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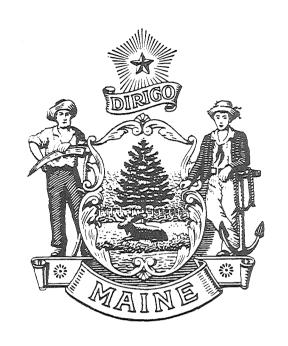
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FINAL STATUS REPORT- Sweet Report

MARIE MANAGEMENT AND COST SURVEY



GOVERNOR
KENNETH M. CURTIS
DECEMBER 1974

STATE OF MAINE EXECUTIVE DEPARTMENT OFFICE OF THE GOVERNOR

December 1, 1974

TO: Governor-Elect James B. Longley Members of the 107th Legislature

One of the principal goals of my administration as Governor has been to improve the efficiency of Maine State Government by reduction of costs wherever possible without curtailment of services which are vital and necessary for the citizens of the State.

Over the years previous administrations have made many efforts to improve organizational efficiency. Several excellent studies have been conducted and reports made. Unfortunately very few significant changes have resulted. During my term of office inflation and ever increasing costs indicated that a thorough businesslike review of administrative and managerial procedures was an imperative.

Therefore, in 1967, I appointed a Task Force on Government Reorganization. The recommendations submitted by this group served as a basis for further studies resulting in legislative action reorganizing and consolidating eighty-five percent of state agencies around the major functions of State Government.

In 1969, realizing that efficient service and economy in government are inseparable, I presented a program to all department and agency heads calling to their attention that "our ability to fund improved services in the future will depend on the degree of public confidence we create now by managing state appropriations prudently." In response to my directive and request a number of suggestions were made and some of these proposals were presented to a Special Session of the 104th Legislature.

As several states faced with similar fiscal problems, had found it profitable to conduct cost savings studies, I considered the feasibility of such a study for

Maine. A preliminary survey made by the national consulting firm of Warren King and Associates, indicated that substantial savings could be made here. Accordingly in January 1972, I recommended to the Legislature that the Maine business community be invited to undertake a comprehensive survey of state governmental operations. A Joint Legislative order unanimously endorsed the proposal.

The response to this challenge by Maine business executives was prompt and enthusiastic. James Longley, Insurance Executive of Lewiston, accepted the chairmanship of the project entitled "Maine Management and Cost Survey" and a successful drive to obtain funds for defraying costs was launched. Approximately \$180,000 was realized. With the exception of \$7,000 provided by the State Planning Office to employ Warren King and Associates and a General Fund appropriation of \$30,000, the direct costs of the survey were paid by contributions from the business community.

The purposes of the Survey were determined to be:

- 1. Reduce the cost of State Government;
- 2. Improve the delivery of services;
- 3. Provide the Governor and agency heads with more modern managerial tools and a more efficient organizational framework;
- 4. Foster greater public confidence in State Government;
- 5. Improve understanding between the public and private sectors.

In February 1973 an intensive twelve week survey of all departments and phases of State operations began. The staff was composed of personnel loaned to the survey by their employers. Conferences were held with State agency heads and other personnel and a very intensive review of all departments and agencies of state was conducted. The work was completed in June 1973 and a detailed report containing over 800 recommendations was submitted on September 12, 1973.

The Survey concentrated on improvement of managerial techniques and procedures. Many of the proposals were put in draft form and presented for consideration at the Special Session of the 106th Legislature.

The number of proposals implemented by administrative or legislative action indicates the success of the Survey. Statistically, 504 of the Survey's 807 recommendations have been adopted in full or are in process. As an indication of agency cooperation, 363 or 70 percent of 520 proposals requiring administrative action have been adopted and 91 others are being given further study and consideration. A few recommendations require administrative action at some time in the future, pending congressional action such as Comprehensive Health Planning in the Department of Health and Welfare. Of the proposals requiring legislative change or an appropriation 141 or 49 percent received passage. Some remaining items have been referred for future study and several of these will be submitted to the 107th Legislature.

From the financial side the 504 recommendations accepted are estimated to result in either cost savings, cost avoidance or increased revenue of over \$10 million.

In summary, I am convinced the survey has rendered an important service which will be valuable in determining the future role and funding of State Government. This study unlike many of its predecessors has been implemented to a large degree. It should serve as a valuable resource aid for developing the budget and establishing appropriations for the next and future bienniums. The association of private business enterprises with public agencies should result in substantial long-term savings and be of lasting benefit.

Documentation of the background, purposes and implementation of the survey is contained in the following printed reports:

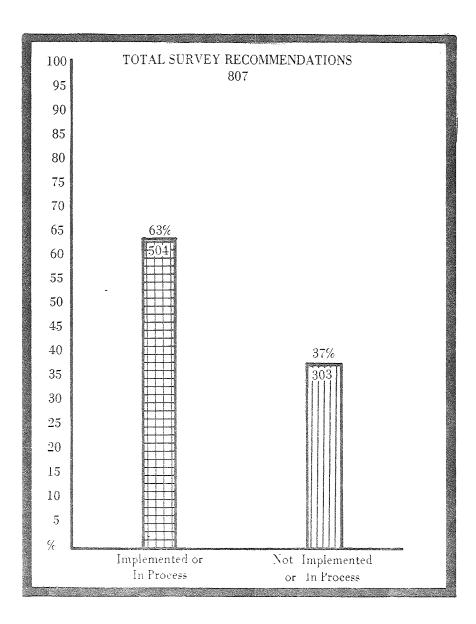
Management and Cost Survey Report The Governor's Implementation Report September 12, 1973 January 10, 1974 Governor's Progress Report on Implementation Maine Management and Cost Survey-Status Report May 17, 1974 August 31, 1974

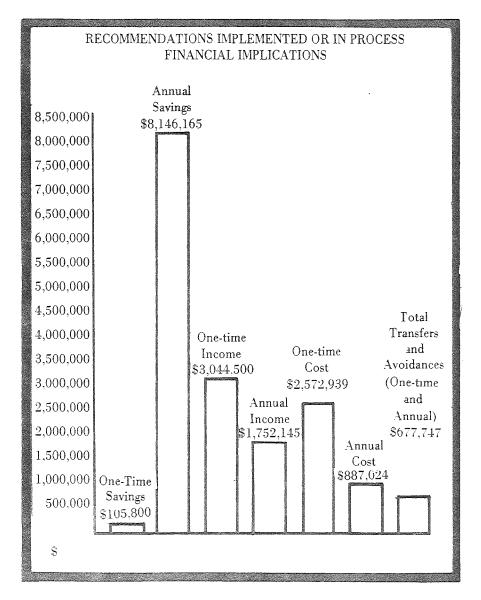
I am personally grateful and express the thanks of our citizens to all who participated in this arduous but worthwhile undertaking. The cooperation of agency heads and other state employees is much appreciated. The implementation begun so well should now be made an on-going process.

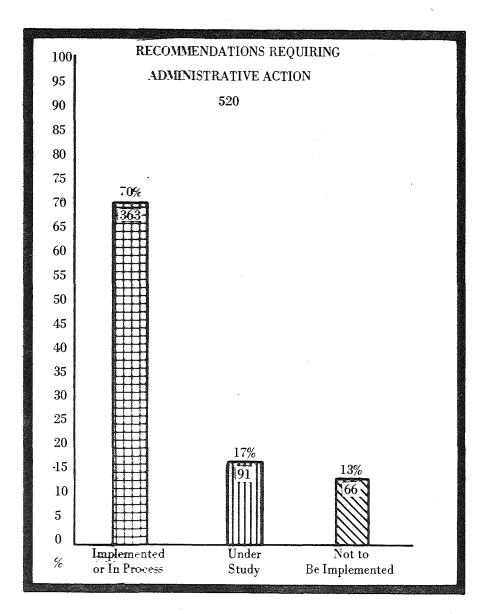
Sincerely,

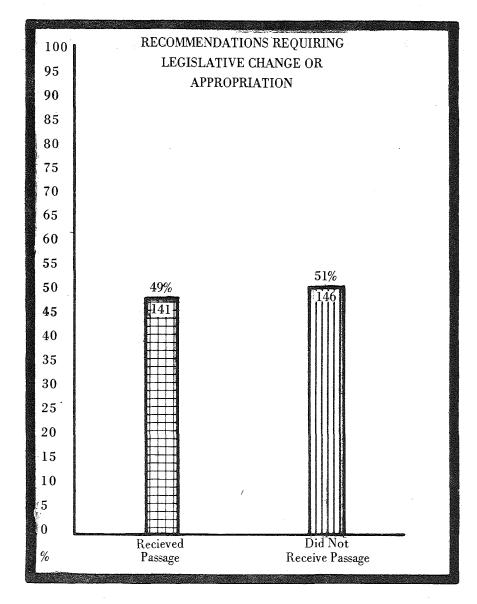
Kenneth M. Curtis

Governor









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EQ #	₹CONTROL #	*DEPARTMENT AND RECOMMENDATION *MMC SU	VEY \$#DEPARTMENT \$#ST4TUS#ACTION DATE#REMARKS
001 002	01 -80	EXECUTIVE BRANCH	
		CONVENE THE LEGISLATURE ANNUALLY.	R JUL 15 74 L.D. 2071 REJECTED.
001 002 893	-002	APPLY BUSINESS ORGANIZATION AND MANAGEMENT PRACTICES TO STATE GOVERNMENT WHENEVER AND WHEREVER	
004 005 006 007		POSSIBLE.	I JUL 15 74 PARTIAL IMPLEMENTATION THROUGH EXECUTIVE ACTION. L.D.2416 TO RAISE EXECUTIVE SALARIES WAS REJECTED.
001	-053	MAKE THE TREASURER OF STATE	
002		APPOINTIVE.	P JUL 15 74 L.D.2347 REJECTED.
001	-004	WAKE THE ATTORNEY GENERAL APPOINTIVE BY THE GOVERNOR.	R JUL 15 74 L.D.2347 REJECTED.
00 <u>1</u>	-805	AMEND THE LAWS TO MAKE EXECUTIVE POSITIONS APPOINTIVE BY THE GOVERNOR	P JUL 15 74 L.C.2071 REJECTED.
001 002 003	006	MAKE BOARDS, COMMISSIONS, AND COUNCILS ADVISORY IN NATURE: WHEREVER POSSIBLE.	R JUL 15 74 L.D.2437 REJECTED.
01 02 03 04	-987	RECRGANIZE CENTRAL STAFF AND MANAGE- MENT SUPPORT FUNCTIONS TO INHANCE THE POLICY ANALYSIS, BUSINESS MANAGEMENT, AND ADMINISTRATIVE CAPABILITIES OF STATE GOVERNMENT.	R JUL 15 74 L.D.2410 REJECTED.
301 102 193	-908	ESTABLISH AN EXECUTIVE COMMITTEE, CONSISTING OF THE GOVERNOR AND THE SECRETARIES OF FINANCE AND ADMINISTRATION, GOVERNMENT POLICY, AND	
005 001	-250	BUSINESS MANAGEMENT. TRANSFER THE DUTIES OF THE TEEASURER	R JUL 15 74 L.D.2419 REJECTED.
002	- 66 9	OF STATE TO THE OFFICE OF FINANCE AND ADMINISTRATION.	R JUL 15 74 L.S.2418 REJECTED.

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JUL 15 74 THE SPECIAL SESSION CREATED THE

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-020 ESTABLISH A PLANNING POLICY ADVISORY

PROCESS.

COMMITTEE TO GENERATE SUPPORT FOR

AND UNDERSTANDING OF THE PLANNING

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MAINE MANAGEMENT AND COST SURVEY STATUS REPORT DEC. 3,1974 PAGE 2 4 =ANNUAL =A I =IMPLEMENTED 3 = CNE-TIME =0 =TA PROCESS S=SAVINGS = S L =REQUIRES LEGISLATIVE ACTION S =REQUIRES FURTHER STUDY = 0 A=AVOIDANCE = A A =NOT TO BE IMPLEMENTED T=TRANSFER = TR=REJECTED BY LEGISLATURE I=INCOME = I MONTH-DY-YR SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-------OFFICE OF THE GOVERNOR) -010 ELIMINATE THE SECRETARY TO THE WASHINGTON, D.C. OFFICE ASSISTANT. AS 7,980 AS 7,980 I JUL 15 74 A SECRETARIAL POSITION ELIMINATED -511 FORMALIZE MONTHLY DEPARTMENTAL AND) STAFF REPORTS TO THE GOVERNOR. JUL: 15 74 -512 DEVELOP A FORMALIZED PROGRAM WITH AN 15 74 ACTION TIMETABLE FOR THE GOVERNOR. Ŧ JUL -013 APPOINT CAPABLE MANAGERS RATHER THAN 15 74 L.D.2448 REJECTED. THIS IS AN ON-) SPECIALISTS AS DEPARTMENT HEADS. JUL GGING POLICY OF THE GOVERNOT. -314 GRANT THE GOVERNOR THE RIGHT TO MAKE • MINCR APPOINTMENTS. R JUL 15 74 L.D.2071 REJECTED. -015 CENTRALIZE RECORDS INVOLVING) APPOINTMENTS. JUL 15 74 CENTRAL COMPUTER SERVICES HAVE BEGUN COMPUTER PROGRAM.) -316 REDUCE FREQUENCY OF COUNCIL MEETINGS 15 74 L.D.2071 TO ABOLISH COUNCIL RE-DURING LEGISLATIVE SESSIONS JUL JECTED. COUNCIL MEETS ONCE A WEEK DURING SESSION. -017 USE A PART-TIME SECRETARY FOR THE) JUL 15 74 COUNCIL. AS 3.010 AS 3.030 I STATE PLANNING OFFICE) +018 CONTINUE EFFORTS TO COMPLETE STATE GOVERNMENT REORGANIZATION. JUL 15 74 THIS IS A CONTINUING FUNCTION OF THE STATE PLANNING OFFICE. Ŧ JUL 15 74 GUIDELINES HAVE BEEN ESTABLISHED. +819 REDEFINE THE MISSION OF THIS OFFICE.

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                                                                                                COMMISSION ON MAINE'S FUTURE P.L.
     885
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              -821 CREATE A WORKING COMMITTEE OF
                                                                                     JUL 15 74 THIS OFFICE CURRENTLY WORKS WITH
                   DEPARTMENTAL PLANNERS.
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     002
     PAS
                                                                                                AT LEAST TWO COMMITTEES MADE UP OF
     004
                                                                                                DEPARTMENTAL PLANNERS. IN ADDITION
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     005
                                                                                                ESTABLISHES A WORKING COMMITTEE OF
     396
                                                                                                DEPARTMENTAL PLANNERS.
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              -022 REDESIGN THE MAINE INFORMATION
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                   DISPLAY ANALYSIS SYSTEM (MIDAS) SO
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                   IT WILL FUNCTION AS A STATEWIDE
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                   MANAGEMENT INFORMATION SYSTEM.
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                                                                                                HOMEVER. THIS OFFICE PLANS TO
     098
     069
                                                                                                SPEND $26,990 FOR MIDAS THIS FIS-
                                                                                                CAL YEAR.
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     001
              -823 AMEND THE STATE PLANNING ACT TO PEAC
     002
                   "COCRDINATE DEVELOPMENT OF A MAINE
                   COMPREHENSIVE PLANT INSTEAD OF
     003
                   TOFVELOP & MAINE COMPREHENSIVE PLANT
                                                                                     JUL 15 74 THE SPECIAL SESSION ENACTED P.L.
     004
     985
                                                                                                1974. C.721.
     001
              -224 DEVELOP ECONOMIC, DEMOGRAPHIC AND
                   GEOGRAPHIC MODELS OF THE STATE
     992
                   AGAINST WHICH THE EFFECTS OF ALTER-
     003
                   NATIVE ACTIONS CAN BE TESTED
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     934
                                                                                                 APPROPRIATED. HOWEVER, THIS IS A
     695
                                                                                                PLANNED PHASE OF M.I.D.A.S.
     006
              -525 TRANSFER THE ECONOMIST ASSIGNED TO
     001
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                   THE DEPARTMENT OF COMMERCE AND
                                                                                   R JUL 15 74 L.B.2418, AN ACT REORGANIZING
     003
                   INCUSTRY.
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               -026 PARTICIPATE IN DEVELOPMENT OF A
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002 003 004 005		COMPREHENSIVE PROGRAM-ORIENTED LONG-AND SHORT-RANGE BUDGETING SYSTEM.					I			74 THE STATE PLANNING OFFICE IS PARTICIPATING IN THE NEW PROGRAM BUDGET SYSTEM.
001 802 003	-027	ORIENT THE CURRENT STATE POLICIES PLAN TOWARD PROGRAMMING.					S	JUL	15 7	74 THIS IS AN ANTICIPATED GOAL OF THE POLICIES PLAN.
001 002 003	-028	MAKE THE STATE PLANNING DIRECTOR A MEMBER OF THE PART II BUDGET REVIEW COMMITTEE.					I	JUL	15 7	74
801 802 803	-029	MERGE THE URBAN PLANNING AND REGION- AL PLANNING ASSISTANCE UNITS. (FEDERAL)	AS	1,988 6,900		1,933 6,933		JUL	15	
001 002 003 004 005 006 007 008 009	-030	ASSIGN A LAWYER FROM THE ATTORNEY GENERAL®S STAFF TO THIS OFFICE. (FEDERAL)	4 S	16,483	C A	23,633	I	JUL	15 7	74 PRIVATE ATTORNEYS WERE CONTRACTED FOR A SPECIAL IMMEDIATE PROJECT TO DRAFT REORGANIZATION LEGISLATION. THIS PHASE OF MASSIVE REORGANIZATION HAS BEEN COMPLETED AND THIS EXPENSE IS NOT ANTICIPATED AGAIN. THE ATTORNEY GENERAL'S OFFICE IS MEETING DUR CURRENT LEGAL NEEDS.
901 002 903 004 005 036 007	-831	TRANSFER THE RESPONSIBILITY AND STAFF OF THE COASTAL PLANNING UNIT TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION.	ΔS	2,190	48	2,136		R J UL	15	74 L.D.2358 WAS REJECTED BY THE SPECIAL SESSION. COASTAL PLANNING IS NOW LOCATED IN THE NEW PLANNING OFFICE BUILDING. PENTAL SAVINGS ARE SHOWN.
001 002 003	- 132	TRANSFER THE RESPONSIBILITY AND RESEARCH STAFF OF THE WATER RESOURCES PLANNING UNIT.	AS	18,203	AS	S		9 J UL	15	74 L.D.2348 WAS REJECTED BY THE Special Session. This function

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		*DEP4RTMENT AND RECOMMENDATION								**************************************
901 092		DEPARTMENT OF SECRETARY OF STATE								en e
001 002 003	-091	PERMIT THE SECRETARY OF STATE TO ISSUE RENEWAL COMMISSIONS TO NOTARIES AND JUSTICES WITHOUT APPROVAL FROM THE GOVERNOR AND								
005 806 007 008		COUNCIL.	AS	4,000	AS	4,000 9	,	JUL	15 74	CONSTITUTIONAL REVOLUTION #4 WAS PASSED BY 196TH SPECIAL SESSION. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004	-002	PREADDRESS, MACHINE STUFF, AND STAMP THE ANNUAL REPORT FORM MAILED TO CORPORATIONS IN THE STATE.	≜ S	4,400	AS	4,400 I		JUL	15 74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004	-883	AMEND THE STATUTE CONCERNING A \$25 FINE TO BE RECOVERED BY THE ATTORNEY GENERAL THROUGH CIVIL ACTION FOR LATE FILING OF A CORPORATION'S ANNUAL REPORT TO A \$25 PENALTY AS-								
005 007 008		SESSABLE BY THE SECRETARY OF STATE.	ΔI	42,003	AI	42,000 I		JUL	15 74	PUBLIC LAWS OF 1974; CHAPTER 693. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003	-994	REPEAL THE PRESENT CORPORATE FRANCHISE TAX AND RECOVER REVENUE LOSSES BY AN ADJUSTMENT IN THE								•
004 005 006		PROPOSED ANNUAL REPORT FEE.	ΑI	299,869	AI	200,00C I		JUL	15 74	PUBLIC LAWS OF 1974; CHAPTER 730. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003	-905	INSTITUTE PREPACKAGING OF BALLOTS.	AS	9,303	AC	11,090 I		JUL	15 74	PREPACKAGING IMPLEMENTED FOR JUNE 1974 PRIMARY; DEPARTMENT IS OUR- RENTLY REVIEWING ADDITIONAL COSTS VS. PROBLEMS ENCOUNTERED.
001 002 003	-906	MECHANIZE MUNICIPAL CLERK INFORMA- TION FILING AND ADDRESSING.	a S	2,900			N	JUL	15 74	SECRETARY OF STATE FEELS MORE WORK AND LESS EFFICIENCY WOULD RESULT FOR FULL-TIME EMPLOYEES.

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001	-C1	MOTOR VEHICLE DIVISION			•				
001 002 003	-007	TRANSFER THE REGISTRATION OF AIPPLANES TO THE MOTOR VEHICLE DIVISION.				R	JUL	15	74
001 002 003	-0.08	SCHEDULE DRIVER EXAMINATIONS TO MAKE MAXIMUM USE OF FIELD EXAMINERS.	2 S 0 S	55,000 AS 10,000	22,830 I		JUL	15	74
981 882 893 884	-009	STAGGER THE EXPIRATION DATE FOR MOTOR VEHICLE REGISTRATIONS.	4 S	12,000 /0	138,000 I		JUL	15	74 THERE WILL BE AN INITIAL COST OF \$138,000 WHICH WILL BE REDUCED ANNUALLY.
001 002 003 004	-@ 1 @	PLACE THE DIVISION'S COPY OF OPERATOR LICENSES IN A BULK FILE FOR STORAGE AFTER IT HAS BEEN ENTERED INTO THE COMPUTER.	ΔS	4,900 AS	Ş P		JUL	15	74
001 902 883 004	-611	INCREASE THE FEES FOR DRIVER'S EXAMINATIONS TO RECOVER COSTS.	ΔI	445,000 AI	207,851	S	JUL	1 5	74 DEPARTMENT FEELS A MORE REALISTIC FORMULA WILL HAVE TO BE ARRIVED AT.
001 002 003 004 005	-012	VALIDATE REGISTRATION PLATES ISSUED TO MUNICIPALITIES BY CERTIFICATE SO THEY WILL BE GOOD FOR A 6-YEAR PERIOD.	ΑS	7,500 AS	7,588 I		JUL	15	74 SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005 006	-013	ASSESS A FEE OF \$25 FOR INVESTI- GATING AN APPLICATION FOR NEW CAR OR USED CAR DEALER PLATES AND LOANER OP EQUIPMENT PLATES.		5,950 AI	5 ,9 80 P		JUL	15	74 LEGISLATURE DID APPROVE OF A \$28 FEE. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
691 - 002 - 083	-914	CHARGE FOR RESERVED NUMBERED REGISTPATION PLATES.	۵I	52,588		p	JUL	15	74 INCOME WOULD BE 52,388 EVERY SIX YEARS. DEPT. IS STUDYING THE

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CONTROL ##DEPARTMENT AND RECOMMENDATION	*MMC SURVEY S*DEP4RTM	ENT STATU	STACTION DATETREMA

034											RECOMMENDATION.
001 002 003 004 005	- 015	CONDUCT A WORK MEASUREMENT STUDY TO DEVELOP STANDARDS OF PERFORMANCE AND OPTIMUM STAFFING LEVELS.	4S 30	50,000 4S 25,000 00	53,000 25,000		S	JUL	15	74	REFERRED TO 187TH. SURVEY ESTI- MATES ACCEPTED PENDING FINAL DETERMINATION.
001 002	- 615	ESTABLISH FEE SCHEDULES WHICH RECOVER THE COSTS OF SERVICES.					S	JUL	15	74	REFERPED TO 107TH.
001 002 003	-017	INITIATE RECORDS RETENTION SCHEDULES AND PURGE FILES OF ALL UNUSED, UNNECESSARY, AND DUPLICATE RECORDS.				ė		JUL	15	74	
001 002 003 094	- 018	DISCONTINUE RECEIVING AND FILING TELETYPË INFORMATION REGARDING STOLEN CARS.					N	JUL	15	74	MUST BE MAINTAINED UNDER THE PRO- VISIONS OF THE NEW TITLE LAW.
001 002 003 004 005	- :19	TRANSFER THE ACTIVITIES OF SIX INVESTIGATORS TO OTHER DEPARTMENTS AND ELIMINATE THE VACATED POSITIONS.	AS OS	71,860 12,888			, N	JUL	15	74	SECRETARY OF STATE FEELS RECOM- MENDATION IS NOT PRACTICAL.
001 002 003	+ ↑26	RESTUDY THE FEASIBILITY OF AUTO- MATING THE MOTOR VEHICLE LICENSING SYSTEM.				I		JUL	15	74	
091	-02	MAINE STATE ARCHIVES									
001 002	-^21	REVIEW THE LAW REGARDING DESTRUCTION OF PECCPDS.					Ŗ	JUL	15	74	L.O.2434 REJECTED.
001 002 003	- € 22	ESTABLISH AN INTERNAL RECORDS MANAGEMENT SERVICE.					R	JUL	15	74	L. û. 2434 REJECTED.
801 9 9 2	-023	ABANDON THE PROGRAM OF PROVIDING 4 HALFWAY HOUSE FOR RECORDS ON THE WAY	,								

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003 004	TO DESTRUCTION OR THE ARCHIVES.				R JUL	15 74	L.B.2434 REJECTED. SEE #22 FOR COSTS.
001 002 003 604 005	-024 INSTITUTE A PROGRAM WITH TEMPORARY OR CONTPACTUAL HELP TO DISPOSE OF RECORDS IN THE RECORDS CENTER.	00 159	9,098 OC	150,000 I	Մ ՍՆ	15 74	DEPARTMENT PROCEEDING WITHOUT AD- DITIONAL FUNGS. SURVEY COST FIGURE ACCEPTED PENDING DEVELOPMENT OF

001 -825 ACCEPT ONLY MATERIAL WHICH MUST BE 002 RETAINED. I JUL 15 74

001 +826 TRANSFER RESPONSIBILITIES AND 203 PEPSONNEL OF THE BUREAU OF ARCHIVES 003 SERVICES TO THE MAINE STATE LIBRARY BUREAU. 004

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004

891 -027 ESTABLISH A SCHEDULE OF LABORATORY FEES BASED ON COST OF SERVICE. JUL 15 74 £82

001 -928 TRANSFER MICROFILMING EQUIPMENT AND OPERATING PERSONNEL TO THE PROPOSED 332 BUREAU OF CENTRAL MANAGEMENT 003 SEPVICES. 304

801 +029 ABOLISH THE BUREAU OF ADMINISTRATIVE 002 SEPVICES . áS 083

991 -036 ABOLISH THE MAINE STATE ARCHIVES AS 662 AN ORGANIZATIONAL ENTITY.

39,488

19,230

=T MPL EMENTED

P JUL 15 74 L.D. 2434 REJECTED. SURVEY SAVINGS FIGURE ACCEPTED PENDING DEVELOP-MENT OF NEW FIGURE BY AGENCY.

NEW FIGURE BY AGENCY.

9 JUL 15 74 L. 0. 2434 REJECTED.

R JUL 15 74 L.D.2434 REJECTED.

R JUL 15 74 L. D. 2434 REJECTED.

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T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MCNTH-DY-YR

SEQ #	*CONTROL #	*DEPARTMENT AND RECOMMENSATION	*MMC SURVEY \$*DEPARTM	ENT \$*STATU	S*ACTI	ON DATE*	REMARKS
001 8 0 2	03 -00	ATTORNEY GENERAL					
881	-501	FILL THE BUDGETED POSITION OF CLERK.		I	JUL	15 74	
001	-662	DEVELOP MONTHLY TIME REPORTS.		I	JUL	15 74	•
00 <u>1</u>	803	ESTABLISH MONTHLY BACKLOG REFORTS IN THE CIVIL DIVISION.		I	JUL	15 74	
001 002 003	-564	ESTABLISH A SYSTEM TO PROVIDE A CONTINUING EVALUATION OF ATTORNEY PERFORMANCE.	<i>,</i>	I	JUL	15 74	
001 002	- 095	INITIATE A SYSTEM FOR MERIT SALARY INCREASES.		L			
001 002	-086	INVESTIGATE ATTORNEY RETENTION PROBLEMS.		I	JUL	15 74	
551 982	- 207	ESTABLISH A POLICY OF TIMELY STAFF MEETINGS.		I	JUL	15 74	
001 002 003 004	-008	DISCONTINUE THE PRACTICE OF DEPART- MENTS OTHER THAN THE ATTORNEY GENERAL EMPLOYING ASSISTANT ATTORNEYS GENERAL.		I	JUL	15 74	PUBLIC LAWS OF 1974; CHAPTER 711.
001	-519	PROVIDE BETTER OFFICE SPACE.		Þ	JUL		BUREAU OF PUBLIC IMPROVEMENTS IS WORKING ON THE PROBLEM.
981 002 003 004	-010	ISSUE MONTHLY REPORTS TO THE ATTORNEY GENERAL SUMMARIZING LEGAL EXPENCITURES BY DEPARTMENTS AND AGENCIES.		P	JUL	15 74	-TO BE DONE BY CONTROLLER'S OFFICE
001 002 003 004 005 006	-011	INCREASE THE CIVIL DIVISION STAFF BY THREE ASSISTANT ATTORNEYS GENERAL.			R JUL		ATTORNEY GENERAL WILL REQUEST FUNDS FOR ADDITIONAL ASSISTANT ATTORNEYS GENERAL IN THE 167TH LEGISLATURE. SAVINGS ESTIMATED ARE CONSIDERED CONSERVATIVE BY THE

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PAGE 2

4 =ANNUAL =4 =IMPLEMENTED 0 =ONE-TIME =0 =IN PROCESS S=SAVINGS = S =REQUIRES LEGISLATIVE ACTION C=COST = ε S =REQUIRES FURTHER STUDY A =NOT TO BE IMPLEMENTED A=AVOIDANCE= A R=REJECTED BY LEGISLATURE T=TRANSFER = T MONTH-DY-YR I=INCOME = I

SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION

*MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*------REMARKS------

697

ATTORNEY GENERAL'S OFFICE.

A =ANNUAL =A	I =IMPLEMENTED
O =ONE-TIME =O	P =IA PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLITIVE ACTION
C = COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	% =AOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

001 002 003	0 4	LAW ENFORCEMENT PLANNING AND ASSISTANCE AGENCY								
993	-90		•				,			
001 002	-091	DEVELOP 4 TIMELY FINANCIAL REPORTING								
002		SYSTEM.	I		JUL	15	74			
801 802 903 904 85	-082	ELIMINATE THE DUPLICATING EQUIPMENT.		S	JUL	15	COSTS OF S	DY INDICATED LOCATION AND P TATE PRINTING TION IS NOT F	PRINTING DIVISION.	
001	-003	STUDY THE FEASIBILITY OF DOWNGRADING THE COPYING EQUIPMENT.	I		JUL	1 5	74 COSTS HAVE	BEEN REDUCED	•	

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C = OME-TIME = O	P =IN PROCESS
S=SAVIMGS = S	<pre>L =REQUIRES LEGISLATIVE ACTION</pre>
C=COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

		•••							
081 002		!	TREASURER OF STATE						
001 992	ē.	-001	INVEST A PORTION OF IDLE CASH BALANCES GENERATED BY FLOATS IN THE						
003 004 005 006 007			BANK ACCOUNTS.	IA	472,530 AI	386,000 I	JUL	15 74	IMPLEMENTED BEGINNING APRIL OF 1974. CASH BALANCES REDUCED BY \$4,500,000. AT 9% ANNUAL INCOME IS \$360,000. 54,000 IS REPORTED UNDER 002. INCOME FOR FY74 WILL BE \$75,000 FOR THE LAST QUARTER.
009 010 011 012 013	-								SAVINGS WILL BE ATTRIBUTED TO AGENCIES ON A PRO RATA BASES AT END OF EACH FISCAL YEAR. BALANCES WILL BE FURTHER REDUCED IN THE FUTURE IF POSSIBLE.
001 002		-682	REDUCE BALANCE LEVELS IN OTHER DEMAND DEPOSITORIES AND INVEST		66 . 888 41	5) 005 T	913.	45 71	MINIMUM BALANCES REDUCED BY
003 004 305 006 007	_		EXCESS CASH.	ΑI	00 , 800 A1	54,090 I	JUL	15 74	\$460,600 FROM AVG. OF \$800,000. ANNUAL INCOME AT 9% WILL BE \$54,000 FY 74 INCOME IS \$14,000 FOR LAST QUARTER. SAVINGS
005									WILL BE PROPATED BY AGENCY.
001 602 003		-663	REPEAL THE STATUTE ALLOWING CON- TRACTORS TO SUBSTITUTE SECURITIES FOR CASH PETAINERS.	£Ϊ	72, 880		R JUL	15 7 4	LD 2378-FILES, RULE 17-A.
001 002		-004	ESTABLISH A ROUTINE REQUIRING REVENUE COLLECTED TO BE DEPOSITED						
003 004 005 006 007 008	-		DIPECTLY	AI	17,000	Ī	JUL	15 74	DONE WHERE FEASIBLE. BUT DEMAND ACCOUNTS DO NOT EARN INTEREST. FUNDS CANNOT BE INVESTED UNTIL RECORDED ON STATE BOOKS, WHICH IS NOT HASTENED BY DIRECT DEPOSITS, HENCE NO INCOME.
001 002 003		-005	INVEST UNCLAIMED COUPON FUNDS HELD BY THE FISCAL AGENT.	ΑI	6,000		JUL .4	15 74	DEPARTMENT HOLDS FUNDS IN A TRUSTEE CAPACITY. AND, INVESTMENT

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T=TRANSFER = T R=REJECTED BY LEGISLATURE
I=INCOME = I MONTH-DY-YR

SEQ ##CO	NTROL #3	FDEPARTMENT AND RECOMMENDATION	FMMC	SURVEY \$#DEPAR	TMENT S*STA	TUS	*A CTIC	N D	A TE	*REMARK S
004 005										WOULD VIOLATE THAT FIBUGIARY RELATIONSHIP.
081	-006	MAINTAIN INVESTMENT RECORDS ON A								
092 003		POOLED OR CONSOLIDATED BASIS.			I		JUL	15	74	IMPLEMENTED TO EXTENT FEASIBLE ASSENT COMPUTERIZATION.
801	_897	ELIMINATE MANUAL EFFORT INVOLVED								
992 903 994 995		WITH SUBSIDARY CASH RECORDS.	45	6,80 <u>0</u>	Э		JUL	15	74	THESE RECORDS WILL BE SUBSTANTIALN REDUCED WHEN POOL INVESTING IS ACCOMPLISHED FULLY UNDER 886. BUT THE CASH BOOK WILL CONTINUE TO
006 007		ŧ								REQUIRE A CLERK, THUS ELIMINATING PROJECTED SAVINGS.
001 002	-008	ELIMINATE COLLECTING DELIQUENT ACCOUNTS, SORTING, AND DISTRIBUTING								
993 994 995 996	er e e e e e e e e e e e e e e e e e e	PAYROLL CHECKS.	ÅS	6,800 AS	3,490 I		JUL	15	5 74	P.L. 1974, C.701, AS ENACTED, ELIMINATES CENTRALIZED COLLECTION OF DELINQUENT ACCOUNTS. HOWEVER, PAYROLL IS DISTRIBUTED AS DIRECTED BY CURRENT LAW.
007										DY SURRENT CAR.
001 002 003 084 005	-009	RECONCILE PROTESTED CHECK RECEIVABLE AMOUNTS AS SOON AS POSSIBLE.			I		JUL	19	5 74	THIS RECOMMENDATION WAS IM- PLEMENTED UPON RESTORATION OF FUEL STAFF. RECONCILIATIONS ACCOMP- LISHED ON MONTHLY BASIS.
001 002 003 004	-619	DEVELOP CURRENT CASH FLOW FORECASTS TO MAXIMIZE INCOME.	٠		I		JUL	15	5 74	CASH SHEETS ARE MAINTAINED DAILY AND FUNDS ARE INVESTED DAILY AS EFFICIENTLY AS POSSIBLE TO MAXI— MIZE INCOME UNDER ALTERNATIVE
005 006										PROCECURE.
001 002 003 004 005	-011	SOLICIT COMPETITIVE BIDS WHEN INVESTING EXCESS FUNDS.				Ñ	JUL	15	5 71	THE TREASURE SETS THE RATES AFTER CONSULTING THE NEW YORK MARKET. SOLICITING BIDS WOULD PROBABLY CONCENTRATE MOST FUNDS IN A FEW

T=TRANSFER = T I=INCOME = I

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A =ANNUAL =5 0 =ONE-TIME =0 S=SAVINGS = S C=COST = C A=AVOIDANCE= A

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SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION

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SEQ #*CONTROL #*DEFARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----DEPARTMENT OF AUDIT 001 86 002 -00 001 -901 REQUEST ADDITIONAL TRAVEL FUNDS TO ENABLE INVESTIGATORS OF THE FRAUD 002 INVESTIGATION DIVISION TO PERFORM 003 004 ASSIGNED FUNCTIONS. AC 2,600 I JUL 15 74 ACCOMPLISHED BY 186TH REGULAR SESSION. REQUEST FOR FURTHER FUNDS 005 886 REJECTED BY SPECIAL SESSION -L.D. 2367-FILES, RULE-17-A. 007 001 -002 REVIEW THE SALARY CLASSIFICATION OF 15 74 L.D.2375-FILES, RULE 17-A. WILL 002 THE FRAUD INVESTIGATORS. 4 C 4-460 40 4.400 P JUL 003 RESUBMIT AS PART OF PROPOSED REVIEW AND EVALUATION PROGRAM. 004 381 -883 ENACT LEGISLATION TO PERMIT TAX CONNITMENTS OF MUNICIPALITIES TO BE 00Z 003 COLLECTED AT TWO OR MORE PERIODIC JUL 15 74 L.D. 2411 ENACTED. 004 DATES. 001 -004 ENCOURAGE MUNICIPALITIES TO COLLECT 002 TAX REVENUES ON A MORE FREQUENT 003 BASIS. (LOCAL) AS 500,000 AS 500,000 I JUL 15 74 L.D.2411-ENACTED: POTENTIAL 994 SAVINGS ARE TO MUNICIPALITIES AND 005 WILL DEPEND UPON THEIR ACTION. 006 -905 TRANSFER IDLE, UNEXPENDED, DEDICATED 331 902 FUNDS ACCUMULATED BY THE MUNICIPAL 003 AUDIT DIVISION TO THE GENERAL FUND AT THE END OF FISCAL 1973. JUL 15 74 L.D.2406 AS ENACTED REQUIRES 004 OT 188,008 295 ANNUAL STATEMENTS OF DEDICATED 006 REVENUES AND DOES NOT TRANSFER 907 BALANCES TO THE GENERAL FUND. 001 -885 COMMIT ALL INCOME GENERATED BY THE 002 MUNICIPAL AUDIT DIVISION TO THE GENERAL FUND AND FINANCE IT FROM 003 004 THIS MCRKING CAPITAL. ΔŤ 51,000 JUL 15 74 L.B.2436 4S ENACTED REQUIRES ANNUAL STATEMENTS OF DEDICATED 005 006 REVENUES AND DOES NOT COMMIT

		A =ANNUAL =A O =ONE-TIME =O S=SAVINGS = S C=COST = C A=AVOIDANCE= A T=TRANSFER = T I=INCOME = I	P = IN L = RE S = RE N = NO R=RE	PLEMENTED PROCESS QUIRES LEGISLATIVE ACTION QUIRES FURTHER STUDY T TO BE IMPLEMENTED JECTED BY LEGISLATURE NTH-DY-YR	PAGE 2
	**************************************				ARK S
808 901	-007 REVISE THE MUNICIPAL AUDIT PROCE-			DOES NOT TRANSFE	-
002 003 004	DURAL FORM TO INCLUDE SUGGESTIONS WHERE RECOMMENDATIONS BY AUDITORS SHOULD BE CONSIDERED.		P JU	L 15 74 WILL BE IMPLEMEN	TED WHEN MUNICIPAL
005					AGAIN IN DECEMBER
001	-008 REVISE LEGISLATION TO STRENGTHEN T	HE			

GMA UNICIPAL DECEMBER 002 STATE AUDITOR"S AUTHORITY TO MAKE 993 EVALUATIONS AND RECOMMENDATIONS. AS 250,000 AS 250,000 I JUL 15 74 L.O.2538-ENACTED. SURVEY ESTIMATE 004 ACCEPTED TENTATIVELY, PENDING 085 FINAL DETERMINATION OF ACTUAL 206 SAVINGS. 001 -009 ESTABLISH STANDARDS OF EXPERIENCE AND TECHNICAL QUALIFICATION FOR THE I JUL 15 74 L.D.2539-ENACTED. 002 POSITION OF STATE AUDITOR. 803 001 -010 REVIEW THE SALARY LEVEL OF STATE 002 AUDITOR. ΑC 5.893 AC 4,000 I JUL 15 74 NO SALARY INCREASE REQUESTED AT SPECIAL SESSION. SALARY INCREASED 803 004 APPROX. \$4,000 AT REGULAR SESSION -P.L.1973, C.509. 085 901 -011 ELIMINATE THE POSITION OF DEPUTY 002 STATE AUDITOR AS 18,200 N JUL 15 74 DEPARTMENT FEELS THE DEPUTY IS REQUIRED AND WILL BE EVEN MORE 003 NECESSARY WITH THE NEW REVIEW AND 094 005 EVALUATION PROGRAM. ALSO THE 006 DEPARTMENT FEELS THIS RECOMMEND-ATION CONFLICTS WITH 613. 957 001 -012 UPGRADE REQUIRED QUALIFICATIONS FOR 002 THE POSITION OF DEPARTMENTAL DIVI-SION DIRECTOR OF AUDITS AND REASSESS 003 004 THE SALARY RANGE. 4.5 18,000 A JUL 15 74 DEPARTMENT FEELS THIS ACTION IS UNNECESSARY BECAUSE THE DEPUTY 005 006

007

AUDITOR POSITION IS BEING RETAINED AS REPORTED IN NUMBER 11.

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT DEC. 3.1974 PAGE 3 A = ANNUAL =A I =IMPLEMENTED P =IN PROCESS O =ONE-TIME =O S=SAVINGS = S L =REQUIRES LEGISLATIVE ACTION O=COST = C S =REQUIRES FURTHER STUDY A=AVOIDANCE= A N =NOT TO BE IMPLEMENTED R=REJECTED BY LEGISLATURE T=TRANSFER = T MONTH-DY-YR I=INCOME = I SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION **MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*------REMARKS-----------013 CREATE THE POSITION OF STAFF ASSIS-TANT TO THE DIRECTOR OF AUDITS. AC 17.000 N JUL 15 74 DEPARTMENT FEELS THIS RECOMMEND-003 ATION IS IN CONFLICT WITH 311 AND UNNECESSARY UNLESS 011 IS IMPLE-004 ______ MENTED. -014 PREPARE A WORK PAPER RETENTION SCHEDULE FOR MAINE STATE ARCHIVES. AS 1,100 AS 1,100 I JUL 15 74 SHCEDULE PRESENTED AND APPROVED 002 WHICH SHALL BE THE MODEL FOR 003 094 STATEWIDE SYSTEM. NO DOLLAR SAVINGS REALIZED BUT THE SPACE IS 11115 FREED FOR OTHER PURPOSES. 085 991 .-015 ELIMINATE PUBLICATIONS OF FINANCIAL 002 STATEMENTS IN THE ANNUAL REPORT OF THE STATE AUDITOR. 003 AS 5.800 AS 2,509 6,000 JUL 15 74 NO COST INVOLVED TO IMPLEMENT. 000 00 Ţ ANNUAL COST WAS APPROXIMATELY 0115 086 \$2,500, MOT 5,800. +816 OBTAIN FEDERAL REIMBURSEMENT OF 56% 001 OF FRAUD INVESTIGATION DIVISION 002 EXPENDITURES RELATED TO HEALTH AND 993 I JUL 15 74 HEALTH AND WELFARE HAS ALWAYS 004 WELFARE PROGRAMS. AI 22,000 665 REIMBURSED INVESTIGATION COSTS 806 DIRECTLY TO THE STATE HEALTH AND 807 WELFARE DEPARTMENT UNDER THE 008 STATEWIDE OVERHEAD COST ALLOCATION 089 PAYMENT. THUS, NO ADDITIONAL SAVINGS WILL BE REALIZED. 010 -917 FINANCE THE AUDIT EXPENSE OF 001 002 MUNICIPAL DISASTER RELIEF CLAIMS 003 FROM THE STATE'S CIVIL DEFENSE EMERGENCY APPROPRIATION. N JUL 15 74 FEDERAL AUTHORITIES WILL MAKE SUCH 004 4T 9,000 885 PAYMENTS ONLY TO CIVIL DEFENSE. 806 ANY BOOKKEEPING TRANSFER WOULD RESULT IN THE LOSS OF THESE FUNDS. 007

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-C18 INCREASE PERSONNEL IN THE FRAUD
INVESTIGATION DIVISION TO REDUCE OR

A =ANNUAL =A I =IMPLEMENTED

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Transparation for the control of the

003 004	RECOVER BENEFITS PAID TO INELIGIBLE RECIPIENTS. AI	62,000		
005	(FEDERAL) AI	162,000	RJUL	15 74 L.D.2376-FILES, RULE 17-A.
001 002 003 004	-319 REQUIRE POSTAUDITS OF SPECIAL SANITARY AND WATER DISTRICTS TO BE IDENTICAL TO THOSE REQUIRED OF MUNICIPALITIES.	·	R JUL	15 74 L.D.2423-WITHORAWN.
001	+020 EXPAND THE REQUIREMENTS GOVERNING			
902	CONTENTS OF ANNUAL REPORTS BY			
003	MUNICIPALITIES.		R JUL	15 74 L.D. 2423 WITHDRAWN.

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S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
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SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*----REMARKS------

001 002	07		DEPARTMENT OF FINANCE AND ADMINISTRATION										
103	-00												•
01	-0	01	ESTABLISH OVERALL DEPARTMENTAL										
182			OBJECTIVES.					Р		JUL	15	74	LEGISLATURE REJECTED REQUEST FOR
)83)04										•			AN APPROPRIATION OF \$10,000 (L.D. 2376). PROCEDING AS POSSIB
105			···										WITH AVAILABLE RESOURCES.
301	-0		DEVELOP NECESSARY MANAGEMENT TOOLS										
392			TO BRING ABOUT EFFECTIVE PERFORMANCE					P		JUL	15	74	SAME AS ABOVE
001	-81		BUREAU OF TAXATION				***						
101	-0	€3	SEND CHECKS AND OTHER FORMS OF SALES										
102 103			TAX REMITTANCES TO THE BANK UPON RECEIPT TO FACILITATE CASH FLOW.	AI	40 000		18.000	+		6112	4 -	7.	SURVEY ESTIMATE ACCEPTED PENDING
103 104			RECEIF	wī	10 9 8 8 8	AI	109880	Ţ		JUL	10	8 mg	FINAL DETERMINATION.
001			REDUCE THE NUMBER OF SALES AND USE										
002 003			TAX EXAMINERS.	AS	46,000				N	JUL	15	74	SURVEY STATISTICS ACCOUNTED FOR AUDIT TIME ONLY. NOT INCLUDED IS
004													TIME DEVOTED TO SUCH DUTIES AS
995													INCOME TAX AND BAD ACCOUNTS COL-
936			·										LECTING.
001	- 0		COLLECT TELEPHONE AND TELEGRAPH					_				_	
002 003			TAXES ON A MONTHLY BASIS.	ŘΙ	332,500	ΑI	180,000	1		JUL	15	74	RECOMMENDATION WOULD HAVE EFFECTIVELY DOUBLED RATE. COLLECTION
004													DATE ADVANCED FROM JUNE 30 TO
005													MARCH 31. P.L. 1974, C. 717.
006 007													8 MILLION AT 92 FOR 3 MONTHS, OF 186,800.
			•										100,000
9 01 002	-5	06	COLLECT THE TAX ON INSURANCE PREMIUMS QUARTERLY.	ΔΙ	242 555	0.7	320,090						
002 003			PREMIUMS GUARIERLIS	HI	213,000		144,600						
004							1,500,000	I		JUL	15	74	AT 9% AT ON 6 MILLION WILL BE
005													320,000. EFFECTIVE JULY 1, 1974
006 007							-						CHAPTER 727, P.L., 1974. FIVE QUARTERS WILL BE COLLECTED, OR

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COMPLETED. IMPLEMENTATION OF # 509
AND # 610 WILL FOLLOW COMPLETION

OF ORGANIZATIONAL STRUCTURE. COSTS AND SAVINGS UNKNOWN PENDING STUDY

RESULTS.

		C=(A=# T=] I=]	SAVINGS = S COST = C AVOIDANCE= A FRANSFER = T INCOME = I		REQUING A SECOND IN THE CONTROL OF T	TRES FUR TO BE IN CTED BY H-DY-YR	GISLATIVE ACTION RTHER STUDY MPLEMENTED LEGISLATURE

008 009 010			÷			·	ADDITIONAL 1.5 MILLION PLUS INTER- EST AT 9% FOR ONE QUARTER OF 144.000.
001 002 003 004	-007 PROVIDE FOR ADMINISTRATION AND COLLECTION OF STATE INCOME TAX IN CONJUNCTION WITH THE FEDERAL TAX.		188,8 0 0 100,000		R JUL	15 74	L.D. 2349 REJECTED.
001 002 003	-008 REQUIRE COLLECTION OF PREVIOUS MONTH'S GASOLINE TAXES BY THE FIFTEENTH DAY OF EACH MONTH.	IA	111,009 AI	ប	R JUL	15 74	L.B. 2404 REJECTED.
001 002 003	-DD9 UTILIZE SAMPLING TECHNIQUES TO DETERMINE A NEW STATE VALUATION FOR UNORGANIZED TOWNSHIPS TO ENSURE TAX						
004 005 008 007 008 009 010 011	REVENUE UNIFORMITY.	ΔI	105,000		JUL	15 74	SAMPLING TECHNIQUES CANNOT BE USED TO ASSESS INDIVIDUAL PROPERTY TAX-ATION. BUT POTENTIAL EFFICIENCIES FROM WORK SIMPLIFICATION MAY RESULT. INTERRELATED TO \$ 010. IMPOSSIBLE TO PROJECT ANY SAVINGS PENDING STUDY REPORT. FUTURE SAVINGS POSSIBLE THROUGH EFFICIENCIES OF COMPUTERIZATION.
001 002 003 004 005 006 007	-010 PERFORM A WORK SIMPLIFICATION STUDY MITHIN THE PROPERTY TAX DIVISION.			р	JUL	15 74	NEW BUREAU OF PROPERTY TAXATION CREATED OCT. 3,1973 WITH ADDITION- AL OUTIES. WORK SIMPLIFICATION AND COMPUTER FEASIBILITY STUDY DUE FALL OF 1974. CONTRACT FOR SETTING UP ORGANIZATIONAL STRUCTURE OF NEW BUREAU OF PROPERTY TAXATION

008 009

010

01<u>2</u> 013

001

682

-011 ASSESS STATE WITHHOLOING AGENTS FOR

FAILURE TO FILE RETURNS WITHIN

=I MPL EMENTED

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SEQ ##(CONTROL #3	FDEPARTMENT AND RECOMMENDATION	* 4₩C	SURVEY	2.5	FD EP \$	RTMENT \$=	STA	TUS₹	ACTION	AC	TE₹	FREMARKS
003		PRESCRIBED PERIODS.	41	47,0	9 0	AI	47,000	I		JUL	15	74	
001	-82	BUREAU OF THE BUDGET											
001 002 003 004 005 006 007 008 009 010	-912	UTILIZE PROGRAM BUDGETING TO CONTROL GENERAL FUND EXPENDITURES.		2,640,00	80	cc	79,859	Ρ		JUL	15		PSS 1974; C. 221 AND 287. LEGISLA- TUBE AUTHORIZED PROGRAM-ORIENTED BUDGET FOR PRESENTATION TO NEXT GOVERNOR AND LEGISLATURE. 4 POSI- TIONS FUNDED TO ASSIST PREPARA- TION. SAVINGS DEPENDANT UPON FU- TURE LEGISLATIVE ACTION. ESTIMATED ANNUAL COST OF \$122,000. INTER- RELATED TO # 013, # 614, # 91, # 617, # 323 AND # 327.
001 002 003 004		COORDINATE DEVELOPMENT OF AN ACCOUNTING SYSTEM WITH ACCOUNTS AND CONTROL WHICH WILL ALLOW ACTIVITY AND PROGRAM REVIEW.						Þ		JUL	15	74	INTERRELATED TO # 012.
601 602 803	-014	INSTITUTE RATIO ANALYSIS TO MEASURE PERFORMANCE RESULTS AGAINST QUANTIFIABLE OBJECTIVES.						P		JUL	15	74	INTERRELATED TO # 012.
991 993 994 995 996	- 015	REQUIRE SUBMISSION OF A DETAILED PROGRAM STATEMENT WITH RESULTS TO BE ACHIEVED.		·				Ð	,	JUL	15	74	INTERPELATED TO # 012. PARTIALLY FUNDED BY 0. 221, P&SL 0 1974. COST INCLUDED IN APPROPRIATION OF # 012.
001 002 003		USE MARGINAL ANALYSIS TECHNIQUES AS SUPPLEMENTARY AIDS IN REVIEWING THE PAPT I EUDGET.						Þ		JUL	15	74	INTERPELATED TO # 012.
9 01 80 <u>2</u> 093	-917	REQUIRE SUBMISSION OF A LONG-RANGE OR LIFE-CYCLE FORECAST FOR EACH PROGRAM REQUESTED IN FART II.						P		JUL	15	74	INTERRELATED TO # 012.
001	-918	CHARGE ALL AGENCIES TO SUMMARIZE PART II REQUESTS AT START OF BUDGET											

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	I=INCOME = I	MONTH-DY-YR
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##CONTROL ##DEP4RTMENT AND RECOMMENDATION	*MMC SURVEY \$#DEFARTME	ENT S#STATUS#ACTION DATE#REMAR

**** SEQ # RK S-----CYCLE. 693 JUL 15 74 001 -819 COORDINATE ACTIVITIES WITH THE STATE 002 PLANNING OFFICE TO ESTABLISH UNIFORM ASSUMPTIONS FOR USE IN PREPARING 203 004 BUDGETS. Þ JUL 15 74 PLANNING OFFICE WILL DEVELOP MOD-005 ELS TO ALLOW COMPARISON OF ALTER-306 NATIVE POLICIES FOR USÉ BY STATE 097 AGENCIES IN PREPARATION OF PROGRAM 858 BUDGETS. APPROPRIATION REQUEST 009 REJECTED BY LEGISLATURE. L.D. 2376 AC 15,890. 018 991 -020 MOVE THE DATE FOR SUBMISSION OF THE 002 BUDGET TO MARCH. JUL 15 74 LEGISLATION (C. 732, P.L., 1974) 003 PERMITS A GOVERNOR-ELECT TO HIS FIRST TERM OF OFFICE TO TRANSMIT 334 895 BUDGET DOCUMENT TO THE LEGISLATURE NOT LATER THAN THE CLOSE OF THE 996 007 SIXTH WEEK OF THE REGULAR LEGISLA-800 TIVE SESSION EFFECTIVE JUNE 28, 609 1974. 901 -021 LAPSE ALL DEDICATED FUND SURPLUSES 882 IN EXCESS OF CURRENT NEEDS TO THE GENERAL FUND AT END OF EACH FISCAL 303 304 YEAR. JUL 15 74 LEGISLATURE (P.L. 1974, C. 744) HA 005 REQUIRED ANNUAL ACCOUNTING OF DED-ICATED ACCOUNTS WITHOUT TRANSFER-0.05 007 ING BALANCES TO GENERAL FUN. -022 SUBJECT DEDICATED FUND BUDGETS TO 691 102 PROGRAM REVIEW, BUDGETING, AND JUL 15 74 LEGISLATION (C. 744, P.L., 1974) CONTROL. 7 003 4S 3,388,088 384 REQUIRES INITIATION OF THESE PRC-005 CEDURES. EFFECTIVE JUNE 28, 1974. 005 SAVINGS DEPENDANT UPON LEGISLATIVE ACTION. 007 331 -023 AUTOMATE BUDGET PROCESSING. 2.000 AS 2.000 P JUL 15 74 PROGRAM ANALYST EMPLOYED UNDER 002 # 012. SAVINGS ESTIMATE ACCEPTED 003 PENDING FINAL DETERMINATION.

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001 -024 002	DELEGATE QUARTERLY ALLOTMENT CONTROLS TO THE AGENCIES.				R	JUL	15	74	L.D. 2467.
001 -525 002 003 004 005 006	PRODUCE MONTHLY VARIANCE REPORTS COMPARING AGENCY PERFORMANCE WITH BUDGET.	oC	3,600	P		JUL	15	74	CHANGES IN ACCOUNTING METHODS BY CONTROLLER'S OFFIGE WILL PRODUCE THIS INFORMATION. NO COST. INTER-RELATED TO # 024.
001 -025 002	APPOINT A COMPETENT STATE BUDGET OFFICER.			I		JUL	15	74	
081 - 027	REQUIRE ANNUAL STATE BUDGET PREPAR- ATION AND REVIEW.				Ŗ	JUL	15	74	L.0. 2539.
001 -028 002	REQUIRE SIMULTANEOUS REVIEW OF PART I AND PART II BUDGET SUBMISSIONS.			I		OCT	12	73	
001 -03	BUREAU OF PUBLIC IMPROVEMENTS								
001 -029 002 003 004 005 006 007	DEVELOP AND MAINTAIN STANDARDS OF DESIGN, CONSTRUCTION, AND MATERIALS.	AS OC	457,000 100,000		ο,	JUL	15	74	L.D. 2376. REJECTED. SURVEY REPORT REDUCED AS BY AC. BUREAU ESTIMATED AC AT \$25,000. BUREAU CONCURS WITH GO OF \$100,000. LEGISLATURE REJECTED REQUEST FOR APPROPRIATION OF \$25,000.
901 -539 982 903 004	REQUIRE COMPARISON OF SPACE NEEDS WITH EXISTING AVAILABILITY BEFORE ANY DESIGN WORK IS STARTED.				R	JUL	15	74	DEPENDANT UPON APPROPRIATION OF \$47,582 IN 6.0. 2376. REJECTED. INTERRELATED TO \$ 032.
001 -031 092 093 094 095	ASSUME CONTROL OF ALL CONSTRUCTION AND ACQUISITION OF REAL ESTATE WHETHER DWNED OR LEASED.				સ	JUL	15	74	DEFENDANT UPON APPROPRIATION OF \$47,582 IN L.D. 2376. REJECTED. INTERRELATED TO # 032.

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	I=INCOME = I	MONTH-DY-YR

distribution for the same sales of the same sales of the same sales of the same sales of the sal										
001 002 003 004 085 086 807	-932	ESTABLISH A DIVISION OF PROPERTY AND SPACE MANAGEMENT.		147,580		₹	JUL	15	74	SURVEY REPORT REDUCED AS BY AC OF \$52,000. BUREAU ESTIMATED AC AT \$47,582 AND AS OF \$199,500. LEGIS-LATURE REJECTED REQUEST FOR APPROPRIATION OF \$47,582. RESUBMITTED IN PART 2 BUDGET
001 802 003 004 605	-033	ELIMINATE PROPERTY RECORDS AND REASSIGN RESPONSIBILITES TO OTHER DIVISIONS.				2	JUL	15	74	DEPENDANT UPON APPROPRIATION OF \$47,582 IN LD 2376. REJECTED. INTERRELATED TO # 032.
001 002	-034	CONTROL THE USE OF PERSONAL ELECTRI- CAL APPLIANCES IN STATE BUILDINGS.			I		JUL	15	74	
001 002	-935	REEVALUATE WORK STANDARDS AND TRAIN- ING FOR CUSTODIAL PERSONNEL.		165,000		S	JUL	15	74	
001 002 003 004 005 006 007 008 009 010 011	-036	UTILIZE MONITORING DEVICES TO PRO- VIDE BETTER COVERAGE.	\$S 0C	40,000 150,000	Þ		JUL	15	74	CENTRAL MONITORING SYSTEM PLANNED FOR NEW OFFICE BUILDING WHICH MAY BE EXPANDED TO PRESENT FACILITIES IN THE FUTURE AS SOON AS POSSIBLE. LEGISLATURE REJECTED PEQUEST FOR APPROPPIATION OF \$150,000. LD 2376. POTENTIAL SAVINGS OF PLANNED SYSTEM SUBSTANTIAL THROUGH EFFICIENT USE OF ENERGY AND MAINTENANCE.
001 002 003	-637	INSTALL A SPRINKLER SYSTEMS IN THE STATE OFFICE BUILDING.	GC	81,700		5) JUL	15	74	LEGISLATURE REJECTED REQUEST FOR APPROPRIATION OF \$97,000. LO 2376.
001 002 003 004	- 038	ESTABLISH A BUILDING CODE FOR THE CONSTRUCTION OF BUILDINGS AND ADDITIONS.	-		I		JUL	15	74	LEGISLATION (C. 741, P.L., 1974) DESIGNATED CODES THAT WOULD BE

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005 006					•				ACCEPTABLE. EFFECTIVE JUNE 2,, 1974.
001 002 003 004	-939	APPLY STANDARDS AND SPECIFICATIONS DEVELOPED IN THE PREVIOUS RECOM- MENDATION TO OWNED OR LEASED STATE BUILDINGS.					R J UL	15 74	DEPENDANT UPON APPROPRIATION RE-
005									QUEST OF \$47,582-REJECTED. L.D. 2376. INTERRELATED TO # 032.
901 002 003 004	-040	DEVELOP A MECHANIZED CAPITAL ASSETS ACCOUNTING SYSTEM (CAAS).	3 C 3 C	9,908 15,909		P	JUL	15 74	PROTOTYPE SYSTEM IN HEALTH AND MELFARE AND AUGUSTA STATE HOSPITOL WILL SE INSTITUTED STATEWIDE ONCE
901	-94	BUREAU OF PÜRCHASES							PERFECTED.
001 002 003	-041	REOPGANIZE THE BUREAU.	ÁC	26,600 AC	26,693	I	JUL	15 74	SAVINGS REALIZED FROM 855 AND 863 USES TO IMPLEMENT. INTERRELATED TO # 858.
001	-042	RESTRUCTURE THE STANDARDIZATION							
002 003 004 005 006		COMMITTEE.				<i>o</i>	JUL	15 74	APPROPRIATION REQUEST DENIED. LD 2376. UTILIZING SAVINGS REAL- IZED ELSEWHERE. INTERRELATED TO # 041. WILL BE FULLY IMPLEMENTED UPON COMPLETION OF REORGANIZATION.
001 002 003	- 043	INCORPORATE UNIFORM PURCHASING POLICIES AND PROCEDURES IN A NEW BUYERS MANUAL.				I	JUŁ	15 74	COMPLETED APRIL 1974.
081	-044	ESTABLISH DEPARTMENTAL OBJECTIVES.				Ξ	JUL	15 74	INCORPORATED INTO MANUAL IN 943.
001 002 003 004	- 945	CREATE A REQUISITION AND PURCHASE ORDER LOG AND ISSUE PURCHASING RESULT REPORTS.					e Jul	15 74	LEGISLATURE REJECTED APPROPRIATION REQUEST FOR \$5,500 LD2376.
001	-046	INSTITUTE A PROGRAM TO IMPROVE THE							
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902 003		BUREAU°S BUYING TECHNIQUES.	ÅS	480,400 .		Þ	JUL	1 5	74	PARTIALLY IMPLEMENTED. INTERRELA- TED TO # 354 AND # 859. LEGISLA- TURE REJECTED APPROPRIATION
004 005 006										REQUEST IN # 059 FOR \$15,000. LD 2376. SAVINGS INDETERMINATE.
001 602	-647	REQUIRE STATE VEHICLES ON OFFICIAL BUSINESS TO USE GASOLINE FROM STATE-								
003 004 005 086		MANNED FACILITIES WHEN FEASIBLE.	AS	96,480 AS	96,410	I	JUL	15	74	LEGISLATURE REJECTED APPROPRIATION REQUEST FOR \$5,600. LD 2376. ALTERNATE FUNDING DERIVED FROM HIGHNAY DEPT.
801	-048	PURCHASE MERCHANDISE FOR DEPENDENT CHILDREN THROUGH CURRENTLY ESTAB-								
003 004 005 006	·- ·- ·-	LISHED CONTRACTUAL ARRANGEMENTS-	ÅS	19,300 AS	2, 990	ī	JUL	15	74	IMPLEMENTED FOR FIRST PURCHASE PRIOR TO FOSTER PARENT PLACEMENT. THEREAFTER LUMP SUM PAYMENTS MADE TO FOSTER PARENTS.
891 902 993 894	- 149	COMBINE DELIVERY REQUIREMENTS OF SMALL PURCHASES OF FOOD STAPLES WITH THOSE OF LARGE INSTITUTIONAL USERS.			<i>}</i>	Р	JUL	15	74	WILL BE FULLY IMPLEMENTED WHEN MONTHLY DELIVERIES ACCOMPLISHED WITHIN ONE YEAR.
001	-050	PROVIDE GREATER UTILIZATION OF								A Marine Committee of the Committee of t
002 003 004		PUBLIC AUCTIONS TO DISPOSE OF SUR- PLUS ITEMS.	48	3,600 AS	100,506	I	JUL	15	74	PUBLIC ACTION RECIEPTS 25% GREATED THAN SEALED BID RECEIPTS.
001 002 003 004	-051	EVALUATE THE USE OF STATE-OWNED WAREHOUSE FACILITIES FOR BULK PURCHASES.				p.	JUL	15	74	WILL REQUIRE APPROXIMATELY ONE YEAR TO COMPLETE IMPLEMENTATION.
001 002 003 004	-052	REQUIRE THE CONTRACTUAL REVIEW COMMITTEE TO VERIFY NEEDS FOR SPECIAL SERVICE CONTRACTS.	4 S	385,000 AS	385 ,000	ī	J UL	15	74	SURVEY ESTIMATE ACCEPTED BY BUREAU PENDING FINAL DETERMINATION.
901	-053	PURGE THE BIDDERS LISTS AND RECUCE								•

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002 903		SUPPLIERS ON THE REQUEST FOR BID LISTINGS.			I		J UL .	15	74	ACCOMPLISHED ADMINISTRATIVELY.
001 002 003	- 754	DEVELOF A COMMODITY CODE SYSTEM.		90	25,800		R JUL	15	74	INTERRELATED TO #846 AND #859. LEGISLATURE REJECTED APPROPRIATION REQUEST FOR \$25,000. LD 2376.
001 002 003 004	- 055	STANDARDIZE ORDER PROCEDURES ON A BID BASIS.	2 S	13,200 AS	8,980 I		JUL	1 5	74	85% IMPLEMENTED. C. 731, P.L., 1974 ONLY PARTIALLY RESPONSIVE TO RECOMMENDATION EFFECTIVE JUNE 28, 1973. SAVINGS UTILIZED IN 841.
001 002 003	-056	ISSUE A SINGLE ORDER TO A SUPPLIER FOR ITEMS COMMON TO REQUISITIONING AGENCIES.			I		JUL	15	74	
001	-057	MODIFY SIGNATURE CONTROLS.			I		JUL	15	74	
001 002 003 004	- 058	ESTABLISH A SYSTEM FOR EXPEDITING ORDERS AND DAMAGED GOODS CLAIMS.				D	JUL	15	74	INTERRELATED TO # 041. LEGISLATION REJECTED APPROPRIATION REQUEST FOR \$26,600. LD 2376. ALTERNATE ACTION TAKEN TO ACCOMPLISH.
001 002 003 004 005	- £59	DEVELOP A COMBINATION PURCHASE REQUISITION, AND BID ORDER FORM.	48	31,700 AS	6,888 15,830		R JUL	15	74	INTERRELATED TO #546 AND #054. LEGISLATURE REJECTED APPROPRIATION REQUEST FOR \$15,000.
001 002 003 004 005 006	-060	DETERMINE FUND AVAILABILITY PRIOR T PROCESSING REQUISITIONS.	0			ţ.	J UL	15	74	COSTS WOULD EXCEED BENEFITS AS VERY FEW PURCHASES ARE CANCELLED FOR INSUFFICIENT FUNDS AND IMPLEMENTATION REQUIRES EXTENSIVE CHANGES IN ACCOUNTING PROCESS OF ALL PURCHASES.
001	-051	ELIMINATE DUPLICATE FILING OF REQUISITIONS AND PURCHASE ORDERS.				ŀ	JUL	15	74	NOT NECESSARY AS DEPENDANT OF CAC.

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I=INCOME = I	MONTH-DY-YR

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001 952 003 004	-862	SIMPLIFY THE PROCEDURE FOR PAYING INVOICES.					N	JUL	15	74	WOULD REQUIRE TWO CLERKS TO ACCOM- PLISH WHAT IS PERSENTLY DONE AT AGENCY LEVEL.
001	-063	CREATE À PURCHASE SERVICE GROUP.	AS	4,780 AS	4,700	I		JUL	15	74	SAVINGS UTILIZED TO IMPLEMENT 841.
001 002 003 004 005 006	-064	ASSIGN BOCKKEEPING RESPONSIBILITIES TO THE CFFICE MANAGER.	AS	9,330			ħ	JUL	15	74	CONSIBERED AS IMPRACTICAL. NEW ADDITIONAL RESPONSIBILITIES, SUCH AS INITIATION OF WAREHOUSE OPERATION, HAVE NECESSITATED ASSISTANCE.
001 092 003		STUDY THE FEASIBILITY OF AUTOMATING CERTAIN PURCHASING FUNCTIONS.	3C	5 , 000 00	5, 000		Ŗ	JUL	15	74	LEGISLATURE REJECTED APPROPRIATION REQUEST FOR \$5,000. LD 2376.
801 062 003 004 005 006 007 008 009	-9 66	RESTRUCTURE THE BUREAU'S CENTRAL MAIL ROOM.	AS	11,108 4S AC OC	11,100 6,000 2,000	Ð		JUL	15	74	NG APPROPRIATION REQUIRED. HAVE HADE ARRANGEMENTS TO HAVE A TEAM OF ANALYSTS FROM U.S. POSTAL SYSTEM REVIEW CENTRAL MAIL ROOM OPERATION. IN PROCESS OF IMPLEMENTING RECOMMENDED CHANGES.
001 001 002	-85 -867	BUREAU OF ACCOUNTS AND CONTROL INCLUDE ENCUMBRANCE ACCOUNTING ON THE MONTHLY DATA PROCESSING REPORTS									
003 004 005 006 007 008 009 010	-	AND ELIMINATE MANUAL ACCOUNTING.	4 S	650,000 48	168,000	p		JUL	15	74	CONSULTANT ENGAGED BY AGENCY TO STUDY RECOMMENDATION ESTIMATES ELIMINATION OF 14 POSITIONS AT AS OF 168,000 AS OPPOSED TO 105 AT 656,000. NEW ACCOUNTING PROGRAM BEING PLANNED TO SUBSTANTIALLY IMPLEMENT THE RECOMMENDATION. FUTURE APPROPPIATION MAY BE REQUIRED.

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SEG #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-------068 INSTITUTE BIWEEKLY PAYROLLS. AS 200.000 P JUL 15 74 L.D. 2541. 001 001 -069 INSTITUTE A SYSTEM OF PAY CARDS. S JUL 15 74 CONSIDERABLE LEAD TIME REQUIRED FOR CONVERSION. INTERRELATED TO 002 878 AND 873. MAY REQUIRE LEGISLA-003 TION. REORGANIZATION OF SYSTEM 004 INTENDED AT FUTURE DATE. 005 -070 REDUCE RECORDING PAYROLL INFORMATION 001 002 BY USING DATA PROCESSING TECHNIQUES. AS 381,588 S JUL 15 74 BEING STUDIED IN CONJUNCTION WITH 003 OC 25,000 DESIRED REVIEW AND CHANGE OF 004 ENTIRE PAYROLL SYSTEM. INTERRELA-205 TED TO # 369 AND # 973. 996 -071 ELIMINATE THREE POSITIONS IN THE 001 032 CONTROL SECTION AND MERGE REMAINING PERSONNEL INTO ACCOUNTING AND 283 N JUL 15 74 THESE THREE POSITIONS PERFROM NEW RECORDS. AS 27,000 984 AND NECESSARY FUNCTIONS, INSURING 005 EFFECTIVE UTILIZATION OF COMPUTER 006 097 SERVICES. THE POSITIONS CANNOT BE PRACTICALLY ELIMINATED. 008 001 -972 PREPARE RETENTION SCHEDULE FOR PAY-ROLL AND OTHER DATA-PROCESSED 002 883 RECORDS. 45 8.290 AS 8.000 P JUL 15 74 NEW RETENTION SCHEDULE PREPARED AND WILL BE IMPLEMENTED STATEWIDE. 094 SAVINGS ESTIMATE ACCEPTED PENDING 005 FINAL DETERMINATION. **906** -073 CHANGE THE PAYDAY SO PAYROLL HOURS 001 892 WILL BE SUBMITTED AT END OF 4 WORK WEEK. 5.5 S JUL 15 74 BEING CONSIDERED IN STUDY OF 003 6,000 CHANGES IN PAYROLL SYSTEM ALONG 004 005 WITH # 063 AND # 070. POSSIBLE CHANGES AT AGENCY LEVEL SUBSTAN-006 807 TIAL THOUGH INDERMINATE. BUT BUNCHING OF CLERICAL AND COMPUTER 800 TIME MAY ELIMINATE SAVINGS. 009

-074 DISCONTINUE THE PARALLEL PROGRAM OF

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-------GENERAL LEDGER-MACHINE BOOKKEEPING 002 003 ONCE CONVERSION TO DATA PROCESSING 004 IS COMPLETE. 45 13,590 JUL 15 74 RELATED TO #67. NEW SYSTEM WILL BE 007 008 FASTER AND ADVANTAEOUS, BUT STAFF REQUIREMENTS AND COSTS WILL REMAIN 009 010 ROUGHLY CONSTANT. NO SAVINGS ANTI-CIPATED. WILL REQUIRE APPROXIMATE-011 LY ONE YEAR TO COMPLETE IMPLEMENT 012 .MOITAT 013 -C75 REVAMP THE EXPENDITURE CODING SYSTEM S JUL 15 74 WILL BE IMPLEMENTED AFTER DEVELOP-001 MENT OF NEW PROGRAM BUDGETING 002 បួល្ធន SYSTEM. 001 +576 DEVELOP STANDARD PAYMENT DATES FOR N JUL 15 74 WITHOLDING CASH TO IMPROVE CASH 082 VENDOR INVOICES. 693 UTILIZATION WOULD DEPRIVE VENDORS THE USE OF THE SAME CASH TO THEIR 883 A DETRIMENT AND THAT EXTRA COST WILL 805 006 BE REFLECTED IN THE PRICE. IMPLE-MENTATION WOULD ALSO PREVENT 987 008 PROMPT PAYMENT DISCOUNTS. 201 -06 MAINE INSURANCE ADVISORY BOARD 001 -877 FILE A DUPLICATE SET OF APPRAISALS 002 AND RECORDS OF INSURANCE POLICY NUMBERS IN A SAFE ALTERNATE LOCATION JUL 15 74 003 001 -978 ABOLISH THE MAINE INSURANCE ADVISORY 002 BOARD. 45 2,700 2 S 2.705 P JUL 15 74 AGENCY WILL RESUBMIT LEGISLATION. 684 REFERRED TO THE 107TH LEGISLATURE. 905 006 INTERRELATED TO #579, #080, #58 AND #083. L.D.2436. SURVEY ESTI-097 808 MATE ACCEPTED PENDING FINAL DETER-MINATION. 009 001 -379 ESTABLISH THE BUREAU OF INSURANCE

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MANAGEMENT TO OVERSEE INSURANCE

PROGRAMS.

P4GE 13

A =ANNUAL =A	I =IMPLEMENTED
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S=SAVINGS = S	<pre>L =REQUIRES LEGISLATIVE ACTION</pre>
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004 005			sc	53 , 000	٥	JUL	15 74	AGENCY WILL RESUSMIT LEGISLATION. REFERRED TO THE 187TH LEGISLATURE.
006				٠				INTERRELATED TO #878, #080, #0 AND #883. L.B.2436. DEPARTMENT ESTI-
008								MATE AS OF 50,888 AND OS OF 50,088
001 002 003 094 005 006	-080 CENTRALIZE PROCESSING OF LOSS CLAIMS IN THE PROPOSED BUREAU OF INSURANCE MANAGEMENT AND MAINTAIN LOSS CONTROL STATISTICS.				P	JUL	15 74	AGENCY WILL RESUBMIT LEGISLATION. REFERRED TO THE 107TH LEGISLATURE. INTERRELATED TO #078, #079, #08 AND #183. L.S.Z436.
001 002 003 004 005 006	-081 COMSTIER ACCEPTION OF A SELF-INSURED PROGRAM AGAINST FIRE.				Ω	JUL	15 74	AGENCY WILL RESUBMIT LEGISLATION. REFERRED TO THE 107TH LEGISLATURE. L.D.2436. RELATED TO #85. CON- TINUING PROGRAM SINCE 1966. CUR- RENT LIMIT OF 580,000. WILL SEEK INCREASE IS FUND GROWS.
001 002 003 004 005 006	-082 AUTHORIZE THE BUREAU OF INSURANCE MANAGEMENT TO PAY LIABILITY CLAIMS UP TO A MAXIMUM OF \$2,500 EACH.				S	JUL	15 74	REFERRED TO THE 157TH LEGISLATURE. INTERRELATED TO \$078, \$079, \$08 AND \$583. L.D.2636. AGENCY FAVORS BUT CONSIDERABLE STUDY NEEDED PRIOR TO LEGISLATION.
001 002 003 004 005 005	-983 ASSIGN PESPONSIBILITY FOR INITIATION OF SUBROGATION CLAIMS TO THE BUREAU OF INSUPANCE MANAGEMENT.	:S 1r,8	00 AS	1 8,833	ס	JUL	15 74	* AGENCY WILL RESUBMIT. REFERRED TO THE 107TH LEGISLATURE. INTERRELA- TED TO #878, 879, #38 AND #382. ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003	+084 UTILIZE THE SERVICES OF THE FIRE PROTECTION BUREAU TO CONTROL AND ELIMINATE LOSSES.	·			I	JUL	15 74	•

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001 002 003 004 005	-085	INCREASE THE DEDUCTIBLE ON FIRE IN- SURANCE FOR AND CONSIDER SELF- INSURANCE.	AS 1	50•009 AS	58 , 992	I	JUL	15	74	RELATED TO #81. AS FUND GROWS THE DEDUCTABLE LIMIT IS INCREASED. ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001	-07	BUREAU OF ALCOHOLIC BEVERAGES								•
001 002	-586	INSTITUTE PERFORMANCE INCENTIVES.	\$ S	125,600			₹ JUL	15	74	L.D.2354 REJECTED.
881 902 903 9054 2055 886 907 908 910 910 911 812 913	- €87	USE STATE TRUCKS TO MAKE PALLETIZED DELIVERIES TO LARGE STORES.	4 S 00	21,600 AS 45,000 OC	21,003 30,008	a.	JUL	15	74	BUREAU STUDY INDICATES COSTS MOULD EXCEED SAVINGS. THREE TRUCKS SUITABLE TO PALLETIZED DELIVERY MOULD EXCEED \$45,000 COST. ADDITIONAL COSTS FOR FUEL, MAINTENANCE AND PERSONNEL NOT INCLUDED. ONE TRUCK PURCHASED FOR \$30,000. DELIVERIES MADE TO PALLETIZED STORE. SAVINGS SHOULD EXCEED COST BUT ARE INDETERMINATE. SÜRVEY ESTIMATE ACCEPTED TENTATIVELY PENDING FINAL DETERMINATION.
001 002 005 006 007 998 009	- 288	INSTITUTE CONTROLS TO REDUCE INVENTORIES.	žI	108,000		P	JUL	15	74	INVENTORY REDUCTION IS A CONTINU- ING PROCESS. IT IS, AND WILL BE, UNDER CONTINUING STUDY. HOMEVER, BECAUSE OF INFLATION AND ADDITION- AL STORES, INVENTORY CANNOT BE FURTHER REDUCED.
001 002 003 004	-089	ESTABLISH AN AGENCY SYSTEM TO RE- PLACE LOW-VOLUME STORES.	4 <u>T</u>	62 , 999	*		R JUL	15	74	INDEFINATELY POSTPONED BY THE SPE- CIAL SESSION OF THE 106TH LEGISLA- TURE. L.D.244C.
001	-098	CONVERT THE PRESENT STORES TO SELF-								

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=IMPLEMENTED

=IN PROCESS

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PAGE 15

JUL 15 74 STUDY INDICATES THAT SELLERS PRO-

VERIES IN STATE.

SERS.

1. JUL 15 74 NOT CONSIDERED AS PRACTICAL. DIS-

HIBITED BY LAW FROM DIRECT DELI-

CRIMINATES AGAINST SMALL PURCHA-

	P*************************************		= C 4CE= A ER = T = I	73		STUDY ENTED SLATURE
002	SERVICE.	åS 372,	500			
083 004 005 006 007 808 009		0C 345 ₉ 1	000	R JUL	SELF REQU \$25, IN F	NTEEN STORES ARE PRESENTLY SERVICE. LEGISLATURE REJECTED EST FOR AN APPOPRIATION OF OUR FOR CONVERSION OF 5 STORES IRST YEAR OF A 10 YEAR PROGRAM D.2376. DEPARTMENT ESTIMATED TUAL AS OF 216,000 AND OC OF 000.
001 002 003	891 ESTABLISH MORE FLEXIBLE STORE H	ours.		⊃ JUL	SPEC	FINATELY POSTPONED BY THE IAL SESSION OF THE 186TH LEGI-URE. L.D.2446.
001 002 003 004 005 006 007 008	-092 ENFORCE LAWS REGARDING INTERSTA	TE		I JUL	PUBL LIQU JURI PUBL ABLE EFFO	SFERRED TO THE DEPARTMENT OF IC SAFETY ON JULY 1, 1972. OR ENFORCEMENT IS UNDER THE SDICTION OF THE COMMISSION OF IC SAFETY. PERSONNEL UNAVAILAND INCREASED ENFORCEMENT RTS DEEMED IMPRACTICAL AND TLESS.
001 002	-993 REQUIRE SUPERVISORS TO ADJUST S MOVING STOCK.	SLO N-		I JU	. 15 74 THIS	WILL BE A CONTINUING PROCESS.
001 002	+194 PREPARE MANUALS OF MANAGEMENT PROCEDURES.			= J U(. 15 74	

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003

004 005

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002

003

504

-095 STUDY THE FEASIBILITY OF HAVING

SUPPLIERS PROVIDE WAREHOUSING AND

DELIVERY TO INDIVIDUAL STORES.

-096 CHANGE THE LICENSEE DISCOUNT METHOS

TO APPLY TO UNBROKEN CASES ONLY. AS 250,900

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PAGE

A =ANNUAL =A	I =IMPLEMENTED
G = CNE-TIME =0	P =IN PROCESS
S=SAVINGS = S	<pre>= = PEQUIRES LEGISLATIVE ACTION</pre>
C = COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	* =MOT TO BE IMPLEMENTED
T=TRANSFER = T	REREJECTED BY LEGISLATURE
I=INCOME = I	ተ ONTH-DY-YR

001 08 002 -00	STATE LIQUOR COMMISSION						
901 -00 902	1 STREAMLINE AND SYSTEMATIZE LISTINGS.			Đ	JUL	15 74	POLICY PREPARED FOR CONSIDERATION OF COMMISSION.
001 +90 002 003	2 CHARGE A LISTING FEE.	aī	4,508	A	JUL	15 74	TREASURY DEPARTMENT HAS ADVISED COMMISSION SUCH A FEE VIOLATES FEDERAL LAW.
801 -00 002 003 004	3 ESTABLISH AND CIRCULATE A WRITTEN POLICY FOR DELISTING.			Ī	JUL	15 74	WARNING LETTERS SENT YEARLY TO VENDORS WHOSE SALES FALL BELOW ESTABLISHED STANDARDS.
901 -60 002 903	4 DELEGATE MANAGERIAL PESPONSIBILITY FOR THE BUREAU OF ALCOHOLIC BEVERA- GES TO ITS DIRECTOR.			I	JUL	15 74	

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PAGE 1

A =ANNUAL =A	I =IMPLEMENTED
O = DME-TIME =O	P =IN PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
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A=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MCNTH-DY-YR

SEQ #*CONTROL #*DEFARTMENT AND RECOMMENDATION THMC SURVEY \$4DEPARTMENT \$4ST4TUS4ACTION DATE4-----REMARKS------001 09 DEPARTMENT OF PERSONNEL 002 -00 801 -001 REVISE ORGANIZATIONAL AUTHORITY AND 002 PERSONNEL FUNCTIONS. R JUL 15 74 L.D.2418-INDEFINITLY POSTPONED. 003 INCLUDED IN PROPOSED REORGANIZE-804 TION OF EXECUTIVE STAFF FUNCTIONS 005 AS RECOMMENDED IN 801-88-892. 001 -802 RESTRUCTURE THE PERSONNEL BOARD. R JUL 15 74 L.D.2418-INDEFINITLY POSTPONED. 002 INCLUBED IN PROPOSED REORGANIZA-003 TION OF EXECUTIVE OFFICE. 001 -003 REPEAL PROVISIONS OF THE PERSONNEL 002 ACT RELATING TO APPOINTMENT OF AN 893 ADVISORY COUNCIL. R JUL 15 74 L.D.2416-INDEFINITLY POSTPONED. 004 INCLUDED IN PROPOSED REORGANIZA-005 TION OF EXECUTIVE STAFF FUNCTIONS. SEE 001-00-002. 096 001 -994 CHANGE TESTS AND EXAMINATIONS FROM A CREDENTIALS-CRIENTED TO A JOB CON-002 003 TENT BASIS. R JUL 15 74 L.D.2376-FILES, RULE 17-A. \$20,000 004 FOR FY 75. AN OMBOING ACTIVITY. 005 THE APPROPRIATION WOULD HAVE 006 ALLOWED FOR TWO POSITIONS FOR 007 2 1/2 YRS. TO REVIEW THIS 008 PROCESS. 091 -005 UPDATE JOB SPECIFICATIONS. R JUL 15 74 L.D.2376-FILES, RULE 17-A. 002 \$156,500 APPROPRIATION DENIED. ON-093 GOING ACTIVITY MANDATED BY FEDERAL 014 REQUIREMENTS. FUNDS FOR COMPREHEN-005 SIVE REVIEW AND ADDITIONAL PERSON-086 NEL FOR SURVEY DENIED. 001 -506 REQUIRE MONTHLY RECONCILLIATION REPORTS OF EMPLOYMENT STRENGTH. 982 R JUL 15 74 L.D.2376-FILES, RULE 17-A. DEPENDENT ON #009, APPROPRIATION 003 004 FOR COMPUTERIZATION.

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+907 FORMULATE POLICIES TO CONTROL ABSEN-

A =ANMUAL =A S =OME+TIME =O	I =IMPLEMENTED P =IN PROCESS
S=SAVINGS = S	= =REQUIRES LEGISLATIVE ACTION
Q=COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

SEQ #*CO!	NTROL ##DEFARTMENT AND RECOMMENDATION	*MMC	SURVEY ##DEP.	ARTMENT \$₹	'STa	CITOA*2UT	N DA	TE	F
002 003 004 005	TEEISM.					F JUL	15		L.B.2376- FILES, RULE 17-A. DEPENDENT ON #8009, APPROPRIATION FOR COMPUTERIZATION TO DEVELOP A DATA BASE.
001 002 903 004 005	-808 ESTABLISH CONTROL OVER AND REDUCE COSTS OF EMPLOYEE TURNOVER		200,988			R JUL	15	74	L.D.2376, FILES, RULE 17-A. ALSO DEPENDENT ON COMPUTERIZATION AND STAFF IN #009 TO GATHER AND ANALYZE DATE. RELATED TO #011.
001 002 003 004 005 006	-009 PROVIDE URGENTLY NEEDED COMPUTERI TION OF OPERATIONS.	-AST	136,600 OC	128,882	Đ	JUL	15		L.0.2376-FILES, RULE 17-A. A PREREQUISITE TO 896, 807, 808, AND 912. DEPARTMENT IS CONTÎNUING NONFUNDED STUDY OF COST AND FEASIBILITY. WILL RE-SUBMIT APPROPRIATION REQUEST.
901 002 003 004 005 006	-010 ESTABLISH A 4-YEAR PERIOD FOLLOWI TERMINATION FOR RETENTION OF PERS NEL RECORDS.				s	JUL	15	74	MEETING WITH ARCHIVES TO DETERMINE RETENTION REQUIREMENTS. TRANSFER, AFTER SORTING, STARTS JULU 1974. COST OF SUGGESTED MICROFILMING, IF MEEDED. UNKNOWN.
001 002 003 004 005	-011 ESTABLISH SCHEDULES FOR RETENTION OTHER FORMS AND FILES.	N OF			I	JUL	15	74	RELATED TO 010. MET WITH ARCHIVES TO ESTABLISH RETENTION REQUIRE- MENTS AND SCHEDULES. FIRST PURGE JUNE 74.
001 002 003 004	-012 COMBINE EMPLOYMENT ACTIVITIES FOR	? %S. 4S	1,600 AS	1,605	Þ	JUL	15	74	DEPENDENT ON 309-COMPUTERIZATION. IMPLEMENTED TO EXTENT POSSIBLE MANUALLU. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003	-013 DISPOSE OF 10 MANUAL TYPEWRITERS.	•			Ι	JUL	15	74	FIVE DISPOSED OF. APPROPRIATION TO REPLACE OTHERS DENIED, L.D.2376, FILES, RULES 17-A.

PERSONNEL, HEALTH & WELFARE, AND

MSEA. ONCE APPROVED BY THE BOARD, A TRIAL PROGRAM WILL BE TESTED IN

HEN. POTENTIAL SAVINS ARE SUBSTAN-

TIAL.

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	C =OME-TIME =0	=IN PROCESS
	S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
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	A=AVOIDANCE= A	h =NOT TO BE IMPLEMENTED
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	I=INCOME = I	MONTH-DY-YR
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SEQ ##CONTROL ##DEFARTMENT AND RECOMMENDATION	*MMO SURVEY \$#0EPARTM	NT \$*STATUS*ACTION DATE*REMARKS

006 007

008

009 ___019

ARK S------914 DISPOSE OF EXCESS OFFICE FURNITURE. N JUL 15 74 FURNITURE REQUIRED FOR FOUR ADDI-001 TIONAL PERSONNEL, CASUAL HELP, AND 002 083 JOB APPLICANTS. 001 -015 IMPROVE UTILIZATION OF HISTORICAL 802 PAYROLL FILES. Ι JUL 15 74 ALL SPACE IS NOW UTILIZED. -016 REPRODUCE JOB CLASSIFICATIONS AS 001 JUL 15 74 REQUIPED. 802 -817 INSTITUTE AN ALCOHOLISM REHABILITA-001 002 TION PROGRAM BASED ON JOB PERFOR-JUL 15 74 JOINT STUDY WITH HEALTH AND WEL-MANCE. 893 FARE WAS UNDERTAKEN AND A POLICY 034 DRAFT IS BEING PREPARED FOR 885

JUL 15 74 IMPLEMENTATION DEPENDS ON INCLU-

S = ANNUAL =S	I =I MPLEMENTED
D =OME-TIME =D	P =IM PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
C = COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
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I=INCOME = I	MONTH-DY-YR

SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION **MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS------001 10 MAINE STATE RETIREMENT SYSTEM 002 -00 001 -001 RENEGOTIATE FEE AGREEMENTS. AS 75,898 AS 15,849 P JUL 15 74 EFFECTIVE JULY 1, 1974 A NEW FEE 892 SCHEDULE WAS ADOPTED WHICH RESULTS 003 IN A 10% REDUCTION IN FEES CHARGED ១១% BY THE MANAGER WITH WHICH THE REC-1105 OMMENDATION WAS CONCERNED. THIS 906 RESULTS IN AN ANNUAL SAVING OF \$15,000. THE BOARD OF TRUSTEES IS 007 0.08 CONTINUING TO MONITOR PERFORMANCE 009 AND SERVICE RELATIVE TO CHARGES AND IS EXPLORING OPPORTUNITIES FOR 010 011 ADDITIONAL SAVINGS. 001 -192 MAKE PETIREMENT AT 65 MANDATORY. AS 425.888 R JUL 15 74 LEGISLATION WAS INTRODUCED BUT 002 RECEIVED AN UNFAVORABLE REPORT. 001 -003 ESTABLISH THE FIRST DAY OF A 002 CALENDAR MONTH AS A UNIFORM RETIRE-803 MENT DATE. R JUL 15 74 LEGISLATION WAS SUBMITTED TO 004 ESTABLISH THE FIRST DAY OF A 005 CALENDAR MONTH AS A UNIFORM 095 RETIREMENT DATE. THE ACT FAILED OF 207 ACCEPTANCE. 001 -004 DETAIN LARGER ADVANCE RATE DISCOUNTS AS 16.700 AS 10,801 1 JUL 15 74 THE BOARD HAS IMPLEMENTED THE 002 RECOMMENDATION INSOFAR AS POSSIBLE 003 . EFFORTS WILL CONTINUE. 201 -005 POOL GROUP LIFE INSURANCE. N JUL 15 74 THE BOARD HAS DETERMINED THAT 002 POOLING OF ALL UNITS WOULD NOT BE 003 IN THE STATES INTEREST. 001 -836 ESTABLISH CONTROL OVER GROUP LIFE INSURANCE FREMIUM REQUIREMENTS. I 15 74 STEPS HAVE BEEN TAKEN TO 082 JUL 003 IMPLEMENT. 801 -DET PROVIDE DATA PROCESSING PROGRAMS FOR 002 MAINTENANCE OF PAYROLL AND BENEFIT 003 RECORDS. AS 38.100

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A =ANNUAL =A	I =IMPLÉMENTED
O =ONE-TIME =O	P =IN PROCESS
S=SAVINGS = S	
C=COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	* =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

005 606 007					SION IN THE MASTER PLAN BY CENTRAL COMPUTER SERVICES AND RESULTS OF THE STUDY IN PROCESS.
001 -008 REQUIRE PAYROLL REPORTS TO BE SUB- 002 MITTED ALPHABETICALLY WITH SOCIAL 003 SECURITY NUMBER NO LESS THAN ONCE					
004 A MONTH. 205 206 007 008 009	AS	10,003 I	JUL	15 74	STEPS HAVE BEEN TAKEN TO IMPLEMENT . MONTHLY REPORTS ON MENBER EARNINGS AND CONTRIBUTIONS ARE HOW REQUIRED. ONE POSITION AND ONE MACHINE HAVE BEEN ELIMINATED FOR AN ANNUAL SAVING OF \$10,000.
001 -009 AUDIT AND UPDATE THE RETIREMENT 002 SYSTEM'S MEMBERSHIP. 003 004 005 006		Ι	JUL	15 74	EMPHASIS IS CONTINUING ON IMPLEMENTATION OF THIS RECOMMENDATION. THE PROCEDURE IS TO BE AN INTEGRAL PART OF OPERATION BY THE SYSTEM.

S =ANNUAL =A	I =IMPLEMENTED
0 = OME-TIME =0	P =IN PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
0 = COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	<pre>% =NOT TO BE IMPLEMENTED</pre>
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

**************************************	##DEPARTMENT AND RECOMMENDATION	****C	SURVEY \$*DEPA	********* RTMENT \$*	STATU	****** S*ACTIO	STAG N	**************************************
001 11 002 -00	DEPARTMENT OF AGRICULTURE	•						
081 -0 002 003 004 005 006 007	21 ESTABLISH A CAR POOL IN AUGUSTA.	÷S.	50,000 AS	2,800	Đ	JUL	15 74	AGENCY HAS PURCHASED FIVE VEHICLES THE SAVINGS ARE CALCULATED AT 2.8 GENTS PER MILE FOR 20,000 MILES PER YEAR PER CAR. REQUEST FOR FIVE ADDITIONAL VEHIC- LES INCLUDED IN PROPOSED BUDGET FOR FY 1976.
981 -0 082 503 884 885	02 REDUCE SALARY AND VEHICLE COSTS BY HAINTAINING CLOSER CONTROLS.	AS	37,890 AS	37,800	Р	JUL	15 74	ESTABLISHED AN ADVANCE TRAVEL RE- PORT SYSTEM. SURVEY SAVINGS ESTI- MATE ACCEPTED PENDING FINAL DETER- MINATION BY THE AGENCY.
601 -0 882 003	PROGRAM.				P	JUL	15 74	DEPARTMENT PARTICIPATED IN PILOT PROGRAM. PPBS BEING IMPLEMENTED BY ALL AGENCIES.

A =ANNUAL =A	I =IMPLEMENTED
0 = ONE-TIME =0	P =IN PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
C=Gnst = G	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	A =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

001 12 002 -00	MAINE RECREATION AUTHORITY							
801 - 002 003 004 005 306	001 COMBINE THE MAINE RECREATION AUTHORITY, THE MAINE INDUSTRIAL BUILDING AUTHORITY, AND THE MAINE MUNICIPAL APPROVAL BOARD INTO A SINGLE ENTITY.				I	JUŁ	15	74 186TH REGUALR SESSION CREATED THE MAINE GUARANTEE AUTHORITY. P.L. 1973, C.633.
001 002 003 004 005 006	DO2 PROVIDE THE MANAGER WITH INPUT TO AND OUTPUT FROM LONG-RANGE PLANS AND ECONOMIC DATA BASES OF THE STATE PLANNING OFFICE AND THE DEPARTMENT OF COMMERCE AND INDUSTRY.				Ξ	J O F	15	74 DOI COMMISSIONER A MEMBER OF M.G.A. STATE PLANNING OFFICE NOW PROVIDING M.G.A. WITH ACCESS TO MATERIALS.
001 002 003 004 005 006	POR INSTALL A SYSTEM OF MANAGEMENT OF BASED ON OBJECTIVE MEASUREMENT OF PERFORMANCE AGAINST GOALS.	ÂS	13,890 AS	13,900	Þ	JUL	15	5 74 SUB-COMMITTEES HAVE BEEN ESTAB- LISHED TO IMPLEMENT. SURVEY SAVINGS ESTIMATE ACCEPTED PENDING A FINAL DETERMINATION BY THE AGENCY.

A =ANNUAL =A =IMPLEMENTED 0 = GNE-TIME =0 =IN PROCESS =REQUIRES LEGISLATIVE 40TION S=SAVINGS = S C = COST = CS =REQUIRES FURTHER STUDY A = BONACIOVA=A N =NOT TO BE IMPLEMENTED T=TRANSFER = T R=REJECTED BY LEGISLATURE I=INCOME = I MONTH-DY-YR

SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION

*MMC_SURVEY_\$*DEPARTMENT_\$*STATUS*ACTION_DATE*-----REMARKS------

001 002		BOARD OF PESTICIDES CONTROL			
001	-901	ELIBINATE THE BOARD.	I	JUL	15 74 THE BOARD HAS NOT BEEN ABOLISHED,
002					HOWEVER, IT HAS BEEN REORGANIZED
003					BY THE LEGISLATURE INTO THE DEPT.
004					OF AGRICULTURE MEETING THE OBJEC-
085		v.			TIVES OF THE REPORT.

4 =ANNUAL =A C =ONE+TIME =O	I =IMPLEMENTED P =IN PROCESS
S=SAVINGS = S	L =FEQUIRES LEGISLATIVE ACTION
C=COST = C	S =REQUIRES FURTHER STUDY
A = BONACIOVA = A	1. =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

001	14	DEPARTMENT OF INLAND FISHERIES AND GAME									
003	-00										
001	-991	INITIATE MECHANIZED INVENTORY									
002		ACCOUNTING FOR CAPITAL EQUIPMENT					_			_:	
003 004		AND PROPERTY RECORDS.		•			Þ	JUL	19	74	A NEW INVENTORY SYSTEM IS BEING DEVELOPED. ONCE PERFECTED IT WILL
905											BE IMPLEMENTED STATEWIDE BY B.P.I.
006											REGULATIONS.
601	-002	REVISE THE METHOD OF TAKING PHYSICAL									· · ·
002		INVENTORY TO PROVIDE EXCEPTION									
003		REPORTING.					P	JUL	15	74	NEW INVENTORY REGULATIONS BEING
064		•									DEVELOPED BY 8.P.I.
001	-603	CHANGE THE REQUIREMENT OF PHYSICAL									
002		PLANT AND EQUIPMENT INVENTORY FORM									
003		ANNUAL TO BIENNIAL.	AS	43,490	AS	43,400	Р	JUL	15	74	NEW INVENTORY REGULATIONS BEING DEVELOPED BY B.P.I. SABINGS
004 005											INDETERMINENT BUT SUBSTANTIAL.
005											ESTIMATE ACCEPTED TENTATIVLY.
007											PENDING DETERMINATION.
001	-084	ESTABLISH A CENTRAL ACCOUNTING									
002		SYSTEM TO REPLACE MANUAL BOOKKEEPING	AS	6,400	48	6,493	P	JUL	15	74	PROTOTYPE SYSTEM WILL BE PHASED
003		•		-							IN BEGINNING JOLY 1,1974. ESTIMATE
004											ACCEPTED & TENTATIVELY PENDING FINAL DETERMINATION.
0.05											FINAL SEITROIMALION.
001	-605	CENTRALIZE DEPARTMENTAL PURCHASING,									
002		DISTRIBUTION, AND CONTROL OF EX-									
003		PENDABLE ITEMS.					I	JUL	15	74	THE WARDEN SERVICE STOREHOUSE HAS
. 284											BEEN RENNOVATED AND ONE CLERK REASSIGNED TO IT.
005	•										KEASSIGNED IN II.
901	-006	ELIMINATE FILING COPIES OF RESIDENT									
992		HUNTING AND FISHING LICENSES.	÷S	14,300	AS	5 ,7 88	I	JUL	15	74	ONE CLERK REASSIGNED UNDER 305 AND
003											DRE VACANCY NOT FILLED.
001	-007	ESTABLISH A LICENSING AND REGISTRA-									
	50.										

=I MPLEMENTED

L =REQUIRES LEGISLATIVE ACTION

=IN PROCESS

A =ANNUAL =1

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			C = 0 A = A T = 1 I = 1	COST :: AVOIDANCE: FRANSFER :: INCOME ::	= T = I			=REQU 1- =NOT R=REJE MONT	IRES TO BE CTED H-DY-	FUI II BY YR	SISLATIVE ACTION RTHER STUDY MPLEMENTED LEGISLATURE
		**************************************									F+++++++++++++++++++++++++++++++++++++
003 004 005 886 007 008 009 010		RESPONSIBITITIES FOR WATERCRAFT AND SNOWMOBILES.	AS AA	12,600 15,300	A S	15,388 12,680	I	JUL	15	74	P.L.1974, C.734. BECAUSE OF BROADER FEDERAL REGISTRATION REQUIREMENTS MANPOWER NEEDS ARE UNKNOWN AND SAVINGS ARE INDETERMINATE. ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
891 992 993 894 905 906 907 908 989	-r.68	INITIATE A STUDY TO PROVIDE A MECHANIZED LICENSE AND REGISTRATION SYSTEM FOR APPLICATIONS, RENEWALS, REVENUE ACCOUNTING, SAMPLING AND REPORTS.					Ð	JUL	15	74	LD2376, FILES, RULE 17-A. SURVEY ESTIMATED 0.C. 3F \$100,000 AND A.C. CF \$42,000 THE APPROPRIATION REQUEST WAS DENIED. STILL UNDER STUDY BY THE DEPT.
091 002 003 004 885 086 007	-709	MCCIFY HUNTING AND FISHING LICENSING METHODS TO INCLUDE MAILING RENEWAL APPLICATIONS.	AI	112,500			Ρ	JUL	15	74	L02376, FILES, RULE 17-A. DEPENDENT ON GEB. ALTERNATIVES STILL UNDER STUDY BY THE DEPT. TO FIND DESIREABLE SYSTEM AND POSSIBLE FUNDING.
901 802 883	-8 1 8	INITIATE ISSUANCE OF MONRESIDENT MAPINE SPORTS FISHING LICENSES. (FEDERAL)	AI AC	663,900 63,000				R JUL	15	74	L.D. 2342, FILES, RULE 17-A.
001 002 003 004 005	-011	ELIMINATE THE ATLANTIC SEA RUN SALMON COMMISSION AND INCORPORATE ITS RESPONSIBILITIES INTO THE DEPARTMENT OF INLAND FISHERIES AND GAME.					I	JUL	15	74	PL 1974, C. 697.
001 002 003 004	-012	OLOSE THE FISH-PRODUCING FACILITIES AT DEELOIS AND PHILLIPS AND TRANSFER PESPONSIBILITIES TO EMFIELD.	AS OI	59,760 319,680	-			N JUL	15	74	ADDITIONAL FACILITIES AT ENFIELD

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A=AVGIDANCE= A	F =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

SEQ ##CONT	ROL ##DEPARTMENT AND RECOMMENDATION	-∓MMC	SURVEY	\$*DEPARTMENT	£ ₹ ST	4TUS#A(CTION	JATE*REMARKS
905 086 007 008								WOULD COST APPROX. \$500,000. AND FROM EXPERIENCE, ONLY 8% OF BOOK VALUE IS REALIZED FROM THE SALE OF REMOTE HATCHERIES OR \$25,500.
001 002 003 004 005	-013 INITIATE A STUDY TO DETERMINE IF TH STATE SHOULD DISCONTINUE THE RAISIN AND STOCKING OF PHEASANTS.		75•8 160•0			J L 2	UL 1	5 74 STUDY OF PHEASANT PROGRAM TO BE COMPLETED JAN. DF 1975.
881 602 983	-014 DEVELOP AND IMPLEMENT A SYSTEM OF MORK STANDARDS AND QUANTITATIVE REPORTS FOR FIELD PERSONNEL.				I	JL	UL 1	5 74 IMPLEMENTATION DATE: JULY 1, 1974.

A =ANNUAL =5	I =IMPLEMENTED
O =ONE-TIME =O	P =IN PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
C = C T2CO= C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	M =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

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001 15 002 003 -00	DEPARTMENT OF ENVIRONMENTAL PRO- TECTION							
001 -001 002 903 004	ESTABLISH A CLERICAL POOL FOR SECRETARIAL NEEDS IN AUGUSTA.				S	JUL	15 74	FEASIBILITY STUDY IN PROCESS TO DETERMINE WHETHER SUCH A POOL CAN MEET THE DIVERSE NEEDS OF THE SEVERAL GUREAUS.
901 -002 092 093 094 005	ORGANIZE A POOL OF TECHNICIANS AND LOWER-ECHELON SCIENTISTS.				P	JUL	15 74	DEEMED IMPRACTICAL, ALTERNATE ACTION TAKEN. RESPONSIBILITIES HAVE BEEN REORGANIZED AND A TRAINING PROGRAM IS IN PROCESS.
001 -003 002 003 004 005 006	CROSS-TRAIN FIELD PERSONNEL SO THEY CAN INVESTIGATE AND EXPLAIN VARIOUS LAWS.	AA	7,689 AA	7,609	Р	JUL	15 74	TRAINING PROGRAM IN PROCESS. NO SAVINGS FY74-75 BUT LONG RANGE SAVINGS ANTICIPATED, THROUGH INDETERMINATE ESTIMATE ACCEPTED PENDING FINAL DETERMINA ION.
001 -004 002 003 004 005 006 007	INSTALL A WORK MEASUREMENT PROGRAM IN THE CLERICAL AND TECHNICAL POOLS.	AA GC	62,100 4,200		S	JUL	15 74	DEPENDANT ON GOT FNB GGZ. FUNDS ARE BEING SOUGHT TO ENGAGE GONSULTANT SERVICES WHICH MUST PRECED COST AND SAVINGS ESTIMATES. INTERRELATED WITH #007, EXECUTIVE BRANCH.
001 -005 002 003 004 005 006	LIMIT NEW POSITIONS TO THE TECHNI- CIAN AND CLERICAL LEVELS FOR THE NEXT BIENNIUM, AND INGREASE SUPER- VISORY SPAN.	AA	80,000		I	JUL	15 74	IMPLEMENTED TO EXTENT POSSIBLE, BUT MM&CS UNABLE TO SUBSTANTIATE BASIS OF SAVINGS ESTIMATES AND NO GOST AVOIDANCE FORESEEABLE.
701 -006	ESTABLISH GUIDELINES FOR ISSUANCE OF	=						

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002 003 004 005 006 007	LICENSES AND PERMITS DIRECTLY BY THE STAFF.				I	JUL	15	74 BOARD HAS APPROVED CATEGORIES OF PERMITS WHICH MAY BE TENTATIVELY APPROVED BY THE STAFF AND IT'S DECISION BRIEFLY REVIEWED BY THE BOARD. DEPARTMENT WILL PROMULGATE RULES UPON SOARD APPROVAL.
001 002 003 984 005	-807 CREATE ONE ENVIRONMENTAL PROTECTION LICENSE AND MERGE PERMIT AND CERTIFICATION FUNCTIONS.	·			I	JUL	15	74 COMPLETED TO EXTENT POSSIBLE. PROJECTS REQUIRING MULTI-APPROVALS ARE NOW PROCESSED SIMULTANEOUSLY.
081 002 003	-008 INSTITUTE DEFINITE DEPARTMENTAL 03- JECTIVES AND ASSIGN PRIORITIES.				I	JUL .	15	74 THIS HAS BEEN IMPLEMENTED AND IS AN ONGOING FUNCTION.
901 9 02 963	-809 ESTABLISH A CONSISTENT AND EQUITABLE POLICY OF FEES FOR LICENSES, PERMITS CERTIFICATIONS, AND OTHER BOCUMENTS.				I	זחר	15	74 P.L. 1974, C. 712.
001 002 903 004 005 006	-010 PPOVILE ADEQUATE OFFICE SPACE TO HOUSE AUGUSTA-BASED PERSONNEL UNDER ONE ROOF.		AC OC	30,000 450,000	D	JUL	15	74 IN PROCESS OF IMPLEMENTATION. CONTRACT FOR REMOVATION OF NEW BUILDING ENTERED INTO BY B.P.I.
001 002 003	-011 LIMIT PURCHASES TO PRIORITY NEEDS.				I	JUL	15	74 NEW SYSTEM WITH JUSTIFICATION OF CAPITAL EXPENDITURES WAS DEVELOPED AND IS BEING REFINED.
001 002 003 004 005	-012 SELL MICROFILM AND MICROFICHE EQUIPMENT.	OI 7,100			3 v	JUL	15	74 EQUIPMENT FEDERALLY PURCHASED. PLANNED FOR GREATER FUTURE USE AND TO SAVE SPACE IN PLANNED FACILITIES.
001 002 903	-013 MANAGE INVENTORIES MORE EFFICIENTLY.	·			ò	JUL	15	74 ONE PERSON REASSIGNED TO MANAGE NEW INVENTORY CONTROL SYSTEM BEGINNING FY75.

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gamman and a second dispute							
081 002 003 004	-914 ESTABLISH A STANDARDIZED FILING SYSTEM AND ELIMINATE DUPLICATE FILES	cc	1,509	S	JUL	15 74	COST IS FOR CONSULTANT SERVICES FOR SYSTEM TO BE IMPLEMENTED IN NEW PLANNED FACILITIES.
901 802 003 004 005	-015 ESTABLISH A CENTRAL ACCOUNTING SYSTEM WITHIN THE OFFICE OF ADMIN- ISTRATIVE SERVICES.			S	JUL	15 74	A PROTOTYPE SYSTEM WILL BE PHASED IN BEGINNING JULY, 1974. MAY BE IMPLEMENTED ON BEPARTMENTAL BASIS WHEN PERFECTED.
001 002 003 004 005 006	-016 OBTAIN RELIABLE PAYROLL AND PERSON- NEL SERVICE RECORDS AND ELIMINATE KEEPING THEM ON A DEPARTMENTAL BASIS			S	JUL	15 74	MUST AWAIT COMPUTERIZATION OF PERSONNEL DEPT. AND EFFECT OF COLLECTIVE BARGAINING ON PERSONNEL OPERATIONS.
001 002 003 004 005	-017 SET UP DEFINITE REPORTING CHANNELS AND ASSIGN RESPONSIBILITIES WITHIN AIR QUALITY CONTROL.		ī	-	JUL	15 74	REGIONAL COORDINATORS HAVE BEEN DESIGNATED AND APPROPRIATE BUTY RESPONSIBILITIES DEVELOPED.
081 032 803 604	-018 ASSIGN PROJECTS FOR AIR QUALITY CONTROL WHEN NORMAL DUTIES PERMIT SUCH WORK.		I		J 9L	15 74	FORMAL PRIORITIES HAVE BEEN DESIGNATED.
001 002 103 004	-019 ASSIGN THE QUANTIFYING AND RECORDING OF STRIP CHART DATA TO CLERK-TYPISTS AS	6,300		Þ	JUL	15 74	A COMPUTER COMPATIBLE SYSTEM WILL BE IMPLEMENTED AS FEASIBLE, THUS PREVENTING SAVINGS PENDING THAT CONVERSION.
00 <u>1</u> 002 003 004 005	+020 ELIMINATE THE TWO CHEMIST POSITIONS IN AIR QUALITY CONTROL. 4S (FEDERAL) 4S	8,000 9,393		£.	JUL	15 74	THESE POSITIONS ARE PART OF FEDERALLY APPROVED FROGRAM AND ASSURE CONTINUED APPROVAL. ALSO

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION **MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS------NECESSARY TO CREDIBILITY OF TEST 006 697 RESULTS. 001 +821 DO NOT FILL THE PLANNED ADDITION OF A CHEMIST FOR AIR QUALITY CONTROL. AA 18,700 M JUL 15 74 THIS POSITION WAS FILLED AFTER 002 003 CONSULTATION WITH THE DEPT. OF 804 PERSONNEL. RELATED TO 020.

001 -022 INSTALL A STANDARD FILING SYSTEM
002 AND ELIMINATE ALL DUPLICATE FILES
003 WITHIN THE OFFICE OF ADMINISTRATIVE
004 SERVICES.

084 SERVICES. I JUL 15 74 COMPLETED AS TO PERSONNEL FILES.

805 WILL BE IMPLEMENTED FURTHER IN NEW COOK PLANNED OFFICE SPACE.

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100 200	16 -99	MAINE LAND USE REGULATION COMMISSION						
081 002 003 004 085	- 8 €1	ABOLISH THIS COMMISSION AND TRANSFER FUNCTIONS, FUNDS, AND STAFF TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION.	AS	18,788	I	JÜL	15 74	REGULAR SESSION OF 186TH PLACED L.U.R.C. IN DEPT. OF CONSERVATION. NO SAVINGS REALIZED.

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001 17 MAINE MINING BUREAU 005 -00 001 -001 TRANSFER MAINE MINING BUREAU FUNC-002 TIONS TO THE STATE GEOLOGIST. P JUL 15 74 L02399 PEFERRED 107TH. BUREAU HAS 003 SEEN PUT IN DEPT. OF CONSERVATION. 304 LD2399 WOULD ABOLISH BUREAU AND 005 PLACE RESPONSIBILITY IN DIRECTOR 006 OF EUREAU OF GEOLOGY. 001 +882 PLACE MINING FUNDS IN THE GENERAL 002 FUND. 47 7,000 (FEDERAL) OT 003 68,608 JUL 15 74 LD2486 AS ENACTED IN P.L.1974. 0 0 4 0744 DOES NOT TRANSFER BALANCES TO 805 THE GENERAL FUND BUT REQUIRES SUCH BALANCES BE ANNUALLY REPORTED. 996

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		FREPARTMENT AND RECOMMENDATION										**************************************
001 002	18 -00	DEPARTMENT OF PARKS AND RECREATION										
001 002 003 004 005	-881	INSTITUTE A WORK MEASUREMENT STUDY OF ADMINISTRATION PERSONNEL.	ÄA 90	8,990 5,000	3 C	5 , 802.	P		JUL	15		BUREAU MERGED INTO DEPT. OF CONSERVATION AND THEIR PROCEDURES HAVE BEEN ADOPTED. NEITHER COST NOR AVCIDANCE REALIZED.
001 002 003 004 085 006 007	-002	RECREANIZE THE NAVIGATIONAL AIDS MARKING SYSTEM.	AA GA	34,000 8,000	AA DA	34,000 8,000	I		JUL	15	74	NUMBER BEING REDUCED BY APPROX. 50% SAVINGS ARE DEDICATED AND WILL BE USED TO COMPLETE THE EXPANSION OF THE PROGRAM TO ADDITIONAL AREAS.
001 002 003 004	-013	ESTABLISH A COURSE IN PUBLIC RELATIONS TECHNIQUES FOR FIELD PERSONNEL					I		JUL	15	74	TRAINING SESSIONS ARE HELD AND WILL BE EXPANDED TO COVER SUMMER EMPLOYEES EACH YEAR.
001 002 003 004 005 006 007 008 009	-884	ASSIGN INSPECTION OF PASSENGER TRAM-WAYS TO AN ENGINEERING TECHNICIAN.					1- a	S	JUL	15	74	BUREAU IS CONDUCTING A STUDY TO SEE HOW PERSONNEL CAN BE USED MORE EFFICIENTLY. HOMEVER, MAINE SUBSCRIBES TO THE AMERICAN STANDARDS FOR PASSENGER TRAMWAY SAFETY, WHICH REQUIRES LICENSED INSPECTORS. THE FULL COST OF SUCH INSPECTIONS. IS CHARGED TO THE GWNER OF FACILITIES INSPECTED.

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EQ #-00	NIKUL F	*UEPARIMENI AND RECOMMENDALION -	*MMC SURVET \$*UEPART	MENT S#STATU	S#A CTIO	אט אנ	11-1	#RENARKS
001 19 002	Managara mining gayay	DEPARTMENT OF MARINE RESOURCES (FORMERLY SEA AND SHORE FISHERIES)	•			-		
003 -	-00	······································						•
001	-581	EMPOWER THE DEPUTY COMMISSIONER WITH						
002		AUTHORITY FOR OPERATION OF THE						
003		DEPARTMENT.		I	JUL	15	74	
801	-ee2	INSTITUTE A WORK MEASUREMENT STUDY						
002		PROGRAM FOR ADMINISTRATIVE PERSONNEL	AS 5,990	I	JUL	15	74	CONTINUOUS APPRAISAL AND POSITI
003		was the second of the second o						REQUIREMENTS ARE CONDUCTED. NO SAVINGS REALIZED.
004		•						SAVINGS REALIZED.
001	-0.63	ESTABLISH AN INITIAL AND CONTINUING	•					
002		TRAINING PROGRAM FOR COASTAL WARDENS		I	JUL	15	74	A FORMAL EIGHT WEEK COURSE WAS BEGUN IN 1973. IT WILL BE
003 004								CONTINUED AND IMPROVED.
								The second secon
001 002	-884	REDEFINE THE RESPONSIBILITIES OF THE DIRECTOR OF MARINE RESEARCH.		ī	JUL	45	71.	
802		DIRECTOR OF HARINE RESEARCH.		•	302	. 17	17	
001	-re5	INTEGRATE THE MARINE FISHERIES						
002		EXTENSION SERVICE INTO MARKETING AND			4475	4-	~ .	THE OTHER ASSESSMENT OF A DEEP ADE A
093 004		PROMOTION.		I	JUL	15	/4	THE DIVISIONS OVERLAP BUT ARE N IDENTICAL; THEIR ACTIVITIES ARE
005								NEW COORDINATED VERY CLOSELY.
001	-806	ESTABLISH AN INTERDIVISIONAL DIREC-						
002 003		TOR*S COMMITTEE TO IMPROVE COMMUN- ICATIONS.		1	JUL	15	74	MEETINGS OCCUR AS SCHEDULES
004		104 (10)(3)		•	002	1,0	• •	PERMIT. A REGULAR SCHEDULE IS 1
005								GGAL. AND IMPROVED COMMUNICATIO
096			•					ARE IN PROCESS AND WILL CONTINU
007								TO BE DEVELOPED.
001	-007	CONSOLIDATE PERSONNEL AND PAYROLL						
002		RECORDKEEPING FUNCTIONS ON A STATE-						
003		WIDE BASIS.		S	JUL	15	74	CONSULTING WITH PERSONNEL DEPT.
004 005								THESE RECORDS ARE UTILIZED FREQUENTLY AND THEIR ABSENCE M
								- EKEMOENIET HAG IMETK HOOFINGE WI

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THE FUTURE.

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SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION *MMC_SURVEY_STREPARTMENT_STATUSTACTION_DATET----REMARKS------001 -808 OBTAIN CENTRAL ACCOUNTING SERVICES 002 TO ALLOW THIS DEPARTMENT TO ELIMIN-ATE DUPLICATE BOOKS. JUL 15 74 PROTCTYPE SYSTEM WILL BE PHASED IN 13.200 AS 700 P 003 ΑS SEGINNING JULY 1,1974. 004 001 -009 DELAY FILLING SEVEN POSITIONS IN THE JUL 15 74 THESE POSITIONS ARE MANDATED BY 002 MARINE RESEARCH DIVISION. 73,500 QA 73,500 I STATUTORY REQUIREMENTS BUT DENIED 003 IN PART II BUDGETARY REQUESTS. 004 THEY WILL BE REQUESTED AGAIN IN 005

I =IMPLEMENTED

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S =REQUIRES FURTHER STUDY

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		**************************************					FREMARKS
	01 20 02 -00	FORESTRY DEPARTMENT			·		
0 0 0	01 -001 02 03 04 05	ESTABLISH PRIORITIES AND DEFINE RESPONSIBILITIES OF SUPERVISORY PERSONNEL.		ā	JUL	15 74	ONGOING PROJECT. FINAL DRAFT OF AUTHORITY AND RESPONSIBILITY OF THE REGIONAL AND FIVISION DIRECTORS IS BEING PREPARED.
0	01 -902 02 03	IMPLEMENT A TRAINING FOR THE APPLICATION OF MODERN MANAGEMENT TECHNIQUES.		I	JUL	15 74	WORKING WITH U.S. FOREST SERVICE.
0 0 8	01 -907 02 93 04 05	DEVELOF AND IMPLEMENT WORK STANDARDS AND QUANTITATIVE REPORTS FOR FIELD PERSONNEL.	5	Þ	JUL	15 74	PROCEEDING IN CONJUNCTION WITH 001. WEEKLY REPORTS HAVE BEEN REVISED AND TRAINING SESSIONS ARE IN PROCESS.
0 0	01 -504 02 03 04 05 06	INITIATE A STUDY TO DETERMINE IF HIGHLY MOBILE STRIKE FORCES COULD BE USED MORE EFFECTIVELY TO SUPPRESSFIRES.	5	S	JUL	15 74	STUDY BEING HADE BY SELECTED RENGERS UNDER DIRECTION OF FIRE DIVISION DIRECTOR.
9 9 9 9	01 -009 02 03 04 05 06 07	COMBINE PROGRAMS AND FUNDING OF THE OLD MAINE FOREST DISTRICT WITH THAT OF FOREST FIRE CONTROL-ORGANIZED TOWNS.		Ļ	JUL	15 74	REFERRED TO 107TH LEGISLATURE. AN APPROPRIATION WOULD BE NECESSARY TO OFFSET LOSSES FROM 54 MUNICIPALITIES IN THE UNORGANIZED AREAS OF THE M.F.D.
9	01 -00 92 03 04	5 INITIATE A MECHANIZED INVENTORY AND ACCOUNTABILITY SYSTEM.		2	JUL	15 74	A STATEWICE SYSTEM IS BEING DEVELOPED AND THE U.S. FOREST SERVICE IS BEING CONSULTED.

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											• •
001 002	-007	REVISE THE METHOD OF TAKING PHYSICAL INVENTORIES AND PROVIDE CLASSIFICA-									
003		TION OF ITEMS AND EXEMPTION REPORT-									
004		ING.					₽	JUL	15 74	A STATEWIDE	SYSTEM IS BEING
800		The state of the s								DEVELOPED.	
001	-008	CHANGE THE REQUIREMENT OF PHYSICAL									
002		PLANT AND CYCLICAL EQUIPMENT INVEN-		70.00		70.00		****	4 C 371		OMOTER TO DETUC
003		TORY FROM ANNUAL TO BIANNUAL.	AS	38,99	UU AS	38,00	i P	JUL	15 /4		SYSTEM IS BEING SAVINGS ESTIMATE
004 005											TATIVELY. PENDING
005										DETERMINATIO	
001	-009	IMPLEMENT & RECORDS MANAGEMENT									
002		SYSTEM.					Þ	JUL	15 74	A COMPLETE R	ECORDS MANAGEMENT
003										SYSTEM IS IN	THE PROCESS OF BEING
004		· MAXIMINATE · · · · · · · · · · · · · · · · · · ·								DEVELOPED.	
801 802	-010	INITIATE A MECHANIZED SYSTEM TO MAINTAIN PERSONNEL INFORMATION AND									
003		PRODUCE VARIOUS OUTPUTS.					S	JUL	15 74	CONSULTING N	IITH CENTRAL COMPUTER
004		10300E 4X 11000 0011 0101					3	002			PERSONNEL DEPT.
005											CSSIBLE STATEWIDE
006		to the same of the									ADOPT DEPT. OF
007										_	PROCEDURES AS
008										ALTERNATIVE.	
		·									

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R JUL 15 74 L.D.2410 REJECTED.

*MMC_SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS------SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION DEPARTMENT OF COMMERCE AND INDUSTRY 001 21 002 -00 -BC1 ESTABLISH THE STATE'S GOALS CONCERN-101 802 THE INDUSTRIAL DEVELOPMENT AND TOURISM. Ţ JUL 15 74 003 -002 COMBINE THE DIVISIONS OF PROMOTION 801 002 AND INFORMATION SERVICES AND TRANS-FER THEM TO THE PROPOSED BUREAU OF 003 004 INFORMATION AND PUBLIC RELATIONS. 4.5 11,680 R JUL 15 74 L.B.2410 REJECTED. 001 -003 ELIMINATE TWO CLERICAL POSITIONS FROM THE DIVISION OF INFORMATION 002 103 SERVICES. 4.5 10.800 40 16.888 I JUL 15 74 -084 PHASE OUT THE POSITION OF EXHIBITS 001 002 AND DISPLAY MANAGER. 0 JUL 15 74 NAME CHANGE: FUNCTIONS OF POSITION NECESSARY. 083 001 -085 DISCONTINUE THE POSITION OF PHOTO-082 GRAPHIC LABORATORY ASSISTANT. ΔS 3.700 AS 3.700 I JUL 15 74 7.700 AS 7.700 I 15 74 201 -006 ELIMINATE ONE COPY MACHINE. **AS** JUL 201 -007 TRANSFER RESPONSIBILITY FOR MAIN-902 TAINING MAINE'S EASTERN STATES EXPOSITION SITE. Ţ JUL 15 74 603 001 -008 MINIMIZE THE EXPENSE OF MAINTAINING JUL SPACE IN THE MARDEN BUILDING. 40,000 OA 48,080 I 15 74 OΑ 002 001 +809 RESOLVE THE STATUS OF THE STATE R JUL 15 74 L.D.2410 REJECTED. 002 TECHNICAL SERVICES PROGRAM. -819 TRANSFER THE DIVISION OF RESEARCH 001 AND ANALYSIS TO THE STATE PLANNING 002 OFFICE. 4.5 46.000 R JUL 15 74 L.D.2410 REJECTED. 003 001 -311 ELIMINATE FIVE PROFESSIONALS AND DISTRICT OFFICES FROM THE DIVISION 002

AS 112,100

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OF DEVELOPMENT.

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION **MC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*------REMARKS------

901	-012	ASSIGN RESPONSIBILITIES FOR COORDIN-					
932		ATING ASSISTANCE TO BUSINESS AND					
003		INDUSTRIAL FIRMS DESIRING TO LOCATE					
		TO MAINE TO AN INDUSTRIAL DEVELOP-					
004 995		MENT REPRESENTATIVE.				R JUL	15 74 L.D.2410 REJECTED.
001	-013	TRANSFER A MUNICIPAL COORDINATOR AND					
002		AN INDUSTRIAL DEVELOPMENT REPRESEN-					
803 .		TATIVE FROM THE DIVISION OF DEVELOP-					
004		MENT.				R JUL	15 74 L.D.2416 REJECTED.
091	-91L	FLIMINATE THE DIVISION OF ADMINIS-					
602		TRATION.	4.5	122.000		R JUL	15 74 L.S.2410 REJECTED.
		TAR TOPE	~ 5	1229010		K 002	19 14 14042416 KEOCO128
001	-015	INCREASE MEMBERSHIP OF THE ECONOMIC					
082		DEVELOPMENT ADVISORY COUNCIL TO 10.	ā.r	1,580	I	JUL	15 74
		SERVED THE ROY I SOUND IE TO IVE	-0	19755	*	002	17 14
091	-946	TRANSFER THE ECONOMIC DEVELOPMENT					
992	610	ADVISORY COUNCIL.				R JUL	15 74 L.B.2410 REJECTED.
ب ۵ ت کر		MDATOOK! COOMCTE!				R JUL	19 14 C.D.CHID KEJEUIEU.

JUL 15 74 REORGANIZATION 75% COMPLETE. DUE

TO ENERGY CRISIS AND SUBSEQUENT CHANGE IN SCOPE OF THIS BUREAU.

PAGE 1 A =ANNUAL =A =IMPLEMENTED O = ONE-TIME = O =IN PROCESS S=SAVINGS = S =REQUIRES LEGISLATIVE ACTION S =REQUIRES FURTHER STUDY C=COST = 0 A=AVOIDANCE= A b =NOT TO BE IMPLEMENTED. REREJECTED BY LEGISLATURE T=TRANSFER = T MONTH-DY-YR I=INCOME = I SEQ #*CONTROL #*DEPARTMENT AND RECOMMENSATION *MMC_SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----RENARKS------DEPARTMENT OF MILITARY. CIVIL 091 22 DEFENSE AND VETERANS SERVICES 002 -00 กกร 13,790 AS JUL 15 74 TMPLEMENTED BY SPECIAL SESSION. 001 -001 REORGANIZE THE DEPARTMENT. 45 13,630 I 002 P.L.1974. C.709. -002 CONSOLIDATE STORAGE AREAS OF MILI-001 002 TARY AND CIVIL DEFENSE INTO AVAIL-ABLE SPACE AT CAMP KEYES. JUL 15 74 BUILDING HAS BEEN LOCATED. WILL រាពន REQUEST FUNDS FOR RENOVATIONS FROM 204 805 107TH LEGISUATURE. 001 -91 MILITARY BUREAU 881 -003 ELIMINATE STATE FUNDING THE AIR 002 NATIONAL GUARD. AS 29.300 AS 9 S JUL 15 74 AWAITING RESULTS OF CONGRESSIONAL 193 STUDY, JAN. 1975. -004 PHASE OUT THE POSITION OF MILITARY 001 288 OPERATIONS SPECIALIST. ΔS 5.500 48 I 028 JUL 15 74 UTILIZED \$4,680 OF ESTIMATED SAVINGS FOR NEEDED CLERK TYPIST 003 PUSITION. 304 -808 DETERMINE THE FEASIBILITY OF 001 002 UTILIZING CONTRACTED SERVICES FOR 15 74 DEPARTMENT HAS CONTRACTED SERVICES 003 THE MAINTENANCE OF STATE PROPERTIES. JUL 204 USING AVAILABE MONEY. ANTICIPATING A SAVINGS IN MILEAGE AND PERSONNEL 005 HOURS. 006 001 -006 REVIEW THE PERSONNEL POLICY TO ALLOW CREDIT FOR ACTIVE BUTY TRAINING. I JUL 15 74 002 891 -82 BUREAU OF CIVIL DEFENSE -807 REGREANIZE THE BUREAU OF CIVIL 001 002 DEFENSE. ΔS 18.880 AS 1,920 003 (FEDERAL) AS 18.000 AS 1,929

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		*DEPARTMENT AND RECOMMENDATION	₹MMC	SURVEY \$#3EPA	RIMENT SFSTAT	US*ACTI	ON DATE*	REMARK S
007 008	. 							PORTIONS OF THE RECOMMENDATIONS ARE NO LONGER PRACTICAL.
801	-03	BUREAU OF VETERANS SERVICES						
001 982 803 004 005	-008	ELIMINATE THE POSITION OF ASSISTANT SUPERVISOR.	AS	18,600 AS	790 I	JUL		THE POSITION OF ASSISTANT SUPER- VISOR WAS ELIMINATED THROUGH RE- CLASSIFICATION TO A VETERANS* COUNSELOR, DEC. 1973, AT A NET ANNUAL SAVINGS OF \$770.
001 002 003	-009	DO NOT FILL THE POSITION OF SECRETARY AT: THE VETERANS MEMORIAL CEMETERY.	ΑA	4, 698 24	4,638 I	JUL	15 74	
001 002 003	-r10	MOVE THE LEWISTON FIELD OFFICE TO THE NEWLY CONSTRUCTED STATE ARMORY.	AS	908 AS	ี่ ฮ	P JUL		SPACE NOT AVAILABLE AND SUGGESTED LOCATION HOST CONVENIENT.
031 902 903	-311	STUDY THE FEASIBILITY OF UTILIZING CONTRACTED SERVICES TO PERFORM CERTAIN FUNCTIONS AT THE VETERANS MEMORIAL CÉMETERY.			I	JUL	15 74	STUDY COMPLETED. DATA COLLECTED

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	23 -00		DEPARTMENT OF PUBLIC SAFETY								
081	-	801	REDUCE VEHICLE MAINTENANCE COSTS.	AS	1,500 AS	S 0	I	JUL	15	74	COMPLETED IN OCTOBER OF 1973.
901 002 083 804 805			ACCELERATE THE UTILIZATION OF AUTOMATIC DATA PROCESSING.		-3.0 00			R JUL	15		LEGISLATION REGARDING FUNDS WAS DEFEATED; PARTIAL IMPLEMENTATION HAS TAKEN PLACE.
001 002 003 004 005 086			GOMBINE SUPPLY WITH ADMINISTRATIVE SERVICES AND BUDGET CONTROL.	AS	13,500 AS	S 9	I	JUL	15	74	SAVINGS CITED BY THE SURVEY WAS THE SALARY OF AN OFFICER IN STATE POLICE. IMPLEMENTATION WILL NOT ELIMINATE THE OFFICER'S REPLACE- MENT SALARY.
001 002 003 004			CONSIDER CONSTRUCTING AN ADDITIONAL FLOOR ON THE HEADQUARTERS GARAGE.				I	JUL	15	74	THE BUREAU OF PUBLIC IMPROVEMENT DETERMINED AN ADDITIONAL FLOOR WOULD NOT BE FEASIBLE.
001 002 003	-	005	HIRE & CLERK TO PROCESS LAW ENFORCE- MENT PLANNING AND ASSISTANCE AGENCY (LEPAA) GRANTS.	•							
004 001 002 003	· 	·0 0 6	SUPPLY EACH BUREAU DIRECTOR A MONTHLY STATEMENT OF THE FINANCIAL CONDITION, INCOME, AND EXPENDITURE	- 2 0	6,380 A	C 7,179	I	JUL	15	74	COMPLETED IN JULY OF 1973.
0.0₽			ANALYSIS.				I	JUL	15	74	COMPLETED IN JULY OF 1973.
991	-	887	INSTALL PERSONNEL PROCEDURES.				I	Júr	15	74	
001 002 083 004 005	<u>-</u>	-008	REVIEW THE POLICY REGARDING MEAL ALLOWANCES.				ĭ	JUL	15	74	FUNDS NECESSARY FOR ACTION FOLLOW- ING REVIEW WERE NOT APPROVED FOR BUDGET PERIOD ENDING JUNE 30, 1975.
001	-01		BUREAU OF STATE POLICE								

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=IMPLEMENTED P =IN PROCESS

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			C = 0 A = 4 T = 1 I = 1	COST AVOIDANCE: FRANSFER : INCOME	= T = I			=REQUIR N =NOT TO R=REJECT MONTH-	ES BE ED DY-	FU BY PR	
		FOR ARTHENT AND RECOMMENCATION									**************************************
001 002 003 004 005 006	-889	REVIEW USE OF PREMIUM GRADE GASOLINE	AS	42,686	AS	S	I	JUL	15	74	ALL FACILITIES IN THE STATE HAVE BEEN CONVERTED TO REGULAR GAS; DRASTIC INCREASES IN FUEL COST IN THE PAST YEAR HAVE MORE THAN OFF- SET ANY SAVINGS THAT WOULD HAVE BEEN REALIZED.
001 002 003 004 005 006 007	-010	INCREASE THE STAFF OF THE TRUCK WEIGHTS SECTION OF THE TRAFFIC DIVISION.	4I 0C	126,886 11,580		24,315 90,000 25,921	I	JUL	15	74	THE 106TH REGULAR LEGISLATURE APPROVED TWO ADDITIONAL OFFICERS; SURVEY SUGGESTED THREE OFFICERS. PRIVATE AND SPECIAL LAWS-1973; CHAPTERS 106 AND 108.
001 602 803	-011	DISCONTINUE ASSIGNING POLICE OFFICERS AS LIAISON OF THE BUREAU OF CIVIL DEFENSE.	AS	16,500			I	JUL	15	74	
001 002 003	-012	FURNISH CRIMINAL INVESTIGATION WITH SMALL, ECONOMY-CLASS CARS.	AS 0S	9,500 2 3, 000		3,636 6,888	ı	JUL	15	74	
001 002 003 004 005 006	-013	DISCONTINUE ASSIGNMENT OF POLICE OFFICERS TO MONENFORCEMENT DUTIES.	AC	17,588	4C	26,482	P	₹ JUL	1 5	74	LEGISLATIVE APPROPRIATION WAS DENIED. A LIEUTENANT HAS BEEN RE- PLACED BY A CIVILIAN. REQUEST WILL BE MADE TO REPLACE A SARGENT AND A TROOPER.
001 002 003 004 005	-014	STOP PEQUIRING 48-HOUR ACCIDENT REPORTS BE MAILED TO THE TRAFFIC DIVISION	άS	6 ,89 6	AS	6,8 8€€	I	זמר	15	74	PUBLIC LAWS OF 1974; CHAPTER 589: SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003	-015	ELIMINATE & CLERK-TYPIST POSITION IN THE GRIMINAL IDENTIFICATION DIVISION.	۵S	5,18°	45	5 ,1 33	I	JUL	15	74	

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		PREPARTMENT AND RECOMMENDATION									F*************************************
001 002 003 004	016	BUY RADIAL INSTEAD OF BIAS-PLY TIRES	AS	9,800	AS	9 , 000 F	>	JÜL	15	74	PERFORMANCE REVIEW AND TESTING IS STILL UNDERWAY. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINA- TION.
001 002 003 004	-017	ISSUE BEANO LICENSES MONTHLY.	45	7,200	AS	728 I		JUL	15	74	SAVINGS RESULT ONLY FROM REDUCED NUMBER OF MAILINGS. COMPLETED OCTOBER 3,1973 (PUBLIC LAWS OF 1973; CHAPTER 102).
001 002 003 004	-018	HIRE CIVILIAN COMMUNICATIONS OPERATORS TO FREE ENLISTED PERSONNEL FOR FIELD WORK.	AC	76,009	AC	63,226 I		JUL	15	74	PRIVATE AND SPECIAL LAWS OF 1973; CHAPTERS 106 AND 108.
001 002 003 004 005 006 007 008	-019	CHARGE THE MAINE TURNPIKE AUTHORITY FOR ACTUAL COSTS OF PROVIDING HIGHWAY PATROL.	AA	199,000			Ņ	JUL .	15	74	BOTH THE COMMISSIONER OF TRANSPORTATION AND THE CHIEF OF THE MAINE STATE POLICE FEEL THAT FURTHER STUDY IS NECESSARY. REVENUES FROM GASCLINE TAXES MAY OFFSET ANY PATROL COSTS.
601 002	-629	INSTALL A UNIFORM CRIME-REPORTING SYSTEM.				I		JUL	15	74	PUBLIC LAWS OF 1974; CHAPTER 707.
001 001 002 003	-021	CONSIDER REQUIRING BARTENDERS TO REGISTER AND OBTAIN A LICENSE.					s	JUL	15	74	STUDY ORDER BY 186TH SPECIAL SESSION.
001 002 803	-022	ISSUE PARTENCER LICENSES ON A STAGGERED 3-YEAR RENEWAL BASIS.					S	JUL	15	74	STUBY ORDER BY 106TH SPECIAL SESSION
001 002 003	-023	USE A STANDARDIZED INSPECTION REPORT TO OBTAIN IMPROVED INSPECTION DOCUMENTATION.				I		JUL	15	74	
001	-024	REQUIRE FIELD INSPECTORS TO USE									

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		FOEPARTMENT AND RECOMMENDATION							**************************************
002 003		DICTATING EQUIPMENT WHEN PREPARING FIELD REPORTS.	AA	31,000 AA	31,000				
00 4 005			90	2,308 00	2,300 I	JUL	15	74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
591 882 993 884	-825	ESTABLISH A PROGRAM FOR MEASURING PRODUCTIVITY OF INSPECTORS.	AS	11,500 AS	ទ I	JUL	15	74	SAVINGS CITED BY THE SURVEY ARE REALLY AN EFFICIENCY IMPROVEMENT ESTIMATE, NOT AN ACTUAL SAVINGS.
001 092 003	-026	STOP PERFORMING LICENSING ACTIVITIES NORMALLY ACCOMPLISHED BY THE BUREAU OF ALCOHOLIC BEVERAGES.	:		·	JUL	1 5	74	
901	- €3	FIRE PREVENTION BUREAU							
801 802 803 004 805 996 997	-027	ASSESS INSURANCE COMPANIES A FEE OF 0.75% ON FIRE INSURANCE PREMIUMS.	, AI	83,000		R JUL	15	74	A REQUEST TO INCREASE FEE TO .75% WAS DENIED BY SPECIAL SESSION. CHAPTER 727 OF 1974 PUBLIC LAWS DID CORRECT AN ERROR IN PREVIOUS LEGISLATION ADDING \$46,000 IN REVENUES.
001	-928	REORGANIZE THE BUREAU.	▼ C	102,100 AC	91,123 I	JUL	15	74	PUBLIC LAWS OF 1974; CHAPTER 727.
001 002	- 829	PERFORM FIRE SAFETY INSPECTIONS ANNUALLY.			ĭ	JUL	15	74	
091 802 093	-939	CHARGE A FEE TO COVER PROCESSING COSTS FOR TAKING AN EXAMINATION.	ΑI	2,800 AI	2,800 I	JUL	15	74	PUBLIC LAWS OF 1974; CHAPTER 725. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003	-031	REVISE THE FEE SCHEDULE FOR INSPECTION AND ISSUANCE OF LICENSES AND PERMITS.	ΑI	6,800 AI	8,045 I	JUL	15	74	PUBLIC LAWS OF 1974; CHAPTER 725.
001 002	-032	ISSUE OCCUPATIONAL LICENSE RENEWALS ON A 2-YEAR BASIS.	48	2,808 AS	3 S	JUL	15	74	REFERRED TO 107TH LEGISLATURE.
001	-033	INSTALL A COST ACCOUNTING SYSTEM.	AS	5,300 AS	5,300 I	JUL	15	74	SURVEY ESTIMATE ACCEPTED PENDING

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T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	HONTH-DY-YR

002							FINAL DETERMINATION.
001	-034 TRANSFER UNEXPENDED DED						and the second of the second o
002	TO THE GENERAL FUND AT	THE END OF					
003	FISCAL 1973.	ा 🖯	335,480	P	JUL	15 74	PUBLIC LARS OF 1974, CHAPTER 744
004	AND THE PROPERTY OF THE PROPER						SETS UP THE NECHANISM FOR THE
805							LEGISLATURE TO REVIEW.
091	-035 ESTABLISH A PROGRAM FOR	R MEASURING					
002	PRODUCTIVITY OF INSPECT	TORS. AS	12,900 AS	6 I	JUL	15 74	SAVINGS CITED BY THE SURVEY IS
003							REALLY AN EFFICIENCY IMPROVEMENT
004							ESTIMATE; NOT AN ACTUAL SAVINGS.
180	-04 VEHICLE EQUIPMENT SAFET	TY COMMISSION					
081	-936 TRANSFER FUNCTIONS OF T	THE VEHICLE					
002	SAFETY EQUIPMENT COMMIS	SSION TO THE					
083	DEPARTMENT OF TRANSPORT	TATION.		· I	JUL	15 74	COMPLETED IN OCTOBER OF 1973;
604							PUBLIC LAWS OF 1973: CHAPTER 222.

		MAINE MANAGEMENT	A N D	COST	SURVE	YST	1 T U S	R E	PORT	DEC.	3,1974
SEQ #	****	extaxxataqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqq	S=SA\ C=COS A=AVO T=TR; I=INO	E-TIME =0 /INGS = ST = DIDANCE= ANSFER = COME =	S C A T I	2 S N R	=REQUIR =NOT TO =REJECT MONTH-	CESS ES LEG ES FUR 3E IP ED BY DY-YR	SISLATIVE ACTION ETHER STUDY MPLEMENTED LEGISLATURE		1 ******
001	24 -00	BUREAU OF BANKS AND BANKING									
001 002 003 004 005 006 007	-201	STOP CONDUCTING ANNUAL ON-SITE AUDITS OF STATE-CHARTERED FINANCIAL INSTITUTIONS EXAMINED BY THE FDIC OR THE FEDERAL RESERVE BANK.	ΔS	2 7,5 90		s	JUL	15 74	REFERRED TO 1871 ADVISORY COMMITT RECOMMENDATIONS RATION.	EE WILL FOR	CHARD

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R JUL 15 74

15 74 SEE ABOVE.

-002 TERMINATE THE FEDERAL EXEMPTION TO

-803 TRANSFER IDLE, UNEXPENDED DEDICATED FUNDS TO THE GENERAL FUND.

THE TRUTH IN LENDING ACT.

001

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A =ANNUAL =A	I =IMPLEMENTED
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T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

		DEFERMENT AND RESOMMENDATION	0	00,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,) = , A	ittii o o tan	00 40120	,,,		KEHAKAS
103 200	25 -00	BUREAU OF INSURANCE								
001 002 003 004 005	-001	CHARGE EACH COMPANY FOR EXPENSES INCURRED FOR EXAMINATIONS REQUIRED BY LAW.	ΔI	54,000 /	Ι	3	R JUL	15	74	L.D.2403 SUBMITTED AND REJECTED. BILL WAS REWRITTEN (L.D.2534) AND RECOMMENDATIONS \$1 AND \$2 WERE DELETED.
001	-602	EMPLOY THO ADDITIONAL EXAMINERS.	AS	5,500			R JUL	15	74	SEE #1.
881 882	-003	ISSUE OR RENEW LICENSES FOR 2-YEAR TERMS.	ÅS	5,900	a S	ē I				L.D.2534.
001 002 003 004 005 006	-094	CHARGE SALARIES AND EXPENSES FOR THE FIRST DEPUTY COMMISSIONER AND CLERK-STENO TO THE DEDICATED FUND BUDGET.	AT	26,600	AS	25,988 I	JUL	15	74	SALARIES CHARGED TO THE DEDICATED FUND BY EXECUTIVE AND DEPARTMENTAL ACTION RESULT IN A SAVINGS IN THE GENERAL FUND.
891 092 003 094 085	-905	TRANSFER UNEXPENDED DEDICATED FUNDS ACCUMULATED BY THE DEPARTMENT TO THE GENERAL FUND.	AT OT	9,400 197,305			R JUL	15	74	

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001 092	-	REAL ESTATE COMMISSION					
001 002		PUBLISH ONLY ONE LIST OF NAMES AND ADDRESSES OF LICENSEES.	AS	2,338 AS	2,193 I	JUL	15 74
001	-002	CHANGE THE ROSTER MAILING LIST.	AS	400 AS	815 I	JUL	15 74
001 002 003		PROVIDE THE ADMINISTRATIVE OFFICER WITH A PRIVATE OFFICE.	oc	2,000 00	150 I	JUL	15 74 TEMPORARILY NO LONGER POSSIBLE DUE TO LACK OF SPACE.
001 002		ISSUE BIENNIAL LICENSES AT CURRENT RATE.	ÀS	2,100	I	JUL	15 74 L.D.2382.
001 002 003		TRANSFER UNEXPENDED DEDICATED FUNDS TO THE GENERAL FUND.	AT OT	12,800 46,800		₹ J UL	15 74

DEC. 3,1974

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	***********		S =REQUIRES FU N =NOT TO BE I R=REJECTED BY MONTH-DY-YR	GISLATIVE ACTION RTHER STUDY MPLEMENTED LEGISLATURE
SEQ #*CONTROL #*	FDEFARTMENT AND RECOMMENDATION	** HMC SURVEY \$*DEPARIMEN	IT S#STATUS#ACITON DATE	*REMARK S
001 27 002 - 86	BOXING COMMISSION			
	DO NOT MAKE RULE CHANGES AFFECTING BOXING WITHOUT FORMAL NOTICE AND A HEARING.		Í JUL 15 74	L.D.2390.
181 -882 002 003 004 005	ASSIGN ONLY ONE MEMBER OF THE COM- MISSION TO ATTEND EACH BOXING EVENT	. AS 1,000	№ JUL 15 74	TWO MWMBERS REQUIRED AT EVEN THE SHALLEST PROMOTION TO CARRY OUT COMMISSION'S LEGAL RESPONSIBILITIES. IMPLEMENTATION WOULD HAVE RESULTED IN A \$500. SAVINGS.
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pa to conditional to the				e e e e e e e e e e e e e e e e e e e

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T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

001 002	28 -08	HARNESS RACING COMMISSION			
001 002 003 004 005 006 007 008		ABSORE THE CLERICAL WORK LOAD, RESPONSIBILITIES, AND RECORDS OF THE RUNNING HORSE RACING COMMISSION.		R JUL	15 74 L.D.2433 REJECTED. THE HARNESS RACING COMMISSION HAS BEEN REOR- GANIZED INTO THE DEPT. OF AGRI- CULTURE. THE CLERICAL WORKLOAD HAS BEEN ABSORBED BY THE DEPARTMENT OF AGRICULTURE. THERE IS NO LONGER ANY RUNNING RACING IN MAINE.

PAGE 1 A =ANNUAL =A I =IMPLEMENTED 0 = ONE-TIME =0 =IN PROCESS L =REQUIRES LEGISLATIVE ACTION S=SAVINGS = SC=COST = C S =REQUIRES FURTHER STUDY A=AVOIDANCE= A N =NOT TO BE IMPLEMENTED T=TRANSFER = T R=REJECTED BY LEGISLATURE I=INCOME = I HONTH-DY-YR

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001 002	29 RUNNING HORSE RACING COMMISSION -00					
001 002 003 004 005 006	-001 PHASE OUT THE POSITION OF EXECUTIVE SECRETARY AND TRANSFER RESPONSIBIL- ITIES TO THE HARNESS RACING COM- HISSION.	AS	9,200 AS	9,200 I	JUL	15 74 L.D.2433 WAS REJECTED. HOMEVER, DEPARTMENT TAKEN STEPS TO INPLE- MENT AS FAR AS POSSIBLE. EXEC. SEC. POSITION HAS BEEN PHASED OUT.
001 002	-002 ELIMINATE SEASONAL EMPLOYEE POSITIONS.	AS	17,100 AS	17,100 I	JUL	15 74
001 003 004 005 006	-003 ABOLISH THE COMMISSION.	âS	3,900 AS	3,910 I	JUL	15 74 L.D.2433 REJECTED. DEPARTMENT TAKEN STEPS TO IMPLEMENT AS FAR AS POSSIBLE. COMMISSION NO LONGER EXISTS. HOWEVER THE STATUTE RE- MAINS ON THE BOOKS.

PAGE 1 =IMPLEMENTED 4 =ANNUAL =A G = GME-TIME =0 =IN PROCESS S=SAVINGS = S =REQUIRES LEGISLATIVE ACTION C=COST = 0 S =REQUIRES FURTHER STUDY A=AVOIDANCE= A N =NOT TO BE IMPLEMENTED T=TRANSFER = T R=REJECTED BY LEGISLATURE I=INCOME = I MONTH-DY-YR *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS------SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION 001 30 MAINE INDUSTRIAL BUILDING AUTHORITY 002 -00 -001 COMBINE THE MAINE INDUSTRIAL 991 BUILDING AUTHORITY (MIBA), MAINE 302 003 RECREATION AUTHORITY (MRA), AND 004 THE MAINE MUNICIPAL SECURITIES APPROVAL BOARD (MMSAB). 0 I JUL 15 74 THE 186TH LEGISLATURE CREATED THE 965 45 8,800 AS MAINE GUARANTEE AUTHORITY. P.L. 006 1973, C. 633. 007

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I=INCOME = I	MONTH-DY-YR

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	01 31 02 03 -00	MAINE MUNICIPAL SECURITIES APPROVAL BOARD	•		·				
0 :	01 -00 02 03	1 CHARGE COMPANIES MAKING APPLICATION 4 FEE WHICH CANNOT BE RETURNED.	vS AI	1,78	O AI	8	N JUL	15 74	THE NEW MAINE GUARANTEE AUTHORITY WILL ABSORB THE COST OF PROCESSING THE APPLICATIONS AS OF 7-1-75.
0 0 0	02 03 04	2 COMBINE THE MAINE MUNICIPAL SECUR- ITIES BOARD, MAINE INDUSTRIAL BUILDING AUTHORITY, AND THE MAINE RECREATION AUTHORITY.				I	JÜL	15 74	THE 106TH REGULAR SESSION CREATED THE MAINE GUARANTEE AUTHORITY. P.L.1973, C.633.

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C = GOST = C	S =REQUIRES FURTHER STUDY
A =AVOIDANCE = A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

3EU #*UU	JNIKUL #1	TUEPARITENT ITU RECOMMENDATION	ಕ್ಷನ ್	SURVEY STEPARIMENT	5*51A1	USTAULIU	N DATETREMARKS
091 32 002		PUBLIC UTILITIES COMMISSION					
001 002 003 004	-001	STOP COLLECTING ANNUAL FEES FOR COMMON CARRIER CERTIFICATES AND CONTRACT CAPRIER AND INTERSTATE CARRIER PERMITS.	AC	57,000		R JUL	15 74 1.0.2441 REJECTED.
001 002 003	-092	INCREASE THE IDENTIFICATION DEVICE FEE FOR STRAIGHT TRUCKS AND FLOATER PLATES.	± I	22,800		ລ ໄທເ	15 74 L.D.2441 REJECTED.
001 092	-003	RELOCATE THE ENGINEERING TECHNICIAN FROM THE TRANSPORTATION DIVISION.			ī	ገ በ୮	15 74
001 002	-084	ELIMINATE THE POSITION OF ASSISTANT SECRETARY.	AS	9,280		₹ JUL	15 74 L.D.2383 REJECTED.
001 002 093 384 005	- 885	TRANSFER THE TRANSPORTATION DIVI- SION'S IDLE DEDICATED FUNDS TO THE GENERAL FUND.	AT CT	171,869 452,383	5	JUL	15 74 IMPLEMENTATION BEGUN UNDER SECTION 9 OF 1.0.2456.
901 992 993 994	-806	REQUIPE RAILROADS AND UTILITIES TO PAY FEES FOR REQUESTS FOR RATE CHANGES OP DISCONTINUED SERVICE APPLICATIONS.				= JUL	15 74 L.S.2441 PEJECTEB.
901 002	-997	OBLIGATE UTILITIES AND PAILROADS TO PAY A FEE FOR FILING ANNUAL REFORTS.	41	11,900		P JUL	15 74 L.D.2441 REJECTED.

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SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION	THE SURVEY STOEPARTME	ENT \$*STATUS*ACTION DATE*REMARKS	
PROFITATION AND ADMINISTRATION OF THE PROFITATION O	•		

SEQ ##CONTR RKS----001 33 INDUSTRIAL ACCIDENT COMMISSION 002 -00 881 -831 REDUCE THE COMMISSION FROM FOUR TO TWO MEMPERS AND REEVALUATE THE PAY 982 003 S JUL 15 74 L.D. 2393 AN ACT TO REDUCE THE RANGE. AS 23,800 45 994 APPOINTED MEMBERS OF THE INDUSTRI-095 AL ACCIDENT COMM. FROM FOUR TO TWO 106 AND RE-EVALUATE THE PAY RANGE WAS 207 REFERRED TO THE 107TH LEGISLATURE. 991 -002 DELETE THE BUDGETED POSITION OF 11,388 AA 002 HEARINGS REPORTER. 11,300 I JUL 15 74 IMPLEMENTED-MARCH, 1974. 001 -093 ELIMINATE THE BUDGETED CLERK-TYPIST. AA 15 74 \$1,753 OF THE RECOMMENDED SAVINGS 5.288 AA 3,447 I 682 WERE UTILIZED FOR NECESSARY UP-003 GRADING OF ANOTHER POSITION. -884 PHASE OUT THE POSITION OF REHABILI-691 002 TATION COUNSELOR AND UTILIZE 103 SERVICES OF THE DEPARTMENT OF HEALTH 004 AND WELFARE. 12,850 AS A JUL 15 74 IT IS NOT IN THE BEST INTEREST OF AS 885 THE INSURED EMPLOYEE TO IMPLEMENT THE RECOMMENDATION. 896 001 -005 DELETE THE POSITION OF CLERK-STENO WHEN THE SIZE OF THE COMMISSION IS 002 REDUCED. 45 S JUL 15 74 THIS RECOMMENDATION IS BASED ON 003 5,300 45 204 REDUCING THE SIZE OF THE COMMIS-005 SION WHICH THE LEGISLATURE REJECT-086 EĐ. 901 +886 STOP PAYING THE EX OFFICIO MEMBER OF THE COMMISSION THE ANNUAL FEE. AS 15 74 THE SPECIAL SESSION ENACTED P.L. 982 1,090 AS 1,008 I JUL 993 1974 C. 715. 001 +007 REVIEW RETENTION OF FILED *4TERIALS 002 AND CONSIDER MICROFILMING MECESSARY 883 RECORDS. I JUL 15 74 -DD8 OBTAIN THE ANALYSIS OF INCOME AND 931 802 EXPENDITURES REPORT TO THE COMMIS-

DEC. 3,1974

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION **MMC SURVEY \$*BEPARTMENT \$*STATUS*ACTION DATE*------REMARKS-------

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S JUL 15 74

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I=INCOME = I	MONTH-DY-YR

001 34 002 -00	CHIEF MEDICAL EXAMINER			
001 - 002 003	-001 PROVIDE REGULAR ANNUAL REPORTS ON OPERATIONS OF THE CHIEF MEDICAL EXAMINER.	ı	JUL	15 74
001 - 002 003 004	-002 TRANSFER THE REPORT REVIEWING AND BUDGETARY APPROVAL FUNCTIONS OF THE EXAMINER TO THE COMMISSIONER OF PUBLIC SAFETY.	-	JUL	15 74 PUBLIC LAWS OF 1974; CHAPTER 722.
004 005 006	FUBLIC SAFELIS		JUL	APPROVAL FUNCTIONS NOW VESTED WITH THE ATTRONEY GENERAL'S OFFICE.

ENACTED P.L. 1974. C. 744.

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION **MMC SURVEY \$*DEPARTMENT \$*STATUS#ACTION DATE*------REMARKS-------801 35 EXAMINING AND CERTIFYING BOARDS 008 -00 -001 ORGANIZE ADMINISTRATIVE AND SERVIC-001 002 ING FUNCTIONS OF BOARDS INTO A 003 CENTRAL PROFESSIONAL AND OCCUPA-004 TICNAL LICENSING BUREAU. S JUL 15 74 THE SPECIAL SESSION REFERRED L.D. 005 2470 TO THE 107TH LEGISLATURE. THIS IS CURRENTLY BEING STUDIED BY 005 THE LEGISLATIVE STAFF. 907 DA1 -002 REQUIRE BOARDS TO PROVIDE CENTRA-092 LIZED AUTOMATION OF LICENSE RENEWALS AND PREPARATION OF STATISTICS AS 803 SOON AS POSSIBLE. 004 AS 1,000 0.0 28,000 S JUL 15 74 THE SPECIAL SESSION REFERRED L.D. 895 2478 TO THE 107TH LEGISLATURE. 006 THIS IS CURRENTLY BEING STUDIED BY 887 008 THE LEGISLATIVE STAFF. -003 RENEW LICENSES EVERY 2 YEARS. 5.100 S JUL 15 74 THE SPECIAL SESSION REFERRED L.D. 001 2470 TO THE 187TH LEGISLATURE. 002 THIS IS CURRENTLY BEING STUDIED BY 003 THE LEGISLATIVE STAFF. 004 901 -004 APPOINT A PUBLIC MEMBER TO EACH OF 002 THE 25 BOARDS WHICH HAS NO SUCH REPRESENTATION. S JUL 15 74 L.D. 2381 WAS REJECTED BY THE 003 004 SPECIAL SESSION, HOWEVER, THIS IS CURRENTLY UNDER STUDY BY THE LEG-005 ISLATIVE STAFF AND MAY BE SUBMIT-006 007 TED TO THE 197TH. 001 -905 REQUIRE EACH BOARD TO PROVIDE AN ANNUAL REPORT OF ITS FISCAL AND 002 003 PROGRAM ACTIVITIES. 15 74 THE REGULAR SESSION OF THE 106TH ENACTED P.C. 1974, CH. 744. 884 -006 ESTABLISH GUIDELINES FOR ANNUAL 001 JUL 15 74 THE REGULAR SESSION OF THE 106TH 002 REPORTS.

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		FREE PARTMENT AND RECOMMENDATION							E+REMAPK S
001 002	-807	ESTABLISH A PROCEDURE AT ANNUAL MEETINGS OF ALLOWING FOR ORAL RE-							
003 004		PORTS AND ANSWERING QUESTIONS.				P	J <i>î</i> L	15 7	THIS RECOMMENDATION.
801 002 003 004 005	-008	INCLUDE THE BOARDS NOT NOW COVERED UNDER THE ADMINISTRATIVE CODE.				s	JUL	15 7	74 L.D. 2381 WAS REJECTED BY THE SPECIAL SESSION. HOMEVER, THIS IS CURRENTLY UNDER STUDY BY THE LEGISLATIVE STAFF AND MAY BE SUBMITTED TO THE 187TH.
001 002 003 004 005	-609	REQUIRE THE BOARDS TO MAINTAIN AND PURGE THIER FILES IN ACCORDANCE WITH APPROVED RECORD RETENTION SCHEDULES.				Đ	JUL	15 7	74 MOST BOARDS ARE IMPLEMENTING A SYSTEM FOR PURGING AND MAINTAINING THEIR FILES.
001 002 003 004 005 006		ESTABLISH LIMITS FOR OUT-OF-STATE TRAVEL COSTS FOR BOARS MEMBERS.	45	5,600 AS	5 , 602	I	JUL	15 7	74 BOARD MEMBERS ARE SUBJECT TO THE SAME LIMITS AND REGULATIONS ESTABLISHED BY THE EXECUTIVE COUNCIL FOR STATE EMPLOYEES. THE SURVEY SAVINGS ESTIMATE HAS BEEN ACCEPTED PENDING A FINAL DETERMINATION.
001 002 003 004 005	-911	COGRDINATE INSPECTION ACTIVITIES OF THE BARBERS AND HAIRDRESSERS BOARDS.	AS	9,488 AS	g	ρ.	JUL	15	74 MEETINGS ARE CURRENTLY BEING HELD TO WORK OUT THE ADMINISTRATIVE PROBLEMS.
981 092 8 03 994 995	-012	REQUIRE BOARDS RECEIVING FREE STAFF SUPPORT OR SPACE FROM GENERAL FUND DEPARTMENTS TO PAY COSTS OF SERVICES	S 4T	8,780 AS	3	Ī	Jür	15	74 SAVINGS MAY NOT BE CLAIMED. THE BOARDS MENTIONED PAY FOR SERVICES RECEIVED THEREFORE DO NOT NEED TO REIMBURSE THE GENEPAL FUND.
901 902	-813	REQUIRE THE BOARD OF HAIRDRESSERS TO SUBLET OR DISCONTINUE RENTING ITS	2		ž.				

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ISLATIVE STAFF AND MAY BE SUBMIT-

TED TO THE 197TH LEGISLATURE.

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	FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF		SURVEY \$ *DE	********** PARTMENT 9						f+++++++++++++++++++++++++++++++++++++
903 084 005 006	FACILITIES.	AS	3,88 0 4S	3		S	JUL	15	74	THE EXAMINATION FACILITIES ARE IN- CLUDED IN THE LEASE WHICH COVERS OFFICE SPACE AND DOES NOT EXPIRE UNTIL 1976.
001 002 983	-314 TRANSFER DEDICATED FUND BALANCES OF THE 26 BOARDS TO THE GENERAL FUND A THE END OF FISCAL 1973.	T	471,780		P		JUL	15	74	LEGISLATION IS ONLY PARTIALLY RE- SPONSIVE TO THIS RECOMMENDATION.
005										P.L. 1974, C. 744 DOES REQUIRE AN ACCOUNTING TO THE LEGISLATURE.
001 002 003	-615 STANDARDIZE FER DIEM PAYMENTS.					S	JUL	15	74	L.D. 2381 WAS REJECTED BY THE SPECIAL SESSION, HOMEVER, THIS IS CURRENTLY UNDER STUDY BY THE LEG-

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001 36 002 - 09	PUBLIC EDUCATION IN MAINE					
001 -001 002	TRANSFER RESPONSIBILITY FOR POST- SECONDARY VOCATIONAL EDUCATION FROM THE BOARD OF EDUCATION TO THE					
694 995 996 997	UNIVERSITY OF MAINE.			R JUL	15 74	TRANSFER OF PUBLIC POST-SECONDARY VCCATIONAL EDUCATION RESPONSIBIL-ITIES WAS PRESENTED TO THE LEGIS-LATURE BUT REJECTED (L.D. 2417).
001 -002 002 003	CREATE THE MAINE EDUCATION COMMIS- SION TO DEVELOP A COHESIVE SYSTEM OF EDUCATION AS WELL AS PROVIDE GUI-					
004 005 006 007 008	DANCE TO LEGISLATIVE ACTION	4C 46,98	3	R JUL	15 74	"AN ACT TO CREATE A MAINE EDUCA- TION COMMISSION" WAS PASSED BY THE LEGISLATURE WITHOUT ANY APPROPRIA- TION BUT WAS NOT SIGNED BY THE GOVERNOR.
001 -003 002 003 004 005 006 007	VEST IN THE PROPOSED MAINE EDUCATION COMMISSION ALL HIGHER EDUCATION RESPONSIBILITIES.			R JUL	15 74	LEGISLATION WAS PRESENTED IN L.D. 2537 IN CONJUNCTION WITH 36-00-002 WAS APPROVED WITHOUT ANY ENABLING FUNDS BUT FAILED TO RECEIVE THE GOVERNOR'S SIGNATURE.

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I=INCOME = I	MONTH-DY-YR	

SEQ #*GONIROL #	PROEPARTMENT AND RECOMMENDATION *MMC SURVEY \$FDEPARTMENT	2*314102*AC110	N DATE	*KEMARK S
001 37 002 003 00	DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES.			
891 -001 002 993 094 005 006 907 988 989 910	DIVEST THE BOARD OF EDUCATION OF ITS AUTHORITY OVER MATTERS AFFECTING THE DEPARTMENT.	LS R JUL	15 74	AN ACT WAS INTRODUCED (L.D. 2432) TO ABOLISH THE STATE BOARD OF ED- UCATION. THE MEASURE FAILED OF EN- ACTMENT BUT AN ORDER WAS APPROVED DIRECTING THE LEGISLATIVE COUNCIL TO STUDY THE DUTIES OF THE STATE BOARD OF EDUCATION AND REPORT TO THE NEXT SESSION OF THE LEGISLA- TURE.
801 -002 002 003 004 005 006 007	2 DEFINE THE ROLE OF THE BOARD OF EDUCATION AS ADVISORY TO THE CON-MISSIGNER.	s Jul	15 74	THE RECOMMENDATION IS BEING STUD- IED BY THE LEGISLATIVE COUNCIL AND A REPORT OF FINDINGS AND RECOMMEN- DATIONS IS TO BE PRESENTED TO THE 107TH LEGISLATURE.
801 -003 892 903 904 205	3 ABOLISH THE MAINE STATE COMMISSION ON THE ARTS AND HUMANITIES.	R JUL	15 74	L.D.2437 DESIGNED TO ABOLISH THE MAINE STATE COMMISSION ON THE ARTS AND HUMANITIES WAS PRESENTED BUT WAS DEFEATED BY UNANIMOUS COMMITTEE ACTION.
001 -004 992 993	4 ABOLISH THE STATE MUSEUM COMMISSION.	Չ ၂ՄԼ	15 74	L.D.2431, AN ACT TO ABOLISH THE STATE MUSEUM COMMISSION WAS PRE- SENTED BUT F-ILED OF PASSAGE.
081 -009 982 983 984 985 986	DELEGATE PROGRAM APPROVAL AND POLICY SETTING AUTHORITY FOR OPERATIONS OF THE STATE MUSEUM AND THE ARTS AND HUMANITIES BUREAUS TO THE COMMIS— SIGNEF.	₽ J UL	15 74	L.D.2430 WAS INTRODUCED TO IMPLE- MENT THE PECOMMENDATION BUT FAILED OF ENACTMENT.

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*MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*----REMARKS------SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION

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001 502 003 004 005	-086	ESTABLISH A CULTURAL COMMI ACT IN AN ADVISORY CAPACIT COMMISSIONER.				R JUL		L.D.2426 WAS PRESENTED FOR ESTA- BLISHMENT OF AN ADVISORY CULTURAL COMMISSION BUT WAS DEFEATED BY UNANIMOUS COMMITTEE ACTION.
001 002 003 004	- 0.07	REPEAL LEGISLATION STIPULA DEPARTMENTAL ORGANIZATION.				R JUL	15 74	L.D.2428 WAS INTRODUCED TO ACCOM- PLISH THE PURPOSE OF THE RECOMMEN- DATION BUT WAS DEFEATED.
081 082 083 084 085 086 097 088 109 010	-398	REGRGANIZE THE DEPARTMENT.				R JUL		THE DEPARTMENT, TO A LARGE EXTENT, HAS ADOPTED THE FORM OF ORGANIZATION RECOMMENDED EXCEPT FOR ITEMS REQUIRING LEGISLATIVE ACTION. LEGISLATION WAS DEFEATED INVOLVING THE ELIMINATION OF SEVERAL BUREAUS. WHILE SOME SAVINGS COULD RESULT FROM THE RECOMMENDED REORGANIZATION THE AMOUNT PROJECTED BY MAINE MANAGEMENT AND COST SURVEY CANNOT BE REALIZED WITHOUT ENABLING LEGISLATION.
001 002 003 004 005 006 007 008 009 010 011 012		ORIENT THE PLANNING, EVALUARESEARCH (PER) FUNCTION TO CONSIDERING LONG-TERM DEPOBLECTIVES IN COORDINATION STATE PLANKING OFFICE.	WARD ARTMENTAL WITH THE (FEDERAL) AS	31,503 AS	21,599 I	JUL	15 74	THE DEPARTMENT HAS SUBSTANTIALLY IMPLEMENTED THE RECOMMENDATION THROUGH ELIMINATION OF 2 POSITIONS AND APPOINTMENT OF AN ACTING OIRECTOR FOR AN ANNUAL SAVING OF \$21,590. IN FEDERAL FUNDS. THE CONTRACT WITH THE FEDERAL GOVERNMENT REQUIRES THIS LEVEL OF PERSONNEL.
881	-916	EXPAND RESPONSIBILITIES OF	THE					

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680		DIAMETRO EVALUATION LAND DECEMBER						
602 883	,	PLANNING, EVALUATION, AND RESEARCH (PER) FUNCTION.			ī	V 1 14	45 76	THE DEPARTMENT HAS CONSOLIDATED
		(PER) FUNGITUN.			1	JUL	15 /4	
004								PLAYNING FUNCTIONS AS RECOMMENDED.
005								AN ACTING DIRECTOR HAS BEEN
₹06								ASSIGNED TO PROVIDE SUPERVISION
007								AND COORDINATE MANAGEMENT FUNC-
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991	-811	INCREASE CLERICAL ASSISTANCE TO THE						
002		PERSONNEL OFFICER'S STAFF TO ACCEL-						
003		ERATE IMPLEMENTATION OF ADEQUATE						
004		PEPSONNEL PROGRAMS AND CONTROL						•
005		TECHNIQUES.	A0	6,000 40	0 I	J UL	15 74	THE SURVEY RECOMMENDED AN ADDI-
896								TIOHAL PERSONNEL OFFICE POSITION.
597								THE PESITION WAS PREVIOUSLY ESTAB-
008								LISHEE. CONSEQUENTLY, NO ACTION OR
009								INCREASED COST IS INVOLVED.
VO1	-012	ESTABLISH A MECHANIZED HAILING						
092		CENTER.	AC	12,800 AC	4,867			
903			00	15,890 00	2,800 P	JUL	15 74	THE RECOMMENDATION HAS BEEN PAR-
004								TIALLY IMPLEMENTED EVEN THOUGH AN
505								APPROPRIATION REQUESTED IN L.D.
886								2376 WAS NOT APPROVED. THE COM-
007								MISSIONER HAS EARMARKED \$7,260. IN
ខ១៩								FEDERAL TITLE V MONEY FOR IMPLE-
999								MENTING THE PROPOSAL. EXISTING
510								STAFF HAS BEEN UTILIZED.
801	-013	UTILIZE FULL REPRODUCTION CENTER						
002		SERVICES.			I	JUL	15 74	THE DEPARTMENT HAS TAKEN ACTION TO
333								FULLY IMPLEMENT.
88 1	-814	ESTABLISH A TYPING POOL.	2 S	52,500	p.	JUL	15 74	AN APPROPRIATION OF \$6,900 WAS
002								REQUESTED IN L.D. 2376 BUT NO MON-
003								EY WAS APPROPRIATED OR IS NOW
004								NEEDED. THE DEPARTMENT HAS CON-
885								TRACTED WITH I.B.M. TO PLAN A WORD
006								PROSESSING CENTER. A CENTER HAS
007								BEER ESTABLISHED IN THE PLACEMENT
298								AND CEPTIFICATION SECTION. RESULTS
109								WILL BE EVALUATED AND IF FAVOR-
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PASE A =ANNUAL =4 =IMPLEMENTED C = ONE-TIME =0 =IN PROCESS S=SAVINGS = S L =REQUIRES LEGISLATIVE COTION S =REQUIRES FURTHER STUDY A=AVOIDANCE= A A =NOT TO BE IMPLEMENTED T=TRANSFER = T R=REJECTED BY LEGISLATURE I=INCOME = I MONTH-DY-YR *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS------SEQ ##CONTROL ##DEPARTMENT AND PECOMMENDATION 010 ABLE, EFFORTS WILL BE MADE TO EX-911 PAND THE OPERATION DEPARTMENT+ WIDE. THE AMOUNT OF ANNUAL SAVINGS 012 IS AS YET UNDETERMINED. 013 891 -015 ESTABLISH AN OFFICE SERVICES GROUP 002 RESPONSIBLE FOR THE MAIL CENTER. REPRODUCTION CENTER, OFFICE SUPPLIES 003 2 0 15 74 THE DEPARTMENT HAS ESTABLISHED AN 384 AND TYPING POOL. 8.988 40 JUL OFFICE SERVICES GROUP. FULL IMPLE-905 MENTATION IS PLANNED AS SOON AS 006 CLEARANCE CAN BE OBTAINED FOR

337 EMPLOYMENT OF AM OFFICE MANAGER. 008 SAVINGS APE EXPECTED TO OFFSET 009 COSTS. 010 001 -816 ESTABLISH 18 ADMINISTRATION STAFF 202 FUNCTION PESPONSIBLE FOR PERSONNEL, JUL 15 74 FUNDS FOR THE PURPOSE ARE AVAIL-003 OFFICE SEPVICES, AND INFORMATION. AC 26,200 AC 26,200 I ABLE BY TRANSFER FROM OTHER FUNC-004 TID'S. 005 -117 EXPAND THE PESPONSIBILITIES OF THE 001 FEDERAL-STATE COORDINATOR TO INCLUDE 002 ADMINISTRATION OF ELEMENTARY AND 003 004 SECONDARY EDUCATION ACT (ESEA) TITLE I. II AND III FUNDS. 15 74 THE PROPOSAL HAS BEEN FULLY IMPLE-895 MENTEL. 986 001 -018 ESTABLISH & FINANCE STAFF FUNCTION 002 WHICH WOULD BE RESPONSIBLE FOR FISH CAL MANAGEMENT AND FELERAL FUND 093 COCRDINATION. JUL 15 74 ALTHOUGH 326,280 WAS REQUESTED IN 004 40 26,200 40 1,872 I 005 L.D. 2376 NO MONEY WAS APPROPRIA-TED AND ONLY \$1,872 IS NOW REQUIR-225 ED. THE PECCHMENDATION WAS IMPLE-017 MENTEL IN DEPARTMENT REDREANIZA-008 TION IN OSTOBER 1973. 209 -E19 OREATE THE PUREAU OF SCHOOL MANAGE-001 292 MENT TO RE RESPONSIBLE FOR OPERA-

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JUL 15 74 DEPARTMENT PEORGANIZATION HAS

TIONS, FACILITIES, AND SERVICES.

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004 005 006 007 008								PROVIDED FOR THE POSITIONS BY TRANSFER WITHOUT AN INCREASE IN STATE FUNDS. L.D. 2376 CONTAINED A REQUEST FOR \$26,200. BUT NO FUNDS WERE APPROVED OR ARE NOW MEEDED.
001 002	-020	CREATE THE BUREAU OF CULTURAL SERVICES WHICH WOULD BE RESPONSIBLE					•	
03 094 095 006 007 008		FOR THE STATE MUSEUM AND MAINE STATE LIBRARY.	40	26,200		₹ JUL	15 74	IMPLEMENTATION WAS DEPENDENT UPON LEGISLATION PRESENTED IN L.D. 2428 WHICH FAILED OF ENACTMENT. NO ACTION IS POSSIBLE WITHOUT ENABLING LEGISLATION.
001 002 003 004 005 006	-021	CREATE THE BUREAU OF INSTRUCTION TO COORDINATE CURRICULUM DEVELOPMENT AND SCHOOL APPROVAL, ADULT AND COMMUNITY EDUCATION, SERVICES, TEACHER TRAINING AND CERTIFICATION, AND INSTRUCTIONAL TELEVISION.	ΔC	26,296 AC	8 I	J ՍՆ	15 74	DEPARTMENTAL REORGANIZATION IN
007 008 009								OCTUBER 1973 PROVIDED FOR ESTAB- LISHING A BUREAU OF INSTRUCTION BY INTERNAL TRANSFER.
001 002	-71	BUREAU OF CONTINUING EDUCATIONAL RESOURCES						
001 002 003	-022	TRANSFER FUNCTIONS AND STAFF OF HIGHER EDUCATION SERVICES AND FACILITIES TO THE MAINE EDUCATION				2 44	4- 71	A . ACT DECICUED TO THE EMEAT THE
004 905 906 007		COMMISSION.				₽ J UL	10 /%	AN ACT DESIGNED TO IMPLEMENT THE RECUMMENDATION WAS APPROVED BY THE LEGISLATURE WITHOUT FUNDING BUT WAS NOT SIGNED BY THE GOVERNOR.
081 002 003 004 005 606	-023	RECRGANIZE THE BUREAU. (FEDERAL)) 29	20,380 44	23,305 I	Jar	15 74	THE BUREAU OF CONTINUING EDUCA- TICNAL RESOURCES WAS ABOLISHED IN OCTOBER 1973 AND 2 POSITIONS WERE ELIMINATED FOR A COST AVOIDANCE OF \$20,300 IN FEDERAL FUNDS. THE REC-

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997											OMMENGATION IS FULLY IMPLEMENTED.
001 002 003 004 005	-024	DIVIDE DUTIES OF THE TEACHER EDUCATION ADVISCE BETWEEN THE CREDENTIALS INVESTIGATOR AND THE CERTIFICATION OFFICER WITHIN PERSONNEL DEVELOPMENT, CERTIFICATION, AND PLACEMENT. (FEDERAL)		16,403	AA	10,490	Р	JUL	15	74	THE DEPARTMENT HAS ABOLISHED A
007 008 009				·							POSITION WHICH IS TO BE FILLED BY A LOWER-SILARIED PARAPROFESSIONAL WITH A RESULTANT SAVING OF \$10,400 ANNUALLY IN FEDERAL FUNDS.
001 002 003	-025	DESIGN AND IMPLEMENT AN AUTOMATED SYSTEM FOR PROCESSING TEACHER PERSONNEL RECORDS.	o c	30 , 000			n	JUL	15	74	THE SUM OF \$30,050 WAS REQUESTED
004 005 006 007 008 009 010 011											IN L.O. 2376 BUT NO MONEY WAS MADE AVAILABLE. THE DEPARTMENT HAS FORMED AN AUTOMATION TASK FORCE TO MAKE RECOMMENDATIONS FOR ACTION. IT HAS MADE \$5,000 AVAILABLE FRUM FEDERAL FUNDS WHICH REDUCES THE COST TO \$25,000. ADDITIONAL FUNDS ARE NEEDED FOR FURTHER ACTION.
901 002 993	- 926	CHANGE THE SCHEDULE FOR PRINTING CERTIFICATES.					I	JUL	15	74	THE RECOMMENDATION HAS BEEN FULLY IMPLEMENTED.
801 602 663 504 	-827	UTILIZE THE MEW MAIL PROCESSING CENTER FOP MAILING COMPUTER-PRODUCED CERTIFICATES.					S	JUL	15	74	THE DEPARTMENT IS STUDYING THE RECOMMENDATION. IT ASSURES THAT IT WILL MAKE EVERY EFFORT TO COMPLY WHEN FUNDS ARE AVAILABLE.
001 002 003 004 005	- 928	READJUST DUTIES OF THE SUPPORT STAFF IN PERSONNEL DEVELOPMENT, CEPTIFICATION, AND PLACEMENT (POCP).		15,7 90			s	JUL	15	74	THE RECOMMENDATION IS BEING STUD- IED. THE DEPARTMENT DESIRES TO DE- FER ELIMINATION OF THESE POSITIONS

1973 ABOLISHED THE BUREAU OF CON-

TINUING EDUCATIONAL RESOURCES AND TRANSFERRED ITS FUCTIONS AND STAFF

TO THE BUPEAU OF INSTRUCTION.

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PAGE 7 à =ANNUAL =4 =IMPLEMENTED 0 = OME-TIME =0 =IN PROCESS S=SAVINGS = S=REQUIRES LEGISLATIVE 10TION C = COST = CS =REQUIRES FURTHER STUDY A =BONAGIOV&= A A =NOT TO BE IMPLEMENTED T=TRANSFER = T R=REJECTED BY LEGISLATURE I=INCOME = I MONTH-DY-YR FMMC SURVEY STCEPARTMENT STATUSTACTION DATET-----REMARKS------SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION UNTIL THE EFFECT OF AUTOMATION IS KNOWN. -029 CHANGE THE NAME OF THE PERSONNEL DEVELOPMENT. CERTIFICATION. AND PLACEMENT SECTION TO THE PERSONNEL DEVELOPMENT, CERTIFICATION, AND PLACEMENT DIVISION. JUL 15 74 THE PROPOSAL HAS BEEN IMPLEMENTED BUT MEANINGFUL COMPLIANCE IS DE-PENSENT UPON COORDINATION WITH OTHER RECOMMENDATIONS. -038 EXPAND RESPONSIBILITIES OF THE ADULT AND COMMUNITY EDUCATIONAL RESOURCES (FEDERAL) 44 6,200 44 0 T JUL 15 74 THE REGRESINIZATION OF THE DEPART-MENT IN OCTOBER 1973 TRANSFERRED ADULT AND COMMUNITY EDUCATION TO VCCATIONAL EDUCATION AND THERESY ACHIEVED THE PURPOSE OF THE REC-OMMENDATION. -031 TRANSFER RESPONSIBILITY OF THE DIVISIONS OF ADULT AND COMMUNITY EDUCATIONAL RESOURCES AND PERSONNEL DEVELOPMENT, CERTIFICATION, AND PLICEMENT TO THE BUREAU OF INSTRUC-JUL 15 74 THE SURVEY RECOMMENDATION HAS BEEN IMPLEMENTED IN AN ALTERNATIVE MANNER TO AVOID DUPLICATION AND FRAGMENTATION WHICH OTHERWISE MIGHT RESULT. +332 ABOLISH THE BUREAU OF CONTINUING 4S 25,600 AS 0 I JUL 15 74 DEPARTMENT REORGANIZATION IN JULY EDUCATIONAL PESCURCES.

-02 BUREAU OF EDUCATIONAL RESOURCES 391

DIVISION.

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ELIMINATED THE POSITION FOR 4

SAVINGS IN FEDERAL FUNDS OF

PAGE A =ANNUAL =A =IMPLEMENTED 3 =0ME-TIME =0 =IN PROCESS S=SAVINGS = SL =REQUIRES LEGISLATIVE SCTION C = COST = CS =REQUIRES FURTHER STUDY A=AVOIDANCE= A + =NOT TO BE IMPLEMENTED R=REJECTED BY LEGISLATURE T=TRANSFER = T I=INCOME = I MONTH-DY-YR SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION **MMC SURVEY \$*DEPARTMENT \$*STITUS#ACTION DATE*-----REMARKS-------033 ORGANIZE CURRICULUM RESOURCES® 18 001 CONSULTANTS INTO TASK FORCE TEAMS. AC 5.009 AC 2.503 002 JUL 15 74 THE PROPOSAL HAS BEEN PARTIALLY 003 (FEDERAL) AC 9.000 AC 7,588 P IMPLEMENTED BY FORMATION OF TASK 234 005 FORCE FIELD TEAMS. FUNDING FOR EX-PENSES WAS REQUESTED IN L.D. 2376 006 BUT NO APPROPRIATION WAS MADE FOR 007 008 THE PURPOSE. THE AMOUNT NEEDED HAS 009 BEEN REDUCED BY THE DEPARTMENT 010 FROM \$14,338 TO \$10,888. -034 DEFINE THE INDIVIDUAL RESPONSIBILI-001 002 TIES OF THE CONSULTANT STAFF OF JUL 15 74 THE INTENT OF THE RECOMMENDATION CURRICULUM RESOURCES. 003 HAS BEEN MET BY SPECIFIC ASSIGN-004 MENTS FOR CONSULTANTS IN COMJUNC-805 TION WITH #033. 006 -035 TRANSFER COLLATING, FASTENING, AND 881 202 MAILING DUTIES OF CURRICULUM 003 RESOURCES TO THE NEWLY CREATED 784 ADMINISTRATION GROUP. 15 74 THE RECOMMENDATION IS IN THE PRO-CESS OF BEING IMPLEMENTED. THE 005 PROPOSAL WAS DESIGNED TO ELIMINATE 005 SEVERAL POSITIONS BY TRANSFERRING 807 WORK TO AN ADMINISTRATIVE GROUP 0.68 009 ESTABLISHED UNDER #016. 881 -035 ESTABLISH A TYPING POOL IN CURRICU-002 LUM RESOURCES TO FULFILL TYPING 003 NEEDS. 45 12,453 (FEDERAL) 15 12,280 004 005 (FEBERAL) AA 6,200 JUL 15 74 PLANS ARE UNDER WAY IN CONJUNCTION WITH #814 TO ESTABLISH A TYPING 006 POOL. FINAL LONG-PANGE SAVINGS ARE 997 YET TO BE DETERMINED. 008 -037 ELIMINATE THE POSITION OF DIRECTOR, 001 45 20.430 AS 15,123 902 DIVISION OF SCHOOL OPERATIONS. 6.200 AA 6,200 I JUL 15 74 ON JANUARY 14, 1974 THE SEPARTMENT 003 5 A

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A =ANNUAL =A	I =IMPLEMENTED
O = ONE-TIME =O	P =IN PROCESS
S=SAVINGS = S	E =REQUIRES LEGISLATIVE ACTION
C = COST = C	S' =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	⇒ =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I = INCOME = I	MONTH-DY-YR

SEQ #	# #C ONTROL	# #	DEPARTMENT	AND RECOMM	ENDATION *	FMMC	SURVEY	\$#DEPAR	TMENT	\$*S	TATUS	#ACTION	AG	TE₹		REMARKS		
																		
005 807 008 009 010 811 612 014															PERSON HAS JUNE 30, 1 SAVING OF BASIS. AN FOR THE PO TRANSFER O FAIRS TO T	N ADDITION BEEN EMPLO 974, REALI \$2,673. CN ASSESSMENT SITION WILL F INDIAN EN HE CALAIS O MPLEMENTATION	DYED UNTIL ZING A FURT AN ANNUAL OF THE NEE L BE MADE. DUCATION AF	THER
001		238	UTILIZE THE	E DEPARTMENT	T°S CENTRAL													
200					CONTROL OF THE													
003 004			. –	FOR INDIAN FOR CHILDRE	CHILDREN AND													
005 006 007				D TERRITORY		48	16,04	00 AS		ŧ	Þ	JUL	15		TATION WIL	MENT SELET L DEPEND OF OM ESTABLE	N BENEFITS	RE-
098			-	* *											CENTRAL AG	COUNTING S	rstem.	
204	,	n -> 0.	OTCOMITANT	C ABERTTON	or Tuber													
001 002 003 004 005	• •••	U 3 9	RESERVATION	E OPERATION N SCHOOLS.	(FEDEPAL)		115,50 99,50					JUL	15		BY MAINE M	ENDATION W. ANAGEMENT . VISITATION	AND COST SL	JR-
886												-			KESEKVATIO	(N) e		
001 002	-1		FOR CHILDRE	EN IN THE U	OF SCHOOLING NORGANIZED		400.6	. .				•				en e ap arec		
003 804			TERPITORY S	ZCHOOFZ	(FEDERAL)		190,6°				P	JUL	15	7 ts	THE RECOMM	ENDATION W	AS RASED OF	M AN
005					ti ebekaer	^3	34,90					002		• •		THAT LOCA		
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BUREAU OF EDUCATIONAL RESOURCES AND TRANSFERRING ADMINISTRATIVE

COSTS TO THE BUREAU OF INSTRUCTION

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	**************************************	*****			****		:REMARKS
001 002 003 004 005 806 007 008 008 009 011 012 013	-041 INTEGRATE BUDGETARY AND FISCAL CON- TROL PROCEDURES OF THE GOVERNOR BAXTER SCHOOL FOR THE DEAF INTO THE SYSTEM WHICH IS CONTROLLED BY THE. BUREAU OF EDUCATIONAL MANAGEMENT RESOURCES.	2 S A A	8,890 6,200	S	JUL		A PROPOSAL IS BEING STUDIED IN CONNECTION WITH THE ESTABLISHMENT OF A STAFF OFFICE OF FINANCE AND COMPLETION OF FINANCE RESTRUCTURING. A PROPOSAL FOR A DEPT. FINANCE STUDY HAS BEEN DEVELOPED AND PUT OUT TO BID. THE EXTENT OF SAVINGS IS NOT FULLY DETERMINED.
001 002 003 004 005 006 007	-:42 REASSIGN DUTIES OF THE SECRETARIAL STAFF AT THE GOVERNOR BAXTER SCHOOL FOR THE DEAF.	ÀS	5,680 AS	ē S	JUL	15 74	NO ACTION AS YET HAS BEEN TAKEN AS IT IS FEARED ELIMINATION OF THE POSITION MIGHT ADVERSELY EFFECT THE EFFICIENCY OF THE PROGRAM. EURTHER STUDY IS INDICATED.
991 992 993 904 995	-043 TRANSFER THE REPORTING RESPONSIBIL- ITY OF THE GOVERNOR BAXTER SCHOOL FOR THE DEAF TO THE BUREAU OF SCHOOL MANAGEMENT.	_		I	JUL	15 74	DEPT. RECRGANIZATION HAS ACHIEVED THE PURPOSE OF THIS FROPGSAL.
001 002 003	-944 REASSIGN CURRICULUM RESOURCES TO THE BUREAU OF INSPECTION.	Ε		Ī	JUL	15 74	THE RECOMMENDATION HAS BEEN FULLY IMPLEMENTED.
001 082 003	+045 ABOLISH THE BUREAU OF EDUCATIONAL RESCURCES.	4 S	20,400	Ī	JUL	15 74	THE RECOMMENDATION WAS IMPLEMENTED IN SCYOBER 1973 BY ABOLISHING THE

003 004

095 096

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BUREAU OF EDUCATIONAL MANAGEMENT

A =ANNUAL =A	I =IMPLEMENTED
O = SME-TIME =0	P =IN PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
C = COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MOUTH-DY-YR

SEQ &*CONTROL #*DEPARTMENT AND RECOMMENDATION TMMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*------REMARKS-------

(
200		RESOURCES								
001 092	-046	TRANSFER RESPONSIBILITIES OF THE SCHOOL CONSTRUCTION ACCOUNTANT AND								
003 004 005 006 007 008 009	estendormoniologica min. una m	ELIMINATE THE VACANT POSITION.	Δ Δ	11,000 AA	3	S	JUL	15	#01 FIN UPO WOR CAN MAI	E PROPOSAL IS INTER-RELATED WITH 18 WHICH PROPOSES TO ESTABLISH A NANCE FUNCTION. ACTION DEPENDS ON IMPLEMENTATION OF \$613. THE PK LOAD HAS INCREASED SIGNIFI- NTLY SINGE THE SURVEY REPORT WAS DE BY PASSAGE OF L.D.1994 AN ACT EQUALIZE EDUCATIONAL COSTS
011 001 002 003 004 005	-047	TRANSFER THE BUDGET ACCOUNTANT TO THE FISCAL MANAGEMENT SECTION.				S	JUL	15	74 THE CON INC	E DEPARTMENT HAS ESTABLISHED A MMITTEE WHICH IS STUDYING STAFF- G OF A FISCAL MANAGEMENT SEC- DN. IMPLEMENTATION IS PLANNED R JULY 1, 1974.
001 002 003 004 005	- 948	ASSIGN THE FEDERAL FINANCING-LETTER OF CRECIT ACCOUNTANT TO FISCAL MANAGEMENT.				. S	JUL	15	CO	E PROPOSAL IŞ BEING STUDIED IN NJUNCTION WITH #047. IMPLEMENTA- ON IS PLANNED FOR JULY 1, 1974.
001 002 003 004 005	~0 49	SHIFT AUDIT RESPONSIBILITIES OF THE VOCATIONAL PROGRAM ACCOUNTANT.				S	JUL	15	BY Pa	E RECOMMENDATION IS UNDER STUDY THE AUDIT DEPARTMENT AND DE- RTMENT OF EDUCATIONAL AND CULT- AL SERVICES.
001 002 003 004 005 006 007	- 05₫	REQUIRE THE VOCATIONAL TECHNICAL INSTITUTES AND SCHOOL OF NURSING TO MAINTAIN THEIR ACCOUNTING SYSTEMS.	£ \$	13,156		S	JUL	15	OF IN SE	SHOULD BE NOTED THAT ONE-HALF THE PROJECTED SAVINGS WOULD BE FEDERAL FUNDS. THE PROPOSAL HAS VERAL IMPLICATIONS WHICH ARE BE- G STUDIED.
001	-051	TRÄNSFER OFFICE SERVICE ACTIVITIES								

	3 =ANNUAL =A	I =IMPLEMENTED
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	S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
	C = COST = C	S =REQUIRES FURTHER STUDY
	A=AVOIDANCE= A	> =NOT TO BE IMPLEMENTED
	T=TRANSFER = T	R=REJECTED BY LEGISLATURE
	I=INCOME = I	MONTH-DY-YR
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************************ SEG ##CONTROL ##DEP4RTMENT AND RECOMMENCATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*------REMARKS-------TO THE PROPOSED ADMINISTRATION GROUP 002 AND ELIMINATE DEPARTMENTAL SERVICES. 003 JUL 15 74 THE PROPOSAL WAS IMPLEMENTED IN 004 OCTOBER 1973 IN DEPARTMENTAL RE-005 ORGANIZATION. -052 ELIMINATE THE AUDIT SECTION AND 901 002 REQUIRE SCHOOLS TO PAY 1931T COSTS 903 OF PROGRAMS SUPPORTED BY FEDERAL FUNDS 204 9.400 AS 995 (FEDERAL) AS 80,000 45 (FEDERAL) AC 33,500 JUL 15 74 LEGISLATION WAS ENACTED IN 1972 006 007. REQUIRING LOCAL SCHOOL UNITS TO PAY AUDIT COSTS OF FEDERAL PRO-808 009 GRAMS. THEREFORE THE FISCAL PART 010 OF THIS PROPOSAL HAS BEEN ACCOMP-011 LISHED. THE DEPARTMENT, HOWEVER, 012 IS STILL HELD RESPONSIBLE FOR PRO-013 GRAM AUDITS AS DISTINGUISHED FROM 314 FISCAL AUDITS. FEDERAL REGULATIONS 015 REQUIRE THE DEPARTMENT TO PERFORM 916 PROGRAM REVIEWS TO QUALIFY FOR FEDERAL FUNDS. THE RECOMMENDATION 017 HAS BEEN IMPLEMENTED IN SO FAR AS 018 019 POSSIBLE. 001 -053 ELIMINATE THE POSITION OF ASSISTANT 002 DIRECTOR AND HIS SECRETARY. 4 S 16,500 AS 983 5.500 AA 5,500 P JUL 15 74 A SAVINGS OF \$5,500 IN FEDERAL 4.6 094 FUNDS HAS BEEN EFFECTED. THE DE-PARTMENT FEELS VERY STRONGLY THAT 015 006 THE PROPOSED STAFFING OF THE FI-097 NANCE SECTION IS INADEQUATE AND 808 THAT THE POSITION OF ASSISTANT 989 DIRECTOR BE RETAINED. 001 -054 REQUIRE DEPARTMENTAL COST CENTERS TO 002 BE ACCOUNTABLE FOR CORRECT ACCOUNT 003 CODING. 14,400 JUL 15 74 THE DEPARTMENT HAS SERIOUS RESER-994 VATIONS ABOUT THE FINANCIAL EXPER-TISE OF PROFESSIONAL PERSONNEL TO 005 PROPERLY CODE INVOICES. IT FEFLS 006 007 THAT THIS IS A FINANCE FUNCTION

FOR FUMBS WAS CONTAINED IN L.D.

2376 BUT REJECTED.

A =ANNUAL =A	I =IMPLEMENTED
0 = GME-TIME =0	P =IN PROCESS
S=SAVINGS = S	<pre>-L =REQUIRES LEGISLATIVE ACTION</pre>
0 = T2COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

8.00 AND SHOULD BE CONTINUED AS SUCH IN 009 THE INTERESTS OF UNIFORMITY AND 010 EFFICIENCY. HOWEVER, THE RECOM-011 MENDATION IS BEING GIVEN FURTHER 012 STUDY AND CONSIDERATION. THE AC-013 TUAL SAVING IS UNDERTERMINED. 001 -055 REVISE THE ACCOUNTING SYSTEM TO PRO-VIDE TIMELY RECORDING AND REPORTING 882 893 OF FISCAL AND BUOGETARY INFORMATION. JUL 15 74 THE DEPARTMENT IS WORKING TOWARD 004 CAPABILITY TO PROVIDE UP-TO-DATE REGORDING AND REPORTING OF FISCAL 005 886 AND BUDGETARY INFORMATION. 001 -056 AUTOMATE THE MANUAL ACCOUNTING OPERATIONS PERFORMED BY FISCAL 002 003 MANAGEMENT. 18,885 30 004 23,000 00 4,500 995 (FEDERAL) AS 5,40G JUL 15 74 \$18,500 IN FEDERAL FUNDS HAS BEEN 005 ALLOCATED TO IMPLEMENT THIS RECOM-007 MENDATION. THE NEEDED ONE-TIME 998 COST IS THEREBY REDUCED TO \$4,500. ១១១ FUNDS WERE REQUESTED IN L.D.2376 910 BUT NO APPROPRIATION WAS MADE. 011 FURTHER IMPLEMENTATION DEPENDS 212 UPON RESULTS OF THE STUDY. 831 -157 REASSIGN THE REPORTING RELATIONSHIP 002 OF FISCAL MANAGEMENT TO THE NEWLY 003 CREATED STAFF FUNCTION OF FINANCE. JUL 15 74 THE RECOMMENDATION WAS IMPLEMENTED 004 OCT. 29, 1973. 001 -058 REDESIGN THE SYSTEM TO PRODUCE 882 COMPUTERIZED STATISTICAL REPORTS 003 WITH FEWER PROGRAMS. άS 5.500 AS ΰ 1,883 0 004 30 11,000 00 JUL 15 74 PROGRAMS HAVE BEEN REDUCED FROM 005 225 TC 173. ATTENTION IS BEING 906 GIVEN TO FURTHER REDUCTIONS. THE 207 OME-TIME COST HAS BEEN REDUCED 008 FF0% \$11,000 TO \$1,000. A REQUEST

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A =ANNUAL =A	I =IMPLEMENTED
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$C = C \cap T = C$	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	# #FOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=IMCOME = I	R SHTH-D Y-YR

SEQ #₹0	ONTROL #	PDEPARTMENT AND RECOMMENDATION	* 4 N C	SURVEY SFDEPARTM	ENT \$₹ST4TUS	#4 STI Ot	. DATE	REMARKS
								•
001 002 003 004	-059	INSTALL A TERMINAL, INCLUDING CARD READING AND PRINTING CAPABILITIES, WHICH WOULD BE LINKED WITH CENTRAL COMPUTER SERVICES.	40	11,000				
005 006 007 008 009 010		JUNE OF EN SENVIOLS.	οc	1,350	S	JUL	15 74	A REQUEST FOR \$12,000 WAS INCLUDED IN L.C.2376 BUT NO MONEY WAS APPROPRIATED. THE DEPARTMENT HAS MICE IPPLICATION FOR PERMISSION TO PURCHASE EQUIPMENT. FURTHER ACTION IS DEPENDENT UPON GRANTING PERMISSIGN AND AVAILABILITY OF FUNDS.
001 002 003 004 005 006 007	-06€ -	UTILIZE OUTSIDE KEYPUNCH FASILITIES DUPING PEAK PERIODS. (FEDERAL	AA	5,300 15,400	S	JUL	15 74	THE DEPARTMENT HAS SERIOUS RESER- VATIONS ABOUT THE FEASIBILITY OF THIS FROPOSAL. HOWEVER, IT IS BE- ING STUDIED. THE ANNUAL SAVING, IF ANY, HAS NOT BEEN VERIFIED.
001 002 003 004 005 007 008	-561	SHIFT THE REPORTING RELATIONSHIP OF STATISTICAL AND SYSTEMS AND PROGRAM FROM MANAGEMENT INFORMATION TO THE REDEFINED PLANNING, EVALUATION, AND RESEARCH STAFF FUNCTION.			I	JUL	15 74	THE PROPOSAL HAS BEEN IMPLEMENTED BY 1PPOINTMENT OF AN ACTING DIREC- TOP, WHO IS CHARGED WITH MAKING THE UNIT OPERATIONAL.
001 002 003 004 005 006 007 008	-362	ABOLISH EDUCATIONAL MANAGEMENT RESOURCES. (FEDERAL	15 125	. 68,400 5,700	I	3UL	15 74	DEP-RIMENT REORGANIZATION IMPLE- MENTED THE PROPOSAL BY ABOLISHING THE SUREAU OF EDUCATIONAL MANAGE- MENT RESOURCES. STAFFING READJUST- MENTS ARE BEING MADE. THE ANNUAL SAVING HAS NOT BEEN DETERMINED AS YET.
& C 1	-94	BUREAU OF SPECIAL RESCURCES						

1 =ANNUAL =1	I =IMPLEMENTED
D =DME-TIME =0	P =IM PROCESS
S = S = VINGS = S	<pre>_ =PEQUIRES LEGISLATIVE ACTION</pre>
0=00ST = 0	S =REQUIRES FURTHER STUDY
w=AVOIDANCE= 4	5 =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MCNTH-DY-YR

SEQ ##CONTROL #	*DEFARTMENT AND PECCHMENDATION	FHMC SURVEY SFO	EPARTMENT S#STATUS#ACTION	DA TE =REM4 PK S
001 63 002 003 004 005 007 008 009 010 011 012 013 014 015 016	REPLACE THE THREE FULL-TIME FOOD SERVICE CONSULTANTS IN SCHOOL NUTRITION WITH FIVE PART-TIME, REGIONAL CONSULTANTS. (FEDERAL)	4S 9,870 4 4,500		5 74 THE DEPARTMENT DOESN'T BELIEVE THE PROPOSAL SHOULD BE IMPLEMENTED BECAUSE (1) FEDERAL FUNDS FOR NUTRITION PROGRAMS HAVE BEEN INCREASED FROM \$4,500,600 TO 59,356,000 FOR FISCAL 1975 SINCE THE SURVEY MAS MADE AND (2) LEGISLATION ENACTED IN 1973 MANDATED SCHOOL LUNCH PROGRAMS FOR ALL ELEMENTARY SCHOOLS. THE MAGNITUDE OF THE PROGRAM APPEARS TO MARRANT STAFF EMPLOYED ON A FULL TIME RATHER THAN A PARTHIME 84SIS.
001 -064 002 003 004 005 006 007 008 009 010 011 012 015 016 017 018	DEVELOP AND IMPLEMENT ON-THE-JOB TRAINING FOR LOCAL EDUCATION AGENCY SCHOOL LUNCH PERSONNEL. (LOC-L)	45 414,8 88	S JUL 1	.5 74 THERE IS NO DISAGREEMENT WITH THE IDEA THAT A SAVING OF 2# PER MEAL WOULD RESULT IN AN ANNUAL LOCAL SAVING OF 8414,888, BUT EFFORTS HAVE BEEN MADE IM THE PAST AND ARE CONTINUING TO UP-GRADE AND IMPROVE THE CAPARILITIES OF LOCAL SCHOOL LUNCH PERSONNEL. THE DEPARTMENT IS UNDERTAKING A DETAILED STUDY OF CENTRAL FOOD PREPARATION IN AN EFFORT TO REDUCE COSTS TO LOCAL UNITS. SAVINGS AND REDUCTION IN COSTS TO PUPILS WILL DEPEND, IN LARGE MEASURE, OH LOCAL INITIATIVE AND ACTION.
091 -065 002 003 004 005	USE MULTICORY INSPECTION REPORT FORMS FOR PROCESS AUDIT REPORTING.	AS 6,290 2	1S ; S JUL 1	15 74 THE DEPARTMENT CONCURS IN THE USE OF FORMS PECONMENCED. IT HAS RESERVATIONS ASOUT ELIMINATION OF A POSITION BECAUSE OF EXPANSION OF

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S = ONE-TIME = 3	P =I⊼ PROCESS
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A=AVOIDANCE= A	A =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
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	O 4*CC%l		**************************************						
	36								ELEMENTARY LUNCH PROGRAMS MANDATED BY THE 1857# LEGISLATURE.
0	01 02 03	+066	ENFORCE REGULATIONS ON DEADLINES IND COMPLETENESS OF SCHOOL LUNCH STATISTICAL DATA REPORTING BY LOCAL EDUCATION AGENCIES.			I	JUL	15 74	IMPLEMENTED IN FULL DECEMBER 1973.
0 8	01 02 03		RECESSION PEPORTING FORMS FOR SCHOOL NUTRITION STATISTICAL DATA TO SIMPLIFY PROCESSING.	25	8,80C AS	5 P	JUL	15 74	ACTION HAS SEEN TAKEN TO REDESIGN FORMS. REDUCTION OF STAFF IS NOT
9 0 0 0	04 05 06 07 08 09		,						CONSIDERED FEASIBLE DUE TO (1) SUBSTANTIAL INCREASE IN FEDERAL ASSISTANCE AYD CONSEQUENT OBLIGATIONS PLACED ON THE STATE AGENCY AND (2) MANDATION OF LUNCH PROGRAMS FOR ALL ELEMENTARY SCHOOLS BY ACTION OF THE LEGISLATURE.
9	01 02 23 04	- 068	TRANSFER RESPONSIBILITY FOR ADMINISTEPING SCHOOL NUTRITION SUBSIDIES.			S	JUL	15 74	THE TRANSFER DEPENDS UPON REVISION OF THE FIGAMCE UNIT WHICH IS PENDING.
û G	81 02 83 04	-069	ASSIGN PEPORTING RESPONSIBILITIES OF THE DIVISION OF SCHOOL NUTRITION TO THE BUREAU OF SCHOOL MANAGEMENT.			Ī	JUL	15 74	THE RECOMMENDATION WAS IMPLEMENTED OCTOBER 23, 1973.
8 8 9 9 9 9 9 9	01 02 03 05 05 07 08 09 10 11 11	-270	DESIGN AND IMPLEMENT A SYSTEM TO AUTOMATE THE ALLOCATION, SHIPPING, AND INVENTORY CONTROL OF DOMATED COMMODITIES.	48 60	18,900 8,000 OC	3 8	JUL	15 74	AUTOMATION OF ALLOCATION AND IN- VENTORY CONTROL OF BONATED COMMO- DITIES IS REPORTED TO BE 75% COMPLETE. THE STAFFING PATTERN WILL BE PEVIEWED WHEN AUTOMATION IS LOMPLETED. NO FUNDS FOR ONE- TIME COST 1PE NOW NEEDED. THE ANNUAL SAVING IS YET TO BE

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I=INCOME = I	MONTH-DY-YR

024 7 00 711112	5	0 30.(, 2, 0 32	. Altinent p states	0.10.	N. C. III.
013					DETERMINED
002	PLACE CONTRACTS FOR DONATED COM- MODITY STORAGE ON THE BASIS OF COMPETITIVE BIDS.				
094 095 096 007 008 009	(LOCAL)	4S 10,000	S		FURTHER STUDY OF THE BENEFITS OF COMPETITIVE BIDDING IS BEING MADE. THE FUTURE OF DONATED COMMODITIES AND CONTINUATION OF THE PROGRAM IS UNCERTAIN. DECISIONS WILL BE EFFECTED BY THE FLOW AND VOLUME OF MATERIALS AVAILABLE.
661 -772	ADJUST THE PROPERTY CHARGE TO PRO-				
002	VIDE DEDICATED FUNDS TO PURCHASE 1	15,090 00	; 5 9		THE DEPARTMENT DOES NOT CONSIDER THE PROPOSAL PRACTICAL BECAUSE (1) THE OLD DIESEL TRACTOR WILL HAVE TO BE REPLACED LONG BEFORE THE FUNDS COULD BE ACCUMULATED BY INCREASING SERVICE CHARGES TO LOCAL AGENCIES AND (2) SERVICE CHARGES ARE BEING INCREASED TO COVER SALARY INCREASES AND CANNOT BE INCREASED FURTHER WITHOUT RE- DUCING THE VOLUME OF BUSINESS. CCNTINUATION OF THE PROGRAM IS IN QUESTION.
002 003 004	TRANSFER REPORTING RESPONSIBILITIES OF THE SURPLUS FOODS AND PROPERTY SECTION TO THE BUREAU OF SCHOOL MARAGEMENT.		ī	JUL 15 74	THE RECOMMENDATION WAS IMPLEMENTED OCTUBER 29, 1973.
<u>0</u> 95					UCIUSER 29, 1973.
001 -874 002 003 004 005 006	ELIMINATE SCHOOL BUS INSPECTION RESPONSIBILITIES FROM TRANSPORTATION AND SAFETY.		Ι	JUL 15 74	INSPECTION OF SCHOOL BUSES HAS ALWAYS BEEN A FUNCTION OF THE STATE POLICE. THEREFORE, THE RECOMMENDATION IS ALREADY IMPLEMENTED.

A =ANNUAL =A	I =IMPLEMENTED
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L=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

		*DEPARTMENT AND PECOMMENDATION			NT 3-STA	TUS*ACTI	ON DAT	E*RE#ARK S
001 002 003 004 005	- 075	REMOVE SCHOOL BUS DRIVER QUALIFICA- TION CUTIES FROM TRANSPORTATION AND SAFETY.				R JUL	15 7	4 LEGISLÄTION WAS PRESENTED TO Accomplish the purpose but was Withdramn by the sponsor.
001 002 003 004 005 006	-076 -	MAKE PAYMENT OF DRIVER EDUCATION SUBSIDIES CONFORM TO LEGISLATION.	ž C	4,500 40	3 I	JUL	15 7	A ACTION HAS BEEN TAKEN TO MAKE SUB- SIDY PAYMENTS CONFORM TO L.D.1994 ENACTED BY THE 186TH LEGISLATURE. NO INCREASE IN ANNUAL COST IS INVOLVED.
001 002 003 004 005	- 977	TRANSFER PESPONSIBILITY FOR STUDENT DRIVER EDUCATION TO THE MOTOR VEHICLE DIVISION.				5 JOF	15 7	4 L.S.2413 WAS PRESENTED TO IMPLE- MENT THE RECOMMENDATION BUT WAS WITHDRAWN.
001 002 003 004	-r78	ELIMINATE SAFETY EDUCATION RESPON- SIBILITIES FROM TRANSPORTATION AND SAFETY.				R JUL	15 7	4 LEGISLATION WAS INTRODUCED (L.D. 2413) BUT FAILED OF ENACTMENT.
001 602 603 664 005	-679	ABOLISH TPANSPORTATION AND SAFETY.	4 4 5 5	21,750 21,400		R JUL	15 7	4 THE 186TH LEGISLATURE IN SPECIAL SESSIC REQUIRED THE DEPARTMENT TO FUNCTION WITH RESPECT TO TRANSPORTATION AND SAFETY OF PUPILS.
881 602 003 004 005 006 087	- ღვე	TRANSFER IDLE, DEDICATED FUNDS IN THE HAINE SCHOOL BUILDING AUTHORITY ACCOUNT TO THE GENERAL FUND.	οт	77,300		S JUL	15 7	4 LEGISLATION WAS SUBMITTED (L. D. 2389) TO TRANSFER BALANCES IN MAINE SCHOOL BUILDING AUTHORITY FUNDS TO THE GENERAL FUND. THE MEASURE WAS REFERRED TO THE LEGISLATI/E COUNCIL FOR STUDY.
001 002	-681	. SPECIFY SALARIES OF THE MAINE SCHOOL Building authority staff be paid	L					

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SEG #FCONTROL #FDEPARTMENT AND RECOMMENDATION FMMC SURVEY \$FDEPARTMENT \$FSTATUSFACTION DATEF-----REMARKS+-----663 FROM DEDICATED INCOME IN ACCORDANCE JUL 15 74 ON THE BASIS OF A TIME STUDY, THE 984 WITH LEGISLATION. ΑT 13,000 AT 3,900 805 DEPARTMENT FOUND THAT 15% OF STAFF 006 TIME RATHER THAN 50% AS INDICATED 887 BY THE SURVEY IS DEVOTED TO SCHOOL BUILDING AUTHORITY EUSINESS. THE 886 339 VOLUME OF AUTHORITY LOAMS HAS GE-010 CREASED IN RECENT YEARS. 091 -082 REQUIRE MAINE SCHOOL BUILDING 802 AUTHORITY FISCAL ACCOUNTING BE CONTROLLED BY THE FISCAL SECTION 503 OF THE BURFAU OF FOUCATIONAL 084 095 MANAGEMENT RESOURCES. JUL 15 74 THE STATUTES REQUIRE THE SECRETARY 886 -TREASURER OF THE MAINE SCHOOL 097 BUILDING AUTHORITY TO DO THE FIS-0.88 CAL ACCOUNTING FOR THE AUTHORITY. 009 THE RECOMMENDATION IS BEING IM-PLEMENTED INSOFAR AS POSSIBLE 618 WITHOUT VIOLATING THE LAW. 011 -383 SHIFT THE FUNCTION OF SCHOOL FACILI-001 002 TIES TO THE BUREAU OF SCHOOL MANAGE-293 MENT AND TRANSFER THE REMAINING 204 THREE STAFF MEMBERS OF THE DIVISION 595 OF SCHOOL SERVICES. JUL 15 74 THE PROPOSAL WAS IMPLEMENTED OCTOBER 29, 1973 IN DEPARTMENTAL 096 REORGANIZATION. 997 -184 TRANSFER REPORTING RESPONSIBILITIES 391 OF THE WEIGHBORHOOD YOUTH CORPS TO 200 203 THE BUREAU OF SCHOOL MANAGEMENT. JUL 15 74 TRANSFER OF REPORTING RESPONSIBIL-004 ITIES OF THE WEIGHBORHOOD YOUTH 085 CORDS TO SCHOOL MANAGEMENT WAS 095 ACCOMPLISHED OCTOBER 29, 1973 IN 007 DEPARTMENT REORGANIZATION. -085 ABOLISH THE DIVISION OF SCHOOL 081 502 SERVICES. JUL 15 74 THE PROPOSAL WAS IMPLEMENTED IN 003 OCTOBER 1973.

091

-086 REDEFINE RESPONSIBILITIES OF THE

A =ANNUAL =A I =IMPLEMENTED

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SEQ ∳³	FCONTROL #	*CEPIRTMENT AND RECOMMENDAT	ON	CMMS	SURVEY	£₹∂EP	ARTMER	T 3*	STATU	S∓A CTIO	(DA	TEF	REMARKS
002		FEDERAL RESOURCES DIVISION					-						
083 004 005 006			(FEDERAL)		119,40 18,90		,	to es	N	JUL	15	-	THE DEPARTMENT POINTS OUT THAT FEGERAL STATUTES AND REGULATIONS REQUIPE A STATE "GENCY TO PERFORM
007 008 009 011 012 013 014													SPECIFIC SERVICES RELATING TO ALLOTMENT OF FUNDS TO LOCAL UNITS, EVALUATION AND REPORTING. IT IS NOT PUSSIBLE TO ASSIGN THESE RESPONSIBILITIES TO LOCAL AGENCIES. THE STATE AGENCY IS HELD AGCOUNTABLE FOR PROPER USE OF FEDERAL ALLOTMENTS AMOUNTING TO APPROXIMATELY 8 MILLION DOLLARS.
001	_ 7 0 7	TRANSFER ELEMENTARY AND SE	COALD & DV										ANY ROXI IF ILLY S WILEIGH SOLERIOS
002 003 004 005	-,57	EDUCATION ACT TITLE FUNDS A	DMINIS-						I	JUL	15		THE RECOMMENDATION HAS BEEN IMPLE- MENTED IN SO FAR AS POSSIBLE. THE DEPARTMENT BELIEVES THAT PROGRAM ADMINISTRITION AND THE ALLOCATION
007 008 009													OF FUNDS TO LOCAL AGENCIES SHOULD ALSO IMVOLVE THE INSTRUCTIONAL STAFF.
001 002	~ ⊕333	SHIFT RESPONSIBILITY FOR AN TERING INSTRUCTIONAL TELEVITHE BUREAU OF INSTRUCTION.							Ī	JUL	15	7 L	I STPUCTIONAL TELEVISION WAS
005 005 006		THE BURLAU OF INSTRUCTIONS							<u> </u>	301	<u> </u>	7-7-	TRANSFERRED TO THE LIBRARY SUREAU JULY 1, 1973 AS A COMPONENT OF A MEDIA TEAM.
991	-189	ELIMINATE THE DIVISION OF	FEDER&L										
002 003 004		RESOURCES.	(FEDERAL)	45	25,00	8 4S	28.	001	I	JUL	15	74	THE PROPOSAL WAS IMPLEMENTED IN GEPARTMENTAL RECREANIZATION.
001 902 903 904 905	- 090	TRANSFER ADMINISTRATION OF ORPHAN SCHOLARSHIP PROGPAM		25	1,00	0 AS	1 1	.000	I	JUL	15		THE PROPOSIL WAS IMPLEMENTED JULY 1, 1974 I ACCORDANCE WITH LEGIS- LATION ENLOTED BY THE 136TH LEGISLATURE.

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001 002 903 004 005 005 007 003	-091	TRANSFER THE FUNCTION OF CIVIL DEFENSE EDUCATION TO THE BUREAU OF DIVIL DEFENSE. (FEDER4L)	åS	5,23	C 48	3	S	JUL	15 74	FEBERAL FUNCS HAVE BEEN ALLOCATED FOR CONTINUATION OF AN EBUCATIONAL CIVIL BEFENSE PROGRAM. FURTHER STUDY IS TO BE GIVEN AT THE END OF THE CONTRACT PERIOD.
001 002 003 984		ABOLISH THE BUREAU OF SPECIAL RESOURCES.	4 S	26 _% 50	§ 4 S	S I		JUL	15 74	THE RECOMMENDATION WAS ADOPTED IN OCTOBER 1973 IN DEPARTMENT REDR-GANIZATION BY TRANSFER OF STAFF.
001 001 002 003 003 000 000 011 011 011 011 011 011	-05 -093	BUREAU OF VOCATIONAL EDUCATION INTEGRATE INDIVIDUAL VOCATIONAL TECHNICAL INSTITUTE BUDGETING AND FISCAL CONTROL PROCEDURES UNDER THE BUPEAU OF EDUCATIONAL MANAGEMENT RESCURCES.	AS OI	30,50 85,00			S	JUL	15 74	IT IS NOTED THAT RECOMMENDATION #050 WOULD REQUIRE EACH INSTITUTE TO BE RESPONSIBLE FOR ITS FISCAL ACCOUNTING WHICH IS AT VARIANCE WITH THIS PROPOSAL. EVEN THOUGH CENTRALIZED ACCOUNTING HAS TO BE IN OPERATION, THE COLLECTION OF FEES AND TUITION HOULD REQUIRE SOME ON-SITE PERSONNEL. THE PROPOSAL IS BEING STUDIED. THE ANNUAL SAVING AND ONE-TIME INCOME IS NOT DETERMINED.
801 002 003 004 005 006	-694	UTILIZE THE REVISED CAPITAL EQUIP- MENT INVENTORY SYSTEM.	âS	4948	ZA G	Ó	\$	JUL	15 74	THE STATE CEPFIFIED INVENTORY SYSTEM IS BEING UTILIZED BY EACH INSTITUTE. EFFORTS ARE DIRECTED TOWARD KEEPING RECORDS UP-TO-DATE. ANY SAVINGS WILL DEPEND ON COMPU- TER COMTROL.

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*\$170 DATE*------REMARKS-------

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9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	2 3 4	- 095	DO NOT CONSTRUCT THE PLANNED DORMITORY AT EASTERN MAINE UNTIL OTHER FACILITIES ARE FULLY UTILIZED.	04	580,000 OA	2	î.	JÜĽ	15	74	NO COST 4VOIDANCE IS POSSIBLE 4S A CONTRACT HAS BEEN AWARDED AND CONSTRUCTION OF THE DORMITORY IS UNDERWAY. THE BUILDING WAS VOTED
00 00 01	8							۸			BY THE LEGISLATURE AND APPROVED BY THE PEOPLE IN REFERENCIAL FUNDS HAVE BEEN MADE AVAILABLE FOR CONSTRUCTION.
98 90 83	12	- 096	ESTABLISH A DORMITORY AND DINING ROOM MANAGEMENT SECTION TO BE RESPONSIBLE FOR PROVIDING CENTRAL MANAGEMENT OF RESIDENCE AND STUDENT								
000 88 000 000 001	5 5 8 9 19		FEEDING ACTIVITIES.	4 S	109,200		S	JUL	15	74·	STUDY OF THE BENEFITS OF CENTRA- LIZED MANAGEMENT FOR DORMITORY AND DINING SERVICES AT THE VOCATIONAL TECHNICAL INSTITUTES IS CONTIN- UING. THE IDEA OF A SINGLE CON- TRACT WITH A CATERER FOR FEEDING IS BEING EXPLORED. THE ANNUAL SAVING IS UNDETERMINED.
00 00 00 00	12 13	-097	INCREASE ROOM AND BOARD CHARGE AT THE VOCATIONAL TECHNICAL INSTITUTES TO THE SAME LEVEL AS THE UNIVERSITY AND, IF NECESSARY, PROVIDE SCHOLAR-								
<u> </u>	16 17 28 29 10		SHIPS.	AS	86,40T 4S	95,630 I		JUL	15	74	SINCE THE MAINE MANAGEMENT AND COST SURVEY WAS MADE THE STATE BOARD OF EDUCATION HAS INCREASED BOARD AND ROOM CHARGES AT THE INSTITUTES BY \$280 PER STUDENT PEP YEAR. THE INCREASE IN RATES IS ESTIMATED TO GENERATE \$95,600 IN NEW REVENUE AS COMPARED WITH THE SURVEY FIGURE OF \$86,400.
2.0	11 12 33	- £98	DEVELOP RECPUITING BOUNDARIES FOR THE VOCATIONAL TECHNICAL INSTITUTES.			I		بانا ل	15	74	EFFORTS ARE BEING MADE TO COORDI- NATE INFORMATION AND RECRUITMENT

BELIEVES THE OPERATION OF THESE

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D HOME-TIME HD	P =I% PROCESS
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T=TRAMSFER = T	R=REJECTED BY LEGISLATURE
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004 ACTIVITIES. A CATALOGUE AS RECOM-005 MENDED IS TO BE USED BY ALL INSTI-006 TUTES, CUPLICATION OF EFFORT IS TO 807 BE AVGTOED. na 1 -099 MAKE USE OF THE CENTRALIZED ACCOUNT-002 ING AND BUDGET SYSTEM. 7.833 S JUL 15 74 THE PROPOSAL IS TO BE REVIEWED 003 DURING THE REDREANIZATION OF THE 004 FINANCE SECTION. THE ULTIMATE 005 SAVING IS YET TO BE DETERMINED. 001 -183 TRANSFER CURRIQUEUM RESPONSIBILITIES AND STAFF OF THE DIVISION OF PROGRAM 0.02 SERVICES. R JUL 15 74 4 BUREAU OF VOCATIONAL EDUCATION 003 004 IS REQUIRED BY STATUTE, | EGIS! A-TION WAS PRESENTED WHICH WOULD 005 005 PERMIT THE TRANSFER BUT FAILED OF 007 ENACTMENT. 001 -101 TURN OVER REPORTING RESPONSIBILITY 0.32 OF THE DIVISION OF ADULT EDUCATION'S 093 STAFF TO THE PROPOSED BUREAU OF 894 INSTRUCTION. JUL 15 74 SINCE THE SURVEY REPORT WAS HADE. THE DIVISION OF ADULT AND COMMU-885 NITY RESOURCES HAS BEEN MERGED 606 BBT WITH THE DIVISION OF ADULT VOCA-3866 TIONAL EDUCATION. THIS ASSIGNMENT 009 WAS CONSIDERED LOGICAL AS IT LO-010 CATED ALL ADULT PROGRAMS IN ONE DIVISION WHICH WAS THE GOAL OF THE 011 212 RECOMMENDATION. -102 SHIFT RESPONSIBILITY FOR OPERATION 001 992 OF REGIONAL TECHNICAL VOCATIONAL CENTERS AND ASSOCIATED STAFF TO 003 834 SCHOOL MANAGEMENT. S JUL 15 74 THE STATE RECENTLY AUTHORIZED THE 005 ESTABLISHMENT OF 11 HORE REGIONAL 006 SECONDARY SCHOOL VOCATIONAL 197 CENTERS WHICH WITH THE 14 PREVI-788 OUSLY AUTHORIZED COMPLETES DOVER-AGE OF THE STATE, THE DEPARTMENT 1119

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011 012 013 014 015										CENTERS SHOULD BE UNDER THE DIRECTION OF PERSONS SKILLED AND KNOWLEDGELBLE IN VOCATIONAL EDUCATION AND THAT TRANSFER TO ANOTHER GROUP WOULD NOT BE CONDUCIVE TO EFFICIENCY.
001 002 003 004 005 006	-183	TRANSFER REPORTING RESPONSIBIL OF THE SCHOOL OF NURSING AND KENNEBEC VALLEY VOCATIONAL TELL INSTITUTE (KVVTI) TO THE AUGUSTILEGE.	CHNICAL					P JUL	15 74	LEGISLATION TO INPLEMENT WAS SUB- MITTED IN L.D.2417 BUT FAILED OF P-SSAGE.
031 002 003 004 005 306	-1 84	TRANSFER RESPONSIBILITY FOR TO FREE-STANDING VOCATIONAL TECHNISTITUTES TO THE VICE CHANCES COMMUNITY AND VOCATIONAL EDUCAND ESTABLISH THEM AS 2-YEAR GES.	NICAL LLOR OF . ATION COLLE—	4 S	21,600			S JOF	15 74	LEGISLATION WAS PROPOSED IN L.D.2417 BUT FAILED OF ENACTMENT.
081 002 003 004	-105	ABOLISH THE BUREAU OF VOCATION EDUCATION. (F	_	4S 4S	67,900 45,000			€ JUL	15 74	LEGISLATION WAS PRESENTED IN L.D. 2428 BUT FAILED OF ENACTMENT.
0,01	- 0 €:	MAINE STATE LIBRARY BUREAU								
001 002 903 004 005	-126	REDREANIZE THE PUREAU INTO TW DIVISIONS AND A STAFF POSITIO BUSINESS MANAGER.				Ι		JUL	15 74	THE PROPOSAL WAS IMPLEMENTED MAY 19, 1973 BY REORGANIZATION AS RECOMMENDED.
001 002 803 004 005	-127	SHIFT PEPORTING RESPONSIBILIT THE BUREAU OF ARCHIVES SERVIC THE STATE LIPRARIAN.						R JUL	15 74	L.O.2434 WAS INTRODUCED TO IMPLE- MENT THE SUGGESTION BUT FAILED OF PASSAGE.

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error en									
001	-108	INTEGRATE THE BUDGETARY AND FI							
002		CONTROL UNDER THE BUREAU OF ED							
003		TIONAL MANAGEMENT RESOURCES.		≜S	6,838	S	JUL	15 74	THE PROPOSAL IS BEING STUDIED IN
004									CONJUNCTION WITH RESTRUCTURING OF
005									FINANCE OPERATIONS.
• • •	4.5.0	T. T. T. T. C. T. T. T. T. C. T. T. T. C. T.							
001		INITIATE SIMPLIFIED AND MORE T							
002		COLLECTION PROCEDURES FOR FINE LOST BOOK CHARGES.	S ANU						
004			DEDAL 1	٠.	6.200 AS	g P	JUL	46 76	THE RECOMMENDATION WAS PARTIALLY
004		*r=	O EKAL I	~ S	0 g Z C U H S	9 -	305	15 / 4	IMPLEMENTED IN JUNE 1973 WHEN A
006									CHANGE OF POLICY WAS ADOPTED RE-
007									MOVING ATTEMPTS TO COLLECT FINES.
008									THE SURVEY ASSUMED THAT A CLERK
809									DEVOTED HEARLY FULL TIME TO COL-
010			4						LECTIONS. HOWEVER, A TIME REVIEW
311		•							FOUND THAT 15% WAS MORE ACCURATE.
012		•							ON THIS BASIS THE DEPARTMENT FEELS
013									THE POSITION IS NEEDED AND SHOULD
014									NOT BE ELIMINATED.
		TURNS THE 18-110 CONTROL WITH							
991	-115	INCREASE THE HOURS DURING WHIC							
003 003		LIBRARY IS OPEN BY UTILIZING P TIME HELP UNDER THE SUPERVISIO						•	4
884 -		QUALIFIED LIBRARIANS.	-	AC	6,600		0 1111	45 74	FUNDS WERE REQUESTED FOR THE PUR-
005		dowritten Fickakiam?.		A C	0,000		K JUL	10 %	POSE IN L.D.2376 BUT NO MONEY WAS
005 006									APPROPRIATED. THE DEPARTMENT IS
207									PREPARED TO IMPLEMENT WHEN FUNDS
008									ARE AVAILABLE.
7,7 7,	•								
001	-111	DISPERSE THE GENERAL LOAN AND	RE-						
200		FERENCE COLLECTION TO EXISTING	;						•
003		LIBPARY LOCATIONS.			71,800				
004		(FE	DER4L1	å S	29,200		P JUL	15 7	& LEGISLATION WAS PRESENTED TO IM-
005									PLEMENT THE RECOMMENDATION BUT
985									FAILED OF ENACTMENT (L.D.2429).
0.04		HATE THE COLOR EDEED DV CTCCCC							
001	-112	UTILIZE SPACE FREED BY DISPERS							
002 003		THE GENERAL LOAN AND REFERENCE COLLECTION TO MEET VITAL STATE							
003 004		GOVERNMENT NEEDS.	-	: 9	100.900		F JUL	15 7	& LEGISLATION WAS PROPOSED IN
005		GOS TRUBENT NEED OF		ر ٦	1009 U.S		r. 00£	17 1	L.D.2429 BUT FAILED OF ACCEPTANCE.
537									FIRST ACT TO LATECH OF WARELINGORS

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C = CME+TIME =0	P =I N PROCESS
S=SAVINGS = S	<pre>t =REQUIRES LEGISLATIVE ACTION</pre>
C=COST = 0	S =REQUIRES FURTHER STUDY
A=AVGIDANCE= A	<pre># =MGT TO BE IMPLEMENTED</pre>
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

SEW #*	CUNTRUL #	TUEPARIMENT AND RECOMMENDATION	- mmc	DOKATA 2.	DEPART	TENI S	7512	105	AUILO	ik ar	(E.	KE# X K 2
001 002 003 004 005	-113	TRANSFER THE REPORTING RESPONSIBIL- ITY OF THE STATE LIBRARIAN TO THE BUREAU OF CULTURAL SERVICES.						₹ .	JUL	15	74	IMPLEMENTATION WAS DEPENDENT ON LEGISLATION WHICH WAS PRESENTED (L.D.2430) BUT FAILED OF ENACTHMENT.
091	-97	STATE MUSEUM BUREAU										
001 003 004 005 006	-114	UTILIZE A CASUAL LABOR POOL TO MEET MANPOWER PEQUIREMENTS.	AC	5,000				Ŗ	JUL	15	74	THE MONEY NEEDED WAS REQUESTED IN L.D.2376 BUT NO FUNDS WERE APPROVED. THE DEPARTMENT IS PREPARED TO PROCEED WHEN FUNDS ARE AVAILABLE.
001 002 003 004 005	~115	INTEGRATE THE STATE MUSEUM BUREAU'S BUDGETARY AND FISCAL CONTROL UNDER THE GUIDANCE OF THE BUREAU OF EDUCATIONAL MANAGEMENT RESOURCES.						S	JUL	15	74	THE PROPOSAL IS BEING CONSIDERED IN RESTRUCTURING THE FINANCE SECTION.
881 092 093 094	-116	REORGANIZE THE MUSEUM INTO THREE LINE DIVISIONS AND A STAFF POSITION OF ADMINISTRATIVE ASSISTANT.					I		JUL	15	74	THE RECOMMENSATION HAS BEEN IMPLE- MENTED.
001 002 003 004 005	-117	TRANSFER THE REPORTING RESPONSIBIL- ITY OF THE MUSEUM BIRECTOR TO THE BUREAU OF CULTURAL SERVICES.						Đ	JUL	15	74	LEGISLATION WAS PROPOSED (L.D.2433) BUT FAILED OF ENACT- MENT.
001	-08	ARTS AND HUMANITIES BUREAU										
001 002 003 004 805	-118	UTILIZE THE GENTRALIZED ACCOUNTING AND BUDGETARY CONTROL SYSTEM OF THE DEPARTMENT TO PROVIDE ACCOUNTING SEPVICES.					S		JUL	15	74	THE RECOMMENDATION IS BEING GIVEN CONSIDERATION IM RESTRUCTURING THE

S = SNE-TIME =S

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	POL #FDEPARTMENT AND RECOMMENDATION						
006							FINANCE SECTIONS.
091 092 093 094 095 006 007	-119 ELIMINATE THE CLERK POSITION.	AS	8,300		5 JUL		THE DEPARTMENT CONCURS WITH THE IDEA OF ELIXINATING ACCOUNTING DUTIES. A TIME REVIEW HAS INDICATED THAT IF THIS IS DONE IT WILL BE NECESSARY TO EMPLOY ADDITIONAL HELP FOR WORK ON GRANTS MANAGEMENT AND PROJECT EVALUATION. THE PROPOSAL IS BEING STUDIED.
001 002 003 004 605	-120 COMBINE THE ARTS AND HUMANITIES BUREAU WITH THE STATE MUSEUM BUPEAU.				R JUL	15 74	LEGISLATION WAS PRESENTED (L.D. 2430) TO COMBINE THE STATE MUSEUM BUREAU AND THE ARTS AND HUMANITIES BUREAU BUT FAILED OF PASSAGE.
001 002 003 004 005 006	-121 CONSOLIDATE THE MANAGEMENT AND SUPPORT FUNCTIONS OF THE COMBINED STATE MUSEUM AND ARTS AND HUMANITIES BUREAUS.	2 S 2 A	25,980 4,680		R JUL	15 74	LEGISLATION WAS PROPOSED TO IMPLE- MENT THE RECOMMENDATION (L.D.2436) BUT FAILED OF ENACTMENT.
091 092 093 994 905	-122 RELOCATE THE FACILITIES OF THE ARTS AND HUMANITIES BUREAU IN THE CULTURAL BUILDING.			;	3 JUL	15 74	THE DEPARTMENT CONCURS WITH THE PROPOSAL. EFFORTS ARE BEING MADE TO OBTAIN SPACE WHERE THE TWO BUREAUS MAY BE LOCATED.
991 902 933 994 995	-123 DO NOT FURCHASE A NEW ELECTRIC TYPEWRITER FOR THE ARTS AND HUMAN- ITIES EUREAU.	0 4	58C 0A	3	N JUL	15 74	THE OLD TYPEWRITER WAS SO BADLY WORN AND INEFFICIENT THAT A RE-PLACEMENT WAS NECESSARY. THE SAVING PROPOSED CANNOT BE REALIZED

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C = COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	t =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION #MMC SURVEY \$#DEPARTMENT S#STATUS#ACTION DATE#----REMARKS----REMARKS----

										•
1	801 992	38 -00	HISTORIC PRESERVATION COMMISSION							•
	001 002 003 004 005	-95 1	PLACE THE ADMINISTRATIVE ACTIVITIES AND STAFF OF THIS COMMISSION WITHIN THE DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES.				ī	JUL	15 74	IMPLEMENTED BY THE 186TH REGUALR SESSION.
-	001 002 003	-962	COMBINE ADMINISTRATIVE ACTIVITIES AND STAFF WITH THOSE OF THE STATE MUSEUM EUREAU.					R JUL	15 74	L.D.2439 LEGISLATIVE FILES-RULE 17-4.
American	001 002 003	-203	UTILIZE THE STAFF OF THE COMMISSION TO FILL VACANCIES IN THE STATE MUSEUM BUREAU.	÷4	23,100	24	£ .	R JUL	15 74	L.D.2439. LEGISLATURE FILES-RULE

5 =ANNUAL =A	I =IMPLEMENTED
0 = OME-TIME =0	P =I N PROCESS .
S=SAVINGS = S	=REQUIRES LEGISLATIVE ACTION
0 = COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	: =NOT TO BE IMPLEMENTED
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SEQ \$*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*4CTION DATE*------REMARKS--------

901 982	39 -88	UNIVERSITY OF MAINE						
901 002 003 884 985 906 907	-881	RELOCATE THE CHANCELLOR'S OFFICE TO THE UNIVERSITY'S CENTRAL OFFICES IN BANGOR.			ì	JUL	15 74	THE TRUSTEES BELIEVE IT IS MORE EFFECTIVE TO HAVE A CHANCELLOR'S OFFICE AT EACH OF THE TWO MAJOR POPULATION CENTERS, AND HAS DETERMINED THAT THE EXISTING FORM OF ORGANIZATION IS SATISFACTORY.
991 992 993 994 995 996	-592	REORGANIZE THE UNIVERSITY TO CREATE A STATE UNIVERSITY OF MAINE CON- SISTING OF THREE CAMPUSES AND SEVEN COLLEGES OF COMMUNITY AND VOCATIONAL ECUCATION.				R JUL	15 74	LEGISLATION WAS INTRODUCED IN ACCORDANCE WITH THE RECOMMENSATION BUT FAILED OF ENACTMENT.
801 002 003 804 005	- 03	MODIFY MEMBERSHIP OF THE BOARD OF TRUSTEES TO ALLOW A MINIMUM OF FIVE APPOINTEES WITH VOCATIONAL EDUCA- TION INTERESTS.				P JUL	15 74	LEGISLATION WAS PRESENTED BUT FAILED OF PASSAGE.
001 003 003 004 005 007 008	- 0€4	COMPILE A COMPREHENSIVE MANUAL TO DOCUMENT PROCEDURES, POLICIES, AND RESPONSIBILITIES RELATING TO ACCOUNTING ACTIVITIES.				8 JUL	15 74	THE BOARD OF TRUSTEES ACCEPTS THE RECOMMENDATION AS PRACTICAL. AN APPROPRIATION OF \$15,000. WAS REQUESTED IN 1.0.2376 BUT NO FUNDS WERE ALLOCATED.
001 002 003 004 005 006	์ − ชอร์	DEVELOP FULL-COST ANALYSIS SO A MEASUREMENT OF EDUCATIONAL COST PER STUDENT BY PROGRAM AND DEGREE LEVEL WILL BE ESTABLISHED.	. AS AC	483,733 249,588		JUL	15 74	THE BOARD ACCEPTS THE PROPOSAL AS PRACTICAL. A DATE OF JANUARY 1976 HAS BEEN ESTABLISHED FOR IMPLEMENTATION. DURING THE PAST TWO

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A = AVOIDANCE = A	N =NCT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

368 #*U	UNIKUL	- 75	SEPARIMENT AND RECOMMENDATION .	rmmu s	SUKVET BYDEPAK	(IMENI DT	2141	US##C11U	N DAIE	KENAKKS
808 509 810 011 012 813 014 015 016 017 018 828 021 822 023										YEARS THE UNIVERSITY HAS MOVED TOWARD A COMPUTERIZED BUDGET SYSTEM. A FINANCIAL MANAGEMENT SYSTEM AND A STUDENT INFORMATION SYSTEM. IMPLEMENTATION WILL PROCEED AS FUNDS ARE AVAILABLE. \$100,000. FROM THE CHANCELLOR'S CONTINGENCY FUND IS BEING DEVOTED ENTIRELY TO THIS PROJECT FOR 1974-75. WHILE THE ANNUAL COST IS ESTIMATED AT \$249,000 THE INITIAL COST WILL BE \$386,000. THE INDICATED SAVINGS AND COSTS ALSO RELATE TO RECOMMENDATIONS 8, 9, 21, 36, 39, 40, 45, 46, 48, 49, 55, 56, 61, 62.
901 002 903 004 005	- ;	3 9 6	INVEST FREE EXCESS CASH BALANCES IN SHORT-TERM BANK REPURCHASE AGREEMENTS.	βI	75,009 AI	75, 099	I	JUL	15 74	THE UNIVERSITY ACCEPTS THE PRO- POSAL AS PRACTICAL AND IT HAS BEEN IMPLEMENTED.
081 082 003 004 005	- ;	0 07	UTILIZE FORMAL BUDGET VARIANCE REPORTING.				I	JUL	15 74	THE UNIVERSITY CURRENTLY ANALYZES AND REPORTS IN DETAIL, ITILIZING FINANCIAL REPORTS ESTABLISHED IN 1971-72.
001 002 003 004 005 006 007 008	-	288 	REDESIGN THE FINANCIAL CONTROL SYSTEM TO OPTIMIZE COMPUTER UTILIZA- TION.	OC	50,000 ,		•	R JUL	15 74	THE PROPOSAL IS ACCEPTED AS PRACTIONAL IMPLEMENTATION DEPENDS UPON FUNDING. A REQUEST WAS CONTAINED IN L.D. 2376 BUT NO MONEY WAS APPROPRIATED FOR THE PRUPOSE. ANNUAL COSTS AND SAVINGS ARE INCLUDED UNDER #5.
002 001	• -	989	REQUIRE UNIVERSITY-WIDE UTILIZATION OF CENTRALIZED FINANCIAL CONTROL AND STUBENT INFORMATION SYSTEMS.				ρ.	JUL	15 7 4	THE UNIVERSITY ACCEPTS THE PRO-

JUL 15 74 THE PROPOSAL IS ACCEPTED AND IM-

A =ANNUAL =A C =ONE-TIME =O S=SAVINGS = S C=CCST = C A=AVOIDANCE= A T=TRANSFER = T	I =IMPLEMENTED P =IN PROCESS L =REQUIRES LEGISLATIVE ACTION S =REQUIRES FURTHER STUDY N =NOT TO BE IMPLEMENTED R=REJECTED BY LEGISLATURE
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION #MMC SURVEY \$#DEPARTMENT \$#STATUS#ACTION DATE#-----REMARKS------PUSAL AS PRACTICAL AND PLANS TO 004 IMPLEMENT. ANNUAL COSTS AND 005 SAVINGS ARE INCLUDED IN #5. 806 791 -010 MAKE COMPUTER AND DATA PROCESSING 0112 SERVICES RESPONSTBLE FOR INVESTI-SATING POTENTIAL ELECTRONIC DATA 003 PROCESSING APPLICATIONS. T JUL 15 74 THE UNIVERSITY COMPUTER CONTER HAS 004 005 BEER ASSIGNED AND HAS PERFORMED 005 THIS RESPONSIBILITY FOR SEVERAL YFARS. 907 -011 EXPEDITE PLANNED FACILITIES FOR THE 001 CENTRAL COMPUTER, PERIPHERAL EQUIP-302 003 MENT, AND NECESSARY SUPPORT STAFF. OC 330,000 OC 300,000 I JUL 15 74 THE LEGISLATURE HAS APPROPRIATED \$300,000 FOR A CENTRAL COMPUTER 004 005 BUILDING WHICH WITH \$263,000 PRE-006 VIOUSLY APPROPRIATED HAS MADE IT POSSIBLE TO PROCEED. A CONTRACT 007 008 HAS BEEN AWARDED AND CONSTRUCTION 309 IS UNDERWIY. 001 -012 TPANSFER RESPONSIBILITY FOR THE 002 PHYSICAL PLANT FUNCTION TO THE DIRECTOR OF PHYSICAL PLANT AT 003 ORONOZBANGOR AS 37,990 AS 0 P JUL 15 74 THE UNIVERSITY ACCEPTS THE PRO-004 POSAL AS BEING PRACTICAL. 0.05 -017 MAKE FOGLER LIBRARY THE COORDINATOR 001 OF LIBRARY SERVICES WITHIN THE 002 003 UNIVERSITY. AS 112,600 S JUL 15 74 THE UNIVERSITY HAS AGREED TO STUDY THE RECOMMENDATION. THE ANNUAL 204 SAVING IS NOT SETERMINED. 005 -914 ESTABLISH THE OPONO BOOKSTORE AS 091 002 COORDINATOR FOR ALL TEXTBOOK PURCHA-SES。 57,300 S JUL 15 74 THE UNIVERSITY AGREES TO STUDY THE 003 RECOMMENDATION. SAVINGS ARE NOT 004 005 DETERMINEL.

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992

-015 ESTABLISH & CENTRAL OFFICE FOR

PROCESSING ADMISSION APPLICATIONS.

A =ANNUAL =A	I =IMPLEMENTED
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S=SAVINGS = S	<pre>_ =REQUIRES LEGISLATIVE ACTION</pre>
C=COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= 4	N =NOT TO BE IMPLEMENTED
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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION **MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-------

and the second s	FUEPARIMENT AND RECEMPTENCATION	77.3	20KAFA RAGEDUK		.,00	-0,2	31. 5,	,,,	
003							• "		PLEMENTATION IS UNDERWAY.
001 -016 002 003	CENTRALIZE RESPONSIBILITY FOR AUXILIARY ENTERPRISES UNDER THE VICE CHANGELLOR FOR PUSINESS AND								
884 985 986 907 908 909 010	FINANCIAL AFFAIPS.				S	JUL	15	74	AFTER CONSIDERABLE STUDY THE UNI- VERSITY HAS ACCEPTED THE RECOM- MENDATION. IT SEES NEED FOR STAFF SUPPORT OF LUXILARY ENTERPRISES AND IS CONSIDERING THE ADDITION OF A FINANCIAL ANALYST TO THE OFFICE OF FINANCIAL PLANNING TO REPRESENT THE UNIVERSITY IN SUCH AFFAIRS.
901 -:17 002 003 004 005 006 007	IMPLEMENT A PERFORMANCE APPRAISAL SYSTEM FOR PROFESSIONAL STAFF AND FACULTY MEMBERS.				Þ	JUL	15	74	THE SUM OF \$17,000 W/S REQUESTED FOR THE PURPOSE FROM THE LEGISLATURE BUT NO MONEY W/S APPROPRIATED IMPLEMENTATION DEPENDS UPON AVAILABILITY OF FUNCS.
001 +01	ORCHOZBANGOR CAMPUS								
081 -718 802 003 004	TRANSFER THE REPORTING RELATIONSHIP OF THE PRESIDENT AT DECONO/BANGOR TO THE VICE CHANCELLAR-ACADEMIC.				Èn	JUL	15	74	THE BOARD OF TRUSTEES HAS REJECTED THE PPOPOSAL AS BEING IMPRACTICAL.
001 -019 002 003 004 005 007 006 009 010 011 012 013	CLOSE THE BANGOR CAMPUS.	AS	628,800 AS	٤	4	JUL	15	74	THE TRUSTEES CONSIDER THE PROPOSAL IMPRACTICAL BECAUSE (1) NO SPACE IS AVAILABLE FOR TRANSFER OF STUDENTS TO THE ORONG CAMPUS. (2) FUNDS WOULD BE REQUIRED TO PROVIDE SPACE AT ORONG. (3) ORONG DORMITORIES ARE FILLED TO CAPACITY. (4) THE UNIVERSITY HAS AN INVESTMENT OF \$1,000,000 AT THE BANGOR CAMPUS WHICH, TO A LARGE EXTENT, MOULD BE LOST AND (5) THE PROPERTY MOULD REVERT TO THE FEDERAL GOVERNMENT IF NOT USED FOR THE PURPOSE FOR

		*DEP1RTMENT AND RESCMMENDATION	0 = 0 S = S C = C A = A T = T I = I	VOID ANCE = RANSFER = NCOME =	: S : S : A : A : T : I		****	S	= PEQUI = NOT 1 = NOT 1 HTNCM	COES RES RES TO BE TED	LEG FUF SY YR	PAGE 5 GISLATIVE ACTION RTHER STUDY MFLEMENTED LEGISLATURE ***********************************
014												WHICH IT WAS DONATED.
001 002 003 004 005 006	-020 -	SELL THE UNIVERSITY OF MAINE AT SECONDEANGOR'S INTEREST IN THE CAPEHART HOUSING PROJECT.	JI	58 , 009				S	JUL	15	74	THE UNIVERSITY HAS AGREED TO STUDY THE PROPOSAL AND TAKE WHATEVER ACTION IS APPROPRIATE. THE AMOUNT WHICH MIGHT BE REALIZED FROM THE SALE IS UNDETERMINED.
001 002 003 004 095 006	-021	UTILIZE THE SUGGESTED REDESIGNED FINANCIAL CONTROL SYSTEM TO MAINTAIN BUDGETARY AND FINANCIAL CONTROLS AT ORONO/BANGOR.	AS	58,501			į	>	JUL	15	74	THE PROPOSAL HAS BEEN ACCEPTED AND IMPLEMENTATION IS IN PROCESS. ANNUAL COSTS AND SAVINGS ARE INCLUDED IN #5.
001 0023 0034 0034 0007 0007 0008 0008	-022	REQUIRE THE UNIVERSITY AND THE STATE PURCHASING ORGANIZATIONS TO INCREASE COOPERATION IN REGOTIATING CONTRACT ARRANGEMENTS.		428,0 83	<u> </u>		J I		JUL	15	74	THE UNIVERSITY HAS BEEN COORDINATING PURCHASES IN SC FAR AS POSSIBLE WITH THE STATE PURCHASING BUREAU. THE EXACT AMOUNT OF SAVINGS THAT HAS BEEN REALIZED IS UNDETERMINED.
00 <u>1</u> 002 003 004 005 006	- 023	CONTINUE CONSOLIDATION OF THE ADMISSIONS AND STUDENT AID FUNCTIONS.			AC	13,60	5 i	>	JUL	15	74	THE UNIVERSITY CONSIDERS THE RECOMMENDATION TO BE PRACTICAL AND IS CONTINUING CONSOLIDATION OF ADMISSIONS AND STUDENT AID FUNCTIONS.
001 002 003 004 005 006 007	-024	INCREASE THE ENROLLMENT MIX OF NONRESIDENT TO RESIDENT STUDENTS.	ΔI	534,803				4	JUL	15	74	THE PROPOSAL WOULD DECREASE MAINE RESIDENT ENROLLMENT ANNUALLY BY 459 STUDENTS AND THEREBY DEPRIVE MAINE RESIDENTS FROM OBTAINING A COLLEGE EDUCATION. AS NON-RESIDENT STUDENTS ARE SUBSIDIZED AT THE

I =IMPLEMENTED
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way, at 1		•			
008 009 010 011					RATE OF \$550, STATE SUPPORT WOULD HAVE TO BE INCREASED BY \$250,000 ANNUALLY. THE RECOMMENCATION HAS BEEN REJECTED.
002 REASON 003 CREASON	SIFY EFFORTS TO ESTABLISH NS FOR MAJOR ENROLLMENT DE- ES BETWEEN SEMESTERS IN THE		I JU	U) 45 74	THE UNIVERSITY ACCEPTS THE PRO-
004 1973 5 005 005 087 008	SCHOOL YEAR.		I JU		THE UNIVERSITY ACCEPTS THE TRUE POSAL AND WILL MAKE CONTINUING EFFORTS TO DETERMINE THE REASONS FOR DROP-OUTS AND WHAT REMEDIAL ACTION SHOULD BE TAKEN TO IMPROVE
009 009					RETENTION OF STUDENTS.
902 VISING	ASE STUDENT SERVICES BY PRO- G A CENTRAL CLEARINGHOUSE				
003 FOR JI 004 005 006 007 008	CBS.	AC 15,850	J U 9		THE UNIVERSITY COMSIDERS THIS TO BE A PRACTICAL PROPOSAL AND WILL IMPLEMENT AS FUNDS BECOME AVAILABLE. THE SUM OF \$6,000 WAS REQUESTED IN L.D.2376 BUT NO MONEY WAS APPROPRIATED.
	LISH THE DEVELOPMENT OFFICE AS CORDINATOR OF PRIVATE FUND				
003 94ISI 004 005 006 007	NG ACTIVITIES.) L	UL 15 74	THE UNIVERSITY HAS ALWAYS AND WILL CONTINUE TO COOPERATE IN ALL POSSIBLE WAYS WITH INDEPENDENT FUND RAISING GROUPS, BOTH INTERNAL AND EXTERNAL.
	MENT AN INTEGRATED SAFETY RAINING PROGRAM FOR PERSON-				
003 NEL. 004 005 006 007 008 009			₽ JI		THE UNIVERSITY AGREES THAT THE PROPOSAL IS PRACTICAL AND MEEDED. THE SUM OF \$25,000 WAS REQUESTED IN L.D.2376 BUT NO MONEY WAS APPROPRIATED. IMPLEMENTATION IS DEPENDENT UPON AVAILABILITY OF FUNDS.

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A =ANNUAL =4 I =IMPLEMENTED

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C=COST = C S =REQUIRES FURTHER STUBY

A=AVOIDANCE= A M =NOT TO BE IMPLEMENTED

T=TRAMSFER = T R=REJECTED BY LEGISLATURE

I=INCOME = I MONTH-DY-YR

SEQ &*CONTROL #*DEPARTMENT AND RECOMMENDATION -029 CONSTRUCT EQUIPMENT STORAGE 001 FACILITIES AT AROOSTOCK FARM AND 002 SLUEBERRY HILL, AND CORRECT THE 003 DRAINAGE PROBLEM AT THE LATTER. R JUL 15 74 THE UNIVERSITY ACCEPTS THE PRO-004 005 POSALS AS PRACTICAL AND NEEDED. 006 THE SUN OF \$25-000 WAS REQUESTED 007 IN L.D.2376 BUT NO MONEY WAS ALLOCATED. IMPLEMENTATION IS DE-800 009 PENDENT UPON FUNDS FOR CONSTRUC-010 TIGN OF STORAGE FACILITIES. -02 PORTLAND/GORHAM CAMPUS -030 TRANSFER THE REPORTING RELATION-601 502 SHIP OF THE PRESIDENT AT PORT-LAND-GORHAM FROM THE CHANCELLOR 003 TO THE VICE CHANCELLOR-AGADEMIC. 15 74 THE TRUSTEES HAVE DETERMINED THE 994 M .11H 005 PROPOSAL TO BE IMPRACTICAL AND 006 PREFER THE PRESENT REPORTING 007 ARRANGEMENT. 601 -031 COMPLETE THE STUDY OF THE JOINT 992 ACTION COMMISSION ON UNIVERSITY 003 GOALS AND DIRECTIONS AND ADOPT OVERALL DEJECTIVES FOR PORTALNO-004 885 GORHAM JUL 15 74 THE UNIVERSITY ACCEPTS THE REC-OMMENBATION AND IS CONTINUING 005 EFFORTS TO FULLY IMPLEMENT. 907 801 -532 DEVELOP GORHAM AS THE CENTER OF 002 GENERAL ACADEMIC PROGRAMS AND AD-003 MINISTRATION. S JUL 15 74 THE BOARD OF TRUSTEES HAS DECIDED 234 THE PROPOSAL SHOULD BE GIVIN FUR-กกร THER STUDY REFORE A DECISION IS 005 MADE. -033 CHANGE THE LOCATION OF THE PROPOSED ព្រាវ 082 \$1.4 MILLION SCIENCE FACILITY TO 903 GURHAM. N JUL 15 74 THE BOARD OF TRUSTEES DETERMINED 004 THE PROPOSAL SHOULD BE REJECTED AS THE SITE FOR THE SCIENCE FACILITY 985

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A =ANNUAL =A

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JEQ 7 0	· ·	DE AKTIERT AND NEGEMEROATION	-1110	30K4E1 5	UL: ANT	ILIVI & SIA	,03	× 0110	· • •		
887 888 889			,				•			-	FUL DELIBERATION AND SHOULD NOT BE CHANGED. THE PROJECT IS IN FINAL DESIGN STAGE.
001 002 203 004 005 006 007	-034	CONSCLIDATE THE REGISTRAR®S OFFICE AT GORHAM.	ÁS	49,400	as	3	ħ	JUL	15	74	THE UNIVERSITY FINDS THE PROPOSAL UNACCEPTABLE. IT HAS DECIDED THERE IS NEED FOR PERSONNEL NOW EMPLOYED. THERE IS LITTLE OR 40 DUPLICATION OF EFFORT. FOR THE SENEFIT OF STUDENTS THE PRESENT ORGANIZATION IS SATISFACTORY.
001 002 003 004 005 006 007 000	-835 	CONSOLIBATE THE BUSINESS MANAGER®S OFFICE AT GORNAM.	45	41,188	45	5	Pτ	JUL	15	74	THE UNIVERSITY FINDS THE RECOMMENDATION UNACCEPTABLE. PAYROLLS, PURCHASING, FEDERAL GRANTS CONTROL AND ACCOUNTS PAYABLE ARE NOW CONSOLIDATED AT GORHAM. IF THE OFFICES WERE COMBINED STUDENTS WOULD BE INCONVENIENCED AND THE SAME NUMBER OF PERSONNEL REQUIRED.
901 902 903 904 905	- 836	UTILIZE THE PRESENT COMPUTERIZED STUDENT ACCOUNTING SYSTEM FOR CONTINUING EDUCATION DIVISION.	AS	3,000		P		JUL	15	74	THE UNIVERSITY ACCEPTS THE PROPOS- AL AND IS IMPLEMENTING. AMMUAL COSTS AND SAVINGS ARE INCLUDED IN #5.
891 902 903 604 005	-037	ELIMINATE THE POSITION OF UNIVERSITY ARCHIVIST.	45	15,400	AS	S	M	JUL	15	74	THE PROPOSAL IS CONSIDERED UNAC- CEPTABLE. IT CONSIDERS THE POSI- TION TO BE IMPORTANT TO THE PRE- SERUATION OF SIGNIFICANT EDUCA- TIONAL RECORDS.
001	- 03	FARMINGTON CAMPUS									
001 002 003	-038	TRANSFER THE REPORTING RELATIONSHIP OF THE PRESIDENT AT FARMINGTON FROM THE CHANCELLOR TO THE VICE									

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004 005	SHANCELLOR-ACADEMIC.		NOTIFIED THE UNIVERSITY HAS DETERMINED THE PROPOSAL TO BE IMPRECTICABLE. IT
001 002 003 004 005 006	-039 UTILIZE THE SYSTEM EMPLOYED BY THE CENTRAL ACCOUNTING UNIT FOR BUDGET- ARY CONTROL.	AS 7,700	P JUL 15 74 THE RECOMMENDATION IS ACCEPTED AND IS IN THE PROCESS OF IMPLEMENTA-TION. ANNUAL COSTS AND SAVINGS ARE INCLUDED IN #5.
001 002 003 004 005 006	-P40 MAKE USE OF THE STUDENT ACCOUNTS RECEIVABLE (STAR) SYSTEM UPON ITS COMPLETION.	4S 15,700	P JUL 15 74 THE UNIVERSITY ACCEPTS THE PROPOSAL AS PRACTICAL AND IS TAKING ACTION TO IMPLEMENT. ANNUAL COSTS AND SAVINGS ARE INCLUDED IN \$5.
801 902 903 034 995	-841 REDUCE THE REGISTRAR'S STAFF BY TWO CLERKS.	4S 13,900 4S	S A JUL 15 74 AFTER DETAILED STUDY THE UNIVER- SITY HAS DECIDED THE RECOMMENDA- TIC: IS UNACCEPTABLE AS THE WORK LOAD JUSTIFIES THE PRESENT LEVEL OF STAFFING.
902345 902345 9087 9087 9098 9099 9112 9112 9114	-942 RAISE THE STANDARDS OF BUILDING MAINTENANCE.		JUL 15 74 THE UNIVERSITY CONCURS WITH THE RECOMMENDATION TO RAISE STANDARDS OF BUILDING MAINTENANCE. A REQUEST FOR \$25,300 MAS CONTAINED IN L.D. 2376 BUT NO MINEY MAS APPROPRIATED FOR THE PURPOSE. AN AMOUNT OF \$1.221,00% IS ESTIMATED TO BE PEQUIPED TO BRING ALL CAMPUS BUDGETS TO TA ACCEPTABLE LEVEL OF 2% OF BUILDING VALUE. SUCH AN ALLOCATION WOULD ELIMINATE OR GREATLY PEDUCE THE WEED FOR ANNUAL REQUESTS FOR SPECIAL PROJECTS.
001 002 003	-043 HIPE & CIPECTOP OF PHYSICAL PLACES SUPPRISE MAINTENANCE, CAMPUS SECURITY, AND THE MOTOR POOL.		U JUL 15 74 THE POSITION OF DIRECTOR OF PHYSI-

A =ANNUAL =A C =ONE-TIME =O	I =IMPLEMENTED P =IN PROCESS
S=SAVÍNGS = S	=REQUIRES LEGISLATIVE ACTION
C = C = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	1 =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

*MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*------RENARKS-----SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION CAL PLANT WAS REQUESTED IN THE 004 1974 SUDGET. THE UNIVERSITY ENDOR-005 006 SES THE PROPOSAL AND HAS INPLEMEN-TED, ALTHOUGH THE SUM OF \$12,000. 007 0.08 WAS REQUESTED IN L.D. 2376 AND NO MGNEY WAS APPROPRIATED. 009 861 -84 AUGUSTA CAMPUS 001 -044 TRANSFER THE REPORTING RELATIONSHIP OF THE PRESIDENT TO THE VICE 492 CHANCELLOR COMMUNITY AND VOCATIONAL 003 EDUCATION. N JUL 15 74 THE UNIVERSITY REJECTS THE PROPO-004 SAL AS BEING IMPRACTICAL. IT BE-905 006 LIEVES THE PRESENT REPORTING AR-007 RANGEMENT IS MORE SATISFACTORY. 001 -345 EMPLOY CENTRAL ACCOUNTING'S SYSTEM 022 OF GENERAL ACCOUNTING AND BUDGETARY CONTROL. JUL 15 74 THE PROPOSAL IS ACCEPTED AND IS 003 004 PROCEEDING TO IMPLEMENT. ANNUAL COSTS AND SAVINGS ARE INCLUDED IN 005 095 -846 UTILIZE THE STUDENT ACCOUNTS RECEI-001 092 VABLE (STAR) SYSTEM AFTER ITS 983 DEVELOPMENT BY THE UNIVERSITY'S JUL 15 74 THE UNIVERSITY CONSIDERS THE PRO-004 CENTRAL COMPUTER GROUP. 3.5 5.800 085 POSAL PRACTICAL AND IS IMPLEMEN-888 TING. A REQUEST FOR \$5,500. FOR 007 THE PURPOSE WAS INCLUDED IN L.D. 2376 BUT NO APPROPRIATION WAS MADE. ANNUAL COSTS AND SAVINGS ARE 009 010 ILCLUDED IN #5. -047 RAISE THE STANDARDS OF BUILDING 001 MAINTENANCE. JUL 15 74 THE UNIVERSITY CONCURS WITH THE 002 003 PROPOSAL AND IS IMPLEMENTING IN SO FAR AS FUNDS ALLOW. THE SUM OF 904 885 \$5,000 WAS REQUESTED IN L.D. 2376 006 BUT NO MONEY WAS ALLOTTED. ANNUAL COSTS ARE INCLUDED IN #42. 007

A =ANNUAL =A	I =IMPLEMENTED
O = OME-TIME =C	♥ =I> PROCESS
S=SAVINGS = S	<pre>= FEQUIRES LEGISLATIVE ACTION</pre>
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A=AVCIDANCE= A	* =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

801 - 85	MACHIAS CAMPUS			·			
001 -048 002 003	UTILIZE CENTRAL ACCOUNTING*S SYSTEM OF ACCOUNTING AND BUDGETARY CONTPOL.			э	JUL	15 74	THE RECOMMENDATION HAS BEEN ACCEPTED AND IS BEING IMPLEMENTED. ANNUAL COSTS AND SAVINGS ARE INCLU-
195							DED IN \$5.
001 -649 002 003 004 005	EMPLOY THE STUDENT ACCOUNTS RECEIV-ABLE (STAR) SYSTEM UPON COMPLETION.	AS	5 , 998	р	JUL	15 74	THE RECOMMENDATION HAS BEEN ACCEPTED AND IS BEING IMPLEMENTED. ANNUAL COSTS AND SAVINGS ARE IN-CLUDED IN \$5.
001 -050 002 903 904 905	RAISE THE STANDARDS OF BUILDING MAINTENANCE.				JUŁ	15 74	THE UNIVERSITY CONCURS WITH THE PROPOSAL TO RAISE STANDARDS OF BUILDING MAINTENANCE. ANNUAL COSTS ARE INCLUDED IN #42.
001 -051 002 003 004 005 006 007	RUDUCE THE NUMBER OF CARS IN THE CAMPUS MOTOR POOL BY TWO.	AS CI	2,700 AS 5,880 DI	£ . 9	k JUL	15 74	THE UNIVERSITY HAS DETERMINED THE PROPOSAL TO BE UNACCEPTABLE. HOW-EVER, IT IS MAINTAINING TRIP LOGS FOR EACH VEHICLE AND WILL REVIEW OPERATIONS ANNUALLY.
001 -952 002 903 004	ABOLISH THE 4-YEAR DEGREE-GRANTING PROGRAMS.	AS	130,888 45	ī	Ŗ J UL	15 74	LEGISLATURE ACTION WOULD BE RE- QUIRED. A MEASURE WAS INTRODUCED BUT FAILED OF ACCEPTANCE.
001 -053 002 003 004 005 006	CONSOLIDATE THE REHAINING PROGRAMS AND STAFF OF MACHIAS WITH THE WASHINGTON COUNTY COLLEGE OF COM- MUNITY AND VOCATIONAL EDUCATION INTO A SINGLE CAMPUS.	4S	198,900 18	. 8	P JUL	15 74	LEGISLATION WAS PRESENTED TO AUTHORIZE THE PROPOSED CONSOLIDA- TION BUT FAILED OF PASSAGE.

A =ANNUAL =A	I =IMPLEMENTED
C = DMETTIME =0	P =IN PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
C = COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

*MMC_SURVEY_\$#DEPARTMENT_\$#STATUS#ACTION_DATE#=----REMARKS------SEQ #*CONTROL #*DEPARTMENT AND RECUMMENDATION -054 DEFER THE PLANNED \$960,000 SCIENCE 001 002 BUILDING UNTIL THE WASHINGTON COUNTY 003 COLLEGE LOCATION AND ITS FACILITY 004 REQUIREMENTS HAVE BEEN DETERMINED. A JUL 15 74 THE SCIENCE BUILDING WAS AUTHOR-005 IZEC BY THE LEGISLATURE. APPROVED 086 BY THE PEOPLE IN REFERENDUM, CON-907 . STRUCTION IS WELL UNDERWAY. THE 008 PROPOSAL JANNOT BE IMPLEMENTED. PRESQUE ISLE CAMPUS 891 -06 -P55 UTILIZE THE UNIVERSITY WIDE SERVICES 901 202 (UMS) SYSTEM OF BUDGETARY CONTROL. JUL 15 74 THE UNIVERSITY ACCEPTS THE PROPOS-003 AL AND IS IMPLEMENTING. ANNUAL 004 COSTS AND SAVINGS ARE INCLUDED IN 005 **₽5**。 901 -056 EMPLOY THE STUDENT ACCOUNTS RECEIVA-BLE (STAR) SYSTEM UPON ITS COMPLE-882 TION. 003 AS 14,800 JUL 15 74 THE UNIVERSITY CONCURS WITH THE 294 RECUMMENDATION AND IS IMPLEMENTING 835 ARNUAL COSTS AND SAVINGS INCLUDED IN #5. 986 391 -057 MAINTAIN RECORDS OF UTILIZATION AND REPAIR OF MOTOR POOL VEHICLES. JUL 15 74 THE PROPOSAL HAS BEEN ACCEPTED AND 002 983 HAS BEEN IMPLEMENTED. -858 REDUCE THE NUMBER OF MOTOR VEHICLES 001 002 IN THE CAMPUS MOTOR POOL. 45 2.700 AS 003 26 5,700 CA N JUL 15 74 THE UNIVERSITY CONSIDERS THE PRO-004 POSAL UNASCEPTABLE. HOWEVER, POLI-005 CIES ARE BEING REVIEWED TO DETER-MINE FOW EXPENSES MAY BE REDUCED 006 AND EFFICIENCY IMPROVED. 007 001 -059 ABOLISH THE 4-YEAR DEGREE-GRANTING 002 PROGRAMS. AS 275,400 R JUL 15 74 A MEASURE WAS INTRODUCED TO 003 ABOLISH THE FOUR YEAR DEGREE PRO-GRAMS BUT FAILED OF ACCEPTANCE. 004

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-060 MERGE THE REMAINING PROGRAMS AND

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A =ANNUAL =A	I =IMPLEMENTED
C= BMIT-3MO= C	P =IW PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
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A=AVDIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR.

SEQ #*CONTPOL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$#DEPARTMENT \$#STATUS#ACTION DATE#-----REMARKS------STAFF OF PRESQUE ISLE WITH NORTHERN 002 MAINE COLLEGE OF COMMUNITY AND 993 R JUL 15 74 IMPLEMENTATION WAS DEPENDENT UPON 004 VOCATIONAL EDUCATION. AS 121,900 AS LEGISLATION WHICH FAILED OF 005 ENACTHENT. 896 FORT KENT CAMPUS 001 -87 001 -C61 UTILIZE UNIVERSITY WIDE SERVICES® ESTABLISHED SYSTEM OF ACCOUNTING AND 882 BUDGETARY CONTROL . JUL 15 74 THE UNIVERSITY ACCEPTS THE PRO-003 1104 POSAL AND IS IMPLEMENTING. ANNUAL COSTS AND SAVINGS ARE INCLUDED IN 005 006 **#5**. 661 -962 UTILIZE THE STUDENT ACCOUNTS RECEIV-ABLE (STAR) SYSTEM UPON ITS COM-002 PLETION. JUL 15 74 THE RECOMMENDATION IS ACCEPTED AS 003 BEING PRACTICAL AND IS IMPLE-004 MENTING. ANNUAL COSTS AND SAVINGS 895 006 ARE INCLUDED IN #5. 991 -163 INVESTIGATE THE POSSIBILITY OF ACQUIRING THE NATIONAL GUARD ARMORY 882 883 AT FORT KENT. N JUL 15 74 THE UNIVERSITY STUDIED THIS 004 SUGGESTION FOR THE SECOND TIME IN TWO YEARS AND DETERMINED IT TO BE 005 IMPRACTICAL. THE NATIONAL GUARD 006 COULS NOT SIVE UP THE BUILDING 007 008 WITHOUT OBTAINING A SIMILAR FACIL-ITY. THE COST OF A NEW BUILDING 009 PLUS RENOVATION OF THE PRESENT 010 011 STRUCTURE WOULD BE MORE EXPENSIVE. 001 +064 ABOLISH THE 4-YEAR DEGREE-GRANTING 092 PROGRAMS. 4S 136,100 R JUL 15 74 AMEASURE WAS PRESENTED TO THE LEGISLATURE BUT FAILED OF ACCEPT-003 ANCE 061 -065 CONSOLIDATE FORT KENT'S ADMINISTRA-

TION AND PROGRAMS WITH NORTHERN

MAINE COLLEGE OF COMMUNITY AND

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

VOCATIONAL EDUCATION.

AS 139,865 AS R JUL 15 74 IMPLEMENTATION REQUIRES LEGISLA-TION. A MEASURE WAS PRESENTED BUT

FAILED OF ENACTHEMT.

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S=SAVINGS = S	<pre>L =REQUIRES LEGISLATIVE ACTION</pre>
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A=AVOIDANCE= A	A =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR
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001 002	40 -00	MAINE MARITIME ACADEMY						
001 002 003 004 005	-961	UPGRADE THE PRESENT TERMINAL FACILI- TIES AND DO NOT PURCHASE A COMPUTER.		17,700 50,000 1,000 50,000	S	JUL	15 74	THE ACADEMY REPORTS IT HAS NO PLANS TO PRUCHASE A COMPUTER AND HAS NOT REQUESTED +NY FUNDS FOR THE PURPOSE.
801 002 003 704 005 007 008 609 010	-992	AUTOMATE THE ACCOUNTING OPERATION AND IMPLEMENT A STUDENT INFORMATION SYSTEM	AS OC	8,380 8,699	s	։ ՄՍԼ	15 74	THE ACADEMY CONCURS WITH THE ESTIMATE OF \$8,000 FOR UP-GRADING THE PRESENT TERMINAL. ONE POSITION IN THE FINANCE OFFICE HAS BEEN ELIMINATED. IT IS NOT PRACTICAL TO ELIMINATE THE ONLY CLERK IN THE ADMISSIONS / FINANCIAL AID OFFICE.
001 002 003 004 005 006 007	- 963	IMPROVE COMMUNICATIONS WITH THE COMPUTER AND DATA PROCESSING SERVICES GROUP TO KEEP ABREAST OF AVAILABLE COMPUTER SERVICES AND APPLICATIONS.			I	JOL	15 74	THE RECOMMENDATION IS ACCEPTED. ACADEMY IS IN COMMUNICATION WITH UNIVERSITY ON A CONTINUING BASIS.
001 002	-504	INITIATE SETTER ACCOUNTING PRACTICES	;		I	JUL	15 74	RECOMMENDATION HAS BEEN IMPLEMENT-
001 002 203	- 005	IMPROVE SUPERVISION AND TRAINING OF PERSONNEL IN THE FISCAL SECTION.			I	JUL	15 74	STEPS ARE BEING TAKEN TO COMPLY WITH THE RECOMMENDATION.

A =ANNUAL =A	I =IMPLEMENTED
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S = SAVINGS = S	<pre>t =REQUIRES LEGISLATIVE ACTION</pre>
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T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	M DNTH - DY-YR

		2 - ANTI-ON ALOUE CONTINUES AT 2011		., ., .		3.4.00	20,10,	. 32	ACTION OF
001 002	41	DEPARTMENT OF HEALTH AND WELFARE							
001 002		INITIATE A SCHEDULE OF PREPLANNED REGULAP MEETINGS OF BUREAU DIRECTORS				Ι	JUL	15	74
001 002 003	-	CONSOLIDATE MEDICAL EVALUATION AND QUALIFICATION FOR MEDICAID AND MEDICARE.	3 C	9,000 is	5,146				
005 005		(FEDERAL)		8,000		I	JUL	15	74 ALL BUT SKILLED NURSING FACILITY CONSOLIDATED. SPECIAL SKILLS RE- QUIRED FOR CERTIFICATION.
001	-083	CONSOLIDATE ACCOUNTING AND DATA PROCESSING OPERATIONS.				p	JUL	15	
991	_n_t	PROMOTE PUBLICATION OF THE DEPART- MENT'S WORK IN PROFESSIONAL					001	•	
803		JOURNALS. RELOGATE ON-LINE ELECTRONIC DATA				Ī	JUL	15	74
002 003 004 005		PROCESSING TERMINALS IN A CENTRAL AREA WITHIN EACH DISTRICT OFFICE.				Þ	JUL	15	74 FULL IMPLEMENTATION PENDING LEGISLATION ACTION IN JANUARY, 1975.
081 002 003 004		INVESTIGATE THE POSSIBILITY OF CONSOLIDATING THE CENTRAL OFFICES INTO ONE LOCATION.				۵	JUL	15	74 OFFIRE RESPONSIBILITY OF DIRECTOR OF ADMINISTRATION.
001	-01	BUREAU OF SOCIAL WELFARE							
001 002 003	- - 	PROVIDE CENTRAL OFFICE STAFF MANA- GERS WITH AUTHORITY OVER REGIONAL PROGRAMS.				P	JUL	1 5	74
001	-888	DEVELOP CAREER OPPORTUNITIES.		•		I	JUL	15	74 IMPLEMENTED AND ON-GOING.
001 002 003		DEFINE THE RESPONSIBILITY AND ACCOUNTABILITY OF RESERVE EVALUATION AND PLANNING.			,	I	JUL	15	74

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I=INCOME = I	MONTH-DY-YR

001 002 003		STANDARDIZE DATA INPUT FOR THE MANAGEMENT INFORMATION CONTROL SYSTEM.				I		J O L	15 74
001 002 003	-011			522,860 AS 1,277,000 AC	287,308 104,257			JUL	15 74
001 002 003 004	-012	DEVELOP A COMMUNICATION SYSTEM FOR TIMELY DISTRIBUTION OF POLICY AND PROCEDURAL CHANGES TO SOCIAL WELFARE AND ADMINISTRATION.				I		JUL	15 74
061 002 003	-013	DÉVELCP A COMPUTERIZED CONTROLS SYSTEM FOR THE SUPPORT, ENFORCEMENT, AND LOCATION UNIT (SELU).				Þ		JUL	15 74
001 002 003 004 005		INCREASE THE AMOUNT OF MONEY COL- LECTED FROM ABSENT FATHERS BY THE SUPPORT ENFORCEMENT, AND LOCATION UNIT. (FEDERAL) (LOCAL)		196,000 AS 10,000 AC 210,000	270,000 64,033	₽		JUL	15 74
091 002 003	-015	PUBLICIZE THE EXISTENCE AND OPERATIONS OF THE SUPPORT, ENFORCEMENT, AND LOCATION UNIT.				Р	,	JUL	15 74
001 002 003 004 005	-016	PUBLICIZE OPERATIONS OF THE FRAUD INVESTIGATION DIVISION OF THE DEPARTMENT OF AUDIT.					s ,	JUL	15 74 RECOMMENDATION TRANSFERRED TO AU- DIT DEPARTMENT, AND IT'S UNDER STUDY THERE
081 002 003 004 005	-917	CENTRALIZE PROCESSING OF CATEGORICAL ASSISTANCE SUCH AS AID TO THE AGED. BLIND, DISABLED, AND FAMILIES WITH DEPENDENT CHILDREN. (FEDERAL)	4 S	45,000 45,000 AS	45, 880	I		JUL	15 74 CONSOLIBATED TO THE POINT FEASIBLE
001 -	02	BUREAU OF REHABILITATION							

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I=INCOME -= I	MONTH-DY-YR

SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION **MC SURVEY \$*DEPARTMENT \$*STATUS#4 CTION DATE*-----REMARKS-----------

3EQ #*C	ZOWINOE #	THE RATIONAL AND RECOMMENSATION	10 3	OKATI DIBERA	WINENT D.	JIAI	03	511011	3416	- ACHARKS
001 002 003 004	-	TRANSFER PAYROLL, BUDGET PREPARATION AND CONTROL AS WELL AS INVOICE PROCESSING TO THE BUREAU OF ADMINISTRATION.	48	32,200 AS	13,150	P	J	UL 1	L5 74	SEE #836
091 092 003 004 005 007	-519	ELIMINATE CURRENT AND PLANNED ON- LINE TERMINALS IN DISTRICT OFFICES. (FEDERAL)		7,900 AS 18,406 AS	7,900 18,400	Ī	J	UL 3	15 74	PARTIALLY IMPLEMENTED. FOOD STAMP PROGRAM HAS INCREASED THE NEED FOR DAT! PROCESSING. NO ADDITIONAL TERMINALS WERE ADDED WITH THIS INCREASED CASE LOAD.
001 002 003 004 005 006	-220	INSTITUTE A PROGRAM TO HIRE BLIND AND VISUALLY IMPAIRED INDIVIDUALS.				P	J	ՍԼ 1	15 74	D20 GOVERNOR'S COMMITTEE ON HIRING THE HANDICAPPED HAS DESIGNED PLAN FOR HIRING HANDICAPPED, COMMITTEE WILL BE SUBMITTING LEGISLATION TO SUPPLEMENT PLAN.
001	-03	BUREAU OF MEDICAL CARE								
001 002 004 005 006 007	-021	CONSOLIDATE BILLS OR CLAIMS FOR DRUG PRESCRIPTIONS UNDER MEDICAID ON A SUITABLE MULTIPLE ITEM FORM AND AUDIT THEM. (FEDERAL)	AS AS	71,700 AS 91,200	280,900	I	J	UL :	15 74	PAID IS NOW OPERATION IN MAINE. THIS WILL RESULT IN MORE EFFICIENT PAYMENT OF SILLS AND WILL REDUCE COST OF ADMINISTERING PROGRAM.
001 002 003 003 005 006	- 022	INSTITUTE A STATISTICAL AUDIT SYSTEY SAMPLE FOR PAYMENTS OF MEDICATO BILLS. (FEDERAL)	45	15,468 22,100			۱ J	UL :	15 74	, NOT FEASIBLE. STATE CONTROLLER MUST PREJUDIT ALL BILLS BY LAW. SEE M.R.S.A., TITLE 5, SEC. 1541.
160 202 203	-023	REDUCE VENDOR HANDLING FEES FOR WELFARE CLIENT DRUG PRESCRIPTIONS TO COVER COSTS.	à S	4 4 ,869						

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£ =ANNUAL =4	I =IMPLEMENTED
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I=INCOME = I	MY-YG-HTMCM

		TDEFARTMENT AND RECOMMENDATION								
004		(FEDERAL)	AS	56,013		I	JUL	15	74	SAVINGS INCLUDED IN ITEM 21.
001	-524	ELIMINATE THE BACKLOG OF UNPAID BILLS.				<u> </u>	JUL	15	74	SAVINGS INCLUDED IN ITEM 21.
991 802	-925	ELIMINATE THE BUREAU AND DISTRIBUTE ITS FUNCTIONS WITHIN THE DEPARTMENT.				I	JUL	15	74	
001 002 003		INSTITUTE A FEE SYSTEM FOR HOSPITAL, NURSING HOME, AND BOARDING HOME LICENSES.	ΔI	85,000		Ł	JUL	15	74	L.D.2468 REFERRED TO 137TH LEGI-
004 005	n TTT. Mark W						-			SLATURE. IT WILL BE REDRAFTED AND SUBMITTED THEN.
601	-94	BUPEAU OF HEALTH								,
001 902 003	-027	INCREASE THE FEE CHARGED FOR TESTING PRIVATE WATER SAMPLES FROM \$2 TO \$9.	AI	140,000		L	JUL	15	74	L.D.2468 REFERRED TO 107TH. SEE #26.
001 002 003		CHARGE A FEE TO COVER LABORATORY TEST COSTS.	2I	133,000		L	JUL	15	74	L.D.2468 REFERRED TO 107TH. SEE #26.
001 002 003		MERGE CERTAIN DEDICATED FUND AC- COUNTS INTO THE GENERAL FUND.	OT	282,139		L	JÜL	15	74	L.D.2468 REFERRED TO 187TH LEGI- SLATURE. SEE \$26.
091 092 993		ELIMINATE THE REQUIREMENT FOR A LICENSE TO SELL PROPHYLACTIC RUBBER GOODS.				٤	JUL	15	74	L.D.2468. SEE #26.
001 002 003	-031	ELIMINATE THE POSITIONS OF FIVE DENTAL HYGIENISTS AND A CLERK-TYPIST IN THE DIVISION OF DENTAL HEALTH.		46,703 AA	35 ₇ 003	I	JUL	15	74	IMPLEMENTED IN SO FAR AS POSSIBLE
001 002 003		FILL THE POSITIONS OF DIRECTOR OF THE DIVISION OF DISEASE CONTROL AND DIRECTOR OF THE DIVISION OF HEALTH								
904 095		RESOURCES.		٠		I	JUL	15	74	50% IMPLEMENTED. EUDGET REQUEST FOR FULL IMPLEMENTATION REJECTED. WILL BE RE-INTRODUCED IN 187TH

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SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION #MMC SURVEY \$#DEPARTMENT \$#STATUS#ACTION DATE#------REMARKS------

2EQ #**0	ONTRUL #	SEPARIFENI AND RECOMMENDATION	* AMC	SURVEY BYDEPA	KINENI D*	31,103). # O I I !	ON UNIEV
007								LEGISLATURE.
001 002 003		ESTABLISH A GRADUATED FEE SCHEDULE FOR LICENSE AND INSPECTION OF EATING AND LODGING FACILITIES.				L	JUL	15 74 L.D.2468. SEE #26.
001 002 003		DEVELOP A PLAN FOR RECORDING, MAIN- TAINING, AND USING VITAL HEALTH AND STATISTICAL DATA.				۵	JUL	15 74
001	-235	COMPILE AND PUBLISH AN INDEX OF AVAILABLE HEALTH DATA.				I	JUL	15 74
991	- 036	MAXIMIZE THE USE OF VITAL STATISTICS				P	JUL	15 74
901 902 903 904	-037 	DESIGN A DATA PROCESSING SYSTEM TO COLLECT HEALTH DATA WHICH PROVIDES EFFECTIVE CONTROL OF CURRENT AND FUTURE NEEDS.				P	JUL	15 74
031 902 893	- £38	REORGANIZE AND CONSOLIBATE HEALTH PLANNING.	AS AS	9,100 AS 9,100	3	S	JUL	15 74
091 082 013	- 039	CONSOLIDATE VARIOUS INFORMATION AND EDUCATION FUNCTIONS OF THE BUREAU INTO A SINGLE UNIT.	AS	23,800 AS	10,833	D	JUL	15 74
981	- 85	BUREAU OF ADMINISTRATION						
001 003 004 005 005 006 007 008 009 010	-340	ELIMINATE THE USE OF CATHODE RAY TUBE TERMINALS AS AN INPUT FOR RECORDING DATA.	1 S	8, 5 00		N.	JUL	15 74 FIELD OFFICES WERE JUST CONVERTING TO USE OF CATHODE PAY TUBE TERMI— NALS WHEN SURVEY WAS DONE. SINCE THEN, THE SYSTEM HAS IMPROVED SIGNIFICANTLY AND IS PLAYING A MUCH LARGER AND DIFFERENT ROLE. 50,000 PEOPLE RECEIVING FOOD STAMPS ARE BEING PROCESSED UNDER THE SYSTEM. ELIMINATION OF THE TERMINALS WOULD BE CATASTROPHIC TO

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013 014 015 016										THE FOOD STAMP PROGRAM. ALSO, MA- JOR ENHANCEMENTS OF THE SYSTEM ARE BEING PLANNED FOR THE INCOME MAINTENANCES PROGRAM.
001 002	-041 ESTABLISH A 90-DAY DEADLINE FOR ACCOUNTS DUE FROM MEDICAL VENDORS.	ĄI	11,208	ΔI	11,230	I	JUL	15	74	
001	-042 REVIEW JOB CLASSIFICATIONS.					I	JUL	15	74	
001 002 003 004	-043 CONVERT THE REMAINING TABULATING JOBS TO BE PROCESSED ON THE CENTRAL COMPUTER.	AS OC	17,000 2,860	āS	19,000		JUL	15	74	IMPLEMENTATION SHOULD BE 198% BY
005 001 002	-044 ELIMINATE THE TRUCK USED BY DATA PROCESSING.	AS	603	ÁS	430	I	ገበՐ	15	74	SEFT. 30, 1974.
081 002 003 004	-045 REDUCE THE TECHNICAL STAFF OF DATA PROCESSING BY FIVE POSITIONS.	r.S	60 ,0 90			*	JUL	15	74	WORK LOAD INCLUDES DESIGN AS HELL AS MAINTENANCE. MORK LOAD HAS IN- CREASED SINCE REPORT WAS PUBLISHED
001	-846 ESTABLISH A QUALITY CONTROL FUNCTION	N				P	JUL	15	74	
001 002 003 004 005	- 147 TRANSFER THE BULK OF MAIL AND MESSENGER FUNCTIONS TO CENTRAL MAIL SERVICE.	48	4 , 9ūC			Ρ	JUL	15	7₺	CENTRAL X-IL SERVICE BEING REOR- GANIZED. SHOULD BE ABLE TO TRANS- FER IN SIX MONTHS.
001 302	-048 PURGE AND DESTROY CLOSED CASE FOLD- ERS IN THE DISTRICT DEFICES.					Р	JUL	15	74	
001 002	+949 ELIMINATE THE SOCIAL SERVICE INDEX FILE.			AS	20,000	P	JUL	15	74	
001 002 003	-050 PRODUCE A COFY OF THE MONTHLY REGISTER OF PUBLIC ASSISTANCE CLIENTS.					I	JUL	15	74	

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SEQ #*(CONTROL #	*DEPARTMENT AND RECOMMENDATION	CMRA	SURVEY \$*DEPA	RTMENT S#STATU	S#ACTI	ON DATETREMARKS
091	-051	ELIMINATE THE FOOD STAMP FILE.	-	.	I	JUL	15 74
001 002	- ^52	REDUCE THE CLERICAL FORCE IN THE	45	16,500 AS	16,590 P	JUL	15 74
001	-053	IMPROVE CONTROL OVER CAPITAL ASSETS.	. 45	21,860 AS	14,003 P	JUL	15 74
001 002	and the second second	RELOCATE TWO MULTILITH MACHINES SO THEY MAY BE OPERATED BY ONE INDIVI-					
003 004 005 006		JUAL.	åS	6,900	S	JUL	15 74 CURRENT WORKLOAD REQUIRES TWO OPERATORS. ALTERNATIVES WILL BE CONSIDERED FOR GREATER EFFICIENCY IN THE FUTURE.
001 002 003 004 005		CHARGE A FEE TO COVER COSTS OF PRODUCING AND DISTRIBUTING THE VITAL STATISTICS REPORT.	45	1,105 AI	698 I	JUL	15 74 FREE DISTRIBUTION WILL CONTINUE T LIBRARIES, MUNICIPALITIES, OTHER STATES. CUT BACK PUBLICATION TO 55% CURRENTLY.
001 002 003	- 056	CHARGE A FEE TO COVER COSTS OF PREPARING PLASTIC COATED INDENTIFI-CATION CARDS.		1,200 45	1,200 I	JUL	15 74
081 002	-06	COMPREHENSIVE HEALTH PLANNING SERVICES.					
001 002 003 004	-057	TRANSFER THE STATE COMPREHENSIVE HEALTH FLANNING AGENCY TO THE BUREAU OF HEALTH. (FEDERAL)	4S) 4S	17,588 17,588	S	JUL	15 74
001 002 003 004 005	-958 	DISCONTINUE GENERAL DISBURSEMENT OF EXCESS STATE COMPREHENSIVE HEALTH PLANNING AGENCY FUNDS TO REGIONAL AGENCIES. (FEDERAL)		10,005 10,005	Ī	. 8 1 1 1	15.74
001	-07	PUBLIC INFORMATION AND EDUCATION	, -5	2-7-00	<u> </u>		
501	-	STAFF THE POSITION OF SIRECTOR WITH					
	0.27	STAN THE PEGETEOR OF SERECTOR WEST					

PAGE . 8

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC_SURVEY_\$#DEPARTMENT_\$#STATUS#ACTION_DATE#-----9E#ARKS------I AN EXPERIENCED ADMINISTRATOR. JUL 15 74 001 -868 CANCEL THE PROFESSIONAL SERVICES 0.02 CONTRACT AS 15,000 AS 7,500 (FEDERAL) AS 10,000 JUL 15 74 WILL SE SINCELLED AS SOON AS A NEW 003 004 DIRECTOR IS THROUGH TRAINING. -061 ROUTE ALL PUBLIC COMMUNICATIONS AND 901

902 PROGRAM PUBLICATIONS THROUGH THIS
903 UNIT. I JUL 15 74

001 -962 DEVELOP A COMPREHENSIVE PUBLIC

D01 -962 DEVELOP A COMPREHENSIVE PUBLIC

882 EDUCATION PROGRAM FOR EACH BUREAU. . I JUL 15 74

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SEQ ##CONTROL ##DEPARTMENT AND RECOMMENDATION

*MMC_SURVEY_\$*DEPARTMENT_\$*STATUS*ASTION_DATE*-----REMARKS--------

DEPARTMENT OF INDIAN AFFAIRS

002 -00

004

001 -001 ELIMINATE THE DEPUTY COMMISSIONER

002 AND CREATE A STAFF POSITION. 003

AS. 4,900 45 a P

JUL 15 74 ACTION IS BEING TAKEN TO CHANGE THE SCOPE OF THE POSITION OF

DEPUTY COMMISSIONER

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SEQ # 001 002 003	The second secon	*DEPARTMENT AND RECOMMENSATION DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS	₹MMC	SURVEY \$#DEP4	RTMENT S*	ST ²	TUS	∓A CTIC	נם אנ	₹TE÷	₹REM3RKS
001 002	-501	INCREASE RENTAL CHARGES FOR HOUSING UNITS.	ĄS	5,400 AS	5 ₂ 488	Þ		JUL	15	74	
001 002	-902	REFRAIN FROM CLASSIFYING NONDIRECT- CARE EMPLOYEES AS DIRECT PERSONNEL.				Þ		JUL	15	74	
001 002 003 005 007 008 009 010 012 012 015	-003	TRANSFER THE BALANCE OF THE MENTAL HEALTH INFROVEMENT FUND TO THE GENERAL FUND.	ु∓ 1	.,239,385			К	JUL	15	74	THE LEGISLATURE HAS COMMITTED THIS FUND LARGELY FOR RESIDENTIAL CARE FOR EMOTIONALLY DISTURBED CHILDREN IN PRIVATE FACILITIES. THERE ARE 75 YOUNGSTERS IN SUCH FACILITIES AS THE SPURMINK SCHOOL, SWEETSER, BANCROFT & ST MICHAELS. PRESENT ANNUAL COST FOR SUPPORT FROM THE FUND EXCEEDS \$600,000. OTHER FUNDS ARE COMMITTED TO COMMUNITY MENTAL HEALTH CENTERS. HALF OF FUNDS GENERATED GO BY LAW TO THE DEPARTMENT OF HEALTH AND WELFARE.
001 002 003 005 005 006 007 008 009	-c c 4	REPEAL THE LAW REQUIRING PAYMENTS TO HOSPITALS BE DEDICATED FOR CARE OF THOSE QUALIFYING FOR ALD TO THE AGED, BLIND, OR DISABLED.	5 T	200,059			ş	₹ JUL	15	74	THE REPEAL OF THE MENTAL HEALTH IMPROVEMENT FUND LAW WOULD RESULT IN THE DIVERSION OF FUNDS FROM THE PURPOSE FOR WHICH THEY ARE INTENDED BY FEDERAL MANDATE; THE RESULT COULD BE TERMINATION OF THE PROGRAM AND THE REVENUE RECEIVED THERE FROM.
001 002	-005	DETERMINE THE COURSE OF ACTION REGARDING LAUNDRY SERVICES.				I		JUL	15	74	•
001	- 995	ESTABLISH A POLICY TO CONTROL AC-									

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A=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

9.0 0.0	_	QUISITION AND MAINTENANCE OF SURPLUS VEHICLES.			I	JUL	15	74
00	_	ABOLISH THE UNFILLED POSITION OF COORDINATOR OF YOUTH ACTIVITIES.			ï	JUL	15	74 PUBLIC LAWS OF 1974; CHAPTER 699.
0 a	_	PROVIDE PAGE TOTALS ON PAYROLLS.			P	JUL	15	74 DISCUSSION HAS TAKEN PLACE WITH CONTROLLER'S OFFICE.
00	1 -01	HOSPITAL FACILITIES						
08 00 00	2	ELIMINATE CHE SET OF INVENTORY RECORDS ON DRUGS AND MANUAL RECORDS ON CAPITAL ASSETS.	AS	6,000 AS	9 I	JUL	15	74 CLERK ASSIGNED TO OTHER AREAS OF INSTITUTE.
00 00 00 00 00	2 3 4 5	ENCOUPAGE A BANK TO PROVIDE SERVICES FOR PATIENTS AT BANGOR.	AS	7,800 AS	0 I	JUL	15	5 74 DEPOSITORS BANK HAVE SUBMITTED BIDS TO THE DEPARTMENT; THE COST TO IMPLEMENT WOULD BE PROHIBITIVE. MERRILL BANK HAS SHOWN NO INTER- EST.
90 00 03 00 00	2 3 4	CONVERT THE CANTEEN OPERATION TO GONCESSION.				S JUL	15	5 74 DEPT. IS IN FAVOR OF THE RECOMMEN- DATION, BUT THERE HAVE BEEN NO INDICATIONS OF ANYONE INTERESTED IN BUYING THE CONCESSION TO DATE.
0 S		EVALUATE THE COST OF PERFORMING ALL MAINTENANCE SERVICES.			Р	JUL	15	5 74
0 8 0 0 0 0	2	TRANSFER THE ACCOUNTS RECEIVABLE FUNCTION FROM BANGOR TO THE DIVISION OF REIMBURSEMENT AT AUGUSTA.		8,500 AS	o I	JUL	15	5 74 ACCOUNT CLERK ASSIGNED OTHER TASKS.
 9	2	ELIMINATE & CLERK POSITION IN TREAT- MENT INFORMATION SYSTEMS AT AUGUSTA STATE HOSPITAL.	ZÁ	7,800 AS	3 I	JUL	15	5 74 CLERK REASSIGNED.
01	-015	RENT OF LEASE UNUSED SPACE AT BANGOR		•				•

A =ANNUAL =A	I = IMPLEMENTED
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002 003 004 005 006		4S 0C	176,990 180,880	S	•	JUL	15	74	THE PREVIOUSLY UNUSED SPACE NOW HOUSES A PRE-RELEASE CENTER FOR THE PRISON, THE ALCOHOLIC REHABIL-ITATION CENTER, AND BEDS FOR THE COUNSELING CENTER.
001 002 003 004 005 006 007 008		4 S 6C	259,000 190,009 OC	7 35,333 P		JUL	15	74	THE RAY BUILDING IS BEING CONSID- ERED FOR POSSIBLE USE BY OTHER STATE AGENCIES; 106TH SPECIAL SES- SION APPRIPRIATED \$735,000 FOR RENOVATION VIA CHAPTER 207 OF THE PRIVATE AND SPECIAL LAWS OF 1974.
001 002 003	-017 DISPOSE OF SURPLUS LAND AT THE AUGUSTA STATE HOSPITAL.	OI	200,591 01	209,003 I	1	40V	13	74	LAND TRANSFERRED TO DEPARTMENT OF CONSERVATION.
961 502 003 004 005 506 037 908	-119 REDUCE THE NUMBER OF TELEPHONE SHITCHBOARD OPERATOR POSITIONS AT PINELAND TO TWO.	ijS	13,480 4S	13,435 S	•	JUL	15		PINELAND 10MINISTRATION HAS STUD- IED AND DETERMINED PROPER COMMUNI- CATIONS COULD NOT BE MAINTAINED FOR EMERGENCIES AT THIS TIME; REC- OMMENDATION REMAINS UNDER REVIEW. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005 006 007	-019 SELL EXCESS LAND AT PINELAND HOSPI- TAL.	OI	500,000		,	JUL	15	74	CHAPTER 761 OF THE 1974 PUBLIC LAWS FRO THE MECHANISM TO TRANSFER SUPERVISION AND CONTROL OF PUBLIC LANDS TO OTHER STATE AGENCIES. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004	-123 STANDAROIZE ON NO MORE THAN THREE PRANDS OF EQUIPMENT AND REPAIR PAPTS	AI CS	981 15,288	ì	ì.,	JUL	15	74	COMPETETIVE SIDDING PRECLUDES IM- PLEMENTING AS RECOMMENDED.

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T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR
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901	-82	CORPECTIONAL FACILITIES								
091 002 003 084 005 006 007	-321	SELL CUTLYING LANGS AT THE WOMEN'S CORRECTIONAL CENTER.		65,500 OI	62 ₇ 500	9		JUL	15	74 CHAPTER 761 OF THE 1974 PUBLIC LAWS FROVIDES FOR THE MECHANISM TO TRANSFER THE SUPERVISION AND CONTROL OF PUBLIC LANDS TO OTHER STATE AGENCIES. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
031 092 003 004 075	-322	BUILD A NEW FACILITY AT HALLOWELL FOR HOUSING INMATES NOW AT SKOWHEGAN		131,000 4S 540,000 OC				J ՍŁ	, 15	74 \$151,000 HAS BEEN APPROPRIATED FOR RENGWATING A BUILDING AT STEVENS SCHOOL.
001 002 003 004 005 007 007 008	-023	SELL THE VACANT BUILDINGS AND 35 ACERS AT THE WOMEN'S CORRECTIONAL CENTER.	ΟI	1,233,030 CI	1,233,030	P		JUL	15	74 CHAPTER 761 OF THE 1974 PUBLIC LAWS PROVIDES FOR THE MECHANISM TO TRANSFER THE SUPERVISION AND CONTROL OF PUBLIC LANDS TO OTHER STATE AGENCIES. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005	-924	ELIMINATE DUPLICATION IN SUPPLIES INVENTORY CONTROL AT THE MEN'S COPPECTIONAL CENTER.	2S	7,200 AS	7,290	Đ		JUL	15	74 CENTER IS IN THE PROCESS OF ELIM- INATING THE DUPLICATION OF THE CIRD SYSTEM; CLERK WILL ASSUME OTHER EUSINESS OFFICE DUTIES.
701 003 003 504 205 206	-925 -925	PHISE OUT THE CORRECTIONAL OFFICER POSITION IN THE SUPPLY ROOM AT THE MEN'S CORRECTIONAL CENTER.		7,9[,			ş.	JUL	15	74 THE OFFICER CITED WORKS ONLY A SMALL POPTION OF HIS TIME ON SUPPLY ROOM TUTIES: PERFORMS MANY OTHER IMPORTANT DUTIES THAT OTHERS ARE NOT CAPABLE OF.

A = ANNUAL =A	I =IMPLEMENTED
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T=TRANSFER = T	R=REJECTED BY LEGISLATURE
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	801 902 903 904 905 906 907	***	DEVELOF WORK PROGRAMS AT THE STEVENS SCHOOL AT HALLOWELL TO PREFORM *ANY CLEPICAL TYPE FUNCTIONS.					Þ.	JUL	15	74	BUREAU OF CORRECTIONS FEELS RECOM- HENDATION IS NOT FRACTICAL. VOCA- TIONAL TRAINING SURRICULA AT STE- VENS SCHOOL WOULD NOT BE COMPAT- IBLE WITH WORK DEMAND OF STATE AGENCIES.
	001 002 003 004	− £ 27	COMPUTERIZE CLERICAL AND CLASSIFI- CATION ACTIVITIES OF THE MAINE STATE PRISON.	45	7,800 AS	7,208	Þ		JUL	15	74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
-	001 002 003 004 005 006	- \$28	INCPEASE SUTPUT OF THE WOODWORKING SPERATION AT THE MAINE STATE PRISCH.	AI	23,000 4I	23,100 I	:		JUL	15	74	THE MOOCMURKING OPERATION OUTPUT HAS BEEN INCREASED BY 20%; BUT SALES ARE OFF TO DATE. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
	002 003 004 005 006 007	- 529	TEACH COMPUTER FROGRAMING AT THE MAINE STATE PRISON.	AS	28,050 30,000		S	;	JUL	15	74	BUREAU OF CORRECTIONS FEELS REC- OMMENDATION IS NOT PRACTICAL FOR PRISON POPULATION. DEPT. WILL CONTINUE TO REVIEW THE RECOMMENDA- TICN.
	001 002 303	-836	STANDARDIZE LETTER SIZE AND COLOR OF VEHICLE LICENSE PLATES.					R	JUL	15	74	L.D. 2449 WAS REJECTED BY THE 106TH SPECIAL SESSION.
	00 <u>1</u> 092 903	-031	ELIMINATE RESTRICTIONS ON AMOUNT EACH INMATE CAN EARN FROM PRODUCTION OF NOVELTIES.			1	Ι		JUL	15	74	
	161	-03	ADMINISTRATIVE SERVICES									
	801 002	-532	ELIMINATE THE CARD PUNCH UNIT.	is.	1,600			N	JUL	1 5	74	MACHINE IS IN USE A GOOD FART OF EACH DAY; DEPT. FEELS THAT TIMELY

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		DEPARTMENT AND RECOMMENDATION									
003											AVAILABILITY IS IMPORTANT.
001	-94	DIVISION OF PROBATION AND PAROLE									
00 <u>1</u> 002 003	- 033	ESTABLISH A STATE POSITION OF VOLUNTEER SERVICES COORDINATOR.				I	•	JUL	15	74	PRIVATE AND SPECIAL LAWS OF 1973; CHAPTER 134.
901	-05	INSTITUTIONAL FEEDING	_								
001 002 003 084 005	' ' ' ' ' ' '	CHANGE PURCHASING PROCEDURES ON STAPLES SO QUOTATIONS OBTAINED ARE BASED ON POOL CAR, DROP SHIPMENT, AND FULL-LOAD BASIS.	4.S OC	21,200 5,000 00			-	JUL	15	74	SURVEY ESTIMATES ACCEPTED PENDING
006				- ,		-, -				,	FINAL DETERMINATION.
001 002 003 004		CONFINE VENDOR DELIVERY OF FOOD STAPLES SUCH AS LUNCHEON MEATS, PULLMAN HAMS, CORNED BEEF, MARGARINE BUTTER, AND CHEESE TO LARGER INSTI-									
005		TUTIONS ONLY.					Đ	JUL	15	74	
001 002	-036	ELIMINATE DRIED BEEF AND SALT PORK FROM QUARTERLY BIDDING REQUIREMENTS.				I	ī	JUL	15	74	
001 002 003	- 037	PEOUIRE STANDARDIZED RECIPES AND MEMUS BE PREPARED BY THE DIETITION AND BE UTILIZED IN ALL INSTITUTIONS.				I	[JUL	15	74	
001 002 003 004 005 006 007 008 009	-038	ACCUMULATE FRESH MEAT NEEDS AND HAVE CENTRAL PURCHASING BUY ON A MONTHLY DP PREFERABLY QUARTERLY BASIS.	ės -	39,630 A	S 3	9 , 020	p	JUL	15	74	BUREAU OF PURCHASES IS CURRENTLY REVIEWING CUTTING MEAT ON PORTION—CONTROL BASIS TO BE DELIVERED MONTHLY. A CNE-TIME COST OF APPROXIMATELY \$10,000 FOR EQUIPMENT WILL BE NECESSARY. SURVEY ESTIMATE AUGEPTED PENDING FINAL GETEPMINATION.
001	- 639	REQUIRE ADMINISTRATORS TO NOTIFY									

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I L JUL 15 74 PUBLIC LAWS OF 1973; CHAPTER 566.

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002 003 004		FOOD SERVICES HOW MANY INMATES MUST BE FED.	ΔS	4,600 A	S 4,5{	ıō I		JUL	15	74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005	-94 3	EXPAND THE LINE BUDGET TO INCLUDE A CATEGORY FOR INSTITUTIONAL FOOD EXPENDITURES.	ΔS	230,880 A	S 200,83	ie I		JUL	15	74	PUBLIC LAWS OF 1974; CHAPTER 745. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
091 002 003 004	-641	SEPARATE FEEDING COSTS FROM ALL OTHERS IN RECORDKEEPING AND BUDGET-ING.	AS	7 , 030 :	S 7,08	10 I		JUL	15	74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005 006	-542	ELIMINATE FOUR COOK POSITIONS AT STEVENS SCHOOL AFTER IT AND SKONNEGAN ARE COMBINED.	AS	25,380			S	JUL	15	74	DEPARTMENT DOES NOT FAVOR USING INMATE LABOR TO REPLACE EMPLOYEES. INMATES SHOULD BE PAID FOR WORK IF THEY DID THE COOKING.
001 002 003 004 005 006 007	-343	UTILIZE FACILITIES OF THE AUGUSTA STATE HOSPITAL TO DO ALL BAKING FOR STEVENS WHEN COMBINED WITH SKOWHEGAN	¥				<u>ş</u> t	JUL	15	74	BAKING HAS BEEN GREATLY REDUCED AT STEVENS; DEPARTMENT FEELS THAT THE SMALL AMOUNT OF LABOR SAVED AT STEVENS HOULD NOT INDICATE A NEED FOR IMPLEMENTATION, AND AMHI HAS NO BAKING NOW.
001	-06	MAINE COMMISSION ON DRUG ABUSE									
001 602	- <u>û</u> 44	COMBINE THIS COMMISSION AND THE CONTROL OF ALCOHOLIC REHABILITATION	E AS	14,100 =	S 14,1	76 I	i.	JUL	15	74	PUBLIC LAWS OF 1973; CHAPTER 566.
001 002 003	-645	RESTRICT GRANTS TO EXISTING PROFESSIONAL AGENCIES AND LOCAL GOVERNMENTAL UNITS WHICH MEET MINIMUM									•

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STANDARDS.

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T=TRANSFER = T	R=REJECTED BY LEGISLATURE
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			-				
001 002	44 -00	DEPARTMENT OF MANPOWER AFFAIRS					
031	-901	APPOINT A PERMANENT COMMISSIONER.			I	JUL	15 74
991 902 903		CONSOLIDATE DISTRICT OFFICES PRO- VIDING SEPVICES IN THE HUMAN RESOURCE AREA.	AS	48 ₉ 988	F.	JUL.	15 74
001 002		INITIATE A STUDY TO CONSOLIDATE THE DEPARTMENT'S ADMINISTRATIVE OFFICES	6		.Ī.	JUL	15 74
001		CHANGE THE DUTIES AND NAME OF THE APPEALS REVIEW BOARD.					
003		(FEDER4L)) ² S	8,600		P JUL	15 74 L.3.2394 REJECTED BY LEGISLATURE.
001 002		ELIMINATE THE ADVISORY COUNCIL OF STATE EMPLOYMENT SECURITY COMMISSION	N AS	583		R JUL	15 74 L.D.2394 REJECTED BY LEGISLATURE.
001	-01	MAINE EMPLOYMENT SECURITY COMMISSION					
001 002 003 004 005	;	CONDUCT AND IN-DEPTH STUDY ON THE ADVISABILITY OF CONSOLIDATING THE COMMISSION'S DATA PROCESSING FACILITIES WITH THOSE OF OTHER DEPARTMENT			p.	JUL	15 74 BY COUNCIL OF STATE GOVERNMENTS. RECOMMENDATIONS WILL GO TO 107TH LEGISLATURE.
001 902 003 094	.	REQUIRE THE COMMISSION TO PAY FOR COSTS OF SERVICES RENDERED BY OTHER DEPARTMENTS.	~ <u>I</u>	25,098 75,003		JUL	15 74 NO FUNDS FROM U. S. DEPARTMENT OF LABUR FOR THIS PUPPOSE.
001 802 803 604	3	ENLAPGE THE FRAUD INVESTIGATION DIVISION. (FEDERAL) AS	156,808 AS	150,00° I	JUL	15 74 SURVEY ESTIMATE OF SAVINGS ACCEPTED SUBJECT TO DEVELOPMENT OF NEW ESTIMATE BY DEPARTMENT.
0.01		EQUALIZE CASE LOAD OF WORK INCENTIVE PROGRAM EMPLOYEES.	E AS	4,030 AS	3		

=IMPLEMENTED

=I M PROCESS

A =ANNUAL =5

C = DME-TIME =0

		**************************************	S = S C = C 1 = A T = T I = I	VOIDANCE= TRANSFER = INCOME =	S C & T I	S	=REQUI =NOT T =REJEC HONTH	RES	LEG FUR IM BY YR	
003 004 005 006		(FEDERAL)	AS	35,000	•	I	JUL	15		CASE LOAD HAS BEEN EQUALIZED. IM- BALANCE OCCURRED BECAUSE PROGRAM HAS EXPANDED TO 3 NORTHERN COUNTIES.
001 002 003 004 005	-810	RECONCILE THE BENEFIT PAYMENT DEMAND DEPOSIT ACCOUNT ON A REGULAR BASIS.				P	JUL	15		EFFORTS ARE BEING CONTINUED TO RESOLVE THIS MATTER; CONSIDERABLE PROGRESS HAS BEEN MADE.
001	-02	BUREAU OF LABOR AND INDUSTRY								•
001 002 003	-£11	REVISE THE SCHEDULE OF BOILER AND ELEVATOR INSPECTION FEES.	AI	8,533	4I 40	12,500 I 250	JUL	15	74	LEGISLATION ENACTED. P.L.C.683
001 082	- 012	INSTITUTE PRACTICAL FILE PURGING PRACTICES.		,		I	JUL	15	74	
001 002 003 004	-013	TRANSFER RESPONSIBILITY FOR SEDDING, UPHOLSTERED FURNITURE, AND STUFFED TOY LAW EMPORCEMENT TO THE SAFETY INSPECTION DIVISION.				į	3 J UL	15	74	L.D.2376 REJECTED.
001 802	-014	COMPUTERIZE THE WAGE/HOUR AND SAFETY INSPECTION SCHEDULES.	45	8 , 8 9 9		S	JUL	15	74	DECISION EXPECTES BY JUNE 39, 1975
001 802	-:15	ELIMINATE THE POSITION OF ASSISTANT DIRECTOR.	ΔΔ	12,166			R JUL	15	74	L.D.2379 REJECTED.
100	-016	APPOINT A PERMANENT DIRECTOR.				I	JUL	15	74	
001	-017	ELIMINATE TWO CLERICAL POSITIONS.	A S	13,493	<u> </u>	19 ,49 9 I	JUL	15	74	
001 002 003 004	-018	COORDINATE MAGE DATA FOR MINIMUM WAGE ON PUBLIC CONSTRUCTION PROJECTS WITH THE MAINE EMPLOYMENT SECURITY COMMISSION'S DATA PROCESSING SECTION				Þ	JUL	15	74	
031	-03	COOPERATIVE AREA MANPOWER PLANNING SYSTEM								

3

A =ANNUAL =A	I = IMPLEMENTED
0 =ONE-TIME =0	P =IN PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLATIVE ACTION
C=COST = C	S =REQUIRES FURTHER STUDY
A = A VOID ANGE = A	A =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	PY-YR

SEQ ##CONTROL ##DEP4FIMENT AND RECOMMENDATION *MMC_SURVEY_\$*DEPARTMENT_\$*STATUS*ACTION_DATE*-----REMARKS------

							•	
001 002 003	-019	PHASE OUT THE POSITION OF ASSISTANT DIRECTOR.	A 4	17,608 A	Δ 17:	,600 I	JUL	15 74 ENTIRE CAMPS PROGRAM HAS BEEN PHASED OUT TO CETA.
081 002 003	-028	SHIFT THE COOPERATIVE AREA MANPOWER PLANNING SYSTEM (CAMPS) SECRETARIAT TO THE DEPARTMENT OF MANPOWER AFFAIRS.				I	JUL	15 74 SEE ASOVE HOTE TO CETA.
001 002 003 004 005	-021	VACCTE THE THIRD FLOOR OF 31 WESTERN AVENUE BY TRANSFERRING THE YOUTH SEPVICE COORDINATION AGENCY.	45	8,983 A	S 2,	,238 I	JUL	15 74 PARTIALLY IMPLEMENTED. REORGANIZA- TION AND MEM FUNDING RESULTED IN AN INDEPENDENT AGENCY.

A =ANNUAL =A	I =IMPLEMENTED
0 = ONE-TIME = 0	P =IN PROCESS
S=SAVINGS = S	L =REQUIRES LEGISLATIVE IDTION
C = COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MY-YD-HTNCM

552 "			.,•						
001 002	45 -00	DEPARTMENT OF TRANSPORTATION							
991 002 003 004 005 006 007 003	-001	REALIGN THE STRUCTURE AND REPORTING LINES AT THE TOP SCHELON.	AS	29 ,2 00 AS	29,288	۵	JUL	15	74 REALIGNMENT HAS TAKEN PLACE, BUT NOT PRECISELY AS SURVEY INDICATED. THIS RECOMMENDATION IS PARTIALLY IMPLEMENTED WITH THE REMAINDER UNDER REVIEW; FULL IMPLEMENTATION IS NOT CLAIMED OR EXPECTED. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 904	-002	ELIMINATE VACANT AND UNFILLED POSITIONS WITHIN THE DEPARTMENT.	AS AA	69,723 4S 29,783 AA	69,730 29, 7 30	I.	JUL	15	74 SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
091	-003	IMPROVE BUDGETING PROCEDURES.				P	JUL	15	74
601 002	-594	STORE RECORDS OF CLOSED CASES ON MICROFILM.			3	<u>.</u>	JUL	15	74
001 002 003 004	- 005	REQUIRE THE FEDERAL SOVERNMENT TO PARTICIPATE IN PRESENT AND FUTURE COSTS OF THE SERVICE PERFORMED BY INTERNAL AUDIT.	<u> </u>	5,900		÷.	JUL	15	74 PROHIBITED BY FEDERAL PEGULATIONS.
001 092 003 504	<u>+316</u>	ELIMINATE UNJUSTIFIED PERSONEL COMMUTATION IN DEPARTMENT-GWNED VEHICLES.	AS	37,600 AS	37,600	Ī	JUL	15	74 SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
601 602 603	-667	ESTABLISH EMPLOYMENT LEVEL HISTORY RECORDS BY EACH BUREAU AND OPERATING UNIT.			;	I	JUL	15	74
001	-01	SUPEAU OF ADMINISTRATION							
901 002 003		STREAMLINE BUREAU OPERATIONS AND STAFFING FEQUIREMENTS.	٤٤	32,500 45	32,500	P	JUL	15	74 REALIGNMENT HAS TAKEN PLACE, BUT NOT PRECISELY AS SURVEY INDICATED.

L =4MNUAL =A I =1 KPLEMENTED

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S=SAVINGS = S L =REQUIRES LEGISL-TIVE COTION

C=COST = C S =REQUIPES FURTHER STUDY

A=AVOIDANCE A N =NOT TO BE IMPLEMENTED

T=TRANSFER = T R=REJECTED BY LEGISLATURE

I=INCOME = I MONTH-DY-YR

	30,,,,,,,								
604 665									SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003	-089	DEVELOP OPERATING BUDGETS AND PER- FURMANCE REPORTS FOR THE BUREAUS AND UNITS.			Ġ	JUL	15	74	
001 602 003 004 005	-816	RECOVER COSTS OF PRINTING ROAD CONSTRUCTION PLANS BY INCREASING THE PRICE TO \$18 FOR FULL-SIZE AND \$14 FOR HALF-SIZE PRINTS.	AI	5 ,1 98 AI	5,190 I	JUL	15	74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003	-011	PURCHASE A COLLATOR TO ASSEMBLE PEPORTS.	2 <i>E</i>	3,300 4S 6,200 OC	3,300 9,000 I	JUL	15	74	
001 203 800	-512	AUTOMATE RECORDKEEPING FUNCTIONS.	AS OC	23,600 AS 8,500 OC	23,600 8,500 P	JUL	15	74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
981 092	-02	BUREAU OF TRANSPORTATION PLANNING AND SERVICES							
901 002 093 004 005	-013	RESTRUCTURE THE BUREAU.	48 44	200,800 AS 54,000 AA	209,800 54,000 I	JUL	15	74	RESTRUCTURING HAS TAKEN PLACE, BUT NOT PRECISELY AS SURVEY RECOM- MENUEL. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
601 682	-514	RESTRUCTURE THE SAFETY UNITS WITHIM STATEHIDE TRANSPORTATION PLANNING.			I	JUL	15	74	
001 002 003	- (15	PERFORM A WORK MEASUREMENT STUDY OF MAPPING AND GRAPHICS.	43	5,360 AS	6,800 P	JUL	15	74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005	- €15	REVIEW PHOTOGRAPHIC GROUPS FUNCTION- ING IN STATE DEPARTMENTS TO DETER+ MINE IF COST REDUCTIONS CAN BE REALIZED THROUGH CENTRALIZATION.			I	JUĹ	15	74	REVIEW HAS SHOWN CENTRALIZATION WOULD NOT BE FEASIBLE.

A =ANNUAL =A	I =IMPLEMENTEO
O = ONE-TIME =0	P =IN PROCESS
S=SAVINGS = S	<pre>= = REQUIRES LEGISL*TIVE ACTION</pre>
C=COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	<pre>not to be implemented</pre>
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

324 2 3 3 4 1 K 3 4 3	DE CONTRACTOR MESON MESO	OOK ET O JEI AK MENT	2 31 103		5	
Weekling of the control of the contr						
002	STOP DIRECT SALES OF DEPARTMENTAL MAPS AND OTHER LITERATURE TO THE PUBLIC.		}	JUL	15 74	90% OF MAPPING IS INTERNAL; INVENTORY CONTROL OF COMMERCIAL ENTERPRISE WOULD PROVE VERY CUMBERSOME AND COSTLY.
001 -318 002 903 094 005	PHASE OUT REVIEWING NEWSPAPERS TO SLIP TRANSPORTATION ARTICLES.		,	JUL	15 74	PUBLIC SENTIMENT AND OPINION IS OF GREAT IMPORTANCE IN OPERATION OF DEPARTMENT; TIME INVOLVED IN REVIEW IS MINIMUM.
092	DEVELOP A PPIORITY LISTING OF AREAS WHEPE PRESENT COMPUTER CAPABILITY CAN BE APPLIED TO EFFECT COST SAVINGS.		Ę.	JUL	15 74	
602	SURVEY THE LITERATURE AND MAKE INQUIRIES TO ASCERTAIN AVAILABILITY OF AN UP-TO-DATE LISTING OF COMPUTER PROGRAMS.	, in the second	a	JUL	15 74	·
502	CREATE A FILE OF COPIES OF ALL LINKNODE DIAGRAMS WITHIN THE ACCIDENT RECORDS SECTION.		8.	JUL	15 74	DUE TO CONSTANT UPDATING AND VARY- ING SIZE OF DIAGRAMS, A MASTER FILE IS IMPRACTICAL.
0 02 003 004	ELIMINATE DUPLICATION OF EFFORT WHEREBY THE STATE POLICE AND SAFETY ENGINEERING PUT ACCIDENT RECORD DATA ON COMPUTER TAPES.		I	JUL	15 74	
001 -023 002 003 004 005 006	TERMINATE TRAFIC STUDIES IF NO FEDERAL FUNDS ARE AVAILABLE BEYOND FISCAL 1973. (FEDERAL)	AS 25,390 AS 25,39	00 S	JÜL	15 74	TRAFFIC STUDIES OF MINOR NATURE WILL ALWAYS BE NECESSARY WITH OR WITHOUT FEDERAL MONIES. REDUCTION IN MANPOWER MAY BE POSSIBLE

I =IMPLEMENTED

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008 009	•									THOUGH DUE TO THE TERMINATION OF TOPICS PROGRAM.
001	-03	BUREAU OF AERONAUTICS								
001 002 003 004 005	-924	ALLOW THE CHIEF INSPECTOR TO DEVOTE FULL-TIME EFFORTS TO PUBLIC SAFETY IN AVIATION.				D	JUL	15	74	ADDITIONAL PERSON WILL BE NECES- SARY TO RELIEVE CHIEF INSPECTOR OF OTHER 4DMINISTRATIVE DUTIES.
001 002	-025	ELIMINATE THE BUREAU'S ACCOUNTING FUNCTIONS.				I	JUL	15	74	
001 002 003 004	- 026	TRANSFER THE FUNCTION OF PROCESSING AIPPORT SNOW REMOVAL ASSISTANCE REQUESTS TO THE BUREAU OF ADMINISTRATION.				I	JUL	15	74	
001 002 003	-027	ASSIGN THE PROCESSING OF AIRCRAFT REGISTRATIONS TO THE MOTOR VEHICLE DIVISION.	∆ S	5,700			R JUL	15	74	S.P. 855 WAS WITHORAWA.
001 002 503 604	-028	REVISE THE FEE SCHEDULE FOR THE EXECUTIVE AIRCRAFT TO RECOVER OPERATING COSTS FROM THOSE DEPARTMENTS USING IT.				I	JUL	15	74	
001 002 003	-329	CHARGE A FEE COMMENSURATE WITH THE COST OF CONDU cting Airport inspections.	ΆΙ	5,50¢			₽ JUL	15	74	
001 002 003 004	-r30	CONDUCT A COST STUDY IN AIRPORT ADMINISTRATION TO DETERMINE IF FEES ARE COMMENSURATE WITH THE SERVICES AND FACILITIES PROVIDED.				0	JUL	15	74	
001 002 003 004 005	-931	PERFORM A WORK MEASUREMENT STUDY IN THE BUFEAU OF AERONAUTICS TO PROVIDE WORK STANDARDS AND OPTIMUM STAFFING.		12,000 AS	12.00 3	ρ	JUL	15	74	THE STAFFING OF THIS BUREAU HAS BEEN AND CONTINUES TO BE EVALUATED BY THE DEPARTMENT; OPTIMUM STAF-

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S = COST = C	S =REQUIRES FURTHER STUDY
==AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	REREJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

SEQ #*CONTROL #*DEFARTMENT AND RECOMMENCATION **MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*------REMARKS-------

	W	÷	•								
- 1	106 107 108 209										FING TO ACCOMPLISH BUREAUTS CEJECTIVES WILL BE FINALIZED BY JAN. 1975. SURVEY ESTIMATE IS ACCEPTED PENDING FINAL DETERMINATION.
	181 182		GIVE AUTHORITY FOR APPOINTMENT OF THE DIRECTOR TO THE COMMISSIGNER.				I	JUL	15	74	
	301	-94	BUREAU OF WATERWAYS								
	001 002	÷033	GIVE THE COMMISSIONER AUTHORITY TO APPOINT THE DIRECTOR.				Ī	JUL	15	74	
-	001 003 004 005	-034	MAINTAIN THE BUREAU'S OFFICES AT THE STATE FIER TO HOLD DOWN DPERATING COSTS.	2.4	17,630		À	JUL	15	74	OFFICE PERSONNEL HAVE BEEN TRANS- FERRED TO AUGUSTA FOR INCREASED EFFICIENCY AND REDUCED DUPLICATION OF EFFORT.
	001 002 004 005 007 008 009	- 035	OFNEUCT A WORK MEASUREMENT STUBY TO PROVIDE WORK STANDARDS AND OPTIMUM STAFFING.	¥30	31,500 AS 15,000 OC	31,500 15,500	5	JUL	15	74	DEPARTMENT HAS BEEN AND CONTINUES TO REVIEW THE STAFFING REQUIRE- MENTS AND STANDARDS. THEPE REMAINS A POSSIBILITY THAT STATE PIEP MANAGER OAN DE REDUCED. DURVEY ESTUMATES ARE ACCEPTED PENDING FINIL DETERMINATION.
	001 002	-936	IMPLEMENT RECOMMENDATIONS CONTAINED IN THE JULY 1972 AUGIT REPORT.		-		Ī	JUL	15	74	
-	001 002 003	- 937	DEVELOF A LUCAL PURCH-SE PROCECUPE FOR QUICK PROCUREMENT OF LOW COST ITEMS.				I	JUL	15	74	
	001	- 05	BUREAU OF HIGHWAYS								
	00 <u>1</u>	-938	REGREANIZE THE BUREAU ALUNG MAJOR FUNCTIONAL LINES.	25	639,900 AS	639,900					

L =ANNUAL =A	I = IMPLEMENTED
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S=SAVINGS = S	<pre>= #REQUIRES LEGISLATIVE ACTION</pre>
C=COST = C	S =REQUIRES FURTHED STUDY
A=AVOIDANCE = A	A #NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
I=INCOME = I	MONTH-DY-YR

SEQ #*CONTROL #*DEPARTMENT 1ND PECOMMENDATION: **MMC SURVEY \$*DEPARTMENT \$*ST1TUS*ACTION DATE*------REMARKS-------

SEG #3	FOONTROL ##DEPARTMENT 4ND PECOMMENDATION	₹MMC	SURVEY \$	*DE:	PARTMENT 5*	STi	TUS	FACTION	I DA	TE	*REM4RKS
983 884 935 986 997 888 999		42	161,436	AA	161,483	Þ		JUL	15	74	SURVEY ESTIMATES ARE ACCEPTED PENDING FINAL DETERMINATION. SUBSTANTIALLY IMPLEMENTED WITH SOME MODIFICATIONS. MANY AUTHORIZED POSITIONS ARE NOT BUDGETED FOR BY THE BUREAU; THEREFORE SAVINGS WILL NOT BE REALIZED FOR THOSE POSITIONS.
201 002 003 004 006	+039 ESTABLISH WORK STANDARDS AND OPTIMUM STAFFING LEVELS BY WORK MEASUREMENT ENCOMPASSING ALL APPLICABLE EMPLOYEES.	AS			2,170,380 250,880	0		JUL	15	74	SURVEY ESTIMATES ARE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005	-040 DEVELOP A COMPUTERIZED EXPENDITURE REPORTING SYSTEM TO PROVIDE TIMELY AND DETAILED MONTHLY REPORTS ON PROJECT STATUS.	A C O C	6,503 50,000		•	2		JUL	15	74	SURVEY ESTIMATES ARE ACCEPTED PENDING FIMAL DETERMINATION.
601 602 603 605 605 606 606	-041 REEXAMINE ASSIGNING STANDARD-SIZE SUPERVISOPY FORCES IN THE GEOGRAPHI- C4L DIVISIONS OF MAINTENANCE AND STATE AID.						÷	JUL	15	74	DUE TO VARYING HIGHWAY MILEAGE IN THE DIVISIONS AND THE TIME TO COVER THOSE MILES, THE DEPARTMENT FEELS RECOMMENDATION IS IMPRACTI- CAL.
001 003 004 004 007 007	+942 STANDARDIZE THE RELATIONSHIP BETWEEN CREW SIZE 400 EQUIPMENT UNITS OPERATED.		229,800				8	JUL	15	74	DUE TO THE SEASONAL REQUIREMENTS, LABOR LAW RESTRICTIONS AND THE NEED FOR VERY LONG WORK PERIODS DUE TO THE WEATHER, THE DEPARTMENT FEELS THE RECOMMENDATION IS IMPRACTICAL.

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-043 UPDATE AND, IF ECONOMICALLY FEASIBLE

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002 803 004 005	REF	PLEMENT THE 1966 STUDY FOR LACEMENT AND RELOCATION OF THE AIR GARAGE AT AUGUSTA.				5	Jul	15 7	4 DESIRABLE BUT NOT PRACTICAL AT THIS TIME OR IN THE FORSEEABLE FUTURE DUE TO FINANCIAL SITUATION.
991 992 003	PRO	LEMENT A CONTINUING TRAINING GRAM ON INVENTORY CONTROL CON- TS, METHODS, AND PROCEDURES.			I		JUL	15 7	4
001 002 003 004 005 006 007 088 009	31L 4G	CREDIT CARDS AND ASSOCIATED LING TECHNIQUES TO CHARGE OTHER NCIES FOR GASOLINE ISSUED BY OR TRANSPORT SERVICE.	18 50	1,500 AS 2,486 OC	1,588 2,488 P		JJL	15 7	4 SINCERE STUDY EFFORT IS UNDERWIY; FUEL ORISIS INDICATES THAT THE DE- PARTMENT MAY HAVE TO GO CONSIDER- ABLY BEYOND THE RECOMMENDATION. SURVEY ESTIMATES ARE ACCEPTED PENDING FINAL DETERMINATION.
001 802 993 984 995	PER	TABLISH A SECOND SHIFT FOR PROFINE OF MAINTENANCE AT MOTOR NINSPORT GARAGES.	4S 0A	18,480 4S 16,000 OA	18,400 16,000 I		JUL	15 7	4 SURVEY ESTIMATES ARE ACCEPTED PENDING FINAL DETERMINATION. CON-CEPT INITIATED; NOT FULLY REALIZED
991 982 983		THINCH A MIATMIAM GMA STAIT. TROGER SMITHWOOD THEMPIO	48	188,200 AS	188,290 I		JUL	15 7	'4 SURVEY ESTIMATE IS ACCEPTED PEND- ing final determination.
801 902 003 904 905	102	OPT A POLICY OF SUBSTITUTING MPACT PASSENGER CARS FOR INTER- DIATE SIZES.	4 S 0 S	81,700 AS 49,800 OS	81,706 49,810 I		JUL	15 7	'4 SURVEY ESTIMATES ARE ACCEPTED PENDING FINAL DETERMINATION.
091 012 993 004	SNO	IMINATE ERECTION AND REMOVAL OF OW FENCES IN THE STATE'S SOUTHERN OF COASTAL DISTRICTS.	4 S	122,600 AS	122,630 I		J UL	15 7	74 SURVEY ESTIMATE IS ACCEPTED REND- ING FINAL DETERMINATION. IMPLE-

DEC. 3,1974

PAGE 8

A = ANNUAL =A	I	=I ~PLEMENTED
D =OME-TIME =O	Ξ	=I# PROCESS
S=SAVINGS = S	_	=REQUIRES LEGISLATIVE ACTION
C=C0ST = C	S	=REQUIRES FURTHER STUDY
A=AVDIDANCE= 4	à.	=NOT TO BE IMPLEMENTED
T=TRANSFER = T	Ę	REREJECTED BY LEGISLATURE
I=INCOME = I		MONTH-DY-YR

SEQ #*CONTROL #*GEPARTMENT AND RECOMMENDATION **MMC SURVEY \$*BEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

005 MENTED AS FAR AS FEASIBLE.

001 -050 PROVIDE INPUT DATA FOR THE 002 COMPUTERIZED ROAD INVENTORY SYSTEM FPOM AVAILABLE INFORMATION. 1 JUL 15 74 DEPARTMENT FEELS THIS IS NOT PRAC-003 TICAL: LOCAL GOVERNMENT OFFICIALS 004 005 ARE NOT EQUIPPED TO COMPILE DATA NECESSARY FOR THEIR ROADWAYS. 006 197 STANDARDIZING DATA PARAMETERS WOULD BE MEARLY IMPOSSIBLE. 308

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PAGE

A =ANNUAL =A I =IMPLEMENTED

D =ONE-TIME =O P =IN PROCESS

S=SAVINGS = S L =REQUIRES LEGISLATIVE ACTION

C=COST = C S =REQUIRES FURTHER STUDY

A=AVGIDANCE A N=NOT TO BE IMPLEMENTED

T=TRANSFER = T R=REJECTED BY LEGISLATURE

I=INCOME = I MONTH-DY+YR

001 002	46 -00	LAND DAMAGE BOARD								
001 002 003 004	-	REDUCE THE WORK WEEK OF THE NEW CLERK TO A PART-TIME BASIS.	28	7,580		ž.	JUL	15	74	FULL-TIME CLERK REQUIRED FOR PROMPT ACTION ON LAND DAMAGE CASES.
001 002 003		APPOINT A REPORTER FOR HEARINGS CHLY AS REQUIRED AND DETERMINED BY THE BOARD.	48	6,000 AS	6,030 I		JUL	15	74	L.D.2396 PASSED IN SPECIAL SESSION OF 186TH LEGISLATURE.

A =ANNUAL =A I =IMPLEMENTED

C =ONE-TIME =O F =IN PROCESS

S=SAVINGS = S L =REQUIRES LEGISLATIVE ACTION

C=COST = C S =REQUIRES FURTHER STUDY

A=AVOIDANCE = A N=NOT TO BE IMPLEMENTED

T=TRÂNSFER = T R=REJECTED BY LEGISLATURE

I=INCOME = I MONTH-DY-YR

001 47 PRINTING AND DUPLICATING

002 -00

004

001 +001 ESTABLISH A DIVISION OF STATE
002 PRINTING IN THE OFFICE OF BUSINESS
003 MANAGEMENT.

 R JUL 15 74 IN-MOUSE PRINTING CAPABILITY BEING DEVELOPED. WILL NOT ALLOW FUTURE PURCHASES OF PRINTING EQUIPMENT BY AGENCIES.

DEC. 3,1974

PAGE 1

I =IMPLEMENTED

G =ONE-TIME =0 P =IN PROCESS

S=SAVINGS = S L =REQUIRES LEGISLATIVE ROTION

C=COST = C S =REQUIRES FURTHER STUDY

A=AVOIDANCE= A N=NOT TO BE IMPLEMENTED

T=TRANSFER = T R=REJECTED BY LEGISLATURE

I=INCOME = I MONTH-DY-YR

001 48 TELECOMMUNICATIONS
002 -B0

001 -D01 INVESTIGATE ESTABLISHMENT OF A
DD2 CENTRALIZED ORGANIZATION TO PROVIDE
003 MANAGEMENT AND INTERGRATION OF THE
004 STATE'S TELECOMMUNICATIONS ACTIVI005 TIES.

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P JUL 15 74 STUDY ORDER BY 106TH SPECIAL SESSION.

A =ANNUAL =2	I =IMPLEMENTED
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S=S4VINGS = S	L =REQUIRES LEGISLATIVE ACTION
C=COST = C	S =REQUIRES FURTHER STUDY
A=AVOIDANCE= A	N =NOT TO BE IMPLEMENTED
T=TRANSFER = T	R=REJECTED BY LEGISLATURE
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001 002	-00 -00	DATA PROCESSING						
991 902 903 994	-091	ESTABLISH A NEW CENTRAL DATA PRO- CESSING ORGANIZATION STRUCTURE.	4S 60	36,300		RJUL	15	74 INDEFINATELY POSTPONED AT THE SPECIAL SESSION OF THE 106TH LEGISLATURE. L.D. 2410.
001 002 003 004 005		PREPARE A MASTER PLAN, INCLUDING THE UNIVERSITY OF MAINE, FOR UPGRADING DATA PROCESSING OVER THE NEXT 2 TO 3 YEARS.			۶	VОV	14 7	74 REPORT OF THE COUNCIL OF STATE GOVERNMENTS DELIVERED TO STATE GOVERNMENT COMMITTEE ON 8/29/74.
001 002		ESTABLISH SYSTEM DEVELOPMENT GUIDELINES.			Р	JUL	15	74 STANDARDS HAVE BEEN DEVELOPED.
001 002 003	-804	CONSOLIDATE DATA ENTRY EQUIPMENT AND ESTABLISH A PERFORMANCE MONITCRING PROGRAM.			P	NOV	14	74 SAME AS #682 ABOVE.
001 002 003 004		CONSOLIDATE MAINE EMPLOYMENT SECUR- ITY COMMISSION AND DEPARTMENT OF TRANSPORTATION COMPUTER FACILITIES WITH CENTRAL COMPUTER SERVICES.			Р	ио ч	14	74 SAME AS #882 ABOVE.
501	-006	DEVELOP TRAINING PROGRAMS.			I	JUL	15	74 RECOMMENSATIONS SENT TO PERSONNEL