a nominal fee.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION SUZANNE M. GRESSER, 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

## LEGISLATIVE DEPARTMENT

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.

### 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE HOUSE AND CAPITOL PARK COMMISSION

**SUZANNE M. GRESSER, 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.:* 00000901A

### 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, included regular maintenance on the Park's and State House lawns, gardens, paths and trees.

## LEGISLATIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2021:** 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	75,121	75,121				
COMMODITIES	515	515				
<b>TOTAL EXPENDITURES</b>	<b>75,636</b>	<b>75,636</b>				

### COMMISSION ON INTERSTATE COOPERATION SUZANNE M. GRESSER, EXECUTIVE DIRECTOR

*Central Office:* STATE HOUSE, AUGUSTA, ME

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

*Established:* 1939

*Telephone:* (207) 287-1615

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

**PURPOSE:**

The Commission on Interstate Cooperation was 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 2021:** 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	209,557	209,557				
<b>TOTAL EXPENDITURES</b>	<b>209,557</b>	<b>209,557</b>				

### COMMISSION ON UNIFORM STATE LAWS ANN ROBINSON, ESQ., CHAIRPERSON

*Central Office:* 254 COMMERCIAL STREET, PORTLAND, ME 04101

*Mail Address:* 254 COMMERCIAL STREET, PORTLAND, ME 04101

*Established:* 1955

*FAX:*

*Telephone:* (207) 791-1186

*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

## LEGISLATIVE DEPARTMENT

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.

### 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. To date, Maine has enacted over 100 Uniform Acts, including, among others, the 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.

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 2021:** 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

**NIK RENDE, 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.

## LEGISLATIVE DEPARTMENT

### 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:

In fiscal year 2020-21, the Office of Legislative Information Technology and the Office of the Revisor of Statutes moved its new bill production application into full production. The Office of Legislative Information Technology continues to support the Office of the Revisor of Statutes as they enter the statute update phase of their work.

The First Regular Session of the 130th Legislature convened at a remote location and the Office of Legislative Information Technology created an analog to the House and Senate chambers at the remote location, sourced and configured the necessary technology to allow the legislators to vote and request to speak electronically and arranged for the provision of live streams and archives of the House and Senate sessions. The Office of Legislative Information Technology created a process and technology that allowed all of the Legislature's committees to hold nearly 1100 public hearings, work sessions and confirmation hearings remotely.

The Office of Legislative Information Technology also continues to provide technology support services to the production offices, the House of 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## SENATE

**TROY D. JACKSON, PRESIDENT OF THE SENATE**  
**DAREK M. GRANT, 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,

## LEGISLATIVE DEPARTMENT

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:

The First Regular Session of the 130th Maine Legislature convened on Wednesday, December 2, 2020. The Senate held 4 legislative sessions at the Augusta Civic Center due to Covid-19, and adjourned Sine Die at 8:33 p.m. on Tuesday, March 30, 2021.

Pursuant to Article IV, Part Third, Section 1 of the Constitution of Maine, the Legislature convened for its First Special Session on Wednesday, April 28, 2021 and met for 15 legislative sessions (2 at the Augusta Civic Center, with the remaining sessions back at the State House). After completing much of its business, the Senate adjourned Sine Die at 8:18 p.m. on Monday, July 19, 2021.

The First Confirmation Session of the 130th Maine Legislature convened on Thursday, February 25, 2021 in the House Chamber to consider gubernatorial nominations and adjourned Sine Die the same day at 7:15 p.m.

The Second Confirmation convened on Thursday, April 22, 2021 in the House Chamber and adjourned Sine Die the same day at 6:34 p.m.

Pursuant to Article IV, Part Third, Section 1 of the Constitution of Maine, the Legislature will convene for its Second Special Session on Wednesday, September 29, 2021.

The Second Regular Session of the 130th Maine Legislature will convene on Wednesday, January 5, 2022.

### PUBLICATIONS:

Senate Website: <http://www.legislature.maine.gov/senate>

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## HOUSE OF REPRESENTATIVES

**RYAN FECTEAU, 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.

## LEGISLATIVE DEPARTMENT

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 130th Maine Legislature on Wednesday, December 2, 2020 and adjourned Tuesday, March 30, 2021. During the First Regular Session there were 961 House-sponsored Legislative Documents, 1 Initiated Bill, 7 House Orders, 4 House-sponsored Joint Orders, and 8 House-sponsored Joint Resolutions considered. House members submitted 15 Floor Amendments and Committees submitted 48 Committee Amendments to the Clerk for reproduction. The House convened its First Special Session of the 130th Maine Legislature on Wednesday, April 28, 2021 and adjourned Monday, July 19, 2021. During the First Special Session there were 265 House-sponsored Legislative Documents, 0 Initiated Bills, 4 House Orders, 9 House-sponsored Joint Orders, and 15 House-sponsored Joint Resolutions considered. House members submitted 52 Floor Amendments and Committees submitted 634 Committee Amendments to the Clerk for reproduction.

### PUBLICATIONS:

\*HOUSE INTERNET SITE - <http://legislature.maine.gov/house/>

\*HOUSE ADVANCE JOURNAL AND CALENDAR-Available in the Document Room and by email subscription at <https://lists.legislature.maine.gov/sympa/info/houseadvancecalendar>.

\*HOUSE SUPPLEMENTS - Available by email subscription at <https://lists.legislature.maine.gov/sympa/info/housesupplements>.

\*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, by mail subscription through Legislative Document Service or by email subscription at <https://lists.legislature.maine.gov/sympa/info/weeklylegislativereport>.

\*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, by mail subscription through Legislative Document Service or by email subscription at <https://lists.legislature.maine.gov/sympa/info/weeklylegislativecalendar>.

\*SENATE AND HOUSE REGISTERS; HOUSE AND SENATE ROSTER and Seating Arrangement and

## LEGISLATIVE DEPARTMENT

LEGISLATIVE RECORD (See "Legislature")

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEGISLATIVE COUNCIL

**RYAN M. FECTEAU, CHAIR**

**SUZANNE M. GRESSER, 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:* 184.638

*Legislative Count:* 155.50

### 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 approving 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 allocating 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 of Representatives and the majority and minority leaders and assistant leaders of the 2 political parties with the greatest number of members in each body. 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.

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.



## LEGISLATIVE DEPARTMENT

### PUBLICATIONS:

See Publications listing for each office.

**FINANCES, FISCAL YEAR 2021:** 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	16,056,127	16,056,127				
HEALTH BENEFITS	5,187,704	5,187,704				
RETIREMENTS	2,836,928	2,836,928				
OTHER FRINGE BENEFITS	325,365	325,365				
COMPUTER SERVICES	1,266,820	1,266,820				
CONTRACTUAL SERVICES	1,884,781	1,883,648	1,133			
RENTS	94,049	94,049				
COMMODITIES	88,396	88,228	168			
GRANTS, SUBSIDIES, PENSIONS	296,700	296,700				
EQUIPMENT	105,023	105,023				
TRANSFER TO OTHER FUNDS	77		77			
<b>TOTAL EXPENDITURES</b>	<b>28,141,970</b>	<b>28,140,592</b>	<b>1,378</b>			

## (OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

**SUZANNE M. GRESSER, 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 coordinating the scheduling and work of committee clerks each legislative session.

**FINANCES, FISCAL YEAR 2021:** 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:* 173.000

*Legislative Count:* 171.00

*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, and the Bureau of Marine Patrol. Advisory councils are established by statute for Lobster, Scallop, Sea Urchin, and Shellfish, 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 2021:** 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	9,914,555	3,769,924	2,830,987		3,313,644	
HEALTH BENEFITS	3,084,844	1,307,874	981,581		795,389	
RETIREMENTS	2,338,741	795,776	645,804		897,161	
OTHER FRINGE BENEFITS	241,263	101,122	65,968		74,173	
COMPUTER SERVICES	832,823	508,954	285,344		38,525	
CONTRACTUAL SERVICES	4,152,139	1,663,408	1,438,108		1,050,623	
RENTS	774,546	441,988	142,453		190,105	
COMMODITIES	708,806	352,260	160,493		196,053	
GRANTS, SUBSIDIES, PENSIONS	627,692		64,608		563,084	
BUILDING IMPROVEMENTS	1,410,706	613,024	797,682			
EQUIPMENT	622,955	17,121	558,000		47,834	
TRANSFER TO OTHER FUNDS	503,954		313,760		190,194	
<b>TOTAL EXPENDITURES</b>	<b>25,213,024</b>	<b>9,571,451</b>	<b>8,284,788</b>		<b>7,356,785</b>	

## ADVISORY COUNCIL (TO MARINE RESOURCES)

**KRISTEN (TOGUE) BRAWN, CHAIR**  
**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 15 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 and Shellfish 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 2021:** 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:* 37.000

*Legislative Count:* 37.00

**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 and purchasing, and assists in the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings and 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 interact with the various councils that are advisory to the Department.

**PROGRAM:**

The Bureau carries out directives of the Commissioner of Marine Resources in performing his/her statutory responsibilities. The Bureau 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 2021:** 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
EXPENDITURES						
SALARIES & WAGES	2,226,524	691,416	1,197,905		337,203	
HEALTH BENEFITS	614,119	127,411	406,079		80,629	
RETIREMENTS	452,418	111,550	279,905		60,963	
OTHER FRINGE BENEFITS	57,620	21,889	27,760		7,971	
COMPUTER SERVICES	676,208	463,341	194,312		18,555	
CONTRACTUAL SERVICES	1,823,610	816,551	477,529		529,530	
RENTS	122,854	8,105	3,811		110,938	
COMMODITIES	62,680	11,290	34,434		16,956	
GRANTS, SUBSIDIES, PENSIONS	209,077		64,608		144,469	
TRANSFER TO OTHER FUNDS	182,678		128,192		54,486	
<b>TOTAL EXPENDITURES</b>	<b>6,427,788</b>	<b>2,251,553</b>	<b>2,814,535</b>		<b>1,361,700</b>	

DEPARTMENT OF MARINE RESOURCES

**BUREAU OF MARINE PATROL**

**JAY CARROLL, 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 M.R.S.A., Sect.: 000006025*

*Average Counts-All Positions: 54,000*

*FAX: (207) 624-6024*

*Telephone: (207) 624-6581*

*Legislative Count: 54,000*

**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, BMP is required to travel well offshore 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. BMP also participates in aquaculture site inspections up and down the coast an expanding industry.

BMP also has the additional responsibility of overseeing all seafood dealers in Maine to include wholesale and retail (seafood restaurants). BMP also plays the lead role in boating safety along the Maine coast sharing that responsibility with the United States Coast Guard (USCG). BMP 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. BMP 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; BMP 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 Lamaine and Boothbay. Currently BMP is made up of 48 personnel not including support staff. BMP has a large fleet of watercraft for both inshore and offshore enforcement.

**PROGRAM:**

BMP 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, assists the USCG with search and rescue operations and Homeland Security issues. BMP continues to take on added responsibilities to include an Active Maritime Security Team with State Police as well as an Active Whale Disentanglement Team. BMP works closely with its partner agencies Inland Fish and Wildlife (IF&W), USCG, National Marine Fisheries Service (NMFS/NOAA) and MEMA, in order to support response to potential threats to the citizens, environment and infrastructure of the State of Maine.

**LICENSES:**

Marine Patrol Officers are responsible for monitoring regulations that apply to all commercial and recreational fisheries within the coastal waters of Maine.

## DEPARTMENT OF MARINE RESOURCES

There are over 20,000 commercial licenses and several thousand recreational licenses. In addition, BMP is tasked with the inspection and oversight of all wholesale and retail seafood outlets within Maine, approximately 1,800 facilities.

### PUBLICATIONS:

A pamphlet containing marine resource laws is published biannually following adjournment of the First Regular Session of each Legislature.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,426,119	1,379,984	414,685		1,631,450	
HEALTH BENEFITS	1,001,453	577,112	150,492		273,849	
RETIREMENTS	939,378	310,261	99,834		529,283	
OTHER FRINGE BENEFITS	89,938	42,041	11,199		36,698	
COMPUTER SERVICES	128,867	40,385	88,482			
CONTRACTUAL SERVICES	928,982	376,675	538,652		13,655	
RENTS	378,539	258,825	119,714			
COMMODITIES	147,805	90,878	44,698		12,229	
EQUIPMENT	609,320	17,121	558,000		34,199	
TRANSFER TO OTHER FUNDS	77,828		69,773		8,055	
<b>TOTAL EXPENDITURES</b>	<b>7,728,229</b>	<b>3,093,282</b>	<b>2,095,529</b>		<b>2,539,418</b>	

## BUREAU OF PUBLIC HEALTH KOHL KANWIT, DIRECTOR

*Central Office:* 194 MCKOWN PT. RD, WEST BOOTHBAY HARBOR, ME 04575

*Mail Address:* PO BOX 8, WEST BOOTHBAY HARBOR, ME 04575-0008 *FAX:* (207) 633-9579

*Established:* 2013

*Telephone:* (207) 557-1318

*Reference:* Policy Area: 04 Umbrella: 13 Unit: 188C Citation:

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

*Average Counts-All Positions:* 30.000

*Legislative Count:* 30.00

### PURPOSE:

The Bureau of Public Health is primarily responsible for implementation of the National Shellfish Sanitation Program (NSSP) in the State of Maine. Members of the Bureau participate in the Interstate Shellfish Sanitation Conference which is a cooperative management program comprised of state shellfish authorities, the federal government and the shellfish industry charged with development of the NSSP. The Bureau accomplishes compliance with the NSSP by monitoring bivalve shellfish resources and ensuring their safety to consumers through regulation of the growing areas, harvest practices, processing, and distribution. There are three major programs within the Bureau; 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 monitors biotoxin or Harmful Algal Blooms (HABs) to ensure shellfish are safe for human consumption. This program element includes the state's two US Food and Drug Administration certified laboratories that support the water quality and biotoxin sampling efforts through advanced methods including membrane filtration and High Performance Liquid Chromatography.

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 eliminate contamination or adulteration. This program element is also responsible for illness investigations including product tracebacks, recalls and embargos.

The Shellfish Management Program within the Bureau is responsible for the assessment and management of bivalve shellfish and other intertidal marine resources such as seaweeds, marine worms and gastropods. This program works

## DEPARTMENT OF MARINE RESOURCES

closely with municipalities that choose to manage their bivalve shellfish resources with municipal shellfish conservation ordinances according to state guidelines. Staff in the Shellfish Management Program are also tasked with assessing the impacts of construction and dredging projects and providing comments for the Department through the Environmental Permit Review process.

The Bureau also facilitates the Shellfish Advisory Council comprised of industry members who advise the Department on issues related to bivalve shellfish.

### ORGANIZATION:

The Bureau of Public Health was created in fiscal year 2014 and separated from the Bureau of Resource Management which became the Bureau of Marine Science. The Bureau is comprised of three programs: Growing Area, Dealer Inspection and Shellfish Management. Microbiology and biotoxin laboratories are located both at the West Boothbay Harbor and Lamaine State Park facilities serving the entire coast of Maine. Staff are stationed in Scarborough, Augusta, West Boothbay Harbor, Lamaine and Jonesboro.

### 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 maintaining and/or increasing the amount of shellfish-producing areas open to harvest. Biotoxin sampling is conducted to monitor the occurrence of HABS which can cause Paralytic Shellfish Poisoning, Amnesic Shellfish Poisoning and Diarrhetic Shellfish Poisoning. Volunteers and staff monitor phytoplankton in coastal waters to determine the presence of HABS and toxins in shellfish meats. Shellfish dealer inspectors conduct routine site visits to all certified shellfish dealers and enhanced retailers to ensure compliance with bivalve shellfish sanitation regulations. Area biologists from the Shellfish Management Program work with municipalities with shellfish conservation ordinances to ensure they follow state guidelines and maintain healthy resources. Environmental Permit Reviews are conducted in coordination with other state agencies and experts within the Department.

### LICENSES:

No licensing activity.

The Growing Area Program issues permits for restricted area harvesting, relay activities and harvest under specific circumstances. The Shellfish Management Program issues permits for shellfish transplant activities and conservation closures. The Dealer Inspection Program issues dealer certifications and import/export permits as authorized by the National Oceanic and Atmospheric Administration for lobster.

### PUBLICATIONS:

Growing Area annual, triennial and sanitary survey reports  
Quality Assurance Plans (laboratories)  
Bureau of Public Health bi-annual newsletter

## DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2021:** 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	1,472,897	770,912	462,209		239,776	
HEALTH BENEFITS	501,851	274,478	163,727		63,646	
RETIREMENTS	328,469	165,391	98,863		64,215	
OTHER FRINGE BENEFITS	32,315	16,761	10,267		5,287	
COMPUTER SERVICES	954	954				
CONTRACTUAL SERVICES	193,971	177,997	4,976		10,998	
RENTS	98,048	94,695	953		2,400	
COMMODITIES	103,368	90,494	3,980		8,894	
BUILDING IMPROVEMENTS	216,426	216,426				
TRANSFER TO OTHER FUNDS	45,511		35,233		10,278	
TOTAL EXPENDITURES	2,993,810	1,808,108	780,208		405,494	

## BUREAU OF MARINE SCIENCE

**CARL WILSON, DIRECTOR**

**PATRICK KELIHER, COMMISSIONER**

*Central Office:* 194 MCKOWN PT. RD., WEST BOOTHBAY, ME 04575

*Mail Address:* PO BOX 8, WEST BOOTHBAY, ME 04575-0008

*Established:* 1946

*FAX:* (207) 633-9579

*Telephone:* (207) 633-9500

*Reference: Policy Area: 04 Umbrella: 13 Unit: 188S Citation: T0012 M.R.S.A., Sect.: 000006021*

*Average Counts-All Positions: 52.000*

*Legislative Count: 50.00*

### PURPOSE:

The Bureau of Marine Science conducts scientific research, monitoring, assessment, restoration and education to conserve, restore, and manage the marine and estuarine fishery resources of the State of Maine. The Bureau encompasses three divisions: Biological Monitoring and Assessment; Sea Run Fisheries and Habitat; and Education.

The Biological Monitoring and Assessment Division conducts long-term fishery monitoring programs and research to provide information on stock status 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, management, restoration or propagation of diadromous species. The Division has monitoring and assessment responsibility for twelve diadromous species and is engaged in interstate assessments as they relate 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. 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. Together the three divisions provide scientific information, services and assistance to the public, industry and governments.

### ORGANIZATION:

The Bureau of Marine Science was established administratively in 1946 and is the oldest continuously operating marine research laboratory in the Gulf of Maine based on McKown Point in Boothbay Harbor that includes fishery, microbiology and biotoxin laboratories; GIS mapping facilities; wet lab; 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 Biomonitoring and Assessment Division operates primarily from the West Boothbay Harbor laboratory. However, division activities cover the coastal counties and waters.



## DEPARTMENT OF MARINE RESOURCES

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, located immediately adjacent to the West Boothbay Harbor laboratory, 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, Atlantic herring, striped bass, Atlantic menhaden, bluefish, horseshoe crab, northern shrimp, 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, 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 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 statewide and to secure funding to address passage needs.

# DEPARTMENT OF MARINE RESOURCES

FINANCES, FISCAL YEAR 2021: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE SCIENCE	TOTAL FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
EXPENDITURES	ALL FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,789,015	927,612	756,188		1,105,215	
HEALTH BENEFITS	967,421	328,873	261,283		377,265	
RETIREMENTS	618,477	208,574	167,202		242,701	
OTHER FRINGE BENEFITS	61,390	20,431	16,742		24,217	
COMPUTER SERVICES	26,795	4,275	2,550		19,970	
CONTRACTUAL SERVICES	1,205,576	292,186	416,950		496,440	
RENTS	175,106	80,364	17,975		76,767	
COMMODITIES	394,954	159,599	77,381		157,974	
GRANTS, SUBSIDIES, PENSIONS	418,615				418,615	
BUILDING IMPROVEMENTS	1,194,280	396,598	797,682			
EQUIPMENT	13,635				13,635	
TRANSFER TO OTHER FUNDS	197,938		80,562		117,376	
TOTAL EXPENDITURES	8,063,202	2,418,512	2,594,515		3,050,175	

## 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 (the 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 the Academy is to provide a quality education focused on marine and related programs. The curriculum empowers 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 the 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:

The Academy student enrollment numbers are approximately 900 students. Students from the State of Maine typically represent about two-thirds 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.

The Academy students benefit from hands-on education, international sea-time aboard the training ship the 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 the 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 Academy'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.

#### PUBLICATIONS:

Maine Maritime Academy Website: [mainemaritime.edu](http://mainemaritime.edu)

Maine Maritime Academy Undergraduate Catalog (online)

Maine Maritime Academy Viewbook (online)

# MAINE MARITIME ACADEMY

Maine Maritime Academy Department Flyers (online)

Maine Maritime Academy Graduate Catalog (online)

Maine Maritime Academy Publications:-Mariner Alumni Magazine (quarterly)

**FINANCES, FISCAL YEAR 2021:** 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						
GRANTS, SUBSIDIES, PENSIONS	10,006,618	9,121,994	162,469		722,155	
TOTAL EXPENDITURES	10,006,618	9,121,994	162,469		722,155	
MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	10,006,618	9,121,994	162,469		722,155	
TOTAL EXPENDITURES	10,006,618	9,121,994	162,469		722,155	

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: 212.770*

*Legislative Count: 212.00*

**Units:**

*BUREAU OF CONSUMER CREDIT PROTECTION*

*BOARD OF LICENSURE IN MEDICINE*

*BOARD OF DENTAL PRACTICE*

*STATE BOARD OF NURSING*

*STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS*

*STATE BOARD OF OPTOMETRY*

*BUREAU OF FINANCIAL INSTITUTIONS*

*BOARD OF OSTEOPATHIC LICENSURE*

*BUREAU OF INSURANCE*

*OFFICE OF SECURITIES*

*OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION*

**PURPOSE:**

The Department of Professional and Financial Regulation 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 (OPOR).

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 ensure 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: <https://www.maine.gov/pfr>

### LICENSES:

See reports of component units.

### PUBLICATIONS:

See reports of component units.

**FINANCES, FISCAL YEAR 2021:** 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	12,017,721		12,017,721			
HEALTH BENEFITS	3,691,528		3,691,528			
RETIREMENTS	2,715,956		2,715,956			
OTHER FRINGE BENEFITS	262,907		262,907			
COMPUTER SERVICES	3,499,492		3,499,492			
CONTRACTUAL SERVICES	5,289,435		5,276,420		13,015	
RENTS	879,739		872,752		6,987	
COMMODITIES	93,180		93,080		100	
GRANTS, SUBSIDIES, PENSIONS	450		450			
TRANSFER TO OTHER FUNDS	622,194		621,615		579	
TOTAL EXPENDITURES	29,072,602		29,051,921		20,681	

## 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

FAX: (207) 582-7699

Established: 1975

Telephone: (207) 624-8527

Reference: Policy Area: 07 Umbrella: 02 Unit: 030 Citation: T0009A M.R.S.A., Sect.: 006-00103

Average Counts-All Positions: 15.000

Legislative Count: 15.00

### 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 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.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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, returned check diversion program providers and "guaranteed asset protection" (GAP) debt cancellation contract administrators.

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-4CLOZ), providing financial counseling and referral services to homeowners.

The agency serves as the state's "Student Loan Ombudsman," assisting student loan borrowers to resolve disputes with servicers, and is required to maintain a registry of student loan servicers.

### 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 fiscal year 2021, the agency's Complaint Division responded to 463 complaints (395 formal written complaints and 68 foreclosure complaints), and ordered \$34,501 to be credited or refunded to consumers.

The Bureau's Compliance Examination Division examined 225 companies, including 72 payroll processors; 2 money transmitters, 57 automobile dealers, 12 sales finance companies, 5 pawnbrokers, 2 debt collectors, 3 repossession companies, 3 payday lenders, 16 debt management service providers, 2 insurance premium finance companies, 1 litigation funding provider, 7 property preservation providers, 15 rent to own dealers, 1 credit reporting agency, 2 supervised lenders and 25 general creditors. After reviewing 11,943 transactions, the Bureau cited creditors for 88 violations of the Consumer Credit Code, 3 Fair Credit Reporting Act violations, 17 Truth-in-Lending violations, 10 Graham-Leach-Bliley Act violations, 4 Fair Debt Collection Act violations, and 9 Regulation M (Lease Disclosure) violations. The exam division ordered \$39,795 in refunds or credits to Maine consumers.

During FY '21 the Bureau's foreclosure prevention and outreach staff mailed informational letters to 18,763 homeowners in default on their home loans, and completed 258 referrals to housing counselors under contract with the Bureau.

Numbers of licensees for FY '21 - 1,453 Supervised Lenders including both mortgage and non-mortgage lending companies (398 main offices, 1,055 branches); 924 Other Creditors\*; 314 Sales Finance Companies (180 main offices, 134 branches); 7 Insurance Premium Finance Companies (6 main offices, 1 branch); 1,058 Debt Collectors (612 main offices, 446 branches); 202 Loan Brokers, including both mortgage and non-mortgage (153 main offices, 49 branches); 10,385 Mortgage Loan Originators; 46 Credit Reporting Agencies; 141 Money Transmitters; 1,890 non-bank ATM terminals; 37 Debt Management Service Providers (28 main offices, 9 branches); 175 Employee Leasing Companies; 8 Check Cashers (7 main

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

offices, 1 branch); 2 Check Diversion (1 main office, 1 branch); 12 Payday Lenders (4 main offices, 8 branches); 83 Refund Anticipation Loan Providers (7 main offices, 76 branches); 76 Residential Real Estate Property Preservation Companies; 15 Exchange Facilitators (12 main offices, 3 branches); 42 Repossession Companies (41 main offices, 1 branch); 6 Litigation Funding Providers (5 main offices, 1 branch); 249 Real Estate Settlement Agencies (198 main offices, 51 branches); 376 Payroll Processors; and 48 Guaranteed Asset Protection (GAP) administrators; and 45 Student Loan Servicers (29 main offices, 16 branches). In total, the Bureau oversaw 17,594 licensees and registrants.

\*This year's "Other Creditor" tally includes the following categories: 235 Loan Servicers (152 main offices, 83 branches); 7 Manufactured Home Dealers; 128 New Car Dealers (110 main offices, 18 branches); 160 Used Car (132 main offices, 28 branches); 66 Rent-to-Own Merchants (55 main offices, 11 branches); 43 Pawnbrokers; and 285 Miscellaneous Retail Creditors (199 main offices, 86 branches).

### 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; and Student Loan Servicers.

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, Real Estate Settlement Agencies and GAP Administrators.

### PUBLICATIONS:

Financial Guide for Maine Veterans  
 Downeaster Common Sense Guide to Student Loans  
 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 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	843,397		843,397			
HEALTH BENEFITS	267,501		267,501			
RETIREMENTS	194,647		194,647			
OTHER FRINGE BENEFITS	18,534		18,534			
COMPUTER SERVICES	569		569			
CONTRACTUAL SERVICES	343,346		343,346			
RENTS	38,854		38,854			
COMMODITIES	42,396		42,396			
TRANSFER TO OTHER FUNDS	43,521		43,521			
TOTAL EXPENDITURES	1,792,765		1,792,765			



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.: 000018321*

*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 issues licenses in the following categories: dentists, dental hygienists, denturists, expanded function dental assistants and dental radiographers. The Board also issues practice authorities to qualified dental hygienists in the following categories: dental therapy, independent practice dental hygiene, public health dental hygiene, use of nitrous oxide analgesia and the administration of local anesthesia. The Board also issues permits to qualified dentists to use 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: 5 dentists, 2 dental hygienists, 1 denturist and 1 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.

**PROGRAM:**

During fiscal year 2021, the Board of Dental Practice met remotely via the Zoom platform at least monthly to review full agenda items, including proposed rulemaking, complaint cases, and adjudicatory hearings. The Subcommittee on Denturists met six times during fiscal year 2021, to conduct initial reviews of applications and complaint presentations. The Subcommittee on Dental Hygienists met eight times during fiscal year 2021, to conduct initial reviews of applications and complaint presentations. Both Subcommittees report their recommendations to the full Board.

The Board issued licenses in the following categories: 77 dentist licenses, resulting in the total number of dentist licenses to 984 at the end of the fiscal year. The Board issued 1 faculty dentist licenses, resulting in the total number of faculty licenses to 5 at the end of the fiscal year. The Board issued 4 resident dentist licenses, resulting in the total number of resident dentist licenses to 9 at the end of the fiscal year. The Board did not issue any limited dentist licenses for the fiscal year and there are no licenses currently issued in that category. The Board issued 3 temporary dentist licenses, resulting in the total number of temporary dentist licenses to 5 at the end of the fiscal year. The Board issued 81 dental hygiene licenses, resulting in the total number of dental hygiene licenses to 1,410 at the end of the fiscal year. The Board issued 1 denturist license, leaving a total of 43 denturist licenses at the end of the fiscal year. The Board issued 2 denturist trainee licenses, leaving a total of 2 denturist trainee licenses at the end of the fiscal year. The Board issued 109 dental radiography licenses, resulting in the total number of dental radiography licenses to 1,687 at the end of the fiscal year. The Board issued 14 expanded function dental assistant license, resulting in the total number of expanded function dental assistant licenses to 119 at the end of the fiscal year. The

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Board issued the following practice authorities for the fiscal year to qualified dental hygienists as follows: 23 independent practice dental hygiene - leaving a total of 152 authorities; no new public health dental hygiene authorities - leaving a total of 10 authorities; 1 provisional dental therapist - leaving a total of 1 authority; 37 nitrous oxide analgesia - leaving a total of 332 authorities; and 78 local anesthesia - leaving a total of 763 authorities. The Board issued 14 permits to dentists to administer moderate sedation and/or deep sedation and general anesthesia, leaving a total number of 110 permits for the fiscal year. The Board also issued 6 registration to complete sedation training and processed 22 "14 Day Notifications" under the sedation chapter.

### LICENSES:

Dentist  
 Resident Dentist  
 Limited Dentist  
 Dental Hygienist  
 Dental Hygiene Authorities: Dental Therapy, Independent Practice Dental Hygiene, Public Health Dental Hygiene, Local Anesthesia, and Nitrous Oxide Analgesia  
 Denturist  
 Denturist Trainee  
 Dental Radiographer  
 Expanded Function Dental Assistant  
 Sedation Permits: Moderate Sedation, Deep Sedation, General Anesthesia  
 14 Day Notification (Sedation)  
 Faculty: Dentist, Dental Hygienist, Denturist  
 Temporary: Dentist, Dental Hygienist, Denturist  
 Registrations (Sedation Training)

### PUBLICATIONS:

The Board maintains a website providing consumers and the regulated community with updated practice statutes and agency rules identifying the qualifications for licensure, standards for practice, sedation inspection requirements, consumer complaint process, and continuing education requirements. Board meeting agendas, minutes and outcomes of consumer cases resulting in disciplinary action are posted to the Board's website. The Board posts legislative reports such as the Government Evaluation Act Report and other legislative reports on its website. The Board also publishes on its website periodic informational letters that it distributes to its licensees and interested parties.

**FINANCES, FISCAL YEAR 2021:** 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	239,327		239,327			
HEALTH BENEFITS	75,390		75,390			
RETIREMENTS	55,727		55,727			
OTHER FRINGE BENEFITS	5,586		5,586			
COMPUTER SERVICES	14,107		14,107			
CONTRACTUAL SERVICES	111,316		111,316			
RENTS	16,234		16,234			
COMMODITIES	2,770		2,770			
TRANSFER TO OTHER FUNDS	16,348		16,348			
<b>TOTAL EXPENDITURES</b>	<b>536,805</b>		<b>536,805</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS**

**BRENT M. BRIDGES, PE, 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 protects the public by establishing and maintaining professional standards for the regulation of the practice of engineering in Maine. The Board is authorized to examine qualifications of applicants and certify Engineer Interns and license Professional Engineers in Maine; to renew licenses upon receipt of required fees; to maintain a roster of all licensees; to make rules not inconsistent with state laws relating to professional engineers; to investigate complaints of alleged violations of such laws and rules; to conduct hearings; to subpoena witnesses and evidence; and to institute disciplinary action as warranted.

**ORGANIZATION:**

The Board has seven members. The Governor appoints five Professional Engineers and one public member for staggered five-year terms. The seventh board member is the Chief Engineer of the Maine Department of Transportation, who serves ex-officio. Board members elect a chair and a vice-chair from their membership each year.

The Board maintains membership in the National Council of Examiners for Engineering and Surveying (NCEES). Board members and staff participate in NCEES activities and serve on national committees with other member boards from all fifty states, the District of Columbia, and four U.S. territories. This facilitates reciprocal licensure processes and helps assure minimum standards of 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, 2021, there were exactly 7,000 professional engineers licensed in Maine. Of that total 2,030, or 29%, have a Maine address.

During FY 2021, 593 candidates were licensed as professional engineers: 105 qualified for original licensure through examination. 488 qualified for licensure by comity with other jurisdictions. The 436 comity applicants who submitted an NCEES Record with their application received an expedited approval process because their credentials are reviewed and verified in advance 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.

PE and SE paper examinations administered at Orono, ME in October 2020 had the following results:

PE exam candidates: 53	PE passed: 36
SE exam candidates: 1	SE passed: 1*

PE and SE paper examinations administered at Orono, ME in April 2021 had the following results:

PE exam candidates: 43	PE passed: 28
SE exam candidates: 2	SE passed: 2*

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

\*The SE exam is comprised of two components that 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 PE exams are shifting to computer-based testing (CBT) and currently only the PE Civil exams and the SE Exams are administered on paper.

PE Exam computer-based testing (CBT) results for FY2021 are as follows:

PE exam CBT candidates: 26

PE exam CBT candidates who passed: 18

The FE exam is administered year-round through computer-based testing (CBT) at Pearson Vue testing centers. Applicants apply for Engineer Intern Certification after passing the FE exam and graduating from an approved degree program. FE results shown are for examinations administered from July 1, 2020 through June 30, 2021. CBT exams were not administered for several weeks in 2020 due to the COVID-19 virus.

FE exam candidates: 222

FE candidates who passed the exam: 130

Board meetings were held on these dates during fiscal year 2021: August 20, 2020; October 15, 2020; November 19, 2020; February 4, 2021; March 18, 2021; and June 17, 2021.

### 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" - Electronic newsletter - available online at no cost.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	104,727		104,727			
HEALTH BENEFITS	33,559		33,559			
RETIREMENTS	27,031		27,031			
OTHER FRINGE BENEFITS	2,307		2,307			
COMPUTER SERVICES	9,983		9,983			
CONTRACTUAL SERVICES	32,149		32,149			
RENTS	13,098		13,098			
COMMODITIES	2,523		2,523			
TRANSFER TO OTHER FUNDS	8,181		8,181			
<b>TOTAL EXPENDITURES</b>	<b>233,558</b>		<b>233,558</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 the following: safe

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 examinations 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 1996, the Bureau assumed the responsibility for enforcing Title 9-A M.R.S., 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 is divided into two functional sections 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 2021, 16 safety and soundness examinations and 62 specialized examinations (i.e., trust, compliance, information technology, Bank Secrecy Act, payroll processing, and visitations) were completed. The above includes 2 safety and soundness examinations conducted jointly with federal regulators. A computer-based system also monitors bank performance between on-site visits.

In fiscal year 2021, the Bureau received and processed (a) 13 notifications from Maine financial institutions to establish, close, or relocate a branch location within the State of Maine, (b) 9 notifications from financial institutions to establish, close, or relocate an interstate branch, (c) 3 applications from financial institutions to merge with interstate financial institutions (d) 3 applications from Maine financial institutions to merge with or acquire substantially all of the assets of another Maine financial institution, (e) 2 notifications from Maine financial institutions for the investment in a closely related activity, (f) 2 applications for a change in control of a Maine financial institution, (g) 1 application for a financial institution to convert to a state-chartered financial institution, and (h) 1 application to establish 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 2021, the Bureau responded to 429 consumer complaints and inquiries and assisted Maine consumers in obtaining restitution and other remedies. The Bureau maintains a consumer information website 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 participate in a multi-jurisdictional working group that seeks to alert and inform consumers about financial scams and available resources. Financial presentations to various consumer groups were not held during the 2021 fiscal year due to COVID-19 related restrictions, however, it is anticipated that such programs will resume when appropriate.

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

## LICENSES:

Payroll Processors

## PUBLICATIONS:

Annual Report from the Superintendent to the Legislature for 2020. (Back issues 1996-2019 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 2021:** 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	1,100,193		1,100,193			
HEALTH BENEFITS	342,974		342,974			
RETIREMENTS	250,333		250,333			
OTHER FRINGE BENEFITS	23,432		23,432			
CONTRACTUAL SERVICES	103,007		103,007			
RENTS	63,428		63,428			
COMMODITIES	4,434		4,434			
TRANSFER TO OTHER FUNDS	43,249		43,249			
<b>TOTAL EXPENDITURES</b>	<b>1,931,050</b>		<b>1,931,050</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

FAX: (207) 624-8599

Telephone: (207) 624-8475

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

## 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, pharmacy benefit managers, 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 analyses and examines insurance companies domiciled in the State of Maine. Financial analysis is performed quarterly. Financial examinations are performed not less than once every five years. Financial analysis includes follow-up of issues identified through the examination process, ratio analysis, ongoing compliance analysis, and capitalization analysis. Financial examinations assess domestic insurance companies' internal control environment, identify the insurer's prospective risks, and validate certain balance sheet accounts. 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 Unit ("PC") provides consumer assistance, analyzes and regulates policy forms and rates for property and casualty insurance. PC also resolves complaints involving workers compensation rating issues and reviews all workers compensation filings. PC 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 ("FA") 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 FA for review. The level of ongoing financial review and analysis is determined by the entity's status as a domestic or foreign insurance company. FA 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, and service contract providers. FA also performs market analysis. The market analysis function involves reviewing complaint data and financial results to determine companies that need market reviews. The Market Conduct Unit ("MC") 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, MC takes action to bring the target company into compliance. The Consumer Health Care Division ("CHCD") reviews all life and health policy forms and processes license applications for medical utilization review entities and preferred provider organizations. CHCD 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. CHCD conducts consumer outreach throughout the year, attends various outreach events, and produces informational brochures. The Life and Health Actuarial Unit ("LHA") reviews rates for health, long term care, and Medicare supplement. LHA 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 Insurance Companies; Inter-Insurers; Health Maintenance Organizations; Non-profit Hospital Medical Associations; Medical Utilization Review Entities; Third-party Administrators; Advisory Organizations; Reinsurance Intermediary-Broker; Reinsurance Intermediary Manager; Captive Insurance Companies; Multiple Employer Welfare Arrangements; Pharmacy Benefit Management Entities. Authority: Workers' Compensation Self-insurers; Surplus Lines Insurance Companies.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Approvals: Workers' Compensation Self-insured Reinsurance Arrangements.

Registration: Preferred Provider Organizations; Risk Purchasing Groups; Risk Retention Groups; Third-Party Prescription Programs; Managing General Agents; Structured Settlement Transferees; 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; et al.

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; et al.

Long Term Care 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; et al.

Medicare/Medicare Supplement Insurance: Are You Eligible for or Do You Have Medicare? (Aggressive Sales Practices); Medicare Supplement Insurance Guide; Understanding Medicare Enrollment Periods link to Centers for Medicare and Medicaid Services (CMS); et al.

Life Insurance: NAIC's Life Insurance Information for Military Personnel; Ten Things You Should Know Before Purchasing Life Insurance; Ten Things You Should Know About Buying Annuities; et al.

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; et al.

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; Pet Insurance; Special Event Insurance link to NAIC; Travel Insurance link to NAIC; Insurance Considerations in the "Sharing" Economy: Important Points to Consider Before "Sharing" Your Car or Home.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,141,872		4,141,872			
HEALTH BENEFITS	1,218,019		1,218,019			
RETIREMENTS	939,890		939,890			
OTHER FRINGE BENEFITS	91,608		91,608			
COMPUTER SERVICES	24,922		24,922			
CONTRACTUAL SERVICES	1,487,642		1,487,642			
RENTS	218,367		218,367			
COMMODITIES	18,553		18,553			
TRANSFER TO OTHER FUNDS	151,909		151,909			
<b>TOTAL EXPENDITURES</b>	<b>8,292,782</b>		<b>8,292,782</b>			



DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**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

FAX: (207) 624-8637

Established: 1976

Telephone: (207) 624-8603

Reference: Policy Area: 07 Umbrella: 02 Unit: 041 Citation: T0010 M.R.S.A., Sect.: 000008003

Average Counts-All Positions: 54,000

Legislative Count: 54,00

**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 and standards of practice and ethical conduct in conjunction with licensing boards and assists in conducting disciplinary proceedings.

**ORGANIZATION:**

The Office staff is comprised of 54 full-time employees, including regulatory program administrators, investigators, inspectors, and support staff, organized into administrative work units. Reporting to the Director are the Executive Director of the Manufactured Housing Board, Director of the Real Estate Commission, an attorney, and four regulatory 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 FY2021 (July 1, 2020 - June 30, 2021), 1,229 complaints were active, 750 new complaints were opened, and 832 were closed.

Internet Address: <https://www.maine.gov/pfr/professionallicensing>

**LICENSES:**

During FY2021, the Office of Professional and Occupational Regulation maintained records of more than 116,957 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 on-line 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. Starting in March 2020, the OPOR website includes resources for licensees regarding guidance state and federal guidance on COVID-19 including a link to the Governor's website on Executive Orders that are related to COVID-19.

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2021: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION	TOTAL FOR ALL	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
	FUNDS	FUND	REVENUE	FUND	FUNDS	FUNDS
EXPENDITURES			FUNDS			
SALARIES & WAGES	2,638,359		2,638,359			
HEALTH BENEFITS	889,478		889,478			
RETIREMENTS	576,496		576,496			
OTHER FRINGE BENEFITS	57,213		57,213			
COMPUTER SERVICES	129,442		129,442			
CONTRACTUAL SERVICES	1,275,460		1,262,445		13,015	
RENTS	269,494		262,507		6,987	
COMMODITIES	11,243		11,143		100	
GRANTS, SUBSIDIES, PENSIONS	450		450			
TRANSFER TO OTHER FUNDS	168,457		167,878		579	
TOTAL EXPENDITURES	6,016,092		5,995,411		20,681	

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF LICENSURE IN MEDICINE**

**LOUISA BARNHART, 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 (Board) was established in 1895, and was named at that time the Board of Registration of Physicians and Surgeons. 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 consisted of 6 physicians appointed by the Governor, with the consent of the Council. The physicians served for terms of 6 years. Since that time, the Legislature has changed the name and composition of the Board. At present, the Board is comprised of eleven (11) members: six (6) physicians; three (3) public members; and two (2) physician assistants. All members are appointed by the Governor for terms of six (6) 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 twelve (12) times per year. In July of odd-numbered years the Board elects a chair and a secretary, each of which have specific duties. 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: <https://www.maine.gov/md> or by telephone request to the Board office.

The Board is affiliated with the Dept. 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 (5) 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 appointees must be licensed by the Board and actively engaged in rendering medical services in Maine for at least five (5) preceding appointment to the Board.

Organizations in which the Board participates include the Eastern Region Medical Boards, the Federation of State Medical Boards, the Interstate Medical Licensure Compact Commission, 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. In addition, the Board is a member of the Interstate Medical Licensure Compact and issued letters of qualification and expedited licenses to qualified applicants.

**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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

system. The Board imposes discipline by either entering into a Consent Agreement with the 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 2020, the Board issued twenty-eight (28) adverse actions. License and discipline information is available at no cost at the Board office, by telephone, and at the Board's Internet Address: <https://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  
M.D. Emeritus License  
Physician Assistant License Clinical  
Physician Assistant License Non-clinical

### 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 2021:** 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	595,731		595,731			
HEALTH BENEFITS	180,840		180,840			
RETIREMENTS	109,592		109,592			
OTHER FRINGE BENEFITS	12,984		12,984			
COMPUTER SERVICES	53,133		53,133			
CONTRACTUAL SERVICES	511,182		511,182			
RENTS	76,746		76,746			
COMMODITIES	1,343		1,343			
TRANSFER TO OTHER FUNDS	43,795		43,795			
<b>TOTAL EXPENDITURES</b>	<b>1,585,346</b>		<b>1,585,346</b>			

## STATE BOARD OF NURSING

**VALERIE J. FULLER, DNP, CHAIR**

**KIM ESQUIBEL PHD, MSN, MPA, 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

*Average Counts-All Positions:* 8.000

*FAX:* (207) 287-1149

*Telephone:* (207) 287-1133

*M.R.S.A., Sect.:* 000002151

*Legislative Count:* 8.00

### PURPOSE:

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.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

The mission of the State Board of Nursing is to protect the public health and welfare in the area of nursing practice. The Board accomplishes this by: ensuring that applicants for licensure are ethical and competent to practice nursing or render nursing services; approving the credentials of registered nurses who have completed an educational program that prepares the registered nurse to function as an advanced practice registered nurse (certified nurse practitioner, certified nurse-midwife, certified registered nurse anesthetist and certified clinical nurse specialist); investigating, and when appropriate, disciplining licensees; prescribing curricula and establishing standards for prelicensure nursing educational programs preparing persons for licensure as registered nurses or as licensed practical nurses; prescribing the curriculum of programs of training that prepare certified nursing assistants to perform selected nursing services when such services are delegated by a registered nurse; and educating licensees through rule-making, letters of guidance/concern, and by providing educational outreach such as providing links to relevant nursing practice issues on its website.

### ORGANIZATION:

In 1995, an advanced practice registered nurse member was added to the Board of Nursing, which changed the composition of the Board as follows: one advanced practice registered nurse, five registered professional nurses (two from nursing education, two from nursing service, one from long-term care), 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. In addition, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

During fiscal year 2021, the Board met in 4 regular sessions for a total of 8 days; the Board met in 7 special sessions for a total of 7 days; the Board held 7 adjudicatory hearing sessions. 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.

In 1991, the Board of Nursing was affiliated with the Department of Professional and Financial Regulation, but retains operational management and decision-making autonomy.

### PROGRAM:

**LICENSURE:** 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. In addition, Maine is a member of the Nurse Licensure Compact (NLC) which allows registered professional nurses and licensed practical (or vocational) nurses eligible for a multistate license to practice physically, electronically and/or telephonically across a state border in other states that are members of the NLC.

Advanced Practice Registered Nurses licensed in fiscal year 2021: 620

Nurses licensed by Endorsement during fiscal year 2021: 1,822  
Registered Professional Nurses from other jurisdictions: 1,690  
Licensed Practical Nurses: from other jurisdictions: 132

Nurses licensed by Examination during fiscal year 2021: 1,129  
Registered Professional Nurses 1,094  
Licensed Practical Nurses 35

Nurses licensed by Renewal during fiscal year 2021: 13,724  
Advanced Practice Registered Nurses: 237  
Registered Professional Nurses: 12,484  
Licensed Practical Nurses: 1,003

**TOTAL ACTIVE LICENSES:** 32,933  
Registered Professional Nurses: 27,767  
Licensed Practical Nurses: 1,898  
Advanced Practice Registered Nurses: 3,268  
Certified Nurse Practitioners: 2550  
Certified Nurse Midwives: 109

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Certified Registered Nurse Anesthetists: 543  
Clinical Nurse Specialist: 66

**APPROVAL OF PRELICENSURE NURSING EDUCATION PROGRAMS:** Maine has 15 Board-approved nursing education 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 Maine Augusta; and University of New England. Associate Degree Nursing Programs: Maine College of Health Professions; Kennebec Valley Community College; Northern Maine Community College; Central Maine Community College; Eastern Maine Community College; Beal College, Purdue University Global, and Southern Maine Community College. There are 2 Board approved nursing education programs to prepare licensed practical nurses: Maine College of Health Professions and Northern Maine Community College.

**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 National Council of State Boards of Nursing Nursys Disciplinary Alert system. The Board imposes discipline by either entering into a Consent Agreement with the Licensee and the Office of the 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 National Council of State Boards of Nursing Nursys database. During fiscal year 2021, 482 cases were active, 147 cases were opened, and 283 were closed. The Board issued 102 disciplinary actions.

## LICENSES:

LPN License to Practice Practical Nursing  
RN License to Practice Registered Professional Nursing  
APRN License to Practice Advanced Practice Registered Nursing

## 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 (available on website)  
Standardized Medication Course for Certified Nursing Assistants (available on website)

**FINANCES, FISCAL YEAR 2021:** 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	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	425,724		425,724			
HEALTH BENEFITS	127,384		127,384			
RETIREMENTS	95,551		95,551			
OTHER FRINGE BENEFITS	9,753		9,753			
COMPUTER SERVICES	47,370		47,370			
CONTRACTUAL SERVICES	378,986		378,986			
RENTS	49,818		49,818			
COMMODITIES	3,825		3,825			
TRANSFER TO OTHER FUNDS	31,681		31,681			
<b>TOTAL EXPENDITURES</b>	<b>1,170,092</b>		<b>1,170,092</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**STATE BOARD OF OPTOMETRY**

**THOMAS P. NADEAU, O.D., ACTING BOARD CHAIR**

*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

**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 6 members appointed by the Governor for terms of 5 years. Five of the members must be resident optometrists engaged in active practice for a period of at least 5 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 pay a \$380 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.

**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:  
<https://www.maine.gov/pfr/professionallicensing/professions/maine-state-board-optometry>

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2021:** 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	35,671		35,671			
HEALTH BENEFITS	12,103		12,103			
RETIREMENTS	7,679		7,679			
OTHER FRINGE BENEFITS	765		765			
COMPUTER SERVICES	2,505		2,505			
CONTRACTUAL SERVICES	19,083		19,083			
RENTS	1,250		1,250			
COMMODITIES	130		130			
TRANSFER TO OTHER FUNDS	6,042		6,042			
<b>TOTAL EXPENDITURES</b>	<b>85,228</b>		<b>85,228</b>			

## BOARD OF OSTEOPATHIC LICENSURE

**MELISSA MICHAUD, PA-C, CHAIR**  
**JAMES V. PISINI, D.O., 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 5 members appointed by the Governor with the advice of the Council, for terms of 5 years. In 1976, the Legislature increased the Board to 6 members. In 2014, the Legislature increased the Board to 10 members, adding a Physician Assistant. The Legislature again increased membership to eleven (11) members, six (6) being graduates of legally chartered colleges 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 (5) years; two (2) members must be, as noted above, physician assistants and three (3) must be members of the public. The Chair, Vice-Chair and Secretary, are elected annually, 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 \$4 to \$25 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. Effective in 2000, licensees began renewing on a biennial basis by the final day of their birth month. The renewal fee is capped at \$600.

Licensees must obtain 100 hours of Continuing Medical Education (CME) 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 in Category 1 as approved



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

in the rules established by the Board. Per the CME rule, specialists may obtain Category 1 CME within their specialty (AOA, AMA or ACGME) thus providing the public with the assurance that osteopathic physicians remain current with advances in osteopathic medicine as well as medicine at large. If randomly audited, licensees must furnish the Board with satisfactory evidence of completion of the statutorily required hours.

The Board generally meets monthly. Special meetings may be called by the Chair with proper public notice. Due to the COVID-19 pandemic, most meetings in 2020 and through June 2021 were held via Zoom. Maine's State of Emergency ended on June 30, 2021.

### LICENSEES:

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:

"Consumer Guide" which explains the complaint process to members of the public and outlines the procedures and authority of the Board in its regulation of licensure and provides some information regarding the osteopathic profession in general. A similar pamphlet is prepared for licensees.

**FINANCES, FISCAL YEAR 2021:** 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	58,652		58,652			
HEALTH BENEFITS	25,106		25,106			
RETIREMENTS	11,936		11,936			
OTHER FRINGE BENEFITS	737		737			
COMPUTER SERVICES	4,961		4,961			
CONTRACTUAL SERVICES	133,523		133,523			
RENTS	7,024		7,024			
COMMODITIES	573		573			
TRANSFER TO OTHER FUNDS	9,801		9,801			
<b>TOTAL EXPENDITURES</b>	<b>252,313</b>		<b>252,313</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) 624-8404

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; 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### 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 2021, the Office received and processed 31,676 applications and amendments to register securities, terminations of registrations, and notice filings for federally covered securities (increase of 59% over fiscal year 2020); and 563 private placement filings and amendments (increase of 108%). As of June 2020, there were 1,335 broker-dealers licensed to do business in Maine (a 10% increase from June 2019); 120,703 licensed agents of broker-dealers (increase of 7%); 1,238 investment adviser licensees or notice filers (increase of 1%); and 2,948 licensed investment adviser representatives (1% increase). In connection with the Office's review of licensing applications, the Office processed 93 broker-dealer applications, (12% increase from fiscal year 2020); 30,661 agent applications (43% increase); 10 investment adviser license applications (17% decrease); and 372 investment adviser representative applications (9% increase). The Office now receives and processes most securities filings and license applications electronically.

In fiscal year 2021, the Office conducted 2 examinations of licensee offices.

In fiscal year 2021, through its enforcement efforts, the Office sanctioned 19 respondents. The Office assessed \$32,500 in penalties for violations of Maine's securities and business opportunity laws. The Office entered into 9 consent agreements and 4 consent orders and issued 2 cease and desist orders. The Office referred 3 cases for criminal prosecution and has 3 criminal cases awaiting trial.

In fiscal year 2021 the Office collected \$27,245,120 for the General Fund through its filing fees (registration, licensing, and notice filing fees) and penalties.  
Internet Address: <https://www.maine.gov/pfr/securities>

#### 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 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.

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2021: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SECURITIES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,113,656		1,113,656			
HEALTH BENEFITS	317,885		317,885			
RETIREMENTS	260,350		260,350			
OTHER FRINGE BENEFITS	24,197		24,197			
COMPUTER SERVICES	1,024		1,024			
CONTRACTUAL SERVICES	468,176		468,176			
RENTS	51,528		51,528			
COMMODITIES	1,658		1,658			
TRANSFER TO OTHER FUNDS	50,724		50,724			
TOTAL EXPENDITURES	2,289,198		2,289,198			

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

**OFFICE OF PROGRAM EVALUATION AND GOVERNMENT  
ACCOUNTABILITY**

**LUCIA NIXON, DIRECTOR**

*Central Office:* RM 104, 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 evaluations of state agencies, programs and functions, including performance audits. 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.

The Government Oversight Committee selects topics for OPEGA evaluations 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 ongoing 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/opega>

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 - 2020

# OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

FINANCES, FISCAL YEAR 2021: 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	816,306	816,306				
HEALTH BENEFITS	202,119	202,119				
RETIREMENTS	178,531	178,531				
OTHER FRINGE BENEFITS	18,663	18,663				
COMPUTER SERVICES	10,504	10,504				
CONTRACTUAL SERVICES	14,526	14,526				
COMMODITIES	1,495	1,495				
TOTAL EXPENDITURES	1,242,144	1,242,144				
OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	816,306	816,306				
HEALTH BENEFITS	202,119	202,119				
RETIREMENTS	178,531	178,531				
OTHER FRINGE BENEFITS	18,663	18,663				
COMPUTER SERVICES	10,504	10,504				
CONTRACTUAL SERVICES	14,526	14,526				
COMMODITIES	1,495	1,495				
TOTAL EXPENDITURES	1,242,144	1,242,144				

DEPARTMENT OF PUBLIC SAFETY

**DEPARTMENT OF PUBLIC SAFETY**

**MICHAEL SAUSCHUCK, COMMISSIONER**

**KENDRA COATES, 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) 626-3805

Reference: Policy Area: 06 Umbrella: 16 Unit: 219 Citation: T0025 M.R.S.A., Sect.: 000002901

Average Counts-All Positions: 625,000

Legislative Count: 625.00

**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 will 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 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 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 Maine Communications System Policy Board, 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. The new 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

## DEPARTMENT OF PUBLIC SAFETY

as well as licensing for slot machine operators and slot machine distributors. The 125th legislature passed as Public Law Chapter 418, 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 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.

### PROGRAM:

Other than administration of the department, the activities during fiscal year 2020-21 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 2021:** 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	44,964,598	7,019,983	6,854,183	3,819,334	23,763,833	3,507,265
HEALTH BENEFITS	13,380,321	5,871,664	1,876,243	4,117,825	428,506	1,086,083
RETIREMENTS	11,796,201	5,144,600	1,900,486	3,523,493	391,317	836,305
OTHER FRINGE BENEFITS	1,601,791	753,262	209,882	528,320	31,661	78,666
COMPUTER SERVICES	6,668,947	2,916,738	897,683	1,488,986	1,097,287	268,253
CONTRACTUAL SERVICES	21,495,898	11,202,055	2,983,599	4,914,598	2,339,859	55,787
RENTS	2,010,083	1,163,122	274,776	313,729	99,285	159,171
COMMODITIES	2,122,098	1,176,656	90,308	544,241	291,635	19,258
GRANTS, SUBSIDIES, PENSIONS	7,088,367	688,747	4,393,036	12,236	1,994,348	
EQUIPMENT	2,968,341	143,700	522,768	513,460	1,788,413	
INTEREST-DEBT RETIREMENT	1,705,984	1,109,540		596,444		
TRANSFER TO OTHER FUNDS	1,293,402	983	444,278	491,229	117,983	238,929
TOTAL EXPENDITURES	117,096,031	37,191,050	20,447,242	20,863,895	32,344,127	6,249,717

DEPARTMENT OF PUBLIC SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	897,925	280,988	106,885	49,843	460,209	
HEALTH BENEFITS	269,248	107,905	26,803	13,570	120,970	
RETIREMENTS	169,195	70,385	20,845	13,247	64,718	
OTHER FRINGE BENEFITS	21,707	10,322	3,561	1,144	6,680	
COMPUTER SERVICES	218,450	147,488	8,670	5,523	56,769	
CONTRACTUAL SERVICES	1,669,900	707,084	276,521	631,342	54,953	
RENTS	90,967	51,696	7,591	25,549	6,131	
COMMODITIES	38,526	10,890	5,175	349	22,112	
GRANTS, SUBSIDIES, PENSIONS	1,830,484	688,574			1,141,910	
TRANSFER TO OTHER FUNDS	72,299		18,110	29,438	24,751	
TOTAL EXPENDITURES	5,278,701	2,075,332	474,161	770,005	1,959,203	

## DIVISION OF BUILDING CODES AND STANDARDS

**RICHARD MCCARTHY, ASST STATE FIRE MARSHAL**

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 Technical Building Codes and Standards Board in executing its duties pursuant to 10 MRSA §9722, sub-§6.

## DEPARTMENT OF PUBLIC SAFETY

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 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 who is 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 building code matters on 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF PUBLIC SAFETY

**BUREAU OF CAPITOL POLICE**

**MATTHEW CLANCY, 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:* 20.500

*Legislative Count:* 20.50

**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, the 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 53 years ago in FY1968 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. FY20 head count is 20.5: (1) Chief of Police, (1) police lieutenant, (1) police sergeant, (10) police officers, (2) night watchpersons, (4) security screeners, (1) office associate, and (1) part-time office assistant. 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 2020-21, the employees within the Bureau found, initiated, or responded to 32,447 documented events, incidents, or activities. 41 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 as well as at 44 rallies and protests during the year. Capitol Police screeners examined 23,140 items being brought into the building and prevented 88 dangerous items from being brought into the State House. Watchpersons conducted 12,800 building or property safety and security checks.

**LICENSES:**

The Bureau of Capitol Police issues Capitol Area Activity Permits. 120 permits were issued during fiscal year 2020-21 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

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2021:** 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	1,115,258	369,818	280,632		464,808	
HEALTH BENEFITS	410,799	317,844	92,955			
RETIREMENTS	303,955	223,342	80,613			
OTHER FRINGE BENEFITS	36,840	26,242	10,598			
COMPUTER SERVICES	52,519	37,112	15,407			
CONTRACTUAL SERVICES	22,598	17,503	5,095			
RENTS	48,025	40,333	7,692			
COMMODITIES	12,225	8,050	4,081			94
<b>TOTAL EXPENDITURES</b>	2,002,219	1,040,244	497,073		464,902	

## MISSING CHILDREN INFORMATION CLEARINGHOUSE

**MICHAEL SAUSCHUCK, COMMISSIONER**  
**COL. JOHN E. COTE, 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) 626-3805  
*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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE CRIMINAL JUSTICE ACADEMY

**RICHARD DESJARDINS, 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) 877-8008  
*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 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 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,

## DEPARTMENT OF PUBLIC SAFETY

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 \$2.02 million, of which \$692,978 comes from the General Fund and \$1.18 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.

### PROGRAM:

During calendar year 2020 and in the midst of a global pandemic, the MCJA Board of Trustees certified 62 full-time state, county and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 204 corrections officers who graduated from the Basic Corrections Training Program, and 116 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 21 law enforcement officers from the Basic Law Enforcement Training Program and 3 corrections officers from the Basic Corrections Training Program. The Board awarded 57 Instructor and Firearms Instructor Certificates, 8 Executive Certificates, 22 Canine Handler Certificates and many others. During the training year, 84 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 10 certificates for criminal conduct/convictions, waived 4 certificates for criminal conduct/convictions and gave 5 consent agreements and/or suspensions for criminal conduct/convictions.

### LICENSES:

1. 61 - Basic Law Enforcement Officer certifications
2. 116 - Part Time Law Enforcement Officer certifications
3. 204 - Basic Correctional Officer certifications
4. 2 - Judicial Marshal certifications
5. 8 - Law Enforcement Executive certifications
6. 22 - Firearms Instructor certifications
7. 55 - Instructor certifications
8. 3 - Executive certifications
9. 5 - Law Enforcement Intermediate certifications
10. 3 - Law Enforcement Advanced certifications
11. 2 - Crisis Negotiator certifications
12. 8 - Law Enforcement Chaplain certifications
13. 12 - Drug Recognition Expert certifications
14. 21 - Canine Handler Team (Patrol and Detector) certifications
15. 1 - Canine Trainer or Assistant Canine Trainer certifications
16. 118 - Extensions for the Basic Law Enforcement Training Program
17. 9 - Extensions for the Basic Corrections Training Program
18. 4 - Extensions for Part-Time Officers to Work Beyond 1040 Hours in a Calendar Year
19. 6 - New courses were approved

### PUBLICATIONS:

Annual Report to the Joint Standing Committee on Criminal Justice and Public Safety  
Annual Training Catalog

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2021:** 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	597,260	97,322	499,938			
HEALTH BENEFITS	232,609	32,142	200,467			
RETIREMENTS	135,870	25,994	109,876			
OTHER FRINGE BENEFITS	13,429	2,000	11,429			
COMPUTER SERVICES	109,417	109,417				
CONTRACTUAL SERVICES	471,913	471,913	-2,232		2,232	
RENTS	7,192	7,192				
COMMODITIES	24,414	24,414				
TRANSFER TO OTHER FUNDS	122,616		122,283			333
<b>TOTAL EXPENDITURES</b>	<b>1,714,720</b>	<b>770,394</b>	<b>941,761</b>			<b>2,565</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 Academy, to promulgate the standards for recruitment of Maine Criminal Justice Academy (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 18 members: The Commissioner of Public Safety, the Attorney General, the Colonel of the Maine Warden Service, the Chief of the State Police, and the Commissioner of Corrections, that are all ex-officio. The following members are appointed by the Governor: a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a criminal prosecutor from one of the offices of the District Attorney, a representative of a federal law enforcement agency, three citizens, a municipal official and a non-supervisory corrections officer representing a state or county correctional facility. All board members serve 3-year terms, except ex-officio members who remain on the board during their term of office.

### PROGRAM:

During calendar year 2020 and in the midst of the global pandemic, the MCJA Board of Trustees certified 62 full-time State, County and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 204 corrections officers who graduated from the Basic Corrections Training Program, and more than 100 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program.

The Academy's staff and volunteer subject matter experts developed a variety of new training blocks for both law enforcement and corrections professionals. Included in these blocks were leadership development programs, child victim interview course, evidence collection and instructor development, to name a few. These in-service and specialty classes consisted of over 112 thousand training hours and the continued work to address training within the law enforcement and corrections professions.

## DEPARTMENT OF PUBLIC SAFETY

### LICENSES:

See the Maine Criminal Justice Academy

### PUBLICATIONS:

See the Maine Criminal Justice Academy

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE DRUG ENFORCEMENT AGENCY ROY MCKINNEY, DIRECTOR

TTY: (207) 287-3659

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

Mail Address: 166 STATE HOUSE STATION, AUGUSTA, ME 04333-0166 FAX: (207) 287-3042

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 Maine Drug Enforcement Agency was established to address the unprecedented threat to the health and safety of this State created by the distribution of scheduled drugs into, out of and within the State. The Maine Drug Enforcement Agency provides a central administrative structure for the establishment, coordination, and oversight of investigative task forces within the State of Maine through a multi-jurisdictional drug task force approach. The Maine Drug Enforcement Agency focus is 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 is an effective tool in proactively addressing the distribution of scheduled drugs 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 commissioner establishes and operates within the Maine Drug Enforcement Agency such regional task forces as the commissioner determines are required for effective drug law enforcement throughout the state. The investigative component of each task force is comprised of law enforcement officers drawn from municipal, county and state 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 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 use.

### PUBLICATIONS:

Maine Drug Enforcement Agency Annual Report

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DRUG ENFORCEMENT AGENCY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	189,663	189,663				
HEALTH BENEFITS	32,927	32,927				
RETIREMENTS	12,875	12,875				
OTHER FRINGE BENEFITS	3,857	3,857				
COMPUTER SERVICES	357,809	234,655	65,423		57,731	
CONTRACTUAL SERVICES	5,030,065	4,313,926	76,606		639,533	
RENTS	751,168	592,641	65,372		93,155	
COMMODITIES	94,418	72,904	5,406		16,108	
EQUIPMENT	271,760				271,760	
TRANSFER TO OTHER FUNDS	4,161		1,103		3,058	
<b>TOTAL EXPENDITURES</b>	<b>6,748,703</b>	<b>5,453,448</b>	<b>213,910</b>		<b>1,081,345</b>	

## CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU BRODIE HINCKLEY, DIRECTOR

*Central Office:* 45 COMMERCE DRIVE, AUGUSTA, ME 04330

*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX:* (207) 287-3042

*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:* 64.000

*Legislative Count:* 64.00

### 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 2009 Public Law, chapter 317, 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 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

## DEPARTMENT OF PUBLIC SAFETY

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 2019, the Gray Regional Communications Center(RCC) relocated to the Augusta RCC and combined both the RCCs into one larger center.

### 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 2021:** 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
EXPENDITURES						
SALARIES & WAGES	3,507,265					3,507,265
HEALTH BENEFITS	1,086,083					1,086,083
RETIREMENTS	836,305					836,305
OTHER FRINGE BENEFITS	78,666					78,666
COMPUTER SERVICES	268,253					268,253
CONTRACTUAL SERVICES	55,787					55,787
RENTS	159,171					159,171
COMMODITIES	19,258					19,258
TRANSFER TO OTHER FUNDS	238,929					238,929
TOTAL EXPENDITURES	6,249,717					6,249,717

## EMERGENCY MEDICAL SERVICES BOARD

### SAM HURLEY, 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) 626-3865

*Reference:* Policy Area: 06 Umbrella: 16 Unit: 163 Citation: T0032 M.R.S.A., Sect.: 000000088

### PURPOSE:

The Maine Emergency Medical Services Bureau (Maine EMS) and the Maine EMS Board are responsible for the regulation, direction, coordination, and licensure of the EMS system within the State of Maine. This includes oversight of all EMS services, personnel, educational facilities, educators, emergency medical dispatch centers, and emergency medical dispatchers.

### ORGANIZATION:

The Board is comprised of 17 members that function as the sole emergency medical services (EMS) rulemaking authority and provide systemic direction to the Bureau and the system. The Maine EMS Bureau is staffed by a team of eight individuals who provide support to the entire statewide system in all aspects of the delivery and monitoring of EMS care and dispatching guidance. Additionally, there are also three independent (non-state) regional contracts to assist in coordinating education and providing support to local EMS agencies regarding quality assurance, medical control, and mutual aid planning.

Maine has 276 ambulance and non-transporting EMS services that provide basic and advanced emergency medical care, this number also include specialized air medical and rescue transportation services. There are over 5,500 licensed EMS clinicians and emergency medical dispatchers within the State of Maine as well as approximately 500 licensed EMS vehicles. The EMS system works symbiotically with Maine's larger healthcare system of acute care facilities, long-term care facilities, physicians, nurses, and other healthcare professionals to deliver the highest quality care available to the residents of, and visitors to, the State of Maine.

## DEPARTMENT OF PUBLIC SAFETY

### PROGRAM:

Maine EMS supports a variety of internal programs and committees that function as advisory groups for the Board including, but not limited to, community paramedicine, education, licensure examination, data, emergency medical dispatch, EMS for Children, interfacility transportation, investigations, quality assurance and improvement, Maine Stroke Alliance, Trauma Advisory Committee, and the Medical Direction and Practices Board. The system and Bureau office support a variety of training opportunities both in-person and online to help support EMS services, clinicians, and leadership throughout the system. The Bureau also manages the electronic patient care reporting system that is used by all EMS agencies in the State of Maine to document patient encounters. Maintaining consistent, quality data is a key priority of Maine EMS and imperative for collaborative projects with other state agencies and external stakeholders. Maine EMS functions at the nexus between public health, emergency management, and clinical medicine. Coordination with systemic stakeholders, like the Maine Center for Disease Control and Prevention, are vital to monitoring, supporting, and improving the public's health in the State of Maine.

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 Prehospital Treatment Protocols (Updated Dec. 1, 2019)  
Clinical Behavioral Objectives for EMS Education  
Maine EMS Run Report Manual  
Maine EMS Paramedic Interfacility Transfer Program  
Various Training Courses for Clinical Practice  
Annual Reports detailing System Function  
Maine EMS "Comfort Care/Do Not Resuscitate" patient/provider information kit  
Special Circumstances Protocols  
Various White Papers Regarding Medical Care  
Emergency Medical Dispatch Priority Reference System  
COVID-19 Resources and Guidance  
Quality Improvement Newsletters (Covering various topics from cardiac arrest to COVID-19)  
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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF PUBLIC SAFETY

**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 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, accessibility for disabled persons, 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:**

**Permits:**

Explosive Transportation  
Explosive Storage  
Construction Permit  
Explosive User  
Flammable Liquids, Aboveground  
Fire Sprinkler System Permit  
Barrier-Free Construction Permit  
Fireworks Display Permit

**Licenses:**

Fire Sprinkler System Contractor License  
Fire Sprinkler Inspection Technician

## DEPARTMENT OF PUBLIC SAFETY

Traveling Circus, Carnival, Amusement Show, and Mechanical Rides  
Theater and Motion Picture Houses  
Motor Vehicle Racing  
Fireworks Technician  
Dance Facilities  
Consumer Fireworks Sales  
Code Enforcement Officer Certification

### PUBLICATIONS:

Maine Safety Rules for Amusement Devices and Midways

Rules and Regulations Governing the Tents and Equipment of Circuses and Traveling Amusements

Rules and Regulations Relating to Structures Used by the Public as Spectators During Motor Vehicle Racing

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
SALARIES & WAGES	2,487,929	49,123	2,163,947		274,859	
HEALTH BENEFITS	757,540	108,748	648,792			
RETIREMENTS	755,490	98,273	657,217			
OTHER FRINGE BENEFITS	59,322	7,651	51,671			
COMPUTER SERVICES	314,195	10,697	303,498			
CONTRACTUAL SERVICES	396,802	25,820	370,982			
RENTS	137,474	5,121	132,353			
COMMODITIES	86,892	26,962	59,930			
GRANTS, SUBSIDIES, PENSIONS	200,000		200,000			
EQUIPMENT	128,036	28,000	100,036			
TRANSFER TO OTHER FUNDS	96,018		96,018			
TOTAL EXPENDITURES	5,419,698	360,395	4,784,444		274,859	

## 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

## DEPARTMENT OF PUBLIC SAFETY

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 Identification 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 licensing, and enforcement of administrative actions. 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. The Unit also regulates charitable gaming and fantasy contests. The Unit's mission is to provide efficient, effective, and consistent regulation of authorized gaming in the State of Maine.

### LICENSES:

- Slot machine or Casino Operators
- Slot Machine and Table Game Distributors
- Gambling Services Vendors
- Slot machine or Casino Facility Employees
- Distributor and Service Vendor employees
- Non-Profit Charitable Licenses
- Non-Profit Charitable Registrations
- Charitable Gaming Distributors
- Internet Raffle Operators
- Fantasy Contest Operators

### PUBLICATIONS:

Annual Report to Governor each March 15 on Gambling Control Unit website.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GAMBLING CONTROL BOARD	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	803,512	758,156	45,356			
HEALTH BENEFITS	286,991	269,740	17,251			
RETIREMENTS	180,451	170,482	9,969			
OTHER FRINGE BENEFITS	20,158	19,076	1,082			
COMPUTER SERVICES	67,012		67,012			
CONTRACTUAL SERVICES	1,104,516		1,104,516			
RENTS	61,768		61,768			
COMMODITIES	1,826		1,826			
GRANTS, SUBSIDIES, PENSIONS	4,193,036		4,193,036			
TRANSFER TO OTHER FUNDS	23,859		23,859			
<b>TOTAL EXPENDITURES</b>	<b>6,743,129</b>	<b>1,217,454</b>	<b>5,525,675</b>			

# DEPARTMENT OF PUBLIC SAFETY

## 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 program. The Bureau is authorized to develop and implement a process for obtaining information about highway safety programs of other federal, 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 and related incentive funding. The Bureau administers, and funds, education and enforcement programs and other proven countermeasures to reduce and eliminate fatalities, serious injuries and property damage resulting from motor vehicle crashes. Emphasis areas include: occupant restraint for adults and children, speed and aggressive driving, law enforcement training programs, distracted driving, drowsy driving, alcohol and drug impaired driving, emergency medical services, driver training, teen driver safety, mature driver safety, motorcycle safety, pedestrian and bicycle safety, pupil transportation safety, and development and enhancement of State traffic records data systems. The Bureau is also responsible for the State's media program associated with driver education and awareness.

The Bureau administers the Maine Driving Dynamics Defensive Driver Program (MDD); administers the federal 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 2021:** 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	368,857		7,836	49,626	311,395	
HEALTH BENEFITS	125,625		4,062	17,099	104,464	
RETIREMENTS	86,807		1,729	10,908	74,170	
OTHER FRINGE BENEFITS	5,280		178	1,153	3,949	
COMPUTER SERVICES	523,438			37,557	485,881	
CONTRACTUAL SERVICES	1,591,330		8,966	220,526	1,361,838	
RENTS	39,801			39,801		
COMMODITIES	10,131			5,333	4,798	
GRANTS, SUBSIDIES, PENSIONS	835,415				835,415	
EQUIPMENT	130,903				130,903	
TRANSFER TO OTHER FUNDS	33,042		273	4,588	28,181	
<b>TOTAL EXPENDITURES</b>	<b>3,750,629</b>		<b>23,044</b>	<b>386,591</b>	<b>3,340,994</b>	

DEPARTMENT OF PUBLIC SAFETY

**STATE BUREAU OF IDENTIFICATION**

**COL. JOHN E. CGTE, 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 enhancing and implementing new software to computerize its record systems, and improve its biometric systems to better provide information to law enforcement agencies and the public. 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 work with local law enforcement agencies to refer new offenders and update verification information. In addition, the agency maintains all the information that is posted on the State Sex Offender Registry website.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BUREAU OF STATE POLICE**

**COL. JOHN E. COTE, CHIEF**  
**LT. COL. WILLIAM S. HARWOOD, 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

## DEPARTMENT OF PUBLIC SAFETY

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:

2021 marked the 100th anniversary as the State Police was established in 1921. 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 numerous 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/neglect 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.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	34,996,929	5,274,913	3,749,588	3,719,865	22,252,563	
HEALTH BENEFITS	10,178,499	5,002,359	885,912	4,087,156	203,072	
RETIREMENTS	9,315,253	4,543,248	1,020,238	3,499,338	252,429	
OTHER FRINGE BENEFITS	1,362,534	684,115	131,364	526,023	21,032	
COMPUTER SERVICES	4,757,857	2,377,370	437,673	1,445,907	496,907	
CONTRACTUAL SERVICES	11,152,986	5,665,808	1,143,144	4,062,730	281,304	
RENTS	714,518	466,139		248,379		
COMMODITIES	1,834,408	1,033,436	13,889	538,560	248,523	
GRANTS, SUBSIDIES, PENSIONS	29,431	172		12,236	17,023	
EQUIPMENT	2,437,642	115,700	422,732	513,460	1,385,750	
INTEREST-DEBT RETIREMENT	1,705,984	1,109,540		596,444		
TRANSFER TO OTHER FUNDS	702,479	983	182,632	457,204	61,660	
<b>TOTAL EXPENDITURES</b>	<b>79,188,520</b>	<b>26,273,783</b>	<b>7,987,172</b>	<b>19,707,302</b>	<b>25,220,263</b>	

PUBLIC UTILITIES COMMISSION

**PUBLIC UTILITIES COMMISSION**

**HARRY LANPHEAR, ADMINISTRATIVE DIRECTOR**  
**AMY DUMENY, ASST. ADMIN. DIRECTOR**

WATS: (800) 452-4699

Central Office: 26 KATHERINE DRIVE, 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: 66.500

Legislative Count: 66.50

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 155 water utilities, 14 electric utilities, 4 gas utilities, 25 local telephone utilities, 1 water carrier, 250 competitive electricity providers, and 188 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 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 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

## PUBLIC UTILITIES COMMISSION

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, 2021, 351 cases were filed with the Commission and the Commission closed 360 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 2020, CASD handled 5,074 consumer contacts, including 2,730 information requests and 743 complaints. Most complaints (90%) were related to the electric utilities, with 1% attributable to telephone utilities, 0% attributable to gas utilities, and 9% attributable to water utilities. In addition, the CASD ordered \$101,000 in abatements to customers. The CASD received 0 utility exemption requests during 2020. Finally, CASD received 202 requests from utilities to disconnect customers from service during winter months in 2020.

### 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; applications by competitive electricity providers for licenses to sell electricity to consumers (246 licensed to date although not all are active); 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, and rulemakings 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, procurements 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 2021:** 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	5,237,465		5,191,495		45,970	
HEALTH BENEFITS	1,341,733		1,341,733			
RETIREMENTS	1,335,390		1,335,390			
OTHER FRINGE BENEFITS	115,857		115,857			
COMPUTER SERVICES	622,173		622,173			
CONTRACTUAL SERVICES	6,944,794		6,944,794			
RENTS	472,893		472,893			
COMMODITIES	31,902		31,902			
GRANTS, SUBSIDIES, PENSIONS	1,845,133		1,845,133			
TRANSFER TO OTHER FUNDS	193,674		192,906		768	
<b>TOTAL EXPENDITURES</b>	<b>18,141,014</b>		<b>18,094,276</b>		<b>46,738</b>	

<b>PUBLIC UTILITIES COMMISSION</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	4,600,039		4,554,069		45,970	
HEALTH BENEFITS	1,171,696		1,171,696			
RETIREMENTS	1,189,260		1,189,260			
OTHER FRINGE BENEFITS	101,148		101,148			
COMPUTER SERVICES	530,709		530,709			
CONTRACTUAL SERVICES	963,612		963,612			
RENTS	438,243		438,243			
COMMODITIES	19,950		19,950			
GRANTS, SUBSIDIES, PENSIONS	1,841,133		1,841,133			
TRANSFER TO OTHER FUNDS	162,985		162,217		768	
<b>TOTAL EXPENDITURES</b>	<b>11,018,775</b>		<b>10,972,037</b>		<b>46,738</b>	

## EMERGENCY SERVICES COMMUNICATION BUREAU

**HARRY LANPHEAR, ADMINISTRATIVE DIRECTOR**  
**MARIA JACQUES, DIRECTOR**

*Central Office:* 26 KATHERINE DRIVE, 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 (Bureau) is responsible for the implementation and management of the Enhanced 9-1-1 system (E-9-1-1). The Bureau, in consultation with the E-9-1-1 Council, is responsible for developing all system elements, standards and cost estimates necessary to provide for the installation and operation of a statewide E-9-1-1 system.

### ORGANIZATION:

The Emergency Services Communication Bureau was established in 1994 within the Department of Public Safety. Public Law 2003, chapter 359, moved the Emergency Services Communication Bureau to the Public Utilities Commission giving it oversight responsibility for the E-9-1-1 program. The Bureau is charged with the implementation and management of statewide E-9-1-1, including the deployment of E-9-1-1 service using emerging communications technologies, including, but not limited to, Internet protocol enabled services, that are capable of connecting users to public safety answering points. (Maine Revised Statutes, Title 25, section 2526).

### PROGRAM:

Today, the Bureau oversees a statewide Next Gen 9-1-1 system, an advanced emergency communications system that allows access to 9-1-1 from non-voice

## PUBLIC UTILITIES COMMISSION

services such as text messaging and automated crash notification systems as standards are developed and tested. This technology positions Maine's system well to receive and recognize the location of 9-1-1 requests from any device.

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. The Bureau also offers a variety of courses at its training center at the Maine Criminal Justice Academy to ensure that 9-1-1 call takers and dispatchers have all the necessary skills to handle emergency calls.

### LICENSES:

Not applicable

### PUBLICATIONS:

Maine Enhanced 9-1-1 Addressing Officers Manual, seventh edition  
Web Page [www.maine.gov/maine911](http://www.maine.gov/maine911)

**FINANCES, FISCAL YEAR 2021:** 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	637,425		637,425			
HEALTH BENEFITS	170,037		170,037			
RETIREMENTS	146,130		146,130			
OTHER FRINGE BENEFITS	14,709		14,709			
COMPUTER SERVICES	91,464		91,464			
CONTRACTUAL SERVICES	5,981,182		5,981,182			
RENTS	34,650		34,650			
COMMODITIES	11,952		11,952			
GRANTS, SUBSIDIES, PENSIONS	4,000		4,000			
TRANSFER TO OTHER FUNDS	30,689		30,689			
<b>TOTAL EXPENDITURES</b>	<b>7,122,238</b>		<b>7,122,238</b>			

## E-9-1-1 COUNCIL

### PHILIP L. BARTLETT II, CHAIRMAN

WATS: (800) 452-4699

Central Office: 26 KATHERINE DRIVE, 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 Maine Revised Statutes, Title 25, section 2925.

### PROGRAM:

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

## PUBLIC UTILITIES COMMISSION

**FINANCES, FISCAL YEAR 2021:** 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

SHENNA BELLOW, 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: 422.000

Legislative Count: 422.00

Units:

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

MAINE STATE ARCHIVES

DIVISION OF ARCHIVES SERVICES

DIVISION OF CORPORATIONS, UCC AND COMMISSIONS

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

DIVISION OF DRIVER LICENSE SERVICES

DIVISION OF ELECTIONS AND APA

DIVISION OF INFORMATION TECHNOLOGY

DIVISION OF ENFORCEMENT, ANTI-THEFT & REGULATION

DIVISION OF LEGAL AFFAIRS

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

BUREAU OF MOTOR VEHICLES

DIVISION OF PUBLIC SERVICES

DIVISION OF RECORDS MANAGEMENT SERVICES

REGULATORY FAIRNESS BOARD

BUREAU OF THE SPECIAL ADVOCATE

DIVISION OF VEHICLE SERVICES

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 therein is 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, 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, 13-B and 13-C (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). There are approximately 800 separate sections of Maine law which refers to the 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 ballot at a joint caucus of both bodies 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 the 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, the registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code (UCC) to be administered by the Secretary of State as a function of the Corporations Division. Also in 1963, the Department of the Secretary of State was first recognized under the law with the Secretary of State being 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 Bureau of the Special

## DEPARTMENT OF THE SECRETARY OF STATE

Advocate was created in 2011 to aid small businesses.

### 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 of State and the Office of Information Services. As a Constitutional Officer, the Secretary of State 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 using technology. With more than 26 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 launched on a regular basis.

The Department takes its responsibilities in elections and civic education very seriously and conducts a variety of projects designed to strengthen our democracy. The Department is committed to equity and inclusion to improve representation for all Maine people.

The Department's commitment to the State's younger generation is evident in programs such as the Maine Student Mock Election, John Lewis Youth Leadership Award 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 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 2021:** 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	19,332,805	2,365,108	206,659	16,761,038		
HEALTH BENEFITS	7,311,994	795,846	84,702	6,431,446		
RETIREMENTS	4,391,468	540,847	49,032	3,801,589		
OTHER FRINGE BENEFITS	431,427	52,336	5,336	373,755		
COMPUTER SERVICES	2,825,795	89,580	145,083	2,474,032	117,100	
CONTRACTUAL SERVICES	6,533,231	1,529,600	3,334	4,592,197	408,100	
RENTS	1,606,129		4,523	1,591,841		9,765
COMMODITIES	3,622,885	797,330	107,973	1,945,464	772,118	
GRANTS, SUBSIDIES, PENSIONS	616,495	1,568	613,277			1,650
EQUIPMENT	191,995	32,866	68,910	90,219		
TRANSFER TO OTHER FUNDS	2,666,586	1,573	40,114	2,560,291	64,608	
<b>TOTAL EXPENDITURES</b>	<b>49,530,810</b>	<b>6,206,654</b>	<b>1,328,943</b>	<b>40,621,872</b>	<b>1,373,341</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 Bureau of Motor Vehicles consist of Driver License Services, Legal Affairs, Adjudications & Hearings, Enforcement, Anti-Theft & Regulations, Branch Operations 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 cover the main office, 13 branch offices, outreach locations operated by two 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 these 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 and Retention indexes vehicle and driver history, stores all records via micro-film or digital image, following policy and statutory requirements, for in-house and state agencies, municipalities and law enforcement.

**PUBLICATIONS:**

<http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE STATE ARCHIVES**

**KATHERINE MCBRIEN, STATE ARCHIVIST**

**TAMMY MARKS, DIRECTOR**

*TTY:* ()-711

*Central Office:* CULTURAL BLDG, AUGUSTA, ME 04333-0084

*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:* 14.500

*Legislative Count:* 14.50

## 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.

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. In 1973 Archives was designated 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, with advice from the Archives Advisory Board, is 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 and serves as chair of the 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 including 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 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	755,386	755,386				
HEALTH BENEFITS	265,659	265,659				
RETIREMENTS	174,233	174,233				
OTHER FRINGE BENEFITS	16,683	16,683				
COMPUTER SERVICES	42,402	37,173	5,229			
CONTRACTUAL SERVICES	335,083	304,732	5		30,346	
COMMODITIES	36,740	28,799	7,941			
EQUIPMENT	32,866	32,866				
TRANSFER TO OTHER FUNDS	1,858	1,573	298			-13
<b>TOTAL EXPENDITURES</b>	<b>1,660,910</b>	<b>1,617,104</b>	<b>13,473</b>		<b>30,333</b>	

## DIVISION OF ARCHIVES SERVICES

**KATHERINE MCBRIEN, STATE ARCHIVIST**  
**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) 287-5793

*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. Also included are vital records of birth, death, marriage, divorce records prior to 1892, and criminal records, governmental proceedings, photographs, maps, trademarks and court proceedings. The Division of Archives Services accomplishes this by assisting members of the public and state agencies in their research, by making historic state records available for research, and by ensuring the preservation of archivally designated state records.

### ORGANIZATION:

The Division became operational upon the completion of construction of the Maine State Archives in 1971. During FY21, the Division of Archives Services responded to 3,336 requests for information and research assistance. The creation of finding aids in the form of computerized indexes has continued with many now available online. Further online access has become available on the Digital Commons and through the ArchivesSpace catalog database. During this same time frame, there were 79,053 records downloaded from DigitalMaine and 1,659 archival records posted to the site. Due to the COVID-19 pandemic, the division did not offer in-person tours, but instead provided 23 online educational programs to schools, libraries and organizations. Archives Services staff made one in-person visit to a Maine school, providing educational programming for students. 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, reproduced in paper form and made available on the internet.

**FINANCES, FISCAL YEAR 2021:** 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 123,000 business entities and nonprofit corporations operating in the State and over 220,500 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 253 boards and commissions listed in Title 5, chapter 379, and processes requests for Authentications, Apostilles and other certifications relating to 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 114,000 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 trademarks 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 61,000 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 potential vacancies and activities of boards and commissions. The Division issues commissions 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 businesses, the 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. The Division provides a number of online services to provide 24/7 access to filing systems or view information contained on the Division's data base.

**FINANCES, FISCAL YEAR 2021:** 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:* 36.000

*Legislative Count:* 36.00

**PURPOSE:**

The Bureau of Corporations, Elections, and Commissions is 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.

**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
- Registered and Enrolled Voters Listing
- Internet: [www.maine.gov/sos/cec/](http://www.maine.gov/sos/cec/)

## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BEMS).

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,741,212	1,609,722	131,490			
HEALTH BENEFITS	588,309	530,187	58,122			
RETIREMENTS	395,515	366,613	28,902			
OTHER FRINGE BENEFITS	39,297	35,653	3,644			
COMPUTER SERVICES	256,998	52,407	139,491		65,100	
CONTRACTUAL SERVICES	1,359,758	1,224,868	945			133,945
RENTS	1,065					1,065
COMMODITIES	1,531,612	768,531				763,081
GRANTS, SUBSIDIES, PENSIONS	3,218	1,568				1,650
TRANSFER TO OTHER FUNDS	88,948		24,327			64,621
<b>TOTAL EXPENDITURES</b>	<b>6,005,932</b>	<b>4,589,549</b>	<b>386,921</b>		<b>1,029,462</b>	

## DIVISION OF DRIVER LICENSE SERVICES

### CATHERINE CURTIS, DEPUTY SECRETARY OF STATE

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9013

*Established:* 1920

*Telephone:* (207) 624-9000

*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; 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 and by maintaining standards to determine physical, emotional and mental competencies for driving.

#### 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. In 2017, a Bureau reorganization transferred the oversight of driver/rider education from the Division.

#### PROGRAM:

The primary functions and activities of the Driver License Services Division are ensuring drivers are properly licensed, motor vehicles are properly insured, 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 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

## DEPARTMENT OF THE SECRETARY OF STATE

while operating a motor vehicle with any amount of alcohol. This Division is responsible, with the support of a Medical Advisory Board, in accordance with established rules and standards used by the Secretary of State for determining physical, emotional and mental competence of persons to operate motor vehicles. 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:

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 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 2021:** 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. In that capacity, the Division advises election officials from 500 municipalities, 600 candidates and the general public regarding election laws and procedures; conducts training sessions for municipal election officials; prepares, proofreads and distributes 2,750 separate ballot types and other election materials; tabulates official election results; supervises recounts of contested races; oversees the application of the State's laws pertaining to candidate and citizen initiative petitions; and coordinates the statewide implementation of the National Voter Registration Act (NVRA), the Help America Vote Act (HAVA), the Uniformed and Overseas Citizens Absentee 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

## DEPARTMENT OF THE SECRETARY OF STATE

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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF INFORMATION TECHNOLOGY CHRISTOPHER JOHNSON, DEPUTY SECRETARY 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

*Reference: Policy Area:* 00 *Umbrella:* 29 *Unit:* 250I *Citation:*

*Telephone:* (207) 624-9279  
*M.R.S.A., Sect.:*

### PURPOSE:

The Division of Information Technology maintains a Data Center for the Department of the Secretary of State, and supports the data and technology needs for 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 Division of Information Technology was established in August of 2006 and provides information technology support to the bureaus and offices within the Department of the Secretary of State.

### PROGRAM:

In FY21, the Division worked very closely with OIT on updating network infrastructure. We began the move to virtual machines, updated Oracle database software, and changed our backup software solution. The division worked with BMV to go online with AMVAA Digital Image Access. The division also assisted Archives going online with ArchiveSpace. In a year made challenging by Covid-19 pandemic and public health constraints, this division met a range of extra needs to help divisions adapt to get work done.

The Division of Information Technology is in the midst of modernizing BMV credit card processing, assisting CEC with the RFP for a new CVR system, working with BMV and CSC to implement Automatic Voter Registration/update with driver license/ID transactions, and kicking off a wide spectrum of modernization plans and projects.

A major priority for the Division of Information Technology is cybersecurity. Safeguarding our elections infrastructure as well as the identity and

## DEPARTMENT OF THE SECRETARY OF STATE

credentialing information housed at the BMV is critical to the function of our democracy and economy.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF ENFORCEMENT, ANTI-THEFT & REGULATION

**DAVID GUILMETTE, DIRECTOR**

**MARK SILK, ASSISTANT DIRECTOR**

*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 Division of Enforcement, Anti-Theft and Regulations was established to provide for the law enforcement, regulatory functions, and business licensing 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 duties assigned by the Deputy Secretary of State. In FY21, the law enforcement unit had 4,241 cases assigned, and closed 4,400 cases. The Division 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, motorcycle dealers, vehicle auctions and recyclers. This unit issues new and used dealer licenses and plates, dealer wrecker plates, permits for demonstration of loaded trucks, mobile crushers and off-sight vehicle sales. In FY21, this section serviced and maintained 2,736 licensed dealers.

The Title and Anti-Theft Unit provides for the determination of ownership of a vehicle, lien holder information and issuance of certificates of title. This unit is responsible for the processing and inspection of all incoming vehicle title applications. All questioned applications and other suspect documents are referred to the Enforcement Unit for a complete investigation. In FY21, 566,792 title applications were examined, and 534,873 titles issued.

The Driver/Rider Education Unit provides for licensing and monitoring all driver/rider education schools and instructors; it is responsible for the training and certification of motorcycle safety instructors; and the education of individuals interested in obtaining a motorcycle license. In FY21, there were 348 licensed driver education instructors, 162 licensed driver education schools, 48 licensed motorcycle instructors, and 24 licensed motorcycle schools. This unit also investigates complaints against driver/rider education schools and their instructors. They assist in performing compliance inspections of licensed car dealerships and salvage yards.

### ORGANIZATION:

In 2018, the Bureau, through reorganization, combined the work units of Law Enforcement, Dealer Licensing, Title and Anti-Theft, and Driver/Rider Education under one Division. This newly reorganized division is called the Division of Enforcement, Anti-Theft and Regulations.

### PROGRAM:

The Division continues to investigate and enforce violations of motor vehicle, criminal, and civil statutes, focusing in the areas of consumer protection and public safety.

## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **DIVISION OF LEGAL AFFAIRS**

**LYNNE GARDNER, DIRECTOR**

**ANNE SCHOOLS, 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) 624-9093

*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. This Division also provides legal advice, research, 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 which conducts Board hearings and performs legal research.

#### **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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)**

**JOHN TAYLOR, CHAIRMAN**

*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, advice may be sought from 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

## DEPARTMENT OF THE SECRETARY OF STATE

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 their 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, may hold as many meetings deemed 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 medical aspects of motor vehicle operator licensing.

### PUBLICATIONS:

Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF MOTOR VEHICLES

**CATHERINE CURTIS, DEPUTY SECRETARY OF STATE**  
**LESLIE SOARES, SECRETARY SPECIALIST**

*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:* 371.500

*Legislative Count:* 371.50

### 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 the sales tax due when a vehicle is purchased from anyone other than a registered dealer.

### 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



## DEPARTMENT OF THE SECRETARY OF STATE

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. In 2017, the Office of Investigations was reorganized resulting in the creation of the new Division of Enforcement, Anti-theft and Regulation.

The Covid-19 pandemic had a significant impact on the Bureau at the end of FY20 and throughout FY21. The bureau was closed for a short period of time to prevent the spread of the disease and then reopened after various measures were put into place to protect the employees and the public by reducing direct person to person contact. Services were modified but the bureau's mission was accomplished.

In January 2021 a new secretary of state was sworn in to oversee the department and a new deputy secretary of state was appointed to manage the bureau.

### PROGRAM:

The Bureau provides licensing, registration, and title services through 13 branch office locations, 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 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 Enforcement, Anti-theft and Regulation  
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 & Vehicle Recycler Licenses - See Division of Enforcement, Anti-theft and Regulation

### 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/>

## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2021:** 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	16,836,208		75,170	16,761,038		
HEALTH BENEFITS	6,458,026		26,580	6,431,446		
RETIREMENTS	3,821,719		20,130	3,801,589		
OTHER FRINGE BENEFITS	375,447		1,692	373,755		
COMPUTER SERVICES	2,526,395		363	2,474,032	52,000	
CONTRACTUAL SERVICES	4,838,391		2,385	4,592,197	243,809	
RENTS	1,605,064		4,523	1,591,841	8,700	
COMMODITIES	2,054,533		100,032	1,945,464	9,037	
GRANTS, SUBSIDIES, PENSIONS	613,277		613,277			
EQUIPMENT	159,129		68,910	90,219		
TRANSFER TO OTHER FUNDS	2,575,780		15,489	2,560,291		
<b>TOTAL EXPENDITURES</b>	<b>41,863,969</b>		<b>928,551</b>	<b>40,621,872</b>	<b>313,546</b>	

## DIVISION OF PUBLIC SERVICES

**PATTY MORNEAULT, DEPUTY OF BRANCH OPS**  
**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) 624-9295

*Established:* 2007

*Telephone:* (207) 624-9095

*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 at various offices and mobile unit sites.

### ORGANIZATION:

The Division of Public Services operates within the Bureau of Motor Vehicles and is comprised of a deputy and office specialist, as well as two senior section managers who oversee thirteen branch managers and seventy-six customer representative associates in two field operations districts. Within the districts are thirteen branch office locations and two Mobile Units that visit nineteen outreach stations throughout Maine communities on a regular basis. In addition to Field Operations Units, the Division also reaches the public through a partnership with eight 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, Real ID driver licenses and identification cards, suspension restorations, 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. Current efforts include providing a user-friendly lobby management system, improving efficiency through the identification and use of emerging technologies, with a commitment to provide good customer service to all members of the public with specific considerations for those in underrepresented communities.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**DIVISION OF RECORDS MANAGEMENT SERVICES**

**KATHERINE MCBRIEN, STATE ARCHIVIST**

**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) 287-5793

*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.

The State Records Center provides safe, cost effective, environmentally controlled storage for state agency records (including computer media and microfilm records, as well as paper files). The Records Center also retrieves and provides access to records upon request and facilitates the destruction of records upon approval of the State Archivist and in accordance with approved records schedules. 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.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**REGULATORY FAIRNESS BOARD**

**SHENNA BELLOWES, SECRETARY OF STATE**

**DOROTHY CANELLI, CHIEF DEPUTY SEC OF STATE**

*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) 626-8400

*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). The Secretary of State serves as chair of the Board, and four public members are appointed as follows: two members are appointed by the Governor; one member is

## DEPARTMENT OF THE SECRETARY OF STATE

appointed by the President of the Senate; and one member is appointed by the Speaker of the House.

### PROGRAM:

The Board holds public hearings and receives oral and written testimony from constituents regarding a range of statutes and rules affecting their businesses. The Board issues an annual report to the Governor and the Legislature with recommendations based on the work the Board has done over the past year. This Board was eliminated per Public Law 2021, chapter 36, section 2, effective July 29, 2021.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF THE SPECIAL ADVOCATE DOROTHY CANELLI, CHIEF DEPUTY SEC OF STATE

*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) 626-8401  
*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 aid Maine small businesses and serves as an independent voice for Maine small businesses within our state. The Advocate assists small businesses of less than 50 employees that have specific grievances.

The Advocate is not a substitute for established agency procedures, rules, regulations or the formal appeals process, nor can the Advocate reverse legal or adjudicatory determinations.

### 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 provides assistance to Maine's small businesses by assisting them with a variety of statutory changes which may have an impact on them.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF VEHICLE SERVICES NIKKI BACHELDER, DIRECTOR

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04330  
*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9312  
*Established:* 1970 *Telephone:* (207) 624-9191  
*Reference:* Policy Area: 00 Umbrella: 29 Unit: 250S Citation: T0029A M.R.S.A., Sect.: 000000101

### PURPOSE:

The primary purpose of the Division of Vehicle Services is to administer those motor vehicle laws pertaining to the registration of all classes of motor vehicles and trailers. Vehicle Services also administers both state and federally adopted commercial vehicle laws. Programs administered include all

## DEPARTMENT OF THE SECRETARY OF STATE

registration requirements, disability parking placards and plates, the municipal excise tax reimbursement program (ETR), 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). Furthermore, the Division administers the federal heavy vehicle use tax program (HVUT), other tax programs, verifying required insurance coverage for for-hire vehicles, the Unified Carrier Registration (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's Municipal Coordinators are responsible for training town municipal registration agents as well as non-governmental agents.

The Motor Carrier Services Office within the Division 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 is managed by a director, a chief of Motor Carrier Services and a section manager and includes 30 additional staff.

### PROGRAM:

The Division continues to provide a single point of contact for the trucking industry and oversees the issuance of various commercial vehicle credentials. The effort to increase administrative efficiency and improve the database on commercial vehicles is ongoing. The Division also oversees the administration of laws pertaining to 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 and order vanity plates was introduced. In fiscal year 2005, over dimensional permits became available online.

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 nonresident 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. This application went live in February 2019. The application allows permittees to apply online for permits at any time. Currently, the application is showing a self-issuance rate of nearly 82%. Self-issue means that the carrier completed the process with no employee intervention 82% of the time.

Also in 2017, the Division took over the administration of toll violation suspensions. The Division also began issuing Commemorative Maine Bicentennial Plates.

In 2018, the Division issued the new Emergency Medical Services and Barbara Bush Children's Hospital plates, and reissued a newly redesigned veteran's plate.

In 2019, the Division issued the new Autocycle plate and the Municipal & Agent Services website was enhanced to provide additional tools for all municipalities. The website was a one-stop shop allowing for easy access to information, fillable forms and improved communication between the agents and the Bureau.

## DEPARTMENT OF THE SECRETARY OF STATE

In 2020, the Division began allowing online IFTA tax return filers to pay their tax return online using a credit card.

### 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)
- International Fuel Tax Agreement Licenses
- Long Term Trailer Registrations
- Commercial Vehicle Registrations; IRP Registrations and Trip Permits
- Operating Authority, including UCR
- Over Dimensional Permits

### PUBLICATIONS:

- Brochures covering registration requirements
- Registration Procedures Manual
- Rules and Regulations
- Laws for the Operation of Commercial Vehicles
- International Registration Plan Manual
- Fuel Tax Licensing Procedures
- Motor Carrier Manual

**FINANCES, FISCAL YEAR 2021:** 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

SUZANNE M. GRESSER, 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 projects for 2020-2021 include the continuation of the multi-year effort to repair windows located at the State House. Additional projects include lighting upgrades, mechanical repairs, painting and cosmetic upgrades in interior spaces of the building, modification of office spaces in an effort to reduce the spread of COVID-19 and select carpet replacements in various locations.

**FINANCES, FISCAL YEAR 2021:** 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	301,937	301,937				
RENTS	285	285				
COMMODITIES	5,533	5,533				
<b>TOTAL EXPENDITURES</b>	<b>307,755</b>	<b>307,755</b>				
<b>RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE</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>						
CONTRACTUAL SERVICES	301,937	301,937				
RENTS	285	285				
COMMODITIES	5,533	5,533				
<b>TOTAL EXPENDITURES</b>	<b>307,755</b>	<b>307,755</b>				

DEPARTMENT OF TRANSPORTATION

DEPARTMENT OF TRANSPORTATION

BRUCE VAN NOTE, 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: 2004.562

Legislative Count: 822.50

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

BUREAU OF TRANSPORTATION SERVICES

PURPOSE:

The Maine Department of Transportation's mission is to support economic opportunity and quality of life by responsible providing 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 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 AND QUALITY OF LIFE: Wisely invest available resources to support economic opportunity for our customers.



# DEPARTMENT OF TRANSPORTATION

3. BUILD TRUST: Demonstrate our core values of integrity, competence, and service, both individually and organizationally.

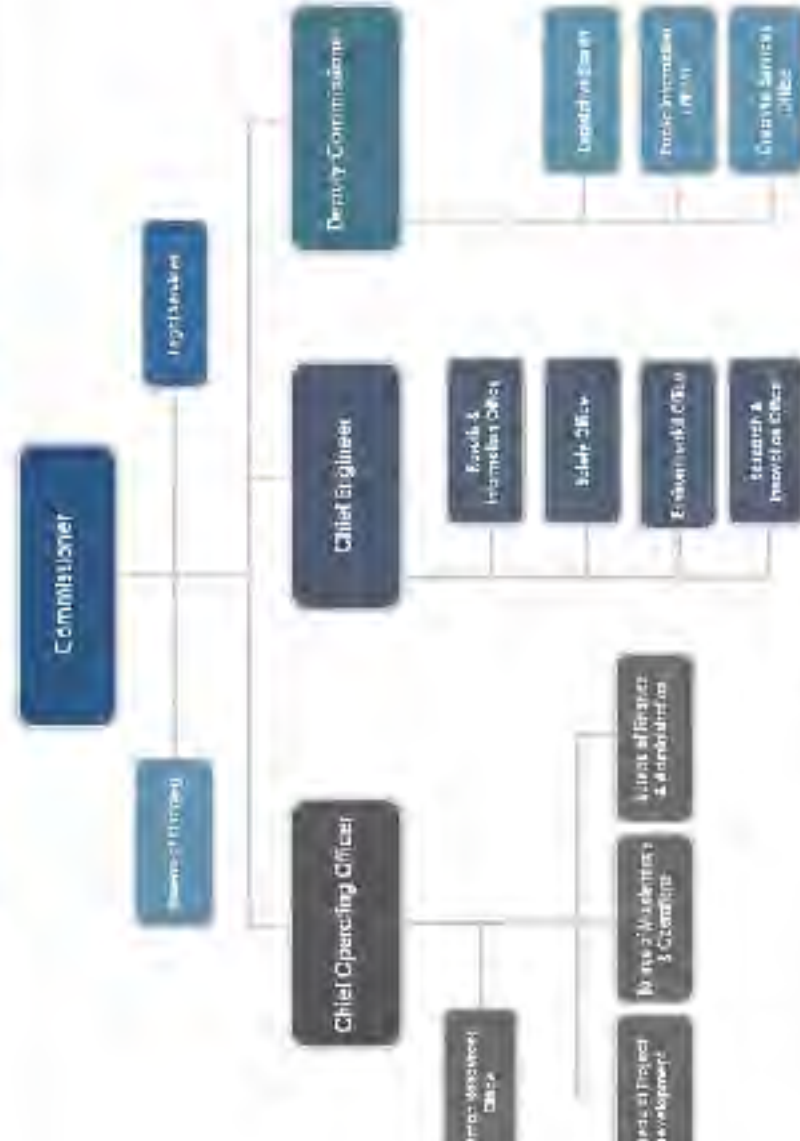
## PUBLICATIONS:

NONE

FINANCES, FISCAL YEAR 2021: 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	99,897,821		3,084,381	71,144,177	15,400,830	10,268,433
HEALTH BENEFITS	35,881,367		179,254	27,189,091	4,766,713	3,746,309
RETIREMENTS	22,963,017		145,851	16,930,102	3,470,227	2,416,837
OTHER FRINGE BENEFITS	3,973,616		14,156	3,328,562	304,883	326,015
COMPUTER SERVICES	10,526,371		18,565	8,940,853	957,345	609,608
CONTRACTUAL SERVICES	96,817,334		7,152,479	40,569,631	26,721,346	22,373,878
RENTS	35,884,393	4,877	193,622	33,977,358	478,043	1,230,493
COMMODITIES	26,706,905	29,952	1,369,370	19,269,660	2,774,335	3,263,588
GRANTS, SUBSIDIES, PENSIONS	49,536,410		5,383,659	20,244,067	23,908,684	
BUILDING IMPROVEMENTS	354,455			354,455		
EQUIPMENT	364,679,017	1,500,000	65,215,638	-10,089,324	181,872,370	126,180,333
INTEREST-DEBT RETIREMENT	25,612,944			2,320,500	23,292,444	
TRANSFER TO OTHER FUNDS	10,333,248	465,172	5,626,490	3,938,731		302,855
TOTAL EXPENDITURES	783,166,898	2,000,001	88,383,465	238,117,863	283,947,220	170,718,349

## MaineDOT Organizational Structure



September 2019

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:* 95,500 *Legislative Count:* 95.50

**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.

**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 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCE AND ADMINISTRATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,579,440		20,167	5,559,273		
HEALTH BENEFITS	1,814,911		6,555	1,808,356		
RETIREMENTS	1,290,945		4,693	1,286,247		
OTHER FRINGE BENEFITS	122,157		441	121,595		
COMPUTER SERVICES	1,905,604			1,905,604		
CONTRACTUAL SERVICES	1,940,580		247,037	1,693,543		
RENTS	235,687			235,687		
COMMODITIES	261,411		2,155	259,256		
TRANSFER TO OTHER FUNDS	381,654		74	381,580		
<b>TOTAL EXPENDITURES</b>	<b>13,532,369</b>		<b>281,127</b>	<b>13,251,242</b>		

**MAINE AERONAUTICAL ADVISORY BOARD**

**NATHAN MOULTON, 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 will be available

## DEPARTMENT OF TRANSPORTATION

to the public.

### ORGANIZATION:

The Maine Aeronautical Advisory Board was created as a board within the Department of Transportation comprised of at least 7 voting members appointed by the Commissioner of Transportation. All members shall serve a term of office of 2 years consistent with the state fiscal year. Terms must be staggered so that approximately half of the board is renewed each year. The Commissioner shall endeavor to appoint a balance of public and private sector members holding diverse knowledge and perspectives of the aeronautics industry. Vacancies may be filled to serve out the remainder of a term if a member resigns or is terminated for cause or a vacancy is created in any other manner. 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 expenses.

### PROGRAM:

The Maine Aeronautical Advisory Board continues to focus on bringing the benefits and advantages of aviation to the attention of the general public and improving the State's role in state-wide aviation matters. The Board makes recommendations and proposes initiatives to improve the air transportation system and will make recommendations on potential legislation

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE STATE FERRY ADVISORY BOARD

### MARK HIGGINS, MANAGER, MSFS

*Central Office:* P O BOX 645, ROCKLAND, ME 04861

*Mail Address:* , ,

*Established:* 1975

*Reference:* Policy Area: 08 Umbrella: 17 Unit: 325 Citation: T0023

*FAX:* (207) 557-2110

*Telephone:* (207) 557-2110

*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.

### PROGRAM:

In FY 2020, the Board which is comprised of 6 island representatives and alternate members from the communities and 3 mainland representatives advised MSFS management on the following key issues:

1. The seasonal rate structure that went into place on October 1, 2020.
2. Vessel Management:
  - a.) Construction of the M/V Richard G. Spear is underway with delivery in February of 2021.
  - b.) The next major project is the mid-life rebuild of the M/V Libby with the design work awarded in September 2020.
  - c.) 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.
  - d.) A Preventive Maintenance System was implemented in 2020 with completion and training completed in October 2020.
3. Infrastructure Maintenance:

## DEPARTMENT OF TRANSPORTATION

- a.) Maintenance and improvement work has been completed at multiple transfer bridges, piers, and buildings across the ferry service.
- b.) The infrastructure improvements on the Vinalhaven dolphins and wave fencing was completed in August of 2020.
- 4. The primary Advisory Board topic for this year has been the continued operation of the MSFS during COVID-19. MSFS management worked with the six island municipalities to place several different schedules in place with the fluid situation that the pandemic presented.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF MAINTENANCE AND OPERATIONS

### DAVID BERNHARDT, 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:* 1332.904

*Legislative Count:* 181.00

#### PURPOSE:

To sustain Maine's transportation network, the Bureau of Maintenance and Operations performs work in three 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 MaineDOT Fleet Services. Our workforce 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 five 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 of 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, and 372.61 miles of this are active rail, assisting in the transporting of goods across the State. M&O also manages highway access,

## DEPARTMENT OF TRANSPORTATION

signing, and additional traffic services to state, federal and municipal projects. The Bureau of Maintenance and Operations maintains a Transportation Management Center (TMC), open 24 hours a day 365 days a year. The TMC 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 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, along with five regional offices, seven Ferry Service terminals, and Fleet Services, which is responsible for the maintenance, purchase, and inspection of the Bureau's heavy equipment. Within the five regions there are 150 smaller crew maintenance facilities;

=> 778 pieces of heavy equipment;

=> Allocation of 1,416 full-time employees (FTEs), including 89 FTEs responsible for the year-round operation of the Maine State Ferry Service.

**FINANCES, FISCAL YEAR 2021:** 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	\$7,947,741			50,313,807	1,237,089	6,396,845
HEALTH BENEFITS	22,440,803			19,674,565	427,494	2,338,744
RETIREMENTS	13,111,795			11,433,654	280,015	1,398,126
OTHER FRINGE BENEFITS	3,022,145			2,792,942	26,346	202,857
COMPUTER SERVICES	3,366,347			2,741,070	207,076	418,201
CONTRACTUAL SERVICES	40,719,015		578,203	25,998,648	1,019,665	13,122,499
RENTS	33,672,351		175,724	31,963,917	302,823	1,229,887
COMMODITIES	22,690,993		1,289,793	16,341,636	2,024,129	3,035,435
GRANTS, SUBSIDIES, PENSIONS	20,244,067			20,244,067		
BUILDING IMPROVEMENTS	346,745			346,745		
EQUIPMENT	311,277			311,277		
TRANSFER TO OTHER FUNDS	3,117,976			2,815,121		302,855
<b>TOTAL EXPENDITURES</b>	<b>220,991,255</b>		<b>2,043,720</b>	<b>184,977,449</b>	<b>5,524,637</b>	<b>28,445,449</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 seven (7) members appointed by the Governor for three-year staggered terms. These members represent the three 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 three times a year for non-emergency business.

## DEPARTMENT OF TRANSPORTATION

### 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 is a function of the Department of Transportation, Office of Freight and Passenger Services.

### LICENSES:

During FY21, there were no new licenses issued; three current licenses were renewed; and two new route endorsements were issued. There are eight (8) active and three (3) inactive Maine Pilotage Commission pilots.

### PUBLICATIONS:

[www.maine-pilotage.com](http://www.maine-pilotage.com)

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF PLANNING

### JEN LANGLAND, 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:* 102.966

*Legislative Count:* 93.00

### PURPOSE:

The 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 the state government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, 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

## DEPARTMENT OF TRANSPORTATION

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 Region 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 MaineDOT's statewide travel-demand model, Metropolitan Planning Organization (MPO) planning and engineering oversight, major planning studies, competitive grant project-scoping, safety project scoping, connected and autonomous vehicles research, and Intelligent Transportation Systems (ITS) planning.

### Program Development Division:

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 is also responsible for developing and reporting Series 500 (Fuels and FASH) information to FHWA. 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 by the Freight and Business Services Office, which is a separate work unit. 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 2021:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,391,363		569,045		950,731	3,871,587
HEALTH BENEFITS	1,766,375		172,699		186,111	1,407,565
RETIREMENTS	1,354,308		141,153		194,443	1,018,712
OTHER FRINGE BENEFITS	142,404		13,715		5,531	123,158
COMPUTER SERVICES	209,972		18,565			191,407
CONTRACTUAL SERVICES	12,572,709		4,642,348		3,678,981	4,251,380
RENTS	23,381	4,877	17,898			606
COMMODITIES	335,527	29,952	77,422			228,153
GRANTS, SUBSIDIES, PENSIONS	29,292,343		5,383,659		23,908,684	
EQUIPMENT	16,487,043	1,500,000	436,470		1,506,915	13,043,658
TRANSFER TO OTHER FUNDS	6,091,588	465,172	5,626,416			
<b>TOTAL EXPENDITURES</b>	<b>73,667,013</b>	<b>2,000,001</b>	<b>17,099,390</b>		<b>30,431,396</b>	<b>24,136,226</b>



DEPARTMENT OF TRANSPORTATION

**BUREAU OF PROJECT DEVELOPMENT**

**RICHARD CRAWFORD, DIRECTOR**

**TODD PELLETIER, ASSISTANT DIRECTOR**

*Central Office: 24 CHILD STREET, AUGUSTA, ME 04330*

*Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 FAX:*

*Established: 1972*

*Telephone: (207) 624-3437*

*Reference: Policy Area: 08 Umbrella: 17 Unit: 246 Citation: T0023 M.R.S.A., Sect.: 000004206*

*Average Counts-All Positions: 473.192*

*Legislative Count: 453.00*

**PURPOSE:**

The Bureau of Project Development's mission is to deliver safe, cost effective, high quality transportation projects and services to Bureau customers on schedule and budget. This entails development of transportation improvement projects from approval of funding through to construction completion, as well as delivery of certain non-project related engineering and technical services.

**ORGANIZATION:**

The Bureau of Project Development was formed as a result of the Ernst & Whinney Management Study completed in the early 1970'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 & 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

## DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	30,979,275		2,495,169	15,271,096	13,213,010	
HEALTH BENEFITS	9,859,279			5,706,170	4,153,109	
RETIREMENTS	7,205,970			4,210,201	2,995,769	
OTHER FRINGE BENEFITS	686,932			413,925	273,007	
COMPUTER SERVICES	5,044,447			4,294,179	750,268	
CONTRACTUAL SERVICES	41,585,030		1,684,892	12,877,439	22,022,699	5,000,000
RENTS	1,952,975			1,777,754	175,221	
COMMODITIES	3,418,974			2,668,768	750,206	
BUILDING IMPROVEMENTS	7,710			7,710		
EQUIPMENT	347,880,696		64,779,168	-10,400,601	180,365,455	113,136,674
INTEREST-DEBT RETIREMENT	25,612,944			2,320,500	23,292,444	
TRANSFER TO OTHER FUNDS	742,030			742,030		
<b>TOTAL EXPENDITURES</b>	<b>474,976,262</b>		<b>68,959,229</b>	<b>39,889,171</b>	<b>247,991,188</b>	<b>118,136,674</b>

## PUBLIC TRANSIT ADVISORY COUNCIL

### TOM REINAUER, CHAIR

*Central Office:* 24 CHILD ST, AUGUSTA, ME 04330

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3099

*Established:* 2015

*Telephone:* (207) 624-3239

*Reference:* Policy Area: 08 Umbrella: 17 Unit: 684 Citation: T0023 M.R.S.A., Sect.: 00004209-A

#### PURPOSE:

Department of Transportation is statutorily mandated to establish the Public Transit Advisory Council under Public Law 2015, chapter 182 (LD 844) "An Act To Improve Transit Services Statewide."

#### ORGANIZATION:

State Agency/MaineDOT, Multimodal Planning Division, Bureau of Planning, MaineDOT

#### PROGRAM:

The purpose of the Public Transit Advisory Council is described in the following:

##### General:

The Public Transit Advisory Council is to advise the Legislature and the Department of Transportation regarding public transit services in the State.

The Public Transit Advisory Council under section 4209-A shall serve in an advisory capacity to the Department of Transportation, the Department of Health and Human Services and the Department of Labor in matters concerning public transportation.

##### Specific:

1. Collaborate with Department of Transportation on designation of regional transit agencies after the Department has delineated the geographic regions.

2. Collaborate with Department on approval of each locally coordinated plan for regional transit and advise the Department on the review and approval of locally coordinated plans for regional transit.

3. Advise on any statewide strategic transit planning undertaken by the Department, including short-term and long-term fiscal, operating and capital investments, and the integration of transit planning with the Sensible Transportation Policy Act.

##### Report:

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

## DEPARTMENT OF TRANSPORTATION

of the Legislature having jurisdiction over transportation matters and health and human services matters. The report must include the following: An assessment of the level of public transportation services provided to the public; recommendations for the level of service that should be provided and an estimate of the cost of providing those services; and recommendations for the optimal coordination of transit services with other senior and veteran services.

### PUBLICATIONS:

Biennial Report to Governor and Legislature, April 2019

Schedules and supporting materials: All Council meeting materials and records may be accessed at: [www.maine.gov/mdot/transit/ptac](http://www.maine.gov/mdot/transit/ptac)

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF TRANSPORTATION SERVICES

### NATE MOULTON, DIRECTOR, FREIGHT AND BUS

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3251

*Established:* 1981

*Telephone:* (207) 624-3563

*Reference:* Policy Area: 08 Umbrella: 17 Unit: 243 Citation: T0023 M.R.S.A., Sect.: 000004206

### PURPOSE:

The Office of Freight Transportation was created in 1996 from the Bureau of Transportation Services. In 2007, the Office was renamed to the Office of Freight and Business Services; and in 2019 was merged with some passenger transportation units to form the Office of Freight and Passenger Services and is part of the Bureau of Planning. It is charged with planning and developing for a free-flowing intermodal freight network that offers Maine shippers greater choice among modes, increased productivity, improved environmental and safety benefits and reduced transportation costs.

### ORGANIZATION:

The Office of Freight and Passenger Services performs freight planning, program management and manages special projects and operations, such as port and marine projects and rail operations, motor carrier enforcement and development/marketing. It advocates new freight and logistics ideas and technologies and implements economic development strategies in partnership with Maine businesses and shippers.

### PROGRAM:

The OFPS is responsible for promoting freight transportation on Maine's highways, railroads, ports and harbors, and in the air. The office is involved in several initiatives, CVISN, with the Bureau of Motor Vehicles and the Maine State Police to utilize intelligent transportation systems technology in commercial vehicle regulation and operations. OFPS works with the State's railroad companies and the Federal RR Administration on key freight issues, rail inspection, advises on state rail policy, undertakes rail rehabilitation projects and coordinates the implementation of Intermodal facilities. The OFPS is also responsible for implementing the Industrial Rail Access Program (IRAP) and the Freight Rail Improvement Program to extend or improve rail access to businesses in an effort to reduce congestion on highways and provide transportation options to more efficient modes.

OFPS promotes maritime commerce and has worked to secure funding and provide project oversight for developments at the state's three commercial cargo ports. OFPS works closely with the Maine Port Authority on port issues. The OFPS provides oversight of the Small Harbors Improvement Program (SHIP) and the federally funded Boating Infrastructure Grant (BIG) Program which focus on improving coastal public marine facilities. The OFPS provides coordination for

## DEPARTMENT OF TRANSPORTATION

the prioritizing of dredging needs for federally maintained navigation projects in the State, and provides administrative support to the Maine Pilotage Commission and the Maine Port Authority. OFPS works in cooperation with the State's major airports to promote the efficient movement of air freight. OFPS's planning document, the Integrated Freight Strategy, 2017, provides policy and project guidelines for the office. The OFPS coordinates and develops MainesDOT initiatives on Canadian trade and foreign trade such as Iceland and Europe.

### LICENSES:

Maine State Marine Pilots License

### PUBLICATIONS:

The Office of Freight Transportation has the following publications available:

Integrated Freight Strategy, Free;

Intelligent Transportation Systems - Commercial Vehicle Operations Business Plan, Free;

Study of Impacts Carried by Exempting Currently Non-Exempt Maine Interstate Highways from Federal Truck Weight Limits

Maine State Rail Plan

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

TREASURY DEPARTMENT

**(OFFICE OF) TREASURER OF STATE**

**HENRY BECK, TREASURER OF STATE**

**GREGORY OLSON, 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 general obligation debt, cash pool investments, banking needs, municipal revenue sharing distributions, trusts and unclaimed property program. The Treasurer 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, and Indian Housing Mortgage Insurance 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 serves as the state's banker and reconciles cash receipts from all state departments. In fiscal year 2021, more than 117,943 cash receipts were reconciled; over 451,858 checks were paid, and more than 6.3 million electronic funds transfers completed. Banking services provided to State departments include deposit access to 41 bank accounts, stop payments and/or reissues, wire transfers, positive pay, ACH debit, ACH credit, remote deposits, payment cards 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 115 funds, averaged more than \$2.914 billion in fiscal year 2021, and was managed for safety and liquidity with yield in mind. In fiscal year 2021, the Cash Pool garnered more than \$19.5 million in earnings from investments, including more than \$6.7 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 2021, the State of Maine's outstanding general obligation bond principal was \$589.7 million.

Five long-term investments--the Governor Baxter Trust, Lands Reserved Trust, Permanent School Trust, Firefighters and Law Enforcement OPEB Trust and the Several Trusts--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 2021 the value of the trust funds was \$90 million. The Unclaimed Property Program is administered by the Office of the State Treasurer. Nearly \$31.4 million in unclaimed property was identified during FY 2021. A total of 28,601 claims were paid, reuniting citizens with over \$16.7 million of lost property.

The Office of the State Treasurer annually projects and monthly distributes Municipal Revenue Sharing to 487 municipalities and territories. Revenue sharing distributions are based on a portion of the sales tax, corporate tax, and

# TREASURY DEPARTMENT

personal income tax revenues. Population, State Valuation, and Tax Assessment statistics are updated annually and used to calculate the pro rata distribution for each municipality. Approximately \$155.5 million was distributed during FY 2021.

## 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 2021:** 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	896,891	896,891				
HEALTH BENEFITS	286,280	286,280				
RETIREMENTS	211,878	211,878				
OTHER FRINGE BENEFITS	20,337	20,337				
COMPUTER SERVICES	384,359	190,886				193,473
CONTRACTUAL SERVICES	585,727	381,317	9,679		79,274	115,457
COMMODITIES	6,572	6,173				399
GRANTS, SUBSIDIES, PENSIONS	156,403,816	1,024	156,402,792			
INTEREST-DEBT RETIREMENT	104,260,694	104,260,694				
TRANSFER TO OTHER FUNDS	1,016		1,016			
<b>TOTAL EXPENDITURES</b>	<b>263,057,570</b>	<b>106,255,480</b>	<b>156,413,487</b>		<b>79,274</b>	<b>309,329</b>

## (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	896,891	896,891				
HEALTH BENEFITS	286,280	286,280				
RETIREMENTS	211,878	211,878				
OTHER FRINGE BENEFITS	20,337	20,337				
COMPUTER SERVICES	384,359	190,886				193,473
CONTRACTUAL SERVICES	585,727	381,317	9,679		79,274	115,457
COMMODITIES	6,572	6,173				399
GRANTS, SUBSIDIES, PENSIONS	156,403,816	1,024	156,402,792			
INTEREST-DEBT RETIREMENT	104,260,694	104,260,694				
TRANSFER TO OTHER FUNDS	1,016		1,016			
<b>TOTAL EXPENDITURES</b>	<b>263,057,570</b>	<b>106,255,480</b>	<b>156,413,487</b>		<b>79,274</b>	<b>309,329</b>

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM**

**DANNEL P. MALLOY, CHANCELLOR**

**MARK R. GARDNER, 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) 581-5844

*M.R.S.A., Sect.:* 000000229

**PURPOSE:**

The University of Maine System (UMS) is the coordinating, policy and planning entity for Maine's seven public universities. 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. UMS 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 UMS Board of Trustees is empowered by its charter to appoint a Chancellor of UMS to serve as chief administrative and education officer and, on the nomination of the Chancellor, appoint university Presidents/Law Dean. The Board of Trustees, in consultation with the Chancellor, is the governing and planning body of UMS and in addition has responsibility to prepare and approve the operating and capital budgets; support and enhance UMS and its mission; provide sound financial management of UMS; exercise prudent stewardship of UMS assets; 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 UMS; visibly advocate higher education as a means to strengthen the economy and communities of the State; and authorize contracts.

**ORGANIZATION:**

The UMS is organized into the following units:

- > Governance and University Services (including Board of Trustees, Chancellor's Office, and centralized statewide operations)
- > University of Maine (including the regional campus of the University of Maine at Machias)
- > University of Maine at Augusta (includes eight UMA 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 School of Law

**PROGRAM:**

**INSTRUCTION.** UMS offers the associate, baccalaureate, master's and doctoral degrees plus the certificate for advanced study, the professional degree in law and credits for Maine high school students through its early college programs. In the last decade, UMS has awarded nearly 56,000 degrees and certificates. Academic programs include the arts and sciences, agriculture, forestry, technology, business, education, life sciences, marine sciences, engineering, law, and nursing.

**PUBLIC SERVICE.** In addition to its instructional programs, UMS uses its university facilities, research capabilities and faculty, staff and student talent in direct support of community and individual needs throughout the state. For 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 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.

## BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**RESEARCH.** The research mission of UMS includes expanding faculty knowledge and teaching competence, providing hands-on experiential research learning to students that prepares them for the workforce, increasing knowledge of Maine resources and improving their practical use and supporting growth of the Maine economy. Research and innovation is encouraged at all universities but is emphasized most at the University of Maine - a land, sea and space grant - and the University of Southern Maine, which have been designated major centers for basic and applied research within UMS. Contributions have been particularly strong in forestry, engineering, climate change, clean energy applied science, public policy including in education and health and advanced manufacturing. UMS research unquestionably has benefited Maine's citizens, business, natural resources and government. State investment in research results in additional federal and private grants and creates jobs and economic and community growth in Maine.

### **PUBLICATIONS:**

(1) Financial Report, University of Maine System:  
<http://www.maine.edu/about-the-system/system-office/finances/annual-financial-reports/>

(2) University of Maine System website: <http://www.maine.edu/>

**FINANCES, FISCAL YEAR 2021:** 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		7,426,267					7,426,267
GRANTS, SUBSIDIES, PENSIONS		232,791,793	222,561,314	2,926,508		7,303,971	
<b>TOTAL EXPENDITURES</b>		240,218,060	222,561,314	2,926,508		7,303,971	7,426,267
 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		7,426,267					7,426,267
GRANTS, SUBSIDIES, PENSIONS		232,791,793	222,561,314	2,926,508		7,303,971	
<b>TOTAL EXPENDITURES</b>		240,218,060	222,561,314	2,926,508		7,303,971	7,426,267



INDEPENDENT AGENCIES - REGULATORY

**MAINE CHARTER SCHOOL COMMISSION**

**WILSON HESS, CHAIR**

**JEREMY JONES, EXEC DIRECTOR**

*Central Office:* 111 SEWELL STREET, 5TH FLOOR, AUGUSTA, ME 04333-0182

*Mail Address:* 182 STATE HOUSE STATION, AUGUSTA, ME 04333-0182 *FAX:*

*Established:* 2011

*Telephone:* (207) 592-6364

*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 oversee public charter schools in Maine.

Maine's charter school law provides guidance for the Commission in the following areas:

- Improve pupil learning by creating more high-quality schools with high standards for pupil performance;
- Close achievement gaps between high-performing and low-performing groups of public school students;
- Increase high-quality educational opportunities within the public education system;
- Provide alternative learning environments for students who are not thriving in traditional school settings; create new professional opportunities for teachers and other school personnel;
- Encourage the use of different, high-quality models of teaching and other aspects of schooling;
- Provide students, parents, community members and local entities with expanded opportunities for involvement in the public education system.

The mission of the Maine Charter School Commission is to authorize, monitor and develop unique public charter schools that provide a dynamic, superlative education for every student.

**ORGANIZATION:**

The Maine Charter School Commission consists of seven (7) members. Three (3) members must be members of the State Board, appointed by the State Board for 3-year terms. The Governor appoints the four (4) non-State Board members, subject to review by the Joint Standing Committee of the Legislature having jurisdiction over education matters and to confirmation by the Senate, for 4-year terms.

The work of the Commission is carried out by four (4) staff members: Executive Director, Chief Program Officer, Chief of Staff and Operations Director.

**PROGRAM:**

During the 2020-21 school year, Maine's public charter schools enrolled approximately 2,700 students from 283 cities and towns across the state. Approximately 20% of students have an individualized education program (IEP) while 42% are economically disadvantaged.

Ten (10) schools are currently authorized by the Maine Charter School Commission: ACADIA Academy (Grades PreK-6), Baxter Academy for Technology and Science (Grades 9-12), Community Regional Charter School (Grades PreK-12), Ecology Learning Center (Grades 9-10), Fiddlehead School of Arts & Sciences (Grades Pre-K-7), Harpswell Coastal Academy (Grades 5-12), Maine Academy of Natural Sciences (Grades 9-12), Maine Arts Academy (Grades 9-12), Maine Connections Academy (Grades 7-12) and Maine Virtual Academy (Grades 7-12).

## INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 2021:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	21,450		21,450			
COMPUTER SERVICES	39,484		39,484			
CONTRACTUAL SERVICES	507,230		507,230			
COMMODITIES	298		298			
TRANSFER TO OTHER FUNDS	6,827		6,827			
<b>TOTAL EXPENDITURES</b>	<b>575,289</b>		<b>575,289</b>			

## STATE BOARD OF EDUCATION FERN DESJARDINS, CHAIR

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

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

*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; approve the formation of Community School Districts; grant permission for administrative units to enter into agreements for cooperative educational purposes; act upon articles of agreement for creation of an Interstate School District; develop and adopt a plan for the establishment of career and technical education centers and regions; approve standards for school construction; approve school construction projects for State aid; work as a partner with the Maine Department of Education (MDOE) regarding the Essential Programs and Services school finance process; obtain information regarding applications for granting degrees; accredit programs at institutions of higher education that train educators; set the standards for educator's certification, authorization and approval; approve applications for out-of-state institutions who wish to offer degree granting programs in Maine; review the applications for initial degree granting and make recommendations to the Legislature; participate in the State Authorization Reciprocity Agreement (SARA) through the New England Board of Higher Education; serve as the state agency for administering Carl Perkins Federal funds; and review student transfers requested by a parent or superintendent dissatisfied with the decision of the Commissioner of the MDOE. As part of its ongoing activities, the Board monitors the work of the Maine State Charter School 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 of Education 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 State Board of Education was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner. The MDOE 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 State Board of Education was delegated great authority over education activities of the State, including appointment of the Commissioner and personnel of the MDOE. In 1957, authority to appoint all ten members of the State Board of Education was transferred to the Governor with the advice and consent of the State Board of Education. Effective July 1, 1972, the State Board

## INDEPENDENT AGENCIES - REGULATORY

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 Public Law 2007, chapter 200 allowing student representation on the State Board of Education. As a result, in 2008 the State Board of Education'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 of Education 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 internet technology; and sponsors the Maine Teacher of the Year Program.

In 2020 the Governor reactivated the Professional Standards Board, which makes recommendations to the State Board of Education, including but not limited to, preservice education, continuing education, professional growth, initial certification, recertification and paraprofessional training and certification. The State Board of Education promulgated Chapter 112, a routine and technical rule providing procedures guiding the operations of the Professional Standards Board in its role under Title 20-A, Chapter 502-B to make recommendations to the State Board of Education and advise the Department of Education. The Professional Standards Board continued to meet and made recommendations to the State Board of Education in 2021.

Also in 2020, the State Board received U.S. Department of Education approval of Maine's 4-year State Plan (covers fiscal years 2020 through 2023) to implement the requirements of the Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V).

**FINANCES, FISCAL YEAR 2021:** 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	77,977	77,977				
HEALTH BENEFITS	16,261	16,261				
RETIREMENTS	11,155	11,155				
OTHER FRINGE BENEFITS	1,211	1,211				
COMPUTER SERVICES	2,983	2,983				
CONTRACTUAL SERVICES	29,313	29,313				
COMMODITIES	1,596	1,596				
<b>TOTAL EXPENDITURES</b>	<b>140,496</b>	<b>140,496</b>				

## CLEAN-UP AND RESPONSE FUND REVIEW BOARD

### VACANT, 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.

## INDEPENDENT AGENCIES - REGULATORY

### ORGANIZATION:

The Review Board consists of nine members appointed for 3-year terms as follows: one person representing the statewide association of energy dealers, appointed by the Governor; one person who has expertise in oil storage facility design and installation, oil spill remediation or environmental engineering, appointed by the President of the Senate; one person familiar with oil spill technology, appointed by the Speaker of the House of Representatives; one person with expertise in coastal geology, fisheries biology, marine fisheries, or coastal wildlife habitat, appointed by the President of the Senate; one person who is a licensed state pilot or a licensed merchant marine officer, appointed by the Speaker of the House of Representatives; the Commissioner of the Department of Environmental Protection or the Commissioner's designee; the State Fire Marshal or the State Fire Marshal's designee; and two members of the public appointed by the Governor. Of the two members of the public, one must have expertise in biological science, earth science, engineering, insurance or law, and neither member may be employed in or have a direct and substantial financial interest in the petroleum industry.

### 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 to avoid a shortfall in the Fund;

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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE HEALTH DATA ORGANIZATION

### KARYNLEE HARRINGTON, 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 publicly accessible website.

### ORGANIZATION:

The MHDO was created in 1996 as an independent executive agency to maintain and

## INDEPENDENT AGENCIES - REGULATORY

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, prescription drug data, hospital financial, organizational, 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 multi stakeholder Board of Directors as defined in Title 22 Chapter 1683 Section 8703. The Governor appoints the members of the Board. Representation on the Board includes individuals from hospitals, payors, employers, consumers, providers and government.

### 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. The Agency is responsible for over a billion healthcare records and every month that number grows.

The MHDO makes data publicly 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, health care disparities, utilization, and outcomes; benchmarking; quality analysis; longitudinal research; other research; and administrative or planning purposes.

MHDO's health care transparency website, [www.comparemaine.org](http://www.comparemaine.org), provides average cost and quality information for over 200 common healthcare procedures at over 150 health care facilities for the top 5 health insurers in the State; and prescription drug costs for the top 25 most costly and utilized drugs in Maine. This website is updated annually.

MHDO's health care data supports other Legislative reports and requirements including: Workers Comp: Title 39-A section 209-A(3)(5); An Act to Prevent Opiate Abuse by Strengthening the Controlled Substances Prescription Monitoring Program: PL 488 Sec. 38; Maine Guaranteed Access Reinsurance Association Program: Title 24-A, Chapter 54-A; Annual Report to Health and Human Services Committee on the state of Healthcare Associated Infections in Maine-Title 24-A, Chapter 87, §6951; An Act to Encourage Maine Consumers to Comparison Shop for Certain Health Care Procedures and to Lower Health Care Costs; Public Law, Chapter 244, Annual Report on Primary Care Spending in Maine; Resolve Chapter 34, Directing the Maine Health Data Organization To Determine the Best Methods and Definitions To Use in Collecting Data To Better Understand Racial and Ethnic Disparities in the Provision of Health Care in Maine; Public Law (PL) Chapter 222, An Act to Further Protect Consumers on Surprise Medical Bills; PL Chapter 459, An Act to Lower Health Care Costs through the establishment of the Office of Affordable Health Care; PL 369, An Act Directing the Maine Center for Disease Control and Prevention To Release Annually Public Health Data Regarding Certain Fatalities and Hospitalizations.

### PUBLICATIONS:

Examples of reports that have been generated using the MHDO data can be found at: [http://mhdo.maine.gov/external\\_reports.htm](http://mhdo.maine.gov/external_reports.htm).

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HEALTH DATA ORGANIZATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	155,886		155,886			
HEALTH BENEFITS	34,288		34,288			
RETIREMENTS	32,481		32,481			
OTHER FRINGE BENEFITS	3,344		3,344			
COMPUTER SERVICES	912,637		912,637			
CONTRACTUAL SERVICES	403,107		403,107			
RENTS	48,321		48,321			
COMMODITIES	12,009		12,009			
TRANSFER TO OTHER FUNDS	10,493		10,493			
<b>TOTAL EXPENDITURES</b>	<b>1,612,566</b>		<b>1,612,566</b>			

INDEPENDENT AGENCIES - REGULATORY

**WORKERS' COMPENSATION BOARD**

**JOHN C ROHDE, EXEC DIR/CHAIR**

**JAN M 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: 107.000

Legislative Count: 107.00

**PURPOSE:**

The Workers' Compensation Board's mission is to serve the employees and employers of the State fairly and expeditiously by ensuring compliance with workers' compensation laws, ensuring prompt delivery of benefits legally due, promoting the prevention of disputes, utilizing dispute resolution to reduce litigation and facilitating labor-management cooperation.

**ORGANIZATION:**

Policy is established by a seven-member board of directors having three labor representatives, three management representatives and an Executive Director who is Chair of the Board. The Governor appoints labor members from a list of nominees submitted by the AFL-CIO and management members from a list of nominees submitted by the Maine Chamber of Commerce and Industry. The Governor also appoints the Executive Director. These appointments are subject to review by the Joint Standing Committee on Labor, Commerce, Research and Economic Development with confirmation by the Legislature. Regional offices are in Caribou, Bangor, Augusta, Lewiston and Portland. Mediations and formal hearings are conducted at these offices. The central office is in Augusta.

**PROGRAM:**

The Board exists to facilitate the timely, fair and efficient resolution of disputes between employers and employees about work-related injuries and to ensure that all parties comply with their obligations under the Workers' Compensation Act. To administer the Workers' Compensation Act, the Board formulates and promulgates agency rules, facilitates the resolution of disputes through formal and informal means, tracks benefit payments, monitors employers for compliance with insurance coverage requirements, supervises medical protocols, tracks medical charges under the Board's fee schedule, administers an independent medical examiner system, and investigates and prosecutes complaints of fraud and misrepresentation. The Board accomplishes its mandates through the dispute resolution process, the Worker Advocate Program, the Monitoring, Audit and Enforcement (MAE) Program, the Abuse Investigation Unit and support staff.

The Board of Directors meet monthly to set policy pursuant to the mandates of the Act. The directors sit on 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 subcommittee 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 (claim denials). 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 MAE Program was created in 1997 (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 with workers' compensation laws; and (4) to ensure that all filing and compliance obligations under the Act are met. MAE compliance reports are issued quarterly and annually.

In 1996, the Legislature created a Workers Advocate Program to assist unrepresented employees through the mediation and formal hearing phases of

# INDEPENDENT AGENCIES - REGULATORY

dispute resolution.

## PUBLICATIONS:

Except where noted, WCB publications are available free of charge and can be downloaded from the WCB website: <https://www.maine.gov/wcb/>. For assistance call (207) 287-3751.

Maine Workers' Compensation Act of 1992 updated through the First Regular Session of the 129th Legislature, booklet, \$5.00 per copy.

Facts About Maine Workers' Compensation Laws, pamphlet, 50 cents each or download (free).

Annual Report on the Status of the Maine Workers' Compensation System, published annually.

Workers' Compensation Board Rules.

Workers' Compensation Board of Directors meeting minutes.

**FINANCES, FISCAL YEAR 2021:** 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	6,022,264		6,022,264			
HEALTH BENEFITS	1,940,029		1,940,029			
RETIREMENTS	1,362,009		1,362,009			
OTHER FRINGE BENEFITS	140,254		140,254			
COMPUTER SERVICES	720,974		720,974			
CONTRACTUAL SERVICES	497,039		497,039			
RENTS	695,097		695,097			
COMMODITIES	137,736		137,736			
GRANTS, SUBSIDIES, PENSIONS	15,031		15,031			
TRANSFER TO OTHER FUNDS	74,735		74,735			
<b>TOTAL EXPENDITURES</b>	<b>11,605,168</b>		<b>11,605,168</b>			

## INDEPENDENT AGENCIES - ADVISORY

### ALLAGASH WILDERNESS WATERWAY ADVISORY COUNCIL PETER BOURQUE, CHAIR

TTY: (888) 577-6690

Central Office: 18 ELKINS LANE, AUGUSTA, ME 04330

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 Superintendent, develops and maintains the plan that advances the mission and goals of the waterway.

#### ORGANIZATION:

The Council consists of seven members, six appointed by the Governor and one appointed by the Northeast Regional Director of the National Park Service. Members annually elect a chair from among the seven members and serve terms of five years, and no more than two 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 Superintendent of the Waterway and the Director of the Bureau of Parks and 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 statutes, future projects, rule changes, stabilization/restoration of historic structures, the location of snowmobile trails, and tramway visitations by trail. At each meeting, the Allagash Wilderness Waterway Superintendent reports on past and planned activities. The Council guides the waterway manager and his or her operating team in offering a user-friendly recreation experience for all visitors during all seasons.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### ANIMAL WELFARE ADVISORY COUNCIL LIAM HUGHES, DIRECTOR

Central Office: 90 BLOSSOM LANE, DEERING BLDG, AUGUSTA, ME 04330

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 Maine Revised Statutes (MRSA), Title 5, section 12004-I, subsection 2-C. The membership of the Council, terms of office, and duties are listed in MRSA, Title 7, section 3906-C.

#### ORGANIZATION:

The Council consists of 14 members appointed by the Governor as specified in MRSA, Title 7, section 3906-C.

Except for initial appointees, each member serves for a term of three years, or until the member's successor has been appointed. A member may not serve more



## INDEPENDENT AGENCIES - ADVISORY

than two 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.

Initially, four appointed members serve for one year, four members serve for two years, and three members serve for three years.

The Council shall elect one of its members as chair. The chair serves for a two-year period and may not serve as chair for consecutive two-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 two or more members. The Council shall send notice and minutes of the meeting 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, as well as periodically evaluates the adequacy of funding for those laws and rules and makes recommendations to the Commissioner; and,
- E. Advises the Commissioner on other matters related to the animal welfare laws and rules.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ARCHIVES ADVISORY BOARD

### KATHERINE MCBRIEN, 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:* 1965

*Telephone:* (207) 287-5793

*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 Archives Advisory Board consists of nine voting members with expertise in the administrative, fiscal, legal and historical value of records. Voting members of the board must represent the spectrum of records in the State and are appointed by the Secretary of State as follows:

- A. Two public members representing the interests of public access to government records, recommended by a public interest group;
- B. Two members from municipal or county government with expertise in local government records, recommended by local or county government entities;
- C. One member representing a state or local historical society, recommended by a state or local historical society;
- D. One member with expertise in the legal requirements of records retention and public records law, recommended by the Attorney General;
- E. One member with expertise in the State's fiscal requirements of records retention, recommended by the Governor;

## INDEPENDENT AGENCIES - ADVISORY

F. One member from the executive branch with expertise in executive branch records, recommended by the Governor; and

G. One member from the Department of Administrative and Financial Services, Office of Information Technology with expertise in electronic records, electronic records management systems and emerging technology related to electronic records, recommended by the Governor.

The State Archivist serves as a nonvoting member.

Voting members serve three-year terms and continue service until either reappointed or replaced. In case of a termination of an advisor's service during their term, the Secretary of State shall appoint a successor for the unexpired term. Per 5 MRSA §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 administrative matters of concern. The chair and vice-chair of the Board also serve on the Maine State Cultural Affairs Council.

The State Archivist, with advice from the Advisory Board, is responsible for authorizing the destruction of state and local government records having no permanent value. Action taken by the State Archivist 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNCIL

**ANTHONY PELOTTE, DIRECTOR**

*Central Office:* 109 CAPITOL STREET, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-3455

*Established:* 1997

*Telephone:* (207) 624-4104

*Reference: Policy Area:* 05 *Umbrella:* 92 *Unit:* 601 *Citation:* T0022 *M.R.S.A., Sect.:* 000003789D

### PURPOSE:

The Maine Temporary Assistance for Needy Families (TANF) 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 TANF recipients.

### ORGANIZATION:

Members of the Council are appointed by the Commissioner and include TANF recipients. Other members include representatives of employers in the state; organized labor; women's interests; higher education; the delivery system for the federal Workforce Innovation and Opportunity Act (WIOA); and organizations that have experience in addressing the training, education and job needs of low-income women.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - ADVISORY

### 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 originally established in April 2002 to support a federal grant. It was later incorporated into Maine law 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 the Office of Aging and Disability Services; Director of the Maine Center for Disease Control and Prevention; and Director of the Office of MaineCare Services.

#### ORGANIZATION:

The Commissioner of the Department of Health and Human Services appoints the 25-member board to two-year terms. Five members with acquired brain injuries must represent persons with acquired brain injuries; five members must represent families of persons with acquired brain injuries; five 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. One member must represent an Aging and Disability Resource Center, a center for independent living and the Maine Long Term Care Ombudsman. Members of the Council who represent state agencies serve ex officio, without the right to vote, and shall provide data, information, and expertise to the Council.

#### 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, and providers of services. The Council holds 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.

The report reflects the highest priority areas identified for the Council as determined through input by the people of Maine during public listening tours across the State. The needs of Maine residents with brain injuries are very broad and complex. The recommendations contained within the report speak to actions that the Council believes could be accomplished in the coming year and have the potential to significantly impact quality of care. Future work of the Council is expected to address other areas identified through needs assessments, public hearings, and forums.

Public hearing testimony has emphasized the need for improved access to services, education for professionals, workforce shortage challenges, expanded care coordination/neuronavigation, increased public awareness on prevention and education, family and peer supports, transportation, employment opportunities, improved children's services and addressing the complex needs of individuals with challenging behaviors.

## INDEPENDENT AGENCIES - ADVISORY

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### MAINE CHILDREN'S CABINET EARLY CHILDHOOD ADVISORY COUNCIL

**ANA HICKS, SENIOR POLICY ANALYST**

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04330

*Mail Address:* 181 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 2019

*Reference: Policy Area:* 02 *Umbrella:* 92 *Unit:* 693 *Citation:* T0005

*FAX:*

*Telephone:* (207) 446-5901

*M.R.S.A., Sect.:* CH 623

#### **PURPOSE:**

The Maine Children's Cabinet Early Childhood Advisory Council was created in Public Law 2019, Chapter 450, to develop, maintain and evaluate under the direction of the Children's Cabinet a plan for sustainable social and financial investment in healthy development of the State's young children and their families. The Council focuses on programs and policies for children from birth through aged 3. In addition, the Council serves as the State Advisory Council on Early Childhood Education and Care (SACs) for the state of Maine. The SAC partners with the State to ensure statewide coordination and collaboration among the wide range of early childhood programs and services in the State, including child care, Head Start, IDEA preschool and infants and families programs, and pre-kindergarten programs and services.

#### **ORGANIZATION:**

Members of the Council are appointed by the Speaker, the Senate President, the Governor and the Children's Cabinet. Department of Health and Human Services and the Department of Education each appoint two staff members to serve as ex officio members. There are 21 members, including legislators, a business leader, representatives from the early care and education field, a researcher, a parent, a pediatrician, foundation representatives, and government officials. Except for ex officio members, members of the council are appointed for terms of 3 years. 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.

#### **PUBLICATIONS:**

Over the summer of 2020, the Children's Cabinet Early Childhood Advisory Council sent three letters to the Children's Cabinet to provide a series of recommendations for the state's response to the COVID-19 pandemic. In addition, the CCECAC published a report entitled Early Childhood Care and Education in Maine: A Landscape Report to be used mostly for internal planning purposes.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### CONTINUING EDUCATION ADVISORY COMMITTEE

**DAWN KILGORE, INSURANCE CLAIMS EXAMINER**

*Central Office:* 76 NORTHERN AVE, GARDINER, ME 04345

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

*Established:* 1997

*Reference: Policy Area:* 02 *Umbrella:* 92 *Unit:* 518 *Citation:* T0024A

*FAX:* (207) 624-8599

*Telephone:* (207) 624-8411

*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

## INDEPENDENT AGENCIES - ADVISORY

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 2021, the Continuing Education Advisory Committee was unable to meet monthly to review courses and recommend approval or disapproval of courses due to COVID-19 restrictions. The courses were reviewed from March 2020 through the end of fiscal year 2021 by the Licensing Supervisor and Licensing Attorney at the Bureau of Insurance within the Department of Professional and Financial Regulations in the absence of the monthly meetings of the Education Advisory Committee.

### 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 2021:** 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

*Established:* 1989

*FAX:* (207) 287-3120

*Telephone:* (207) 626-8800

*Reference:* Policy Area: 06 Umbrella: 92 Unit: 139 Citation: T0017A M.R.S.A., Sect.: 000001351

### PURPOSE:

The Legislature established the Criminal Law Advisory Commission (CLAC) to, among other duties, conduct a continuing study of the criminal law of Maine. 17-A M.R.S. §§ 1351, 1354. The Commission reviews L.D.s being considered by the Maine Legislature relating to the Maine Criminal Code, Maine Bail Code and Maine Juvenile Code and, through its Chair, provides written comments and testimony to the committees of jurisdiction. CLAC may also recommend changes to the Legislature, the Supreme Judicial Court, and other entities "whose affairs pertain to the criminal justice system." 17-A M.R.S. § 1354(2). The Commission does not lobby for policy positions. Its members and consultants include attorneys and judges familiar with the history and structure of the Criminal Code, the Bail Code, and the Juvenile Code, and who focus on maintaining that structure consistent with the guiding principles of these statutes.

### ORGANIZATION:

The Commission consists of nine members appointed by the Attorney General who serve without salary. At least two members must have knowledge of juvenile laws

## INDEPENDENT AGENCIES - ADVISORY

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. § 1352. The Senate and House Chairs of the Legislature's Committee on Criminal Justice and Public Safety serve as consultants to CLAC. The Chief Justice of the Supreme Judicial Court appoints four consultants to CLAC. 17-A M.R.S. § 1353. Currently three of those consultants are active members of the Judiciary.

### PROGRAM:

The Commission meets as needed throughout the year. In fiscal year 2020-21, the Commission met nine times in anticipation of and during the First Regular and First Special Sessions of the 130th Legislature (Nov. 20, 2020; Jan. 22, 2021; Feb 5 and 19, 2021; March 5 and 19, 2021; April 2, 16 and 30, 2021). The Commission consulted with members of the Legislature and interested stakeholders in the course of reviewing proposed legislation. Meetings were conducted remotely in light of COVID restrictions and precautions. Meeting notices were publicized as in previous years; members, consultants and interested parties were emailed directly regarding meeting dates and links.

Several bills addressed thus far in the 130th Legislature directly implicated or were proposed by the Criminal Law Advisory Commission. L.D. 1192, An Act Concerning the Composition of the Criminal Law Advisory Commission, which proposed to alter the composition of CLAC, was opposed by the ACLU, the Maine Association of Criminal Defense Lawyers, and by CLAC, and voted ONTP by the legislative committee of jurisdiction. L.D. 536, An Act to Amend the Maine Criminal Code, presented on behalf of CLAC by Criminal Justice and Public Safety Committee Co-Chair Senator Deschambault, was enacted as P.L. 2021, c. 299. L.D. 803, An Act Regarding Violation of a Protective Order, also presented on behalf of CLAC by Senator Deschambault, was enacted as P.L. 2021, c. 432. L.D. 710, An Act Regarding the Maine Criminal Code, reported on behalf of CLAC by Criminal Justice and Public Safety Committee Co-Chair Representative Warren, was amended at the Committee level, and vetoed with specific reference to the provision of amendment regarding gross sexual assault, with the veto being sustained.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS

### HEATHER L'HOMMEDIU PERREAULT, CO-CHAIR - MANAGEMENT

### ROTATING, CO-CHAIR - LABOR

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

*Mail Address:* 61 STATE HOUSE STATION, AUGUSTA, ME 04333-0061 *FAX:*

*Established:* 1973

*Telephone:* (207) 624-7858

*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 investment policy, and increasing the Plan participation. Towards these goals, CapTrust Financial Advisors, an actuarial and human resource consulting firm, serves as an investment performance, plan operations and educational advisor.

## INDEPENDENT AGENCIES - ADVISORY

### 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, as Chair; the Insurance Superintendent and the 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 AIG Retirement. The Council retains CapTrust Financial Advisors, an actuarial and human resource consulting firm, to assist with plan operations and investment oversight. They are charged with negotiating provider fees, recommending appropriate plan investment options, assisting with communication efforts, and advising the Council in plan compliance issues.

### PUBLICATIONS:

[https://www.maine.gov/bhr/oeh/benefits/Saving\\_for\\_Retirement](https://www.maine.gov/bhr/oeh/benefits/Saving_for_Retirement)

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE COMMISSION ON DOMESTIC AND SEXUAL ABUSE ELIZABETH WARD SAXL, EXECUTIVE DIRECTOR

*Central Office:* 45 MEMORIAL CIRCLE, STE 302, AUGUSTA, ME 04330

*Mail Address:* 45 MEMORIAL CIRCLE, STE 302, AUGUSTA, ME 04330

*Established:* 1990

*FAX:* (207) 626-5503

*Telephone:* (207) 626-0034

*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 35 members appointed by the Governor and other members as 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**DOMESTIC ABUSE HOMICIDE REVIEW PANEL**

**LISA MARCHES, CHAIR, DEP ATT GENERAL**  
**MICHAEL SAUSCHUCK, COMMISSIONER**

*Central Office:* 111 SEWALL ST., AUGUSTA, ME 04330

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

*FAX:* (207) 287-3120

*Established:* 1997

*Telephone:* (207) 626-8800

*Reference:* Policy Area: 06 Umbrella: 92 Unit: 600 Citation: T0019A M.R.S.A., Sect.: 0004013-4

**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 M.R.S.A., 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 biennially that reflects the case reviews and makes specific recommendations and observations for systems changes that may save lives.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**ADVISORY COMM ON FAIR COMPETITION WITH PRIVATE ENTERPRISE**

**ELAINE CLARK, CHAIR**

*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



## INDEPENDENT AGENCIES - ADVISORY

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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## FAMILY LAW ADVISORY COMMISSION

### HON. E. MARY KELLY, CHAIR

*Central Office:* 205 NEWBURY STREET, PORTLAND, ME 04101

*Mail Address:* 205 NEWBURY STREET, PORTLAND, ME 04101

*Established:* 1996

*FAX:*

*Telephone:* (207) 822-4269

*Reference: Policy Area: 06 Umbrella: 92 Unit: 595 Citation: T0019A M.R.S.A., Sect.: 000000351*

### PURPOSE:

The Commission was created for the purpose of conducting a continuing study of the family laws of Maine and to make recommendations to the Maine Legislature.

### ORGANIZATION:

The Commission is composed of 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - ADVISORY

### MAINE FIRE PROTECTION SERVICES COMMISSION

**JOSEPH THOMAS, STATE FIRE MARSHAL**  
**DAN BROOKS, CHIEF, COMMISSION CHAIR**

*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.

#### PROGRAM:

The Commission has met on a regular basis and filed a report.

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
CONTRACTUAL SERVICES	2,000	2,000				
TOTAL EXPENDITURES	2,000	2,000				

### MAINE HISTORICAL RECORDS ADVISORY BOARD

**KATHERINE MCBRIEN, 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

## INDEPENDENT AGENCIES - ADVISORY

of historical records.

### ORGANIZATION:

The MHRAB is organized within the office of the State Archivist and serves to encourage the preservation of and access to historical records within the State. In support of its mission, the MHRAB's duties include:

- A. Make recommendations to the National Historical Publications and Records Commission regarding the funding of proposals seeking support from that commission;
- B. Develop, maintain and execute a strategic plan supporting the board's priorities for funding recommendations and other activities;
- C. Seek, receive and administer nonstate funds to support its priority activities;
- D. Work cooperatively with other state historical records advisory boards, especially in New England; and
- E. Report biennially to the joint standing committee of the Legislature having jurisdiction over state and local government matters on the board's activities and on the condition of historical records in the State.

The MHRAB consists of between seven and eleven members, appointed by the Governor for three years, with renewable 3-year 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 is appointed by the Governor to act as MHRAB State Coordinator serving a four-year term with a possibility of reappointment.

The Maine State Archives serves as fiscal agent for the MHRAB. Board members serve without compensation but may be reimbursed for legally allowed expenses.

### PROGRAM:

The MHRAB applies for grants from the NHPRC and provides 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.

The Maine Historical Records Advisory Board Fund was established for use by the board. Balances in the fund may not lapse and must be carried forward and used for the purposes of the MHRAB. The board may accept and deposit in the fund money from private and public sources.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATEWIDE HOMELESS COUNCIL

**STEPHANIE PRIMM, CHAIR**  
**SCOTT TIBBITTS, COORDINATOR**

WATS: (800) 452-4668

Central Office: 26 EDISON DRIVE, AUGUSTA, ME 04330-4633

Mail Address: 26 EDISON DRIVE, AUGUSTA, ME 04330-4633

Established: 2005

Reference: Policy Area: 05 Umbrella: 92 Unit: 635 Citation: T0030A M.R.S.A., Sect.: 000005046

FAX:

Telephone: (207) 626-4604

### 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

## INDEPENDENT AGENCIES - ADVISORY

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 of the Governor. Members serve until their successors are appointed and qualified. The Maine State Housing Authority provides staff support to the council.

### PUBLICATIONS:

None.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## HOMELAND SECURITY ADVISORY COUNCIL PETER ROGERS, 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.: 000000708

### PURPOSE:

The Homeland Security Advisory Council advises the Governor on all matters related to homeland security, including terrorism and bioterrorism 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.

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.

## INDEPENDENT AGENCIES - ADVISORY

### 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.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## NEW VENTURES MAINE ADVISORY COUNCIL

**GILDA E. NARDONE, EXECUTIVE DIRECTOR**  
**JEAN DEMPSTER, PROGRAM DIRECTOR**

*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 2021, NVME continued to offer a full range of employability, life skills, and self-employment services through a toll-free resource phone line, nine regional Resource Centers and community-based outreach sites, and through distance learning platforms.

NVME served a total of 1,250 individuals (78% female and 22% 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 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

## INDEPENDENT AGENCIES - ADVISORY

available for download on the organization's website.

The General Fund budget for fiscal year 2021 was \$1,134,666 to New Ventures - Maine, UMA/UMS.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF LICENSURE OF PROFESSIONAL INVESTIGATORS MICHAEL JOHNSTON, LIEUTENANT

*Central Office:* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04333-0164

*Mail Address:* 164 STATE HOUSE STATION, AUGUSTA, ME 04333-0164 *FAX:* (207) 287-3424

*Established:* 2011

*Telephone:* (207) 624-7210

*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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF LICENSURE OF WATER SYSTEM OPERATORS NATHAN SAUNDERS, SENIOR ENGINEER DAVID WELCH, PROGRAM SUPPORT

*Central Office:* 286 WATER STREET, AUGUSTA, ME 04333-0011

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

*Established:* 1977

*FAX:* (207) 287-4172

*Telephone:* (207) 287-5685

*Reference:* Policy Area: 04 Umbrella: 92 Unit: 429 Citation: T0022 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 non-transient non-community (NTNC) water systems and transient systems using

## INDEPENDENT AGENCIES - ADVISORY

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 NTNC 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. The Board maintains membership in the Association of Boards of Certification for testing services.

### PROGRAM:

The Board met five times in SFY2021: September 18, 2020; October 2, 2020; December 4, 2020; March 5, 2021; June 4, 2021. There are currently 910 water operators licensed by the Board, including 9 operator-in-training licensees. In SFY2021 a total of 399 exams were taken, with 199 exams being passed. Exams are available through electronic testing in Portland, Presque Isle, Farmington, Bangor, and Auburn.

A total of 55 new operators were licensed in SFY2021. No operator licenses were revoked in SFY2021.

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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LOBSTER ADVISORY COUNCIL

### JOSHUA MILLER, CHAIR

*Central Office:* 32 BLOSSOM LANE, AUGUSTA, ME 04330

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 624-6024

*Established:* 1979

*Telephone:* (207) 624-6550

*Reference:* Policy Area: 04 Umbrella: 92 Unit: 340 Citation: T0012 *M.R.S.A., Sect.:* 000006462A

### PURPOSE:

The Lobster Advisory Council advises the Commissioner on activities of the Department of Marine Resources 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

## INDEPENDENT AGENCIES - ADVISORY

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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ORGAN DONATION ADVISORY COUNCIL PATTY MORNEAULT, MEMBER

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029      *FAX:* (207) 624-9013

*Established:* 2011

*Telephone:* (207) 624-9023

*Reference:* Policy Area: 05    Umbrella: 92    Unit: 660    Citation: T0029A M.R.S.A., Sect.: 00001402-B

### PURPOSE:

The Organ Donation Advisory Council was established to A. assist the Secretary of State in coordinating efforts of all public and private agencies within the State concerned with the donation and transplantation of organs and tissues; B. advise the Secretary of State on policy and priorities of need in the State for a comprehensive program relating to organ and tissue donation and transplantation; C. assist the Secretary of State in developing strategies to increase donations that the council may find effective; D. establish numerical goals for increasing the rates of organ and tissue available to individuals with life threatening conditions; and E. administer the Maine Organ and Tissue Donation Fund to facilitate the education and registration of residents of the State.

### ORGANIZATION:

The Organ Donation Advisory Council is comprised of 10 members. The Secretary of 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 four times each year and convenes special meetings at the call of the chair.



## INDEPENDENT AGENCIES - ADVISORY

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **STATE POET LAUREATE ADVISORY SELECTION COMMITTEE** **DAVID GREENHAM, 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 five members with expertise in poetry to select the State Poet Laureate. The Advisory Committee is composed of the Director of the Maine Arts Commission and the Director of the Maine State Library or their designees and up to three other members with expertise in poetry. The Poet Laureate must be a poet of recognized merit.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **POLLUTION PREVENTION AND SMALL BUS ASSISTANCE** **ADVISORY PANEL** **JULIE CHURCHILL, DIRECTOR**

*Central Office:* 28 TYSON DRIVE, AUGUSTA, ME 04330

*Mail Address:* 17 STATE HOUSE STATION, AUGUSTA, ME 04333-0017 *FAX:* (207) 287-2814

*Established:* 1992

*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.

#### **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.

## INDEPENDENT AGENCIES - ADVISORY

This panel has not met since April 2015 and is currently inactive.

**FINANCES, FISCAL YEAR 2021:** 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 of Maine. A subset of the full task force including MEMA representatives, the National Weather Service and USGS remained in contact through email and conference calls through 2020 to monitor the drought conditions.

#### 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**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; two members who are shellfish aquaculture lease holders; one member who is a municipal official involved in pollution permitting or mitigation; 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 officials, including, but not limited to, a municipal shellfish conservation warden or a member of a municipal shellfish management committee; one member who has been issued a shellfish depuration certificate, and one member who has a demonstrated knowledge of biological science and, at a minimum, a bachelor's degree. 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 once in fiscal year 2020-21. The topics of discussion included: industry response to the COVID-19 pandemic, limited Purpose Aquaculture permits for municipalities and new informational resources available to industry and towns from DMR.

**PUBLICATIONS:**

Minutes of the Shellfish Advisory Council meetings are available through the Department of Marine Resource's website.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**SUBSTANCE USE DISORDER SERVICES COMMISSION**  
**BRUCE CAMPBELL, ACTING CHAIR**

*Central Office:* 41 ANTHONY AVE., AUGUSTA, ME 04330

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

*Established:* 1993

*Telephone:* (207) 287-2595

*Reference:* Policy Area: 05 Umbrella: 92 Unit: 577 Citation: T0005 M.R.S.A., Sect.: 000020065

**PURPOSE:**

The purpose of the Substance Use Disorder Commission is to:

Serve as advocate; review and evaluate; and inform the public. The Commission shall serve as an advocate and resource for the State on substance use disorder intervention, prevention, treatment and recovery. The Commission shall promote and assess activities designed to meet and remediate challenges of substance use disorder in the State. With the support of the Department of Health and Human Services, the Commission shall review and evaluate on a continuing basis state and federal policies and programs relating to substance use disorder. In cooperation with the Department, 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. The Commission, based on its activities pursuant to this subsection, shall make recommendations relating to substance use disorder to the Department and the Governor.

Report to the Legislature. The Commission shall 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 substance use disorder intervention, prevention, treatment and recovery in the State.

**ORGANIZATION:**

Public Law 2019, chapter 432, that was signed into law on June 20, 2019 (and became effective September 19, 2019) by the Governor, amended the statutes governing the Commission. It more clearly details membership qualifications, appointments, representation, vacancies, etc. The Commission, formerly known as the Substance Abuse Services Commission, was established in 1993 and replaced the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. The Commission now consists of 18 members, appointed by the Governor, President of the Senate and Speaker of the House.

**PROGRAM:**

During fiscal year 2020, the Commission continued to use its operational structure and working committees. The Commission reviewed policy issues and recommended support of legislation. The Commission engaged the Office of Behavioral Health (OBH) in seeking out technical assistance from the federal Substance Abuse and Mental Health Services Administration (SAMHSA) in areas related to evidence-based practice, data collection and review of workforce development and peer recovery supports. The Commission made recommendations to OBH regarding use of federal grants for treatment and recovery from opioid use disorder. The Commission met regularly and worked with the Office of the Governor to maintain membership and fill vacant seats. The Commission regularly met with members of the legislature, leadership, and staff on issues related to intervention, prevention, treatment and recovery. The Commission regularly received reports and updates from Maine's Center for Disease Control and Prevention and OBH.

OBH was formally known as Substance Abuse and Mental Health Services. The Office changed its name to the Office of Behavioral Health in 2020.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**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 to 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 of Inland Fisheries and Wildlife, 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**TELECOMMUNICATIONS RELAY SERVICES COUNCIL**

**TERRY MORRELL, CHAIRPERSON**

**JOHN POST, TREASURER**

*Central Office:* 1 MACKWORTH ISLAND, FALMOUTH, ME 04105

*Mail Address:* 1 MACKWORTH ISLAND, FALMOUTH, ME 04105

*Established:* 1990

*FAX:* (207) 781-6296

*Telephone:* (207) 781-6284

*Reference:* Policy Area: 05 Umbrella: 92 Unit: 538 Citation: T0035A M.R.S.A., Sect.: 000008704

**PURPOSE:**

The Telecommunications Relay Services Council, as established by Title 5, section 12004-G, subsection 30-C, shall evaluate telecommunications relay services in the State of Maine and implement the Maine Telecommunications Relay Services program as certified by the Federal Communications Commission pursuant to 47 Code of Federal Regulations, Part 64, Subpart F.

**ORGANIZATION:**

The Council has no staff and consists solely of those individuals appointed pursuant to statutory mandate. From within the members of the Council, a slate of officers is elected comprised of the Chair, the Vice-Chair, the Treasurer and the Clerk. The council provides direction to the Chair, who has the authority to form subcommittees to carry out the directives of the Council. The Clerk is responsible for ensuring filings are made as necessary for any state or federal

## INDEPENDENT AGENCIES - ADVISORY

certifications or reports. The Treasurer is responsible for receiving reimbursement requests for activities on behalf of the Council. The Treasurer and the Chair are jointly tasked with the approval of any reimbursement requests.

### PROGRAM:

The Council is tasked with administering the Telecommunications Relay Service (TRS) program within the State. TRS is a program where individuals call a single number, 7-1-1, which connects them to the TRS Provider for the State who acts as a translator between hearing individuals and deaf or hard of hearing individuals to permit telephonic communications among all users of the public switched telephone network. The primary benefit of this system is that it does not require both parties to the call to have assistive devices, such as TTY machines, thus opening the door for deaf and hard of hearing individuals to contact any other telephone user in the State, from their grandchild to their bank to the local pizza shop, without limitations or added costs by either party.

One priority for this program is to ensure that there is a high quality, reliable TRS program in the State that is compliant with federal standards and trends. To accomplish this goal, the Council has engaged in a request for proposal (RFP) proceeding to select the TRS provider for the State. The current TRS provider for Maine is Sprint Communications Company, LP.

Another priority for this program is to ensure that people are aware of TRS and educated in how to use the system. To accomplish this goal, the Council requires the TRS provider to support outreach throughout the State in conjunction with Maine groups who work with the deaf and hard of hearing communities. The Council also requires the TRS provider to support the Council in its efforts to perform outreach to constituencies beyond the deaf and hard of hearing community to ensure that when people or businesses receive a TRS call they do not hang up. In addition, the TRS provider supports the Council's continued involvement with federal organizations to ensure that the Council is able to adequately address existing standards for services provided by the TRS provider.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

TELECOMMUNICATIONS RELAY SERVICES COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	245,945		245,945			
TRANSFER TO OTHER FUNDS	7,870		7,870			
<b>TOTAL EXPENDITURES</b>	<b>253,815</b>		<b>253,815</b>			

## BOARD OF VISITORS - MAINE CORRECTIONAL CENTER

**BRAD FOGG, BOARD CHAIR**  
**RANDALL LIBERTY, COMMISSIONER**

*Central Office:* 127 SHAKER RD, LOT 10, GRAY, ME 04039

*Mail Address:* 127 SHAKER RD, LOT 10, GRAY, ME 04039

*Established:* 1982

*Reference:* Policy Area: 06 Umbrella: 92 Unit: 449 Citation: T0034A M.R.S.A., Sect.: 0003001A

*FAX:*

*Telephone:*

### 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.

## INDEPENDENT AGENCIES - ADVISORY

### **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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF VISITORS - MAINE STATE PRISON**

**PERRY GATES, CHAIRPERSON**

**RANDALL LIBERTY, COMMISSIONER**

*Central Office:* 807 CUSHING RD., WARREN, ME 04864

*Mail Address:* 807 CUSHING RD., WARREN, ME 04864

*Established:* 1982

*FAX:* (207) 273-5316

*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.

There are currently five active board members. The current board includes Perry Gates, Bill Schneider, Jon Wilson, Augunas Wendelanne and Denise Altavater.

### **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 Deputy Commissioner of 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 to discuss issues that may arise at the community level.

The Board meets with the Warden and Senior Staff of Maine State Prison each quarter 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.

During 2021 most of the communications revolved around ongoing changes due to how COVID-19 has impacted operations and programming at MSP. Major topics covered throughout the year with the Board involved vaccination rates, mask and safety requirements, the opening of the Doris Buffett Higher Education Unit, the introduction of the Earned Living Unit, normalization of MAT, expansion of hepatitis C treatment, agricultural programming, the partnership with Habitat for Humanity, increased use of technology, educational tablets, and decline in

## INDEPENDENT AGENCIES - ADVISORY

negative incidents throughout the facility.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **BOARD OF VISITORS - LONG CREEK YOUTH DEVELOPMENT CENTER**

**DANIEL BELYEA, BOARD CHAIR**  
**RANDALL LIBERTY, COMMISSIONER**

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

*Mail Address:* 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106 *FAX:*

*Established:* 1982

*Telephone:*

*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 of Corrections and/or institutions.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



INDEPENDENT AGENCIES - OTHER

**MAINE ARTS COMMISSION**

**DAVID GREENHAM, 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) 287-2710

*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, and 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 providing services and limited funding to artists, arts organizations, communities and schools throughout Maine. Like everyone else, the Maine Arts Commission has been forced to rely on creative ways to continue working through Covid, adjusting our practices, and providing resources, advice, or, at very least, a friendly ear, for Maine's artists, creative workers, and cultural organizations. During the past year, the Commission has undergone a change in leadership, and is also in the process of developing a strategic cultural plan for the next five years. The plan, which will be completed in the early summer of 2022, will serve as a guidepost for the Commission's on-going activities and programs.

**PROGRAM:**

Commission staff has embraced the change in leadership and outlook. We have engaged in weekly conversations about process, inter-agency communications, and the ways we can increase our service and value to the field. In addition, we have focused on a process to build or rebuild productive connections with other agencies within state government and across the state. Through the Covid pandemic, the Commission has been working to assess and respond to the needs of organizations and individuals in the creative sector, and has been able to distribute additional funding received from the National Endowment for the Arts (NEA) as part of the American Recovery Program Act (ARPA), as well as funding from the New England Foundation for the Arts. Our grants program managed 20 different grant programs for the Commission with awards totaling \$733,471. The Commission also participated in strong push communications and programs to make Maine organizations aware of other opportunities such as the Shuttered Venue Operator Grant (SVOG), the NEA's share of ARPA grants, and other funds that have come to the state. To date, state organizations have received more than \$48 million from the SVOG program. NEA ARPA funds will be awarded in 2022. As we look ahead, the Commission is looking to continue our work on ensuring equity, especially in our grant giving, and working on Diversity, Equity and Inclusion (DEI) issues internally and with the Commission members. We are working closely with our New England partners through the New England Foundation for the Arts, as well as with Maine's Cultural Affairs Council, which includes the Maine State Library, Museum, Archives, Historic Preservation, and the Maine Historical Society and the Maine Humanities Council.

# INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2021: 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
EXPENDITURES						
SALARIES & WAGES	536,633	425,367			111,266	
HEALTH BENEFITS	139,974	116,978			22,996	
RETIREMENTS	133,252	107,571			25,681	
OTHER FRINGE BENEFITS	10,622	8,591			2,031	
COMPUTER SERVICES	32,067	32,037			30	
CONTRACTUAL SERVICES	229,141	172,018	2,500		54,623	
RENTS	50	50				
COMMODITIES	6,545	5,172			1,373	
GRANTS, SUBSIDIES, PENSIONS	1,121,923	64,613			1,057,310	
TRANSFER TO OTHER FUNDS	20,848		236		20,612	
TOTAL EXPENDITURES	2,231,055	932,397	2,736		1,295,922	

Program Name	Awards	\$ Awarded
Arts & Humanities (fall)	4	\$3,892
Arts & Humanities (spring)	5	\$5,000
Arts Learning	9	\$36,800
CCED: Cultural Plan	1	\$10,000
CCED: Implementation	2	\$70,000
Creative Aging	1	\$1,000
Jane Morrison Film Scholarship	1	\$1,162
Maine Artist Fellowship	7	\$35,000
Organizational Development	35	\$167,818
Partnership Grant	19	\$142,100
Partnership Grant (off year)	8	\$86,700
Project Grant for Artists	56	\$132,094
Project Grant for Artists (Relief)	36	\$36,000
Project Grant for Organizations	19	\$87,090
Special Projects (MENB)	1	\$5,000
Special Projects (Mayo)	1	\$5,000
Special Projects (Craft)	1	\$10,000
Special Projects (Org Relief)	23	\$91,436
Special Projects (Craft)	1	\$5,000
Traditional Arts Apprenticeship	4	\$12,000

## BAXTER STATE PARK AUTHORITY

**JUDITH CAMUSO, CHAIR**

**EBEN SYPITKOWSKI, DIRECTOR**

*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 M.R.S.A., Sect.: 000000901*

*Average Counts-All Positions: 42.234*

*FAX:*

*Telephone: (207) 723-9616*

*Legislative Count: 24.00*

### **PURPOSE:**

The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds."

The primary responsibilities of the Authority are to protect the wildlife, fauna and flora within the park for the enjoyment of present and future generations; to operate and maintain various hiking trails, campgrounds, campsites and rustic log cabins within the 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.

### **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). 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); Natural Resource Director (Natural Resource and Visitor Experience); and business operations.

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. 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

## INDEPENDENT AGENCIES - OTHER

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. Trail Maintenance and Construction.

### 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

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,819,670	1,819,670			
HEALTH BENEFITS	538,233	538,233			
RETIREMENTS	420,805	420,805			
OTHER FRINGE BENEFITS	37,494	37,494			
COMPUTER SERVICES	73,331	73,331			
CONTRACTUAL SERVICES	892,921	890,850		2,071	
RENTS	5,373	5,373			
COMMODITIES	191,438	163,685		27,753	
BUILDING IMPROVEMENTS	516,602	516,602			
EQUIPMENT	230,001	230,001			
TRANSFER TO OTHER FUNDS	120,008	120,008			
<b>TOTAL EXPENDITURES</b>	<b>4,845,876</b>	<b>4,816,052</b>		<b>29,824</b>	

## MAINE BIOMEDICAL RESEARCH BOARD VACANT, 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;

## INDEPENDENT AGENCIES - OTHER

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 the 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE CIVIL SERVICE APPEALS BOARD

### ROBERT W. BOWER JR., 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE COMMISSION FOR COMMUNITY SERVICE**  
**MARYALICE CROFTON, EXECUTIVE DIRECTOR**

*Central Office:* 19 ELKINS LANE ROOM 105, AUGUSTA, ME 04333-0105

*Mail Address:* 105 STATE HOUSE STATION, AUGUSTA, ME 04333-0105 *FAX:*

*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 (aka Volunteer Maine) is the state agency partner for the Corporation for National Service, the federal AmeriCorps agency. The Commission's statutory purpose and duties broaden responsibilities beyond federal initiatives. Its mission is to "foster community service and volunteerism to meet human and environmental needs." Among the assigned duties are to identify priority needs to be met by volunteer and national service; develop comprehensive plans to address issues in Maine's volunteer sector; provide technical assistance and training to national service programs; and increase collaboration among public and private sector community volunteer service organizations. The Commission makes sub-grants to community agencies to operate AmeriCorps programs. The Commission also conducts training for managers of volunteers and is the state lead for implementation of Service Enterprise, a program to improve the impact of organizations engaging volunteers. It is also the co-chair of the Donations Coordination Team that activates through the Maine Emergency Management Agency during emergencies. During the 130th legislature, the Commission was charged with operating the Maine Service Fellows and developing Maine's Climate Corps.

**ORGANIZATION:**

The Commission has 24 voting-members appointed by the Governor. All serve as volunteers. Representation is directed by Statute. Appointed members serve three-year, staggered terms. Voting members elect a chair from their ranks. Ex-officio members are the Commissioner of the Maine Department of Education or his/her designee and a representative of the Corporation for National Service. Commissioners are supported by a staff of 5 FTEs. Since July 1, 2012, the Commission's fiscal agent has been the Maine Department of Education.

**PROGRAM:**

The Commission managed over \$ 1.8 million from the Corporation for National and Community Service and \$1.2 million in non-federal resources. The federal and private funding supported implementation of Service Enterprise in four Maine counties. Grants to 13 community agencies supported 175 AmeriCorps members. Three AmeriCorps planning grants helped communities design and apply for program operating funds. Grants to another five organizations supported expansion of community volunteer engagement. The remaining funds supported training and technical assistance for all 24 National Service programs, grant administration, Commission operation, and training for 23 agencies on coordination of volunteers during emergencies.

**PUBLICATIONS:**

These reports are located on the Maine Commission for Community Service website: [www.volunteermaine.gov](http://www.volunteermaine.gov)

- Annual Reports
- Strategic Plan
- 2020 National Service Programs in Maine
- The Impact of COVID-19 on Maine Volunteerism

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - OTHER

### 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:* (207) 287-5631

*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 commissions; and the chair and vice-chair or their designees from the Maine Arts Commission, the Maine Historic Preservation Commission, the Maine Library 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 2021:** 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	8,920	8,920				
GRANTS, SUBSIDIES, PENSIONS	222,651	217,578				5,073
TOTAL EXPENDITURES	231,571	226,498				5,073

### MAINE ECONOMIC GROWTH COUNCIL

**STEVE VON VOGT, CO-CHAIR**

*Central Office:* 2 BEECH STREET, SUITE 203, HALLOWELL, ME 04347

*Mail Address:* 2 BEECH STREET, SUITE 203, HALLOWELL, ME 04347

*FAX:* (207) 622-6346

*Established:* 1993

*Telephone:* (207) 622-6345

*Reference:* Policy Area: 01 Umbrella: 94 Unit: 573 Citation: T0010 M.R.S.A., Sect.: 000000929A



## INDEPENDENT AGENCIES - OTHER

### 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.

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 constantly modified and refined the core product to ensure it is measuring the key indicators of Maine's economy, using the best available data to provide a clear and comprehensive evaluation of the most critical factors affecting Maine's economy. The 2020 report released December 2020 added two additional metrics (Racial/Ethnic Income Equality and PreKindergarten Education) for a total of 29 benchmarks, and also included refinements to reflect the State's 10-Year Economic Strategy (issued December 2019) and commentary on the economic impact of the COVID-19 pandemic. The 2021 Measures of Growth report will be released December 2021 and will be accompanied by major improvements in the web and mobile presentation of the content.

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 2021:** 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

## INDEPENDENT AGENCIES - OTHER

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 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 2021:** 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

## INDEPENDENT AGENCIES - OTHER

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.

Additionally, as part of the mission to protect the public and environment, the SERC supports several Regional Response Teams (RRTs) and Decontamination Strike Teams (DSTs). These teams, who receive funds through both SERC special revenue and Homeland Security Grants for both training and equipment, are placed strategically throughout the State of Maine in such a manner that they can respond to quickly assess and mitigate any accidental or intentional release of hazardous substances.

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 and Operations and Technician level courses along with several other specialized programs.

### PUBLICATIONS:

LEPC Guidance  
Model Plans  
Emergency Planning Guidance  
Emergency Response Guidebooks  
Emergency Response Guidebooks

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## KIM WALLACE ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD

**JILLIAN SAUCIER, CHAIR**  
**HALEIGH O'DONNELL, CLERK, ALPHA ONE**

*Central Office:* C/O ALPHA ONE, 127 MAIN ST., SOUTH PORTLAND, ME 04106-2648  
*Mail Address:* PO BOX 2887, SOUTH PORTLAND, ME 04116  
*Established:* 1988  
*Reference:* Policy Area: 05. Umbrella: 94. Unit: 178. Citation: T0010  
*TTY:* (207) 626-2717  
*FAX:* (207) 799-8346  
*Telephone:* (207) 767-2189  
*M.R.S.A., Sect.:* 006000373

### PURPOSE:

To help people with disabilities become more independent and productive members of the community. The program makes available direct loans to borrowers at tiered interest rates 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 nonprofit 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

## INDEPENDENT AGENCIES - OTHER

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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES**

**JONATHAN WAYNE, EXECUTIVE DIRECTOR**  
**WILLIAM A. LEE, III, 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 (the Commission) 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 (MCEA); 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 MCEA.

### **ORGANIZATION:**

The Commission, 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 (PAC) or candidate committee authorized under 21-A MRSA, §1013-A(I)(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

## INDEPENDENT AGENCIES - OTHER

State, Office of the State Auditor, or any law enforcement agency in Maine.

### PROGRAM:

**Advisory Opinion, Notices, and Report Audits:** During FY21, 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, PACs, ballot question committees (BQC), 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, PACs, BQCs, and lobbyists.

**Complaints, Late Filings, Penalties:** During FY21, the Commission investigated complaints and ruled on the lateness of filings concerning candidate campaigns, party committees, PACs, BQCs, 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, PACs, and political party committees and issued guidance on the interpretation of statutes and rules subject to the Commission's jurisdiction. The Commission was the defendant in an appeal of the Commission's decision to investigate Stop the Corridor (the assumed name for Clean Energy for ME, LLC), CUM-CV-20-14 Me. Sup. Ct., Cumberland County, which commenced on June 19, 2020, and was dismissed by the court in December 2020.

### 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 PACs and BQCs, the Maine Code of Fair Campaign Practices, and the MCEA. 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 an annual report of lobbyist compensation.

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
SALARIES & WAGES	459,890	109,164	350,726			
HEALTH BENEFITS	130,819	34,611	96,208			
RETIREMENTS	111,479	25,893	85,586			
OTHER FRINGE BENEFITS	10,636	2,466	8,170			
COMPUTER SERVICES	107,442		107,442			
CONTRACTUAL SERVICES	65,220	6,785	58,435			
RENTS	56,843		56,843			
COMMODITIES	5,740	399	5,341			
GRANTS, SUBSIDIES, PENSIONS	3,221,259		3,221,259			
TRANSFER TO OTHER FUNDS	19,408		19,408			
TOTAL EXPENDITURES	4,188,736	179,318	4,009,418			

INDEPENDENT AGENCIES - OTHER

**FINANCE AUTHORITY OF MAINE**

**CARLOS R. MELLO, ACTING CEO**

**DAVID DAIGLER, 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's mission is to provide financial solutions that help Maine people achieve their business and higher educational goals.

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 Education Savings Program, NextGen 529, and oversees outreach activities that are designed to encourage Maine people to aspire to and pursue higher education.

FAME works to grow the number of Maine residents with quality in-state jobs by deploying financial resources needed to obtain relevant postsecondary education and increase economic development. FAME accomplishes its mission 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, with a maximum of two four-year terms possible. The Chief Executive Officer is appointed by the Governor for a four-year term, 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; OnLine Answer Program; 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 New Markets Capital Investment Tax Credit Program; and various bond financing programs.

Additionally, the following programs are administered in conjunction with other state departments or agencies: Agricultural Marketing Loan Program; Dairy Improvement Fund; Potato Marketing Improvement Fund Program; Maine Rural Development Authority; Nutrient Management Loan Program; Compliance Assistance Loan Program.

## INDEPENDENT AGENCIES - OTHER

**EDUCATION FINANCE AND OUTREACH:** FAME maintains and administers the following federal and state higher education finance and outreach programs: Maine State Grants Program; Educators for Maine Program; Maine Education Savings Program (NextGen 529); 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; Alfond Leaders Program; and financial education.

### **PUBLICATIONS:**

FAME: Helping You Get to Yes (Commercial Finance Guide)  
 PLAN: Tools to Help You Pursue Education After High School  
 CHOOSE: Your Guide to Post-Secondary Schools in Maine  
 PAY: Tips to Afford Higher Education  
 MANAGE: Making Your Money Work  
 The Loan For ME: Private Student Loans  
 Maine Loan: Maine's Alternative Student Loan  
 Maine Medical Loan  
 NextGen: Help Your Child Succeed  
 \$500 Alfond Grant  
 mPower Your Life (Kim Wallace Adaptive Equipment Loan Program)  
 MRDA: Financial Resources to Help Maine Communities Grow

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	19,225,302	18,643,894	581,408			
TOTAL EXPENDITURES	19,225,302	18,643,894	581,408			

## **ADVISORY COMMITTEE ON MEDICAL EDUCATION**

### **VACANT, CHAIR**

### **LYNN DALEY, 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

## INDEPENDENT AGENCIES - OTHER

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 recommendations for the future needs of the programs, and the development of incentives to practice in underserved areas.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

**TERRY HAYES, 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 nonprofit hospitals, non-profit nursing homes, community health facilities, for-profit nursing and boarding homes, and private, nonprofit 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 2021, the Authority issued \$369,215,000 in General Resolution conduit debt on behalf of its borrowers which is not debt of the Authority or



## INDEPENDENT AGENCIES - OTHER

moral obligation debt of the State of Maine. During fiscal year 2021 the Authority issued \$256,040,000 of reserve resolution moral obligation debt.

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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE HISTORIC PRESERVATION COMMISSION KIRK MOHNEY, 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 eleven members made up as follows: Commissioner or representative of the departments of Transportation and Agriculture, Conservation and Forestry; and nine 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 2021, the Commission provided Historic and Archaeological resource data to 46 municipalities for use in the development of local comprehensive plans; expanded the National Register of Historic Places by 4 individual buildings, 1 structure and 3 historic districts; reviewed the Part 1, 2 and/or 3 of 33 tax credit applications leading to the certification of 16 historic rehabilitation projects with a total value of over \$36 million dollars; added 1,155 properties to the Maine Historic Resources Inventory; and reviewed over 2,500 projects to evaluate their impact on historic properties.

## INDEPENDENT AGENCIES - OTHER

### 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 Preservation Plan.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	724,537	227,882	182,448		314,207	
HEALTH BENEFITS	198,522	63,091	45,878		89,553	
RETIREMENTS	167,729	56,560	39,458		71,711	
OTHER FRINGE BENEFITS	15,162	4,513	3,756		6,893	
COMPUTER SERVICES	26,333	7,805	10,410		8,118	
CONTRACTUAL SERVICES	164,492	19,392	71,647		73,453	
RENTS	810		810			
COMMODITIES	6,156	1,620	380		4,156	
GRANTS, SUBSIDIES, PENSIONS	103,510				103,510	
TRANSFER TO OTHER FUNDS	79,303		30,487		48,816	
<b>TOTAL EXPENDITURES</b>	<b>1,486,554</b>	<b>380,863</b>	<b>385,274</b>		<b>720,417</b>	

## MAINE HUMAN RIGHTS COMMISSION

### AMY SNEIRSON, EXECUTIVE DIRECTOR

### MELODY PIPER, OPERATIONS DIRECTOR

*Central Office:* 19 UNION STREET, AUGUSTA, ME 04330

*Mail Address:* 51 STATE HOUSE STATION, AUGUSTA, ME 04333-0051      *FAX:* (207) 624-8729

*Established:* 1972      *Telephone:* (207) 624-6290

*Reference:* Policy Area: 06 - Umbrella: 94 - Unit: 348 - Citation: T0005 - M.R.S.A., Sect.: 000004561

*Average Counts-All Positions:* 14.000      *Legislative Count:* 14.00

### 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 predisposition; 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 enacted in 1971, with its provisions becoming effective in 1972, 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

## INDEPENDENT AGENCIES - OTHER

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 predisposition; 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 2021, 755 new complaints were filed with the Maine Human Rights Commission; and the Commission closed 698 cases. After updating inventory data, there were 798 cases active at the end of fiscal year 2021.

**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  
Maine Human Rights Commission 2020 Annual Report  
Whistleblower's Protection Act  
Procedural Rules and Regulations  
"MHRA Guarantees" Poster  
Accessibility Requirements for Public Accommodations and Places of Public Employment  
Accessibility Requirements of the Maine Human Rights Commission  
Assistance Animals in Housing  
Attorney Referral Listing  
Employment Regulation; Employment Poster  
Equal Educational Opportunity Regulations; Procedural Rules  
Housing Applicant Inquiry Guide  
Housing Poster; Unlawful Housing Harassment Brochure  
Housing Regulations of the Maine Human Rights Commission; Housing Procedural Rule  
Learn What Inquiries Are Lawful and What Inquiries Are Not Lawful When Applying For Housing.  
Pre-Employment Inquiry Guide  
Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances  
Service Animal Guidance  
Sexual Harassment Poster; Sexual Harassment Brochure; Sexual Harassment Trainer Listing  
Sexual Orientation in Education Guidance  
Students Rights under the Maine Human Rights Act

**FINANCES, FISCAL YEAR 2021:** 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	828,848	586,822			242,026	
HEALTH BENEFITS	251,794	169,143			82,651	
RETIREMENTS	164,212	110,093			54,119	
OTHER FRINGE BENEFITS	26,923	20,939			5,984	
COMPUTER SERVICES	18,577	8,724			9,853	
CONTRACTUAL SERVICES	101,328	21,957	30,025		49,346	
COMMODITIES	9,532	6,165			3,367	
TRANSFER TO OTHER FUNDS	40,453				40,453	
<b>TOTAL EXPENDITURES</b>	<b>1,441,667</b>	<b>923,843</b>	<b>30,025</b>		<b>487,799</b>	

INDEPENDENT AGENCIES - OTHER

**MAINE INDIAN TRIBAL-STATE COMMISSION**

**JAMIE BISSONETTE LEWEY, CHAIR**

**PAUL THIBEAULT, MANAGING DIRECTOR**

*Central Office:* 13 COMMISSARY POINT ROAD, TRESCOTT, ME 04652

*Mail Address:* 13 COMMISSARY POINT ROAD, TRESCOTT, ME 04652

*Established:* 1980

*Reference:* Policy Area: 00 Umbrella: 94 Unit: 409 Citation: T0030

*FAX:*

*Telephone:* (207) 733-2222

*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 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 primarily comprised of State and Tribal appropriations. The Commission is authorized by statute to seek funding from any source including grants and gifts. The Commission does from time to time receive grants gifts and miscellaneous income. The Commission is staffed by one full-time Managing Director and and utilizes independent contractors for various specific purposes.

**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 (MICSA - 25 USCS § 1721) and Maine Implementing Act (MIA - 30 MRS § 6201); offering information, analysis, and findings concerning disputed provisions of MICSA 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,

## INDEPENDENT AGENCIES - OTHER

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:

Maine Indian Tribal-State Commission

13 Commissary Point Road

Trescott, ME 04652

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE INDIAN TRIBAL-STATE COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	111,614	111,614				
TOTAL EXPENDITURES	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:* 42.000

*Legislative Count:* 42.00

#### 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,

## INDEPENDENT AGENCIES - OTHER

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 service. Embracing a philosophy of service 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 and (3) Research and Innovation.

**FINANCES, FISCAL YEAR 2021:** 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	2,112,400	1,514,495			597,905	
HEALTH BENEFITS	712,558	505,889			206,669	
RETIREMENTS	486,106	350,540			135,566	
OTHER FRINGE BENEFITS	45,053	31,431			13,622	
COMPUTER SERVICES	298,837	108,354	90,782		99,701	
CONTRACTUAL SERVICES	2,365,123	1,004,096	442,457		918,570	
RENTS	2,849	2,849				
COMMODITIES	93,623	73,335	10,514		9,774	
GRANTS, SUBSIDIES, PENSIONS	406,169	335,143	45,026		26,000	
TRANSFER TO OTHER FUNDS	76,962		21,749		55,213	
<b>TOTAL EXPENDITURES</b>	<b>6,599,680</b>	<b>3,926,132</b>	<b>610,528</b>		<b>2,063,020</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 commission membership must be broadly representative of the State's libraries and ensure geographic diversity and broad individual experiences and consist of the following:

See [PL 2019, c. 150, §10 (NEW)]

## INDEPENDENT AGENCIES - OTHER

- A. Two members representing public libraries;
- B. Two members representing kindergarten to grade 12 libraries;
- C. One member representing a large university library;
- D. One member representing a small college library;
- E. One member representing a community college library;
- F. One member representing a special or institution library;
- G. One member representing persons with disabilities;
- H. One member serving as a trustee for a library in the State;
- I. One member of the Maine Library Advisory Council pursuant to section 114A, subsection 1;
- J. One member representing underserved and rural communities;
- K. One member representing a Native American community; and
- L. Two at-large members.

### PROGRAM:

The Maine Library Commission held four meetings during fiscal year 2021. The Commission has monitored progress on numerous areas of special interest, but of most relevance, the Maine Library Commission approved guidance to Maine's public libraries as it relates to safely operating during the COVID-19 pandemic.

### PUBLICATIONS:

See Maine State Library at <http://www.maine.gov/msl/>

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE LOBSTER MARKETING COLLABORATIVE MARIANNE LACROIX, EXECUTIVE DIRECTOR

*Central Office:* 2 UNION STREET #204, PORTLAND, ME 04101

*Mail Address:* 2 UNION STREET #204, PORTLAND, ME 04101

*Established:* 1991

*Reference:* Policy Area: 01 Umbrella: 94 Unit: 097 Citation: T0012

*FAX:*

*Telephone:* (207) 541-9310

*M.R.S.A., Sect.:* 000006455

### 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 reorganized and renamed the Maine Lobster Marketing Collaborative (MLMC) and authorized for five years. In 2018, the legislature authorized the organization for an additional three years. In 2021, the legislature authorized the MLMC for an additional five years at the same funding level. The MLMC is a public instrumentality of the State, funded primarily through assessments paid by lobster license holders including fishermen, dealers and processors and managed by an 11-member Board of Director composed of four harvesters, three dealers/processors, two public members and the Commissioners of the Department of Marine Resources and 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

## INDEPENDENT AGENCIES - OTHER

media, digital marketing and advertising.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE LOBSTER MARKETING COLLABORATIVE	TOTAL FOR ALL GENERAL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	2,083,158		2,083,158			
TOTAL EXPENDITURES	2,083,158		2,083,158			

## MAINE MOTOR VEHICLE FRANCHISE BOARD JOHN MCCURRY, ESQ., CHAIR

TTY: (207) 624-9105

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04330

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 624-9113

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.

### ORGANIZATION:

The Motor Vehicle Franchise Board was authorized in fiscal year 2002-03. The Board consists of seven regular members and four alternate members who are appointed by the Governor. The seventh member serves as chairperson and is appointed by the Secretary of State.

### PROGRAM:

The Motor Vehicle Franchise Board hears disputes between motor vehicle manufacturers, distributors and dealers.

### LICENSES:

The Motor Vehicle Franchise Board assesses an annual fee to fund the Board pursuant to Title 10 sections 1171-B and 1187-A of the Maine Revised Statutes, and Board Rule § 1 (2) (3).

### PUBLICATIONS:

Rules of the Motor Vehicle Franchise Board

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE MUNICIPAL BOND BANK TERRY HAYES, EXECUTIVE DIRECTOR

Central Office: 127 COMMUNITY DRIVE, AUGUSTA, ME 04330-2268

Mail Address: PO BOX 2268, AUGUSTA, ME 04330-2268

Established: 1972

FAX: (207) 623-5359

Telephone: (207) 622-9386

Reference: Policy Area: 00 Umbrella: 94 Unit: 376 Citation: T0030A M.R.S.A., Sect.: 000005951



## INDEPENDENT AGENCIES - OTHER

### 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, 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 prorated 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 2020, bonds were issued in the General Tax-Exempt Resolution totaling \$15,695,000 that assisted 15 governmental units in financing their capital projects. In May of 2021, bonds were issued in the amount of \$78,020,000 that assisted 16 governmental units in financing their capital projects.

### PUBLICATIONS:

Annual Report

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE MUNICIPAL BOND BANK	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	40,231,899	69,331	40,162,568			
TOTAL EXPENDITURES	40,231,899	69,331	40,162,568			

**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 2021 24 new loans were processed, totaling \$19,548,510. The Bond Bank continued to monitor outstanding loans and process loan requisitions as they were received.

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 2021, the Clean Water Program provided 38 loans totaling \$30,953,282 to finance wastewater construction projects. The Drinking Water Program provided 22 loans totaling \$27,309,368 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 \$352,420,000 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 \$296,817,620 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 have been 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 2021, 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) 287-2301*

*Reference: Policy Area: 03 Umbrella: 94 Unit: 073 Citation: T0027 M.R.S.A., Sect.: 0000000081*

*Average Counts-All Positions: 20.000*

*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 (Mission Statement, 2015). The 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 archaeological, cultural, environmental, biological, and geological history. Portions of these collections are normally publicly exhibited in the Cultural Building, the State House, and the Blaine House. The museum staff conducts work in support of collections development and management, exhibit development, publications, and educational programs both on-site and on-line, intended to reach a wide and varied audience.

**ORGANIZATION:**

The Maine State Museum, established by the Maine legislature in 1836, is the nation's oldest state museum. Dissolved and re-established several times, in 1965 it became an autonomous state agency with its own governing commission. It has occupied the Cultural Building in Augusta since 1971 and operates two off-site collections storage facilities. The museum closed to the public in March 2020, due to the Covid-19 pandemic, re-opening briefly in June. It was forced to close again after a catastrophic building mechanical failure, which compelled the Bureau of General Services to begin a multi-year building-wide repair project to include installation of a new HVAC system and extensive abatement of asbestos. During construction, the Cultural Building will remain closed to the public, with an expected museum reopening date in 2024; but collections management, on-line educational programming, and exhibit planning continue. In response to imminent construction, considerable museum staff time in FY21 involved dismantling old exhibits and protecting and moving hundreds of display objects. Separate projects to make major improvements in off-site collections storage were also initiated, extensively involving staff in shifting and safeguarding collections.

**PROGRAM:**

**EDUCATION:** In the absence of on-site programming, the museum developed online educational programs, resumed off-site talks, and published in-print and on-line newsletters. The museum co-published Maine Quilts: 250 Years of Comfort and Community. The museum's Education Division collaborated on the Primary Source Set project, consisting of educational materials on pandemics, and freedom and captivity. Museum educators developed live and interactive virtual programs for students and produced educational materials for several organizations. Educators worked with other museum staff and the Friends to develop a communications plan. Educators added teaching materials and videos to the museum's website; advanced the planning of the Lunder Education Center; and participated in exhibit deliberations. Education staff also assisted in ongoing efforts to protect and move collections as the building construction project required. Collaborative programs or activities were conducted with a wide range of state agencies, the university system, and non-profit organizations. Museum curators led two collections-based on-line cataloging projects: an expansion of the museum's publicly accessible catalog of history materials; and an archival database that will greatly enhance public access to archival holdings. Fund-raising for the museum's new Lunder Education Center was completed. Loans of historical and scientific materials were made to the Smithsonian Institution, Rangeley Outdoor Heritage Museum, and Maine Gem and Mineral Museum. The Friends of the Maine State Museum hosted on-line programs, maintained an active membership program, and helped raise support for the museum. **COLLECTIONS:** The museum added 68 accession groups to its history collections, some 500 separate items. They include a ca.

## INDEPENDENT AGENCIES - OTHER

1810 card table made by Cumston and Buckminster of Saco; a drop-off ballot box made for the 2020 presidential election by Maine Source Machining Co. of West Newfield; a contemporary quilt by Gayle Fraas and Duncan Slade of Boothbay; nine pin-back women's suffrage and anti-suffrage buttons, including a rare Maine-specific example; and an 1817-19 log book from the merchant ship Jewel. In the Natural Science Division, the museum completed the cataloging of the extensive Roberts micro-lepidoptera collection. Over 1,000 volunteer hours were donated for the Roberts project alone. The museum, having initiated the Historic Records of Indians of the Far Northeast digital archive, advanced that project. The museum assisted the Merry Meeting Bay Pioneers Project with the archaeological excavation of a 1676 structure. Special museum research projects involved investigations of indigenous settlement in the Fryeburg area, shell middens in the Friendship area, Maine's extinct sea mink, and shell collections from the former Turner Nature Center. EXHIBITS: Intensive planning is ongoing to prepare new exhibits for the museum's re-opening in 2024. OUTREACH: Museum staff served on professional committees, including the Maine Bicentennial Commission and Cultural Affairs Council, responded to numerous requests for information, and participated in on-line state and regional conferences. Museum staff made public presentations to several organizations when in-public activities could resume. One museum staff member, recently retired, is an associate editor of the Journal of Paleontology. Museum staff worked with the Baxter State Park Advisory Committee.

### 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's collections manager.

### PUBLICATIONS:

Website address: [www.mainestatemuseum.org](http://www.mainestatemuseum.org)

#### Books:

A Story of Maine in 112 Objects (Maine State Museum and Tilbury House), Bernard Fishman, ed., 2018.

Kosti Ruuhimaa: The Photographer Poet (DownEast Books) by Deanna Bonnez-Ganter, 2016

Maine Voices from the Civil War (Maine State Museum) by Laureen A. LaBar, 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

The museum has also published handbooks documenting each of these exhibits: Regional Struggle-National Story (2020); Women's Long Road: 100 Years to the Vote (2019); Maine + Jewish: Two Centuries (2018); Over There/Down Home: Mainers in World War I (2017); Beyond Boundaries: The World of the Capote (2016); and Malaga Island, Fragmented Lives (2013).

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2021:** 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	1,122,932	1,115,526	7,406			
HEALTH BENEFITS	357,070	354,802	2,268			
RETIREMENTS	255,511	253,882	1,629			
OTHER FRINGE BENEFITS	22,203	22,052	151			
COMPUTER SERVICES	73,909	73,909				
CONTRACTUAL SERVICES	131,020	80,543	50,477			
RENTS	1,993	553	1,440			
COMMODITIES	69,288	37,870	31,418			
EQUIPMENT	8,515	8,515				
TRANSFER TO OTHER FUNDS	2,431		2,431			
<b>TOTAL EXPENDITURES</b>	<b>2,044,872</b>	<b>1,947,652</b>	<b>97,220</b>			

### MAINE STATE MUSEUM COMMISSION BERNARD FISHMAN, MUSEUM DIRECTOR MICHAEL BARRETT, 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 up to 15 members, as approved by the Governor, serving for once-renewable terms of five years, or until replaced. In FY 2020 the Museum Commission met approximately every other month, with occasional meetings of temporary committees. The Commission was engaged reviewing museum public programs, providing financial oversight, fundraising for priority museum projects, and working with the Friends of the Maine State Museum organization.

**PROGRAM:**

See Maine State Museum.

**LICENSES:**

See Maine State Museum.

**FINANCES, FISCAL YEAR 2021:** 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

## INDEPENDENT AGENCIES - OTHER

### 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 reestablish 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 host railroad agreements, a contract with Amtrak, insurance liability and marketing, and coordinates station operations.

### ORGANIZATION:

NNEPRA consists of a board of 7 directors. The 7 directors are the Commissioner of Transportation, who is a director ex officio; the Commissioner of Economic and Community Development, who also is a director ex officio; and five directors who are members of the public, appointed by the Governor and confirmed by the Legislature for five-year staggered terms. The Governor shall name one of the appointed members as chair of NNEPRA.

### PROGRAM:

Pursuant to its mandate, NNEPRA is currently providing intercity passenger rail service between Portland and Boston's North Station, and in 2012, service was expanded from Portland, north to Brunswick.

### PUBLICATIONS:

Schedules and supporting materials

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE BOARD OF PROPERTY TAX REVIEW

### JOHN B. SHUMADINE, CHAIR

*Central Office:* 19 ELKINS LANE, ELKINS BLDG., 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); 4) Working Waterfront designations (36 MRSA, §1131 et seq.); 5) municipal valuation appeals (36 MRSA, §272).

### ORGANIZATION:

The Board is established under 5 MRSA, §12004-B 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 novo. After hearing, the Board has the power to raise, lower or sustain the original assessment.

### PUBLICATIONS:

State Board of Property Tax Review - Rules of Procedure

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2021:** 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	150	150				
CONTRACTUAL SERVICES	79,372	79,372				
<b>TOTAL EXPENDITURES</b>	<b>79,522</b>	<b>79,522</b>				

## MAINE PUBLIC UTILITY FINANCING BANK

### TERRY HAYES, 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

*Reference:* Policy Area: 07 Umbrella: 94 Unit: 401 Citation: T0035A M.R.S.A., Sect.: 000002904

FAX:

Telephone: (207) 622-9386

#### PURPOSE:

The Maine Public Utility Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM

### DR. REBECCA M. WYKE, CHIEF EXECUTIVE OFFICER

WATS: (800) 451-9800

TTY: (207) 512-3102

*Central Office:* 139 CAPITOL STREET, AUGUSTA, ME 04332-0349

*Mail Address:* P.O. BOX 349, AUGUSTA, ME 04332-0349

*Established:* 1942

*Reference:* Policy Area: 00 Umbrella: 94 Unit: 411 Citation: T0005

FAX: (207) 512-3282

Telephone: (207) 512-3100

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). MainePERS is also responsible for the payment of benefits from the Governor's Retirement Fund and to judges who retired prior to establishment of the Judicial Retirement Program



## INDEPENDENT AGENCIES - OTHER

in 1984. MainePERS is also responsible for administering the Group Life Insurance Program which provides life insurance benefits for both active and retired State employees, legislators, judges, public school teachers, and for employees of PLDs that elect to offer this coverage to their employees.

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, 2021, there are 6 employers participating in the 401(a) plan with 84 participants, 71 employers participating in the 457(b) plan with 847 participants, and one employer participating in the 403(b) plan with 549 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, including the use of independent Hearing Officers who serve under contract. In decisions on disability retirement appeals, statutorily established medical review service providers 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 Chief Executive Officer of the MainePERS, who is responsible for the work of the System's staff. The staff is organized into the Office of the Chief Executive Officer and the Departments of Investments, Finance, Member Service, and Administration.

### PROGRAM:

Covered members of the MainePERS include both active and inactive members. Active members are those currently working for a MainePERS participating employer who are contributing to MainePERS. As of June 30, 2021, there are approximately 52,040 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. As of June 30, 2021, there are approximately 59,050 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, 2021, a total of 44,950 people were receiving benefits. The total monthly benefits payroll paid for the month of June 30, 2021 was \$89,329,254. 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 2021.

## INDEPENDENT AGENCIES - OTHER

Those looking for more details concerning the membership, finances, or benefits of MainePERS are invited to contact the System for information.

### PUBLICATIONS:

Annual financial and actuarial reports, as well as various member, employer and retiree publications are available free of charge and can be downloaded from the MainePERS website: [www.MainePERS.org](http://www.MainePERS.org).

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES	200,768	200,768				
GRANTS, SUBSIDIES, PENSIONS						
TOTAL EXPENDITURES	200,768	200,768				

## SACO RIVER CORRIDOR COMMISSION

**DALYN HOUSER, EXECUTIVE DIRECTOR**

**KEISHA GARNETT, ADMINISTRATIVE ASSISTANT**

*Central Office:* 81 MAPLE STREET, CORNISH, ME 04020

*Mail Address:* P.O. BOX 283, CORNISH, ME 04020-0283

*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, and 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 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 serve 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

## INDEPENDENT AGENCIES - OTHER

Act and to ensure the continuing land and water quality of the Saco River Corridor.

### ORGANIZATION:

The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, while the staff presently consists of an Executive Director, Administrative Assistant, Environmental Compliance Evaluator, Water Quality Program Manager, Water Quality Coordinator, and volunteers who 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 2 public hearings, 18 subcommittee meetings and 14 Commission meetings. Members considered a total of 149 permit applications for development within the corridor. Commission staff traveled approximately 17,000 miles in performing site inspections, compliance checks, enforcing land use law and the ongoing DEP/EPA basinwide 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 39 separate sites. Seasonally, over 3,600 individual samples are taken and analyzed by staff and through the expertise of a certified laboratory.

### LICENSES:

Permits:  
Construction of buildings, structures and land uses within the statutorily defined corridor along the length of three major rivers.  
Filling or excavating - within the statutorily defined corridor

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

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	150,762	46,960	103,802			
<b>TOTAL EXPENDITURES</b>	150,762	46,960	103,802			

## 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 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.

This Council has not met since 2018 and is currently inactive.

#### **PUBLICATIONS:**

Further information including the Maine STEM Education and Workforce Plan 2.0 are posted at <http://mainestem.org/resources/>.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**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. MTI is critical to the State's economic development strategy and a significant driver to the long-term expansion of research and development assets resulting in the creation of new ventures. In the past fiscal year, MTI used its \$6.7 million appropriation, along with investment returns and loan repayments, to put \$9.4 million to work in 140 distinct projects across Maine. This funding helped leverage \$74 million in private sector matching investment and led to the creation and retention of well-over 1,600 jobs.

**ORGANIZATION:**

MTI leads the development of a strong culture of innovation in the State of Maine and is well-positioned for continued growth and effectiveness. It is organized as a nonprofit corporation, consistent with the provisions of the Federal Internal Revenue Code. Bylaws were drafted and corporation documents were filed in September 1999. Bylaws were updated in October 2019. A Board of Directors consisting of thirteen voting members and two nonvoting 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 nonvoting director. Seven subsidiary boards, each representing a targeted technology sector, were formed, and function to advise and support the MTI Board. Approximately 120 domain experts comprise the membership of these Tech Boards.

MTI operates from an office located in Brunswick. It also has remote office locations in Portland and Waterville. MTI's staff is composed of a President, a Director of Business Development, a Director of Finance & Administration, four Senior Investment Officers, two Investment Officers, one Lending & Grant Associate, and an Administrative Assistant. Its President is employed by the Maine Department of Economic and Community Development. Since 1999, MTI has disbursed over \$290 million in over 3,000 distinct projects throughout the State of Maine and that funding has leveraged well over \$1 billion in private sector matching investment.

**PROGRAM:**

MTI makes direct investments in ventures pursuing promising technologies, providing targeted commercialization assistance to Maine companies and strengthening Maine's technology clusters. It works with organizations and individuals focused on expanding the State's entrepreneurial ecosystem to stimulate new venture formation. Regarded as the leader and dominant player in this effort, MTI programs require at least a 1:1 matching contribution from award recipients. MTI award programs are based on scientific or technical merit, commercial feasibility and economic impact potential to the State.

Funding from MTI signals a critical validation or endorsement of an idea, product or service. The MTI application process requires a disciplined approach demanding that the entrepreneur attempt to define a business model and build a business case for his or her idea, product or service. That validation helps lend credibility and better positions the product or process for success in the marketplace and with investors and traditional lenders.

After implementing its 2017 strategic plan, MTI launched a completely new

## INDEPENDENT AGENCIES - OTHER

approach to funding innovation in Maine in FY19 and FY20. The new approach includes the following changes:

- Improvements to application, review and monitoring processes that create an improved customer experience and efficiencies for innovators and staff.
- Improvements to the reporting and monitoring processes that offer a clear understanding of MTI's investments' geographic distribution, impact and performance.
- A tailored and fluid approach to delivering funding and services to innovators and innovation ecosystem partners.

### COVID-19 IMPACT:

The pandemic continues to impact the way business is conducted between MTI and its clients. While most of the MTI team continues to work remotely, the organization is experiencing little impact on its ability to manage its investment process. However, the Institute will continuously monitor and review this arrangement throughout the year to ensure that MTI's clients receive the utmost in customer service and responsiveness.

### BOND ADMINISTRATION:

From time to time, the Maine Legislature passes research and development bond initiatives that are presented to Maine voters for approval. In most cases, once the bond issues are approved by voters, MTI is asked to administer the funds on behalf of the State of Maine. MTI is currently managing and administering \$68 million in bond-funded research and development infrastructure projects.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## WELLS NATIONAL ESTUARINE RESEARCH RESERVE MANAGMNT AUTHORITY

**PAUL DEST, EXECUTIVE 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

## INDEPENDENT AGENCIES - OTHER

director's designee.

An Executive 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 nonprofit organization with 1,500 members, provides most of the nonfederal 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

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 a 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**DIRIGO HEALTH**

**KARYNLEE HARRINGTON, EXECUTIVE DIRECTOR**

*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 in Title 24-A Chapter 87 and is responsible for monitoring and improving the quality of health care in the State of Maine.

**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; reporting annually on the amount of primary care spending in the state of Maine; 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:**

MQF drives health care quality improvement by working collaboratively with our private and public-sector partners. MQF's work is focused in the following areas: support the advancement of primary care; define, collect and report healthcare quality measures; promote public transparency of health care quality in the State of Maine; reduce the rate of health care associated infections in the State of Maine. Examples of several activities and projects include: supporting and maintaining an online training library, Maine Infection Prevention Forum (<https://maineinfectionpreventionforum.org>) for both clinical and non-clinical employees working in Maine's nursing homes, hospitals, ambulatory surgery centers, home health care agencies, dialysis centers, facilities for individuals with intellectual disabilities, and urgent care centers. Topics include Healthcare Associated Infections, COVID-19 courses, including courses from the federal CDC's Project Firstline initiative, Bloodborne Pathogens and Biological Hazards. MQF promotes the transparency of health care quality data in collaboration with the Maine Health Data Organization on its health care cost and quality website, CompareMaine. CompareMaine reports on over 200 common health care procedures at over 150 facilities in Maine. The quality measures include patient survey ratings, preventing serious complications, preventing healthcare associated infections, preventing falls with injury, and preventing pressure ulcers and unplanned hospital wide readmissions. In partnership with the Maine Center for Disease Control and Prevention (CDC), 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. MQF is partners with the Maine CDC on developing and implementing an external validation process to assure the accuracy of healthcare associated infection data submitted. MQF is also required to produce an annual report on the amount of spending on primary care services in the state of Maine.

**PUBLICATIONS:**

January 2020 Maine Quality Forum Annual Report on Primary Care Spending including the methods used to reimburse primary care providers from payers - [https://mhdo.maine.gov/external\\_reports.htm](https://mhdo.maine.gov/external_reports.htm)

Compare Maine Health Care Cost and Quality website: <https://www.comparemaine.org>

Maine Infection Prevention Forum: <http://maineinfectionpreventionforum.org>



## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIRIGO HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	218,856	218,856				
HEALTH BENEFITS	59,574	59,574				
RETIREMENTS	58,610	58,610				
OTHER FRINGE BENEFITS	5,088	5,088				
COMPUTER SERVICES	106,279	106,279				
CONTRACTUAL SERVICES	889,213	889,213				
COMMODITIES	41	41				
<b>TOTAL EXPENDITURES</b>	<b>1,337,661</b>	<b>1,337,661</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 marine research, marine science education, and innovations in wild and cultured fisheries. DEI serves 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 eleven full time and four part time employees. Dr. Brian Beal, a professor and researcher at the University of Maine at Machias, serves as DEI's Director of Research. Undergraduate interns assist at DEI's Great Wass Island shellfish hatchery and running seawater laboratory during the summer months, but may also work on special projects through the year.

### PROGRAM:

Originally 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 since 1987. DEI's commercial-scale research hatchery supports marine research, public stock enhancement, aquaculture development, and K-12 education. DEI is the only hatchery in Maine producing soft-shell clam seed for municipal shellfish conservation programs. Recent research has resulted in commercialization of seeded mussel ropes for aquaculture, and has focused on developing new candidate species for aquaculture such as razor clams, sea scallops, European oysters and Arctic surf clams.

Current projects include a baseline clam recruitment study to help nine municipalities along the Maine coast quantify the settlement and survival of soft-shell clams at a total of 18 flats; a selective breeding program to develop American oysters that will grow well in the colder waters east of Franklin; commercialization of Arctic surf clam farming technology; and developing hatchery and nursery technology for sea scallops.

Besides its hatchery, DEI's facility includes a variety of laboratories, including an ecology lab and business incubator with running seawater which

## INDEPENDENT AGENCIES - OTHER

attracts scientists and entrepreneurs to the easternmost marine research center in the United States. A specially designed lab allows scientists to study the effects of ocean acidification and other stressors on marine life, and is one of only two of its kind on the east coast. A residence hall and conference room enable DEI to accommodate longer term students and host a variety of educational events.

DEI's education center offers marine science research opportunities for students of all ages, marine science summer camps for K-12 youth, and professional development opportunities leading to recertification for teachers interested in enhancing STEM learning in their classrooms. DEI's education programs focus on the use of the local marine environment as a tool to engage and excite students in science using hands-on, inquiry-based projects that highlight marine science.

The \$12,500 annual allocation by the Maine Legislature has provided the matching funds and demonstration of state support that allows DEI to attract over \$1 million in annual funding for operations, research and education programs.

### PUBLICATIONS:

To view a list of published research, visit DEI's web site at <http://downeastinstitute.org/publications>

**FINANCES, FISCAL YEAR 2021:** 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, DIRECTOR, FINANCE & ADMIN**

*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:* (866) 376-2463

*Reference: Policy Area:* 07 *Umbrella:* 95 *Unit:* 648 *Citation:* T00035AM.R.S.A., Sect.: 00010101

*Average Counts-All Positions:* 1.000 *Legislative Count:* 1.00

### PURPOSE:

The Efficiency Maine Trust was established for the purposes set forth in the Efficiency Maine Trust Act, 35-A M.R.S.A. §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 voting 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 2020-21 the Efficiency Maine Trust implemented the second year

## INDEPENDENT AGENCIES - OTHER

of the programs of the fourth Triennial Plan. These programs helped Maine businesses and homeowners purchase and install high efficiency products, electric vehicles and chargers, and home weatherization to lower their energy bills and reduce emissions of greenhouse gases.

### PUBLICATIONS:

Annual Report FY2020

Financial Report with Independent Auditor's report for Period Ending 06/30/20

Toll free: 1-866-376-2463

**FINANCES, FISCAL YEAR 2021:** 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	85,618		85,618			
HEALTH BENEFITS	29,372		29,372			
RETIREMENTS	22,929		22,929			
OTHER FRINGE BENEFITS	1,889		1,889			
TRANSFER TO OTHER FUNDS	5,984		5,984			
<b>TOTAL EXPENDITURES</b>	<b>145,792</b>		<b>145,792</b>			

## MAINE HUMANITIES COUNCIL

### HAYDEN ANDERSON, EXECUTIVE 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 statewide nonprofit organization committed to creating connections, fostering agency, and inspiring engagement in Maine people of all ages and educational levels. The Council's programs, events, grants, and online resources encourage critical thinking and conversation across social, economic, and cultural boundaries. Primary audiences include grades 3-12 teachers and students, low literacy adults, immigrants and refugees, public library patrons, Veterans, adults in the justice system, and the general public.

At present the Council's only funding from state government is an appropriation for grants. 100% of this appropriation is returned to Maine communities as awards for historical, civic, and educational activities in museums, historical societies, libraries, and other community nonprofits. None of these funds are retained by the Council for administration, personnel or overhead.

### ORGANIZATION:

The Council was founded in 1976 as a nonprofit affiliate of the National Endowment for the Humanities (NEH) and is overseen by a board of trustees drawn from around the State. The 2019 budget (our most recently completed fiscal year) was just under \$1.3 million, derived from federal funding from the NEH, as well as individuals, private foundations, and earned revenue. The 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.

### PROGRAM:

The Council reaches a wide range of audiences through book groups, lecture series, and other activities. The Discussion Project, a multi-session facilitated book discussion program, meets the specific needs of individual communities. It partners with organizations statewide and prioritizes people and organizations serving those who are the most isolated from each other and the wider community,

## INDEPENDENT AGENCIES - OTHER

whose work has a public impact, and those serving and led by members of communities traditionally under-resourced in the humanities (including but not limited to Black and indigenous populations, people of color, the LGBTQ community, people in rural areas, disabled people, and immigrants and refugees). In 2019, the program reached over 5,000 people.

The Council's library programming takes place statewide. Programming includes the Discussion Project, Maine Speaks (a speaker program on current events), and Read ME, which provides to public libraries an easy-to-implement community reading program that highlights the work of Maine authors and helps promote Maine authors early in their careers. Library programming reaches over 2,000 people each year.

The Council offers a grants program that supports and increases access to community-driven humanities initiatives in Maine, particularly in rural or under-resourced communities; increases the capacity of nonprofits, especially those less experienced in grant writing; stimulates meaningful community dialogue; and invites diverse audiences to discover the humanities. In 2019, the Council gave 48 grants to Maine nonprofits.

Care Partner supports and develops relationships with people from communities whose access to the humanities has been severely limited. Events developed as part of Care Partner programming may use any of our established program models or create new ways of using humanities tools. In 2019, almost 100 people participated in Care Partner programs.

Veterans Programming connects Maine Veterans with books, short stories, and poems, and shares the opportunity to reflect on the unique concerns they face while exploring issues relating to military service. These programs serve approximately 600 people each year.

The Council partners with the Civil Rights Team Project. A program of the Maine Attorney General's office, it coordinates student groups in Maine schools to increase the safety of elementary, middle level, and high school students by reducing bias-motivated behaviors and harassment. The Civil Rights Team Project reaches approximately 900 students in grades 3-12 in 160 schools.

The Big Question is an annual public event focused on a large philosophical question. The MHC draws guides from a range of disciplines who present their approach from within their expertise. Recent questions have included "How can we know," "Who is we?" and "How should life be?" This program reaches approximately 60 people each year.

Readers Retreat is a two-day series of talks in which participants focus on an important text and interact with each other and with scholars in a conference-like setting. Readers Retreat serves over 300 people.

Poetry Express is a workshop that connects Maine's poets with Maine communities. Community members explore poetry with a poet and reflect on local issues and themes, then perform poetry related to those issues. This program served 169 people last year.

### PUBLICATIONS:

The Maine Humanities Council publishes a free monthly e-newsletter, and three update mailings.

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMANITIES COUNCIL	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	53,357	53,357				
TOTAL EXPENDITURES	53,357	53,357				

## INDEPENDENT AGENCIES - OTHER

### MAINE COMMISSION ON INDIGENT LEGAL SERVICES

#### JUSTIN ANDRUS, ESQ., EXECUTIVE DIRECTOR

*Central Office:* 32 BLOSSOM LANE, 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 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 2021:** 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	584,479	584,479				
HEALTH BENEFITS	199,324	199,324				
RETIREMENTS	137,364	137,364				
OTHER FRINGE BENEFITS	13,248	13,248				
COMPUTER SERVICES	102,645	102,645				
CONTRACTUAL SERVICES	15,277,998	14,728,999	548,999			
RENTS	2,148	2,148				
COMMODITIES	3,454	3,454				
TRANSFER TO OTHER FUNDS	8,839		8,839			
<b>TOTAL EXPENDITURES</b>	<b>16,329,499</b>	<b>15,771,661</b>	<b>557,838</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:*

*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 and increase commercial productivity in Maine's aquaculture industrial sectors.

## INDEPENDENT AGENCIES - OTHER

### 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 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES	105,736	105,736				
GRANTS, SUBSIDIES, PENSIONS						
TOTAL EXPENDITURES	105,736	105,736				

## SMALL ENTERPRISE GROWTH BOARD

**JOE POWERS, 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 ongoing support and guidance to the Managing Director, as well as reviewing the performance of that individual; providing ongoing support and guidance to the portfolio companies of the Fund; and working closely with the Managing Director in keeping the Legislature apprised of the Fund's activities and needs.

## INDEPENDENT AGENCIES - OTHER

### PUBLICATIONS:

None.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE VACCINE BOARD

### KIDSVAX®, LLC, SERVICE AGENT

### ANDREW COUKÓS, DEPUTY EXECUTIVE DIRECTOR

*Central Office:* 125 NORTH STATE ST., CONCORD, NH 03302-1885

*Mail Address:* PO BOX 1885, CONCORD, NH 03302-1885

*Established:* 2010

*Reference:* Policy Area: 05 Umbrella: 95 Unit: 659 Citation: T00022 M.R.S.A., Sect.: 00001066-3

*FAX:* (855) 543-7329

*Telephone:* (855) 543-7829

### 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 assessment rate to ensure adequate funding for the purchase of childhood vaccines; (ii) selecting vaccines available without charge to Maine healthcare providers for the benefit of Maine children; and (iii) allocating 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 6/30/2021, the Board collected over \$13 million to fund the purchase of childhood vaccines. The Universal Childhood Immunization Program funded by MVB has produced significant savings in vaccine costs.

### ORGANIZATION:

The Board consists of 9 members: three representatives 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 one non-voting ex officio member, the Commissioner of the Department of Health and Human Services (or the commissioner's designee). The Board or one of its committees met 5 times in fiscal year 2020-21. The Board has engaged an independent Maine licensed public accounting firm to audit its financial statements each year.

### PUBLICATIONS:

FYE 6/30/2021 Audited Financial Statements

FYE 6/30/2021 MVB Program Savings Calculations

VaxFacts ME 2020-2021

MVB maintains a website which documents its activities in detail at [www.MEvaccine.org](http://www.MEvaccine.org)

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

**ATLANTIC STATES MARINE FISHERIES COMMISSION**

**PATRICK KELIHER, CHAIR**

**A.G. "SPUD" WOODWARD, 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 (USFWS) 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 USFWS, 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.

ASMFC has continued its cooperative agreement with the NMFS to administer the Interjurisdictional Fisheries Management Program. This "Interstate Fisheries Management Program" includes state/federal projects involving Northern Shrimp,



## INDEPENDENT AGENCIES - INTERSTATE COMPACT

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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

### PATTY CORMIER, 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 wildfires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to: provide mutual aid; coordinate wildfire protection plans; consult and advise on prevention and control of wildfires; provide centralized training in uniform wildfire protection methods; and request research assistance from the U.S. Forest Service. The Commission also includes a forest health working team to address forest pest situations, which could impact wildfire 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 the Director of the Bureau of Forestry or designee (ex officio), a legislator appointed by the Governor, and a citizen appointed by the Governor, both of the latter 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 wildfire protection in each of the member states and provinces within the Compact.

**FINANCES, FISCAL YEAR 2021:** 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**

**BRUCE VAN NOTE, 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 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**NEW ENGLAND BOARD OF HIGHER EDUCATION**

**DANIEL CHUHTA, DEP COMM OF EDUCATION**

*Central Office:* 111 SEWALL ST, AUGUSTA, ME 04333-0023

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

*Established:* 1955

*Telephone:* (207) 624-6600

*Reference:* Policy Area: 02 Umbrella: 98 Unit: 081 Citation: T0020A *M.R.S.A., Sect.:* 000011002

**PURPOSE:**

The New England Board of Higher Education (NEBHE) 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 NEBHE seeks to increase New England educational opportunities and services; promote regional coordination and

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

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:

Each state is represented on the NEBHE 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 NEBHE's Executive Committee. The Maine delegation to the NEBHE for 2020 is as follows:

State Senator Matthea Daughtry; Rachel Hendrickson, Daniel Chuhta Deputy Commissioner (Representing Pender Makin, Commissioner), Maine Department of Education; State Representative Rebecca Millett, The Hon. Joan M. Nass; Dannel Malloy Chancellor, University of Maine System; Karen Pardue, University of New England and James C. Q. Weggler.

### PROGRAM:

The 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 NEBHE 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 New England - State Authorization Reciprocity Agreement (NE-SARA) program.

Through the act, 20-A MRSA §405, sub-§3(W), authorized the State Board of Education to participate in the State Authorization Reciprocity Agreement (SARA) through the NEBHE. Thus, the Maine Department of Education is the new portal agency for SARA.

### PUBLICATIONS:

Connection: New England's Journal of Higher Education & Economic Development  
New England Regional Student Program Enrollment Report  
New England Regional Student Program Offerings  
New England Higher Education and the Economy: Commission Prospectus Issues Reports  
Preliminary Report, A Threat to Excellence  
Financing Higher Education: The Public Investment  
Renewing Excellence  
Biomedical Research & Technology: A prognosis for International Economic Leadership  
Equity and Pluralism: The Report of the Task Force on Black and Hispanic Enrollment and Retention in New England Higher Education  
Law & the Information Society  
New Choices Facing College & University Pension Funds

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**ST. CROIX INTERNATIONAL WATERWAY COMMISSION**  
**GLORIA RODRIGUEZ-WHITTINGHAM, INTERIM EXECUTIVE DIR.**

Central Office: 43 UNION STREET, CALAIS, ME 04619

Mail Address: PO BOX 610, CALAIS, ME 04619

Established: 1987

Reference: Policy Area: 04 Umbrella: 98 Unit: 497 Citation: T0038

FAX: (207) 952-9153

Telephone: (207) 952-9069

M.R.S.A., Sect.: 000000994

**PURPOSE:**

The St. Croix International Waterway Commission was established through the November 17, 1986 Memorandum of Understanding and subsequent legislation between the State of Maine and the Province of New Brunswick to create a cooperative program to manage our common heritage along the St. Croix River including East Grand Lake and Spednic Lake. The St. Croix River is noted for its recreational fishery and adjacent lands providing habitat for many species, including the majestic bald eagle. The corridor includes two of the State's largest lakes, a 30 mile / 48 km outstanding river segment, twelve communities, Passamaquoddy and Penobscot First Nations, and the site of the early French settlement in North America.

The Commission's purpose was set out in the Memorandum of Understanding in seven (7) objectives:

- a) Protect and manage natural and recreational resources,
- b) Encourage and maintain a high quality back country recreational and educational experience,
- c) Encourage tourism and resultant economic benefits,
- d) Protect and promote awareness of human heritage resources, including both Indian and early European,
- e) Ensure coordination in the planning and management of shared resources,
- f) Establish mechanisms and processes to be used to ensure fair representation of all user groups,
- g) Obtain optimal benefits for recreational and educational use of the resources while recognizing the historic and current economic importance of forest resource, including its management and commercial utilization.

Overall, the SCIWC functions to coordinate the transboundary management of natural resources, recreation, and economic development along the 110 mile / 177 KM international St. Croix River corridor. The St. Croix International Waterway: A Heritage - A Future Management Plan was developed in October 1993 defining the goals, management directions and policies, and was adopted by Maine and New Brunswick in 1994. In 2015, this Management Plan was revisited to ensure its relevance. It was to be reviewed again in 2020 but this process has been delayed due to the Covid-19 pandemic.

**ORGANIZATION:**

The Commission is an independent, international body with eight members, four (4) appointed in two (2) year terms by the Governor of the State of Maine and four (4) by the Premier of the Province of New Brunswick. From those appointed, a Co-Chair is assigned from each country. State and Provincial liaisons and US and Canadian federal observers also serve on the Commission to support the Commission in an advisory capacity. All Board Member seats are currently filled.

**PROGRAM:**

The Commission offers programs that run April to October, including the Heritage River Recreation Program and scientific data collection, that provide employment opportunities for regional residents, often students seeking to gain experience and build skills in the outdoor recreation, marine biology, or environmental management fields.

**RECREATION**

The Recreation Program represents 48% of our budget and is the longest running and most established program. It represents the cumulation of several of our objectives by protecting, managing and promoting the shared natural and recreational resources, in a fair and equitable manner to help ensure future access to backcountry camping, most at no charge, that supports the regional fishing, guiding and outfitter industries.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

Through funding from State of Maine, Province of New Brunswick and fees, the Commission maintains 102 backcountry facilities (portages, boat launches and campsites) along the St. Croix River, including Spednic Lake and East Grand Lake, in both Maine & NB. It continues to implement a "Leave no Trace" policy for all sites. Maintenance includes cleaning, inspection, and repair of campsite facilities on a rotating weekly or bi-weekly schedule, depending on site utilization and governmental funding.

### ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT

The Commission continues to work with several rural revitalization efforts in both Maine and New Brunswick. In addition to our previous collaborations, the Commission has become members in both the St. Croix Valley and St. Stephen Area Chambers of Commerce, and now sit on the Washington County Community College Recreation Tourism Committee and NB Power Community Liaison Committee, as it relates to the proposed decommissioning of the Milltown Power Dam.

The Commission continued to interact and engage with the community, agencies, and both regional and State or Provincial governments. The administration office is located in Calais and staff are afforded an Covid-19 Exempt Status to work in both Canada and the USA without self-isolation requirements.

### CONSERVATION AND FISHERIES

The Commission is contracted by various organizations, primarily governmental, to collect scientific data through our experienced field staff. This included the renewal of the following:

1. International Join Commission Watershed Initiative fish passage monitoring at the Milltown Research trap has continued to 2021, with the results being followed by various groups and individuals in both the USA and Canada.
2. In collaboration with the Peskotomukhkat in Canada and Passamaquoddy in Maine, we were able to set up Passive Integrated Transportation (PIT) antennas at the dams in Vanceboro, Grand Falls, Milltown, and Woodland to gain further information on the fish passage through out the river.
3. In addition to the antennas, we also conducted scale sampling from 1,000 fish to further understand the species and gender of the fish going through the fishways. These samples are analyzed by Maine Department of Marine Resources.

### PUBLICATIONS:

The Commission produced several technical publications on St. Croix water quality, fisheries, recreation, and development topics. In January 2020, the [www.stcroix.org](http://www.stcroix.org) website was revamped.

In 2021 the website continues to be updated with more innovative material.

The Commission will continue to actively engage in activities that reflect its original purpose, including the 5-year review of the 2015-2025 strategic plan, respond to technical and general inquiries, and engage stakeholders and the community. Further information is available on the Commission's Website [www.stcroix.org](http://www.stcroix.org), by phone at 207-952-9069 or by emailing [director@stcroix.org](mailto:director@stcroix.org).

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ST. CROIX INTERNATIONAL WATERWAY COMMISSION	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	25,000	25,000				
TOTAL EXPENDITURES	25,000	25,000				

INDEPENDENT AGENCIES - INTERSTATE COMPACT

**NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION**

**KEANN 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:**

NEIWPPC is a regional commission that helps the states of the Northeast preserve and advance water quality. Our work and impact fall into five interconnected categories: (1) Connection (2) Protection; (3) training; (4) Education and (5) Engagement.

**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 Island, and Massachusetts responded at once by forming the New England Interstate Water Pollution Control Commission (NEIWPPC). Shortly thereafter, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing NEIWPPC's new Compact Agreement.

**PROGRAM:**

NEIWPPC's primary task is to coordinate the activities of its member states as they strive for water quality improvement. NEIWPPC encourages personal communication and information exchange while its professional staff provides a variety of services to member states.

Maine benefits directly from NEIWPPC's capabilities through its 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 Water Environment Association in offering training and re-certification 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:**

NEIWPPC Annual Report (published each year in April)

Reports 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)

Streamlined (e-mail newsletter, distributed quarterly)

LUSTline (bulletin on underground storage tank issues published 3x/ year)

NEIWPPC-JETCC Environmental Training Center Course Catalogue (emailed monthly)

JETCC Training Course Catalogue (emailed monthly)

JETCC NewsBrief (emailed quarterly)

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES	52,950	52,950				
GRANTS, SUBSIDIES, PENSIONS						
TOTAL EXPENDITURES	52,950	52,950				

## **WILD BLUEBERRY COMMISSION OF MAINE**

### **DAVID BELL, CHAIRPERSON**

*Central Office: 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469*

*Mail Address: 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469*

*Established: 1977*

*Reference: Policy Area: 01 Umbrella: 99 Unit: 294 Citation: T0036*

*FAX:*

*Telephone: (207) 581-1475*

*M.R.S.A., Sect.: 000004312C*

#### **PURPOSE:**

The Wild Blueberry Commission of Maine is charged to allocate and administer wild blueberry tax funds to better conserve and promote the prosperity and welfare of this State and of Maine's wild blueberry industry by fostering wild blueberry research and extension programs, supporting the development of promotional opportunities, and carrying out other activities in support of the State's wild blueberry industry.

#### **ORGANIZATION:**

The Wild Blueberry Commission of Maine consists of ten seats appointed by the Commissioner of Agriculture, Conservation, and Forestry, five of which are grower-representatives and five of which are processor representatives. The Commission elects a chair and a vice chairperson from among its members and employs an executive director to execute the administrative responsibilities of the wild blueberry tax program.

The legislation also provides for a Wild Blueberry Advisory Committee, and for the formation of additional committees as needed.

#### **PROGRAM:**

Wild blueberry tax revenue is allocated to promotion and advertising, research and extension, 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 Stations maintains a research farm known as Blueberry Hill Farm in the town of Jonesboro. The Commission's collaborative relationship with the University of Maine is responsible for dramatically increasing Maine's production capacity over the last 50 years. Today, Maine is capable of producing over 100 million pounds of wild blueberries, up from a five-year average of 19 million pounds in 1981.

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 and export markets. Special emphasis is given to trade, food service, frozen retail sales, as well as new distribution channels. This organization also funds wild blueberry health research. Closely married to promotion, compelling findings are promoted through WBANA's website, social, and other promotional avenues.

This year in Commission launch its first ever agritourism event, called Wild Blueberry Weekend. Fourteen Maine wild blueberry farms opened their doors to tourism, made sales, and told the story of the Maine wild blueberry. Some farms drew 1,000 visitors during the weekend. Earned media and social media promotions from the event generated millions of impressions across the country, helping to educate consumers about the unique Maine story that is wild blueberries.

Other recent activities funded by the Commission include a national school food service marketing program, exhibits at trade shows and fairs, engagement in state and federal policy that affects the industry, and ongoing opportunistic promotional opportunities in carried out in collaboration with state and private partners.

#### **PUBLICATIONS:**

Bulletins, fact sheets, scientific articles, and newsletters are 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 2021:** 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	810,246		810,246			
GRANTS, SUBSIDIES, PENSIONS						
TOTAL EXPENDITURES	810,246		810,246			

## UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE

**BRUCE HALL, CHAIRPERSON**

*Central Office:* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469

*Mail Address:* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469

*Established:* 1945

*Reference:* Policy Area: 01 Umbrella: 99 Unit: 426 Citation: T0036

*FAX:*

*Telephone:* (207) 581-1475

*M.R.S.A., Sect.:* 000004312

### PURPOSE:

The Advisory Committee works with the University of Maine's wild blueberry research and extension faculty, the Director of the Maine Agricultural Experiment Station, and the Director of the Cooperative Extension Service in an advisory capacity. The University of Maine's wild blueberry research and Extension team submits proposals to the Committee for research and Extension funding. Funding requests and proposals are granted to University of Maine faculty based upon project alignment with the Advisory Committee's stated research priorities.

### ORGANIZATION:

The Wild Blueberry Advisory Committee consists of seven members who are appointed by the Wild Blueberry Commission of Maine to serve four-year terms. Members may be reappointed for successive terms. Annually, the Committee elects a chairperson and vice chairperson from within Advisory Committee membership. The Wild Blueberry Commission of Maine designates their executive director as an ex officio member of the Advisory Committee.

### PROGRAM:

Program results and/or recommendations are presented in annual research reports and University of Maine Cooperative Extension publications.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED

**PAM LAHAYE, EXECUTIVE DIRECTOR**

*Central Office:* 56 LEIGHTON RD, AUGUSTA, ME 04330

*Mail Address:* 56 LEIGHTON RD, AUGUSTA, ME 04330

*Established:* 1994

*Reference:* Policy Area: 05 Umbrella: 99 Unit: 576 Citation: T0022

*FAX:* (207) 213-6301

*Telephone:* (207) 623-5120

*M.R.S.A., Sect.:* 000003883

### 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



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

allocations to interested parties who respond to annual request for proposals.

### ORGANIZATION:

Established on April 7, 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 nonprofit 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 MCTI's 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 2021:** 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	3,717		3,717			
TOTAL EXPENDITURES	3,717		3,717			

## CIVIL AIR PATROL

### COL BLAIN A COTE, WING COMMANDER

*Central Office:* RM 105, BLDG 7, CAMP KEYES, AUGUSTA, ME 04330

*Mail Address:* PO BOX 5006, AUGUSTA, ME 04332-5006

*Established:* 1941

*Reference:* Policy Area: 06 Umbrella: 99 Unit: 238 Citation: T0006

*FAX:*

*Telephone:* (207) 626-7830

*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; (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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 a nonprofit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters - Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings - one for each state, the District of Columbia, and Puerto Rico. A wing is composed of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

### PROGRAM:

One of the primary missions of 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 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### CONNECTMAINE AUTHORITY NICK BATTISTA, BOARD CHAIR

*Central Office:* 111 SEWALL STREET, 3RD FLOOR, AUGUSTA, ME 04333

*Mail Address:* 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0145 *FAX:*

*Established:* 2006

*Telephone:* (207) 624-9849

*Reference:* Policy Area: 01 Umbrella: 99 Unit: 639 Citation: T0035A M.R.S.A., Sect.: 000009203

#### **PURPOSE:**

The ConnectMaine Authority began operation in June 2007 with the goal of expanding broadband service in this state. ConnectMaine is funded through a one quarter of one percent (0.25%) assessment on all communications, video and internet service bills, and a ten-cent (\$0.10) surcharge on all phone numbers. A state bond of \$15 million was passed in July 2020. ConnectMaine expands the universal availability of broadband service by administering funds, supporting broadband investment, facilitating state support of deployment of broadband infrastructure, collecting and disseminating broadband information, and promoting use of broadband service. ConnectMaine supports local and regional broadband planning by providing technical and financial assistance to identify broadband needs and to develop and implement plans to meet those needs.

#### **ORGANIZATION:**

In 2006, the Legislature created the ConnectMaine Authority to identify unserved 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. ConnectMaine consists of seven voting members, and a staff of an Executive Director and an Assistant Director.

#### **PROGRAM:**

The goal of ConnectMaine is to facilitate the universal availability of broadband to all Maine households and businesses, and to help them understand the valuable role it can play in enriching their lives and helping their communities thrive.

ConnectMaine administers funds through grant programs. Infrastructure grants are awarded to support investments in expanding the availability of broadband service, in unserved and underserved areas for the greatest relative improvement to existing internet service. Additionally, ConnectMaine may use funds to assist proposed projects qualifying for other sources of funding. Startup grants are awarded to begin the process of building community-wide support for expanding broadband service. Planning grants are awarded to take the community to the next step of developing plans for broadband expansion.

In the fall of 2020 and spring of 2021, ConnectMaine awarded \$8,149,495.85 to 15 infrastructure projects, and \$134,550 to eight planning efforts. To date 171 infrastructure projects have been awarded \$21,613,599.85, and \$824,647 has been awarded to 32 planning efforts. For every dollar invested in infrastructure projects to date, \$0.84 has been leveraged, and since spring 2019, \$1.70 has leveraged for each dollar invested.

#### **PUBLICATIONS:**

ConnectMaine Authority Annual Report to the Joint Standing Committee on Energy, Utilities and Technology of the Maine Legislature:  
<https://www.maine.gov/connectme/about/financial-reports> (No Charge)

State of Maine Broadband Action Plan:  
<https://www.maine.gov/connectme/about/annual-reports> (No Charge)

ConnectMaine Authority Triennial Plan 2019-2021:  
<https://www.maine.gov/connectme/about/annual-reports> (No Charge)

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CONNECTMAINE AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	5,480,183				5,480,183	
TOTAL EXPENDITURES	5,480,183				5,480,183	

## MAINE DAIRY AND NUTRITION COUNCIL SARAH LITTLEFIELD, 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 and 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 nutritional benefits and contributions of dairy products, in accordance with scientific recommendations and in conjunction with dietary guidelines.

### ORGANIZATION:

The Council was established in 1949 as the Milk Advisory Committee, later renamed the Maine Dairy Council, and in 1975 became the Maine Dairy and Nutrition Council. In 1996, the Maine Dairy and Nutrition Council became a public instrumentality of the State of Maine. Maine law provides for funding, Council appointments, and Council 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 milk dealers and/or dairy processors. This assessment is incurred by dealers and processors purchasing Maine produced milk, Maine producer dealers selling their own milk and out of state processors and dealers purchasing milk produced outside of the State and sold within the State. First handlers incur the assessment when purchasing Maine-produced milk and selling it outside the state.

### PROGRAM:

The Maine Dairy and Nutrition Council is an affiliated unit of National Dairy Council®, United Dairy Industry Association, and is one of Dairy Management Inc, 16 state and regional organizations across the country. The Maine Dairy and 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 education 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, focused on creating healthy school environments by making healthy food choices and stressing the importance of sixty minutes of daily physical activity. Grants and incentives to accomplish Fuel Up To Play 60 goals, based on prescribed criteria, are made available to schools by the Maine Dairy and Nutrition Council and channeled through the GenYOUth Foundation.

Maine Dairy and Nutrition Council has at its disposal nutrition education resources, research reports and findings, and downloadable/printable materials. The Council exhibits at many health professional, school nutrition, and consumer

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

education conferences and community events.

Their 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE DAIRY PROMOTION BOARD SARAH LITTLEFIELD, 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 16 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 producer funded program for dairy product promotion, 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 in Maine along with other United Dairy Industry Association state and regional dairy checkoff organizations across the country. The Unified Marketing Plan is 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. Nationally, programs in quick-serve restaurants, such as McDonald's, Domino's, 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, school cafeteria programs and promotions, recipe development, 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

## **INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**

relations programs such as National June Dairy Month and Milk2MyPlate. 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 and Undeniably Dairy are consumer education initiatives targeting consumers, dairy processors, dairy manufacturers and retailers. The website [www.dairyfarmingtoday.org](http://www.dairyfarmingtoday.org) provides access to information about dairy farming and related dairy industry information as does [www.dairygood.org](http://www.dairygood.org), [www.dairycheckoff.org](http://www.dairycheckoff.org) and Maine's website [www.drinkmainemilk.org](http://www.drinkmainemilk.org) and Facebook page [DrinkMaineMilk.org](http://DrinkMaineMilk.org).

For the benefit of Maine dairy farmers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board can, at the Board's discretion, elect to transfer a portion of the 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 and dairy promotion items.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE DEVELOPMENT FOUNDATION MADELEINE BRAUN, PHD, MBA, CHAIR YELLOW LIGHT BREEN, PRESIDENT & CEO**

*Central Office:* 2 BEECH STREET, HALLOWELL, ME 04347

*Mail Address:* 2 BEECH STREET, HALLOWELL, ME 04347

*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 twelve, six must come from the public sector members and six 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PROGRAM:

**LEADERSHIP MAINE** is a year-long, fourteen-day training program for CEOs and senior level managers from business, government, education and the nonprofit 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.

**INSTITUTE FOR CIVIC LEADERSHIP** is a year-long, fourteen-day inward journey during which leaders hone their understanding of themselves, their teams, their organizations and communities while developing and practicing the necessary skills in an experiential setting to lead effectively in today's fast-paced environment.

**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 dozens of communities representing every county in Maine, including 10 full certified Main Street Maine communities.

**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.

**MAINE ADULT PROMISE** is a partnership initiative of MaineSpark working to increase aspirations and attainment of post-secondary credentials and degrees by adult learners, including by creating a statewide network of MaineSpark Navigators, establishing a statewide online portal for potential adult students, and developing outreach opportunities between employers and providers.

**FOREST OPPORTUNITY ROADMAP (FOR/MAINE)** in which MDF is a partner and project manager, is an industry-led cross-sector collaboration which has come together to realize the next generation of Maine's forest economy by working to diversify the state's wood products businesses, attract capital investments, and develop greater economic prosperity for communities impacted by recent mill closures.

**SEAMaine**, or the Seafood Economic Accelerator for Maine, in which MDF is a partner and project manager, is an industry-led initiative bringing together leaders in Maine's commercial fishing, aquaculture, and seafood economy. This statewide initiative is developing a roadmap and action plan for economic growth, market and workforce development, and greater resiliency in Maine's seafood economy.

### PUBLICATIONS:

"Measures of Growth," Maine Economic Growth Council  
 Leadership Maine Alumni Directory  
 Various research reports, surveys, and program and economic evaluations

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DEVELOPMENT FOUNDATION	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	52,600	52,600				
TOTAL EXPENDITURES	52,600	52,600				

# INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

## DISABILITY RIGHTS MAINE

**KIMBERLY A. MOODY, EXEC DIR**

Central Office: 160 CAPITOL ST. STE. 4, AUGUSTA, ME 04330

Mail Address: 160 CAPITOL ST. STE. 4, AUGUSTA, ME 04330

Established: 1977

FAX: (207) 621-1419

Telephone: (207) 626-2774

Reference: Policy Area: 05 Umbrella: 99 Unit: 475 Citation: T0005 M.R.S.A., Sect.: 000019501

### PURPOSE:

To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, 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 nonprofit 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?
- \*Your Rights in Maine's Community Crisis System
- \*Your Rights in Crisis Stabilization Units
- \*How to File a Grievance Against a Community Mental Health Provider

**FINANCES, FISCAL YEAR 2021:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	126,045	126,045				
TOTAL EXPENDITURES	126,045	126,045				



INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**ME ED CTR DEAF & HARD OF HEAR & GOV BAXTER SCHOOL  
FOR DEAF**

**KAREN HOPKINS, EXECUTIVE DIRECTOR  
CATHY MURPHY, 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 M.R.S.A., Sect.: 000007401

*FAX:* (207) 781-6319

*Telephone:* (207) 781-3165

**PURPOSE:**

The Maine Educational Center for the Deaf and Hard of Hearing (MECDHH) and The Governor Baxter School for the Deaf (GBSD), encompasses early intervention and family services: 0-2 programming and statewide education and family services: deaf education programming in site-based programs on Mackworth Island, Portland Public Schools and the Brewer Public Schools. MECDHH/GBSD offers an array of quality, evidenced-based services to all deaf and hard of hearing children, their families and the greater community. MECDHH/GBSD provides early intervention, early childhood programming and educational programming for deaf and hard of hearing children statewide.

MECDHH/GBSD Mission: In collaboration with families and professionals throughout Maine, we provide transformative learning, language-focused education, and opportunities for social-emotional growth, empowering deaf and hard of hearing individuals birth to 22 to reach their full potential.

MECDHH/GBSD Vision: A community where all individuals, families and professionals are united in support of deaf and hard of hearing success.

**ORGANIZATION:**

Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, founded in 1876. It operated on Spring Street as part of the Portland School System as the Maine School for the Deaf within the Bureau of Institutions. When the Bureau of Institutions dissolved, the organization was placed in the Department of Mental Health and Corrections. It remained there until transferred to the Maine Department of Education. From 1982 through 1996 the Maine Department of Education's Office of Federal/State/Local Relations served as liaison to the Commissioner and Legislature and resource on administration 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 (GBSD). In 1997, the Governor appointed a separate School Board to oversee the operation of GBSD. In 2005, 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 children ages 0-2 years of age and students Pre K- age 22. Services are also provided to families and professionals statewide. Comprehensive programming include: parent infant programming on Mackworth Island, deaf education, site based programs in Portland housed in East End Community School, Lyman Moore Middle School, Portland High School and Portland Arts and Technical High School. The Brewer site based program is housed in the Brewer Community School and Brewer High School. The Mackworth Island Preschool site based program is housed on Mackworth Island in Falmouth. Through a memorandum of understanding with Child Development Services, Maine Department of Education, collaborative early intervention services for deaf and hard of hearing children are provided statewide. Outreach services for students age 3-22 are provided by referral through 504 and individualized education program (IEP) teams in public schools statewide.

**PUBLICATIONS:**

The Lived Experience and Legacy of Pragmatics for Deaf and Hard of Hearing Children Authors: C Lindow-Davis, Alys Young, Ay Szarkowski, Emma Ferguson-Coleman, Darlene Freeman, Ron Davies, Karen Hopkins, Ian Noon,

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Katherine Rogers, Jane Russell, Leanne Seaver, Kathy Vesey  
Developing Parent Leaders: Where do Professionals Fit? Authors: Carrie Davenport,  
Tabitha Delhorn-Darlene Freeman, Karen Hopkins

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE GOVERNMENTAL FACILITIES AUTHORITY TERRY HAYES, 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 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 2021, the Authority issued \$50,140,000 in bonds. \$37,355,000 was related to the Judicial Branch, \$12,785,000 was related to State owned property improvements.

The Authority 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.

### PUBLICATIONS:

Annual Report - Audit

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PURPOSE:

Incorporated by the State of Maine in 1822, the Maine Historical Society ([www.mainehistory.org](http://www.mainehistory.org)) is a charitable, educational, nonprofit corporation whose mission is to preserve and share Maine's story.

### ORGANIZATION:

The Maine Historical Society (MHS) is governed by a Board of Trustees which oversees a professional staff that includes 15 full-time and 16 part-time employees. MHS's mission, vision, values, core commitments, and goals are articulated in MHS's 2019-2023 Strategic Plan.

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. The Wadsworth-Longfellow House underwent an extensive restoration in 2001. The Brown Library underwent a complete renovation and expansion which was completed in 2009. In 2014, MHS established an offsite Collections Management Center in an innovative partnership with Portland Public Library to support the long-term preservation, care, and expansion of MHS collections.

In the 1990's MHS became a full member of the Maine Cultural Affairs Council. 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.

From its inception MHS has received state support, including, since 1940, an annual appropriation from the general fund to support the essential historical and educational services it provides to the people of Maine. Throughout the 19th century, special state appropriations supported a variety of MHS publication projects, including publication of the Documentary History of Maine. A special State appropriation in 1999 helped MHS start development of the Maine Memory Network.

### PROGRAM:

MHS consists of the Brown Research Library, Maine Memory Network, MHS Museum, and Wadsworth-Longfellow House & Garden. MHS serves a statewide audience, visitors to Maine, and people interested in Maine throughout the world.

The Brown Research Library is the premiere resource for studying Maine history. Staff facilitate research at MHS and direct researchers to resources at institutions throughout Maine. Through its online catalog and reading room, MHS provides access to collections that span the 15th to 21st centuries, including 150,000 books and pamphlets, 200,000 photographs, 3,000 maps and atlases, 2,000,000 archival pages, and 28,000 artifacts. These include: materials that illustrate the experience of Wabanaki people; maps and treaties that document exploration, settlement, and land-use; collections that illustrate the evolution of Maine communities and industries; family, business, and institutional records; immigration, religion, social and political movements, and recreation; Maine participation in national and international events; natural resources, maritime history, and the Maine Woods; and architecture and engineering records. The Library serves over 6,000 in-house researchers each year and hosts fellowships and scholarly forums.

The nationally-recognized Maine Memory Network ([www.maine-memory.net](http://www.maine-memory.net)) is a statewide digital platform that empowers Maine communities and individuals to

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

share their history. Since its launch in 2001, Maine Memory evolves constantly and provides a robust platform for a wide range of historical interests and activity. MHS provides training, support, and infrastructure to 270+ contributing partners -- museums, archives, and local historical societies, libraries and community organizations throughout Maine. Maine Memory provides access to 70,000+ historical items, hundreds of online exhibits, community websites, educational resources, and more. It provides a gateway for exploring Maine history and key platform for sharing Maine's story.

The MHS museum features changing exhibitions, public programs, and K-16 programs, activities, and curriculum. Exhibits and programs explore how Maine is shaped by its history and feature the collections of partners across the state who share their knowledge, expertise, and perspectives about Maine. Exhibitions provide context for topics of contemporary importance, recent initiatives explored immigration, veterans' issues, Maine's food heritage, culture, and economy, and Maine's evolving paper industry. In March 2020, the MHS museum closed its doors in response to state and CDC issued quarantine protocols. The museum gallery re-opened in July 2020, albeit with reduced hours and capacity (as dictated by the pandemic).

Wadsworth-Longfellow House & Garden. In 2020, the House was closed due to the pandemic. The House's season is typically May - October. After closing in November 2019, the House did not reopen as MHS was not equipped to safely host guests for the 2020 season. The Longfellow Garden was open from July through October 2020, instituting recommended safety protocols. The House re-opened for the 2021 summer season in June 2021.

MHS developed significant exhibitions, programs, and resources in support of Maine's Bicentennial. Starting in 2019, MHS launched its Bicentennial related activities with a critically acclaimed exhibition entitled "Holding Up the Sky:

[www.mainehistory.org](http://www.mainehistory.org) and [www.mainememory.net](http://www.mainememory.net)

### PUBLICATIONS:

MHS publishes (1969 to present) a peer-reviewed journal in cooperation with the University of Maine (Orono) Department of History entitled "Maine History". The journal is published semi-annually, and is available online for MHS members, with back issues (2017 and prior) freely available online on UMaine's Digital Commons.

Recent monograph publications include "Diseases in the District of Maine, 1772-1820" by Dr. Richard Kahn, co-published with Oxford University Press (2020); "Up for Grabs: timber pirates, lumber barons, and the battles over Maine's public lands" by Thomas Urquhart, co-published with DownEast Publishers (2021).

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORICAL SOCIETY	TOTAL					
	FOR					
	ALL	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	REVENUE	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	44,864	44,864				
TOTAL EXPENDITURES	44,864	44,864				

Wabanaki People, Culture, History & Art,” along with companion online programming. In 2020, MHS hosted (July -Dec) an exhibition entitled “State of Mind: Becoming Maine” an exhibition exploring the impact of statehood on various Maine communities, including Wabanaki, Anglo Americans, Black, and Acadian communities. Companion public programming, all hosted online due to the pandemic, offered an opportunity to explore complex and important issues related to statehood, as well as contemporary issues in response to the pandemic, Black Lives Matter movement and historical inequities. In May 2021, MHS opened its exhibition “Begin Again: Reckoning with Intolerance in Maine”, along with companion programming, aimed at further exploring historical inequities and contemporary issues rooted in history.

In response to the pandemic, MHS shifted its robust public programming to online, via Zoom. While this shift was necessary for safety reasons, it also provided opportunity to expand MHS’ audiences, and increased program attendance significantly, by allowing guests to attend from greater distance. Public programs are made available free online after live

viewings. Between June 2020 and June 2021, 4,396 people attended our online programs. Unfortunately, for pandemic reasons, MHS was unable to host school groups at the galleries or W-L House, although we continued to engage with student groups online, when possible. During 2020, MHS created new curriculum, largely aimed at Bicentennial or exhibition related topics, and added the curriculum to the Maine Memory Network, free for teachers. MHS also added stories to its My Maine Stories platform on Bicentennial, pandemic, and social justice topics, as well as general Maine history.

## 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

*Reference:* Policy Area: 05 Umbrella: 99 Unit: 516 Citation: T0022

*FAX:* (207) 622-1274

*Telephone:* (207) 626-0651

*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. Initially, 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 7 members. The organization employs one full-time Executive Director, one part-time Executive Assistant and one part-time subcontracted bookkeeper. Other project managers may be hired as grant monies allow. Workplace giving (Maine Share), annual appeal, private donations, estate planning, education conferences, special events, grant funding, consulting and membership dues comprise some of the diverse sources of funding. However, it should be noted that the Coronavirus Pandemic has had a significant impact on revenue.

### PROGRAM:

MHC remains the only statewide organization focused solely on end of life and palliative care. Hallmarks of MHC's work encompasses inclusivity, collaborative partnerships, outreach and program development for the underserved and disenfranchised. Access to quality end of life and palliative care remains MHC's priority.

Examples of MHC's collaborative partnerships have been the Maine Cancer Pain Initiative, Maine Consortium of PC (Palliative Care) and Hospice, Robert Wood Johnson Community/State Partnership, ALS Collaborative, Maine State Prison Hospice Program, Hospice Veterans Partnership, Palliative Care and Quality of Life Interdisciplinary Advisory Council and the POLST (Physician Orders for Life Sustaining Treatment) Coalition.

MHC has often taken a leadership role in relevant policy development and discussions. MHC also continues to be a placement site for interns, graduate students and Doctoral candidates. At the request of the Maine legislative joint standing committee on judiciary matters, MHC developed and published "Pain Management at End of Life: A Physician's Self Study Packet", which qualified for 3 Category 1 Continuing Medical Education credits (CMEs). In addition, MHC acts as a clearinghouse and resource center for consumers and healthcare professionals by offering information, resource materials, education and trainings.

### 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
- "Maine Hospice Guide"
- "Listen to Me"
- Hospice Resource Bibliography
- 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 2021:** 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
EXPENDITURES	63,506	63,506				
GRANTS, SUBSIDIES, PENSIONS	63,506	63,506				
TOTAL EXPENDITURES	63,506	63,506				

## MAINE STATE HOUSING AUTHORITY

### DANIEL BRENNAN, DIRECTOR

WATS: (800) 452-4668

*Central Office:* 26 EDISON DRIVE, AUGUSTA, ME 04330-4633

*Mail Address:* 26 EDISON DRIVE, 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 and Housing Committee. The Director of MaineHousing, who is appointed by the Governor and confirmed by the Legislature, serves as an exofficio nonvoting commissioner. The State Treasurer serves as an exofficio 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.

**HOME IMPROVEMENT ASSISTANCE.** MaineHousing offers programs to help with home



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

improvement needs, including: grants to abate arsenic contaminated well water; low or no cost loans to 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 programs, 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. In 2021 MaineHousing was designated Maine's lead agency for distributing US Treasury COVID Emergency Rental Assistance funding. This is a large program that provides emergency rent relief funding and housing stability services for low and middle income renters across Maine.

**ENERGY ASSISTANCE.** MaineHousing offers fuel assistance using funds from the federal Home Energy Assistance Program (HEAP), and 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 administers funding 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.

### 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 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE HOUSING AUTHORITY	TOTAL FOR ALL GENERAL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	126,910,067	2,512,500	26,744,098		90,153,469	7,500,000
TOTAL EXPENDITURES	126,910,067	2,512,500	26,744,098		90,153,469	7,500,000

## MAINE INSURANCE GUARANTY ASSOCIATION

### BARBARA P. LAW, EXECUTIVE SECRETARY

WATS: (800) 852-2003

Central Office: ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

Mail Address: ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

FAX: (617) 305-0001

Established: 1970

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 conducted business in Maine.

**FINANCES, FISCAL YEAR 2021:** 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 in the international markets. The purpose of MITC, 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. MITC also promotes the State of Maine as an education and investment destination to overseas audiences.

#### 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 over 300 companies and business organizations, as well as corporate sponsor contributions. MITC members are in all 16 counties throughout Maine and range from sole proprietors to major employers (81% with less than 100 employees; 68% with less than 25 employees). The 10-person office provides critical services to Maine's small and medium sized businesses, including customized counseling and trade-specific training to help businesses identify and take advantage of opportunities in the global marketplace. Last year MITC assisted over 300 companies across Maine. 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), Maine International Trade Center (MITC) coordinates the following:

**International trade missions/shows:** MITC organizes in-person and virtual trade events to targeted markets and top industry trade shows to introduce Maine companies and industries to prospective overseas clients and partners.

**Educational Seminars and Resources:** MITC hosts a three-tiered trade education series to provide practical skills training and valuable takeaways to help businesses at various levels of international experience succeed in global markets, as well as a 24/7 online web portal of resources including reports and videos.

**Focused Initiatives:** Invest in Maine, an initiative of MITC and Maine DECD established to promote job creation and growth through investment, introduces the State as a potential location to companies looking to expand or enter the US market. (DECD's investment leveraged over \$800,000 in federal funding through 2017.) Nearly 2,500 international students contribute an estimated \$90 million to Maine's economy annually. StudyMaine, a consortium of 22 high schools, colleges, and universities, promotes the State as a top education destination in the US, encouraging lasting ties through alumni and parent relationships. StudyMaine is an extension of MITC's export development work, with crossover to investment attraction. The Maine North Atlantic Development Office (MENADO) was formed in 2013 to increase trade, investment, and collaborative activity between the State of Maine and markets of the North Atlantic and engagement in Arctic

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

affairs. MENADO develops strategic relationships throughout the region to ensure Maine's place in the global conversation about the Arctic and empowers businesses in the state to leverage sustainable development opportunities. In partnership with Maine DECD and the Office of Economic Adjustment (OEA) at the US Department of Defense (DOD), Defense Industry Maine (DIME) was established to help Maine companies diversify both within and outside of the defense industry.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE MILITARY AUTHORITY

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

*Central Office:* 32 CONNECTICUT ROAD, LIMESTONE, ME 04750

*Mail Address:* 63 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 2001

*Reference:* Policy Area: 06 Umbrella: 99 Unit: 620 Citation: T0037B

*FAX:* (207) 287-3019

*Telephone:* (207) 287-3018

*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 ceased operations in fiscal 2018-19 and maintains only one employee at its office in Limestone to oversee the discontinuance of operations. The Executive Director is appointed by the Governor.

### PROGRAM:

Initially the program was incepted 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 in process of ceasing operations.

**FINANCES, FISCAL YEAR 2021:** 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

*Reference:* Policy Area: 01 Umbrella: 99 Unit: 654 Citation: T00005

*FAX:* (207) 798-6510

*Telephone:* (207) 798-6512

*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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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.

### 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 bylaws 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, 150 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 over 2,247 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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## COMBAT SPORTS AUTHORITY OF MAINE

**HAL PIERCE, 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 M.R.S.A., Sect.: 00000522*

*FAX: (207) 482-0965*

*Telephone: (207) 712-6615*

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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 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.

### 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. Currently there is 1 seat open.

### PROGRAM:

The CSAM has spent 2021 promoting and regulating only 1 boxing event. The COVID-19 pandemic has severely limited events in Maine.

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 verify 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 \$600. This money will be used for administrative costs and legal fees.

### 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.

### 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 2021:** 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 04101

*Mail Address:* PO BOX 547, PORTLAND, ME 04112

*Established:* 1983

*Reference:* Policy Area: 06 Umbrella: 99 Unit: 479 Citation: PL1983

*FAX:* (207) 828-2300

*Telephone:* (207) 774-4753

*M.R.S.A., Sect.: C. 477*

### PURPOSE:

Founded in 1966, 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 24-member Board of Directors composed of licensed Maine attorneys, eligible clients, and one 'at large' member. The Administrative Office is in Portland (774-4753). Local service

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 (1-877-213-5630).

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 Platinum Star rating from GuideStar for transparency and accountability. Program management/fundraising expenses make up less than 16% 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 Ways, the Maine Justice Foundation's IOLTA (Interest on Lawyers' Trust Accounts) Program, private foundations, and charitable contributions. Pine Tree Legal provides free civil legal aid to low-income Maine residents, primarily to Mainers with household incomes at or below 125% of the federal poverty guidelines after certain deductions. Pine Tree Legal has received an annual state appropriation since 1983.

Pine Tree Legal provides direct legal services to eligible clients throughout the State. In fiscal year 2021 (July 1, 2020 - June 30, 2021), its area offices and special units served 17,268 Mainers who were affected by civil legal matters. Its programs handled a total of 7,033 legal cases during fiscal year 2021. Of the 6,149 cases resolved during that time, 29% received full legal representation before a Court or in an administrative hearing; while 71% received legal assessment and advice, printed informational materials, assistance with forms and letters, referral to another source of help, and/or brief service.

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 2021, 60% were housing related; 18% were family law matters; 6% were consumer issues; 6% income/benefits related; and the remaining 10% were in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas.

### 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 2021, over 1.6 million unique visitors accessed information on Pine Tree Legal's three primary websites.

**FINANCES, FISCAL YEAR 2021:** 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, DIRECTOR OF OPERATIONS**

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

FAX: (207) 764-4148

Telephone: (207) 769-5061

Reference: Policy Area: 01 Umbrella: 99 Unit: 330 Citation: T0036 M.R.S.A., Sect.: 000004603

**PURPOSE:**

The Maine Potato Board was established as a public instrumentality of the state to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the Board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

**ORGANIZATION:**

The Board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The Board selects a president, vice-president, treasurer and secretary from its members, and appoints an Executive Director and Director of Development/Grower Relations to administer programs and policies established by the Board.

**PROGRAM:**

Potato tax revenue for the twelve-month period ending June 30, 2021 was \$701,177. Maine growers harvested approximately 2,000 acres, producing 16.7 million hundredweight of potatoes. The planted acreage was composed of 67% processing varieties, 13% table stock varieties and 20% seed varieties. Approximately 10,198 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 2020-2021 were used as follows: 26% for Administration (Board), 18% advertising/Marketing, 37% Research, 19% Other. The Board was represented with exhibits at trade shows.

The Maine Potato Board financed research through the Maine Agricultural Experiment Station and the Cooperative Extension. Other projects including educational, also benefited from the Maine Potato Board grants.

**PUBLICATIONS:**

Maine Potato Recipe booklets (printed--free)

Spuddy coloring books (free)

**FINANCES, FISCAL YEAR 2021:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE POTATO BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	862,089	160,902	701,187			
TOTAL EXPENDITURES	862,089	160,902	701,187			

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**SEED POTATO BOARD**

**DONALD E. FLANNERY, EXECUTIVE DIRECTOR**

**JEANNIE M. TAPLEY, DIRECTOR OF OPERATIONS**

*Central Office:* 744 MAIN STREET ROOM 1, PRESQUE ISLE, ME 04769

*Mail Address:* 744 MAIN STREET ROOM 1, PRESQUE ISLE, ME 04769

*Established:* 2009

*Reference:* Policy Area: 01 Umbrella: 99 Unit: 657 Citation: T00007 M.R.S.A., Sect.: 00002151

*FAX:* (207) 764-4148

*Telephone:* (207) 769-5061

**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 Maine Seed Potato 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 tablestock 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 approximately 30 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 2021:** 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

*Established:* 1992

*Reference:* Policy Area: 03 Umbrella: 99 Unit: 561 Citation: P1991

*FAX:* (207) 783-5193

*Telephone:* (207) 783-9101

*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 just over 100 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 just over 53,000 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 state-wide reporting with dedicated reporters covering educational issues, our state government, and environmental and health care challenges facing Maine. This is reflected in state-wide reporting with dedicated reporters covering educational issues, our state government, and environmental and health care challenges facing Maine.

Maine Public has its primary radio channel, Maine Public Radio, and a secondary radio channel, Maine Public Classical, that provides classical music, jazz and opera across the state. Maine Public has continued to add new locally-produced classical and jazz programming to its offerings.

Maine Public Television productions include High School Quiz Show Maine, 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 Public has been the primary broadcaster on radio, television, online, and social media, for Maine's CD briefings. Maine Public launched an online video series presenting the top news stories from Maine Public Radio, translated and

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

delivered weekly in French, Spanish, Portuguese, and Somali languages, to provide Maine's immigrant communities with access to important news and information.

Maine Public Radio carries significant international, national, and local programming. Maine Public's own Morning Edition and All 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 the free Maine Public App allows for greater and more convenient access to Maine Public's online, radio, and television content.

### 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 20,000 members and is available at all of Maine Public's offices. Maine Public makes available a daily news headlines email and a weekly newsletter called THE TEN that are free and available to all.

### 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 statewide 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. Maine Public partners with nonprofits 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 2021:** 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	1,650,000	1,650,000				
TOTAL EXPENDITURES	1,650,000	1,650,000				

## MAINE RURAL DEVELOPMENT AUTHORITY

**DEBORAH JOHNSON, CHAIRMAN**  
**MICHELLE MACKENZIE, 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 M.R.S.A., Sect.: 000013120A

*FAX:* (207) 623-0095

*Telephone:* (800) 228-3734

### 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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.

### 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 exofficio voting members. The commissioner is chair of the Board. Bylaws 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: the Speculative Industrial Building Program, the Commercial Facilities Development Program, and the Rural Manufacturing and Industrial Site Redevelopment Program. The programs are governed by statute and by rules adopted by the MRDA. In the programs, MRDA acts as a stimulus to private and public investment in these facilities to create more job opportunities in Maine communities.

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.

The Rural Manufacturing and Industrial Site Redevelopment Program (Chapter 99-626-03) is intended to provide grants for technical assistance, planning or implementation related to the rehabilitation, revitalization and marketing of manufacturing and industrial sites in rural communities.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM

**WILLIAM CASSIDY, 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 Maine Community College System (MCCS) Board of Trustees was established in 1986, to be the policy making authority of the MCCS. It is charged with developing and adopting policies for the operation of the MCCS, establishing the administrative council, and approving programs and policies recommended by the MCCS president and the administrative council; preparing and adopting a biennial line-category, operating budget; and developing and adopting personnel policies and procedures.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### ORGANIZATION:

The MCCS Board of Trustees 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 in 1986, setting in motion an evolving reorganization of a statewide network of vocational-technical institutes into today's Maine Community College System. The names of the seven colleges were all changed on July 1, 2003.

The 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 MCCS in the following terms: "To provide associate degree, diploma, and certificate programs directed at the educational, career 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 that is responsive to the changing needs of the economy of the State and to promote local, regional and statewide economic development."

### PROGRAM:

The MCCS offers nearly 300 certificate 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; computer technology, graphics, and multimedia; construction; education and early childhood; electrical and electronics; engineering technology; HVAC and energy; culinary arts, 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 in 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, Houlton, Damariscotta, and Dover-Foxcroft.

The MCCS operates the Maine Quality Centers, an economic development program established by the Legislature in 1994 that provides new or expanding Maine firms and their employees with grants for customized education and training. The MCCS also operates the Embark 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

**FINANCES, FISCAL YEAR 2021:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	84,428,219	73,839,108	3,006,929		1,219,018	6,363,164
TOTAL EXPENDITURES	84,428,219	73,839,108	3,006,929		1,219,018	6,363,164

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**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 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**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

*Reference: Policy Area:* 05 *Umbrella:* 99 *Unit:* 397 *Citation:* T0037B

**FAX:** (207) 430-4242

*Telephone:* (207) 622-0075

*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. The Board elects a Chairman, Vice Chairman, Treasurer, and Secretary from its members. The members of the

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Board serve without pay, but may be reimbursed for expenses.

### PROGRAM:

MVH was established by the Maine Legislature in 1977 as a quasi-state "body corporate" to provide long-term care and support to eligible Veterans and family members. Unique to State Veterans Homes across the nation, MVH operates as an independent nonprofit organization and receives no routine direct state appropriations. MVH operates six facilities in locations that were set by statute: Augusta, Caribou, Scarborough, Bangor, South Paris, and Machias. MVH mission statement is "Caring for Those Who Served". 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.

### PUBLICATIONS:

None.

**FINANCES, FISCAL YEAR 2021:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## Index

(Office of) Executive Director of the Legislative Council	196
(Office of) Governor	112
(Office of) Public Advocate	116
(Office of) Sealer of Weights and Measures	40
(Office of) State Horticulturist	31
(Office of) Treasurer of State	290
Acquired Brain Injury Advisory Council	304
Administrative Office of the Courts	152
Administrative Services Division	71
Administrative Services Division (Motor Vehicles)	259
Advisory Board for the Licensing of Guides	144
Advisory Board for the Licensing of Taxidermists	322
Advisory Committee on Fair Competition With Private Enterprise	309
Advisory Committee on Medical Education	340
Advisory Council	142
Advisory Council (to Marine Resources)	198
Advisory Council on Tax-Deferred Arrangements	307
Allagash Wilderness Waterway Advisory Council	301
Alternative Breakfast Delivery Service Program	88
Animal Welfare Advisory Council	301
Archives Advisory Board	302
Atlantic States Marine Fisheries Commission	373
Audit Bureau	48
Baxter State Park Authority	329
Board of Bar Examiners	153
Board of Dental Practice	212
Board of Emergency Municipal Finance	334
Board of Environmental Protection	106
Board of Licensure in Medicine	224
Board of Licensure of Professional Investigators	315
Board of Licensure of Water System Operators	315
Board of Occupational Safety and Health	175
Board of Osteopathic Licensure	229
Board of Overseers of the Bar	158
Board of Pesticides Control	38
Board of the Maine Children's Trust Incorporated	381
Board of Trustees of the Maine Community College System	407
Board of Trustees of the Maine Criminal Justice Academy	241
Board of Trustees of the Maine Veterans' Homes	409
Board of Trustees of the University of Maine System	292
Board of Underground Storage Tank Installers	110
Board of Visitors - Long Creek Youth Development Center	325

## Index

(Office of) Executive Director of the Legislative Council	196
Board of Visitors - Maine Correctional Center	323
Board of Visitors - Maine State Prison	324
Bolduc Correctional Facility	52
Bureau of Agriculture, Food and Rural Resources	25
Bureau of Air Quality	103
Bureau of Alcoholic Beverages and Lottery Operations	3
Bureau of Capitol Police	238
Bureau of Consumer Credit Protection	209
Bureau of Corporations, Elections and Commissions	263
Bureau of Employment Services	167
Bureau of Finance and Administration	280
Bureau of Financial Institutions	215
Bureau of Forestry (AKA Maine Forest Service)	28
Bureau of General Services	11
Bureau of Highway Safety	249
Bureau of Human Resources	13
Bureau of Insurance	217
Bureau of Labor Standards	170
Bureau of Maine Veterans' Services	76
Bureau of Maintenance and Operations	282
Bureau of Marine Patrol	200
Bureau of Marine Science	203
Bureau of Motor Vehicles	269
Bureau of Parks and Lands	36
Bureau of Planning	284
Bureau of Policy and Management	199
Bureau of Project Development	286
Bureau of Public Health	201
Bureau of Rehabilitation Services	175
Bureau of Remediation and Waste Management	108
Bureau of Resource Information and Land Use Planning	33
Bureau of Resource Management	147
Bureau of Revenue Services	20
Bureau of State Police	250
Bureau of the Budget	5
Bureau of the Special Advocate	273
Bureau of Transportation Services	288
Bureau of Unemployment Compensation	169
Bureau of Warden Service	149
Bureau of Water Quality	107
Capitol Planning Commission	6



## Index

(Office of) Executive Director of the Legislative Council	196
Center for Workforce Research and Information	178
Centers for Innovation	370
Central Fleet Management Division	7
Citizen Trade Policy Commission	185
Civil Air Patrol	382
Clean-Up and Response Fund Review Board	296
Combat Sports Authority of Maine	400
Commission for the Deaf, Hard of Hearing & Late Deafened	167
Commission on Governmental Ethics and Election Practices	337
Commission on Interstate Cooperation	190
Commission on Uniform State Laws	190
Committee on Judicial Conduct	157
Community Schools Program	89
ConnectME Authority	384
Consolidated Emergency Communications Bureau	243
Continuing Education Advisory Committee	305
County Jail Operations	53
Court Alternative Dispute Resolution Service	155
Criminal Law Advisory Commission	306
Department of Administrative and Financial Services	1
Department of Agriculture, Conservation and Forestry	24
Department of Corrections	51
Department of Defense, Veterans and Emergency Management	68
Department of Economic and Community Development	78
Department of Education	87
Department of Environmental Protection	101
Department of Health and Human Services	118
Department of Inland Fisheries and Wildlife	139
Department of Labor	161
Department of Marine Resources	197
Department of Professional and Financial Regulation	208
Department of Public Safety	235
Department of the Attorney General	42
Department of the Secretary of State	259
Department of Transportation	277
Dirigo Health	365
Disability Rights Maine	389
District Attorneys	44
District Court for the State of Maine	155
Division for the Blind and Visually Impaired	164
Division for the Deaf, Hard of Hearing and Late Deafened	166

## Index

(Office of) Executive Director of the Legislative Council	196
Division of Administrative Hearings	163
Division of Archives Services	261
Division of Building Codes and Standards	236
Division of Corporations, UCC and Commissions	262
Division of Disability Determination Services	122
Division of Disease Prevention	120
Division of Disease Surveillance	123
Division of Driver License Services	264
Division of Elections and APA	265
Division of Enforcement, Anti-Theft & Regulation	267
Division of Engineering	143
Division of Environmental and Community Health	128
Division of Facilities Management	136
Division of Financial and Personnel Services	10
Division of Information Technology	266
Division of Legal Affairs	268
Division of Licensing and Registration	141
Division of Probation and Parole	64
Division of Public Information and Education	146
Division of Public Services	271
Division of Records Management Services	272
Division of Risk Management	22
Division of Vehicle Services	273
Domestic Abuse Homicide Review Panel	309
Dorothea Dix Psychiatric Center	124
Downeast Institute for Applied Marine Research and Education	366
E-9-1-1 Council	255
Education Unorganized Territory	99
Efficiency Maine Trust	367
Emergency Medical Services Board	244
Emergency Services Communication Bureau	254
Executive Department	112
Facilities, Safety and Transportation	89
Family Law Advisory Commission	310
Finance	129
Finance Authority of Maine	339
Gambling Control Board	247
Governor's Board on Executive Clemency	115
Governor's Energy Office	114
Governor's Office of Communications	113
Governor's Select Committee on Judicial Appointments	115

## Index

(Office of) Executive Director of the Legislative Council	196
Higher Education and Educator Support Services	90
Homeland Security Advisory Council	313
House of Representatives	193
Independent Agencies - Advisory	301
Independent Agencies - Interstate Compact	373
Independent Agencies - Not Part of State Government	380
Independent Agencies - Other	326
Independent Agencies - Regulatory	294
InforME	16
Judicial Department	151
Juvenile Community Corrections	58
Juvenile Justice Advisory Group	56
Kim Wallace Adaptive Equipment Loan Program Fund Board	336
Land for Maine's Future Board	32
Land Resources	104
Law and Legislative Reference Library	180
Leadership Team	92
Learning Systems Team	93
Learning Through Technology Team	98
Legislative Council	195
Legislature	182
Lobster Advisory Council	316
Long Creek Youth Development Center	59
Magnet Schools	93
Maine Aeronautical Advisory Board	280
Maine Agricultural Bargaining Board	27
Maine Arts Commission	326
Maine Biomedical Research Board	330
Maine Board of Tax Appeals	19
Maine Center for Disease Control and Prevention	127
Maine Charter School Commission	294
Maine Children's Cabinet Early Childhood Advisory Council	305
Maine Commission for Community Service	332
Maine Commission on Domestic and Sexual Abuse	308
Maine Commission on Indigent Legal Services	370
Maine Correctional Center	54
Maine Criminal Justice Academy	239
Maine Dairy and Nutrition Council	385
Maine Dairy Promotion Board	386
Maine Development Foundation	387
Maine Drug Enforcement Agency	242

## Index

(Office of) Executive Director of the Legislative Council	196
Maine Economic Growth Council	333
Maine Emergency Management Agency	72
Maine Fire Protection Services Commission	311
Maine Governmental Facilities Authority	391
Maine Health and Higher Educational Facilities Authority	341
Maine Health Data Organization	297
Maine Historic Preservation Commission	342
Maine Historical Records Advisory Board	311
Maine Historical Society	391
Maine Hospice Council	395
Maine Human Rights Commission	343
Maine Humanities Council	368
Maine Indian Tribal-State Commission	345
Maine Insurance Guaranty Association	397
Maine International Trade Center	398
Maine Labor Relations Board	172
Maine Library Commission	347
Maine Lobster Marketing Collaborative	348
Maine Maritime Academy	206
Maine Military Authority	399
Maine Milk Commission	35
Maine Motor Vehicle Franchise Board	349
Maine Municipal Bond Bank	349
Maine Outdoor Heritage Fund Board	145
Maine Pilotage Commission	283
Maine Potato Board	403
Maine Public Broadcasting Corporation	404
Maine Public Drinking Water Commission	135
Maine Public Employees Retirement System	357
Maine Public Utility Financing Bank	357
Maine Rural Development Authority	406
Maine Small Business and Entrepreneurship Commission	83
Maine State Archives	259
Maine State Cultural Affairs Council	333
Maine State Ferry Advisory Board	281
Maine State Film Commission	81
Maine State Film Office	81
Maine State Housing Authority	396
Maine State Library	346
Maine State Museum	353
Maine State Museum Commission	355

## Index

(Office of) Executive Director of the Legislative Council	196
Maine Technology Institute	362
Maine Temporary Assistance for Needy Families Advisory Council	303
Maine Turnpike Authority	409
Maine Unemployment Insurance Commission	177
Maine Vaccine Board	372
Maine-Canadian Legislative Advisory Commission	188
Maine-New Hampshire Interstate Bridge Authority	375
ME Ed Ctr Deaf & Hard of Hearing & Gov Baxter School for Deaf	390
Medical Advisory Board (Re: Licensing of Drivers)	268
Midcoast Regional Redevelopment Authority	399
Military Bureau	74
Missing Children Information Clearinghouse	239
Mountain View Correctional Facility	60
New England Board of Higher Education	375
New England Interstate Water Pollution Control Commission	379
New Ventures Maine Advisory Council	314
Northeastern Interstate Forest Fire Protection Commission	374
Northern New England Passenger Rail Authority	355
Office for Family Independence	125
Office of Aging and Disability Services	132
Office of Behavioral Health	133
Office of Business Development	79
Office of Chief Medical Examiner for the State	44
Office of Child and Family Services	119
Office of Community Development	85
Office of Fiscal and Program Review	186
Office of Information Technology	15
Office of Innovation	82
Office of Legislative Information Technology	191
Office of MaineCare Services	131
Office of Marijuana Policy	18
Office of Policy and Legal Analysis	187
Office of Professional and Occupational Regulation	220
Office of Program Evaluation and Government Accountability	233
Office of Securities	230
Office of the Commissioner	28
Office of the Commissioner	105
Office of the Commissioner	162
Office of the Revisor of Statutes	187
Office of the State Auditor	47
Office of the State Controller	2

## Index

(Office of) Executive Director of the Legislative Council	196
Office of the State Fire Marshal	246
Office of Tourism	84
Office of Victim Services	66
Organ Donation Advisory Council	317
Panel of Mediators	173
Pine Tree Legal Assistance	401
Pollution Prevention and Small Business Assistance Advisory Panel	318
Public Transit Advisory Council	287
Public Utilities Commission	252
Pull Events Commission	39
Racial, Indigenous and Maine Tribal Populations	174
Regulatory Fairness Board	272
Reserve Fund for State House Preservation and Maintenance	276
River Flow Advisory Commission	319
Riverview Psychiatric Center	137
Saco River Corridor Commission	359
School Finance and Operations Team	95
Science, Technology, Engineering and Mathematics Council	361
Seed Potato Board	404
Senate	192
Sexual Assault Forensic Examiner Advisory Board	138
Shellfish Advisory Council	320
Small Enterprise Growth Board	371
Special Services Team	96
St. Croix International Waterway Commission	377
State Board of Arbitration and Conciliation	164
State Board of Education	295
State Board of Licensure for Professional Engineers	214
State Board of Nursing	225
State Board of Optometry	228
State Board of Property Tax Review	356
State Bureau of Identification	250
State Civil Service Appeals Board	331
State Claims Commission	8
State Compensation Commission	185
State Court Library Committee	154
State Emergency Response Commission	335
State Employee Health Commission	9
State Harness Racing Commission	30
State House and Capitol Park Commission	189
State Liquor and Lottery Commission	17

## Index

(Office of) Executive Director of the Legislative Council	196
State Parole Board	62
State Poet Laureate Advisory Selection Committee	318
State Prison	63
State Workforce Board	176
Statewide Homeless Council	312
Substance Use Disorder Services Commission	321
Superior Court	158
Supreme Judicial Court	159
Teacher Retirement	98
Telecommunications Relay Services Council	322
University of Maine System Wild Blueberry Advisory Committee	381
Unorganized Territory (Audit)	49
Victims' Compensation Board	45
Wells National Estuarine Research Reserve Management Authority	363
Wild Blueberry Commission of Maine	380
Workers' Compensation Board	299