DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

H SAWIN MILLETT, JR., COMMISSIONER

Central Office: 3RD FLOOR CROSS OFFICE BLDNG, AUGUSTA, ME 04333
Mail Address: 78 STATE HOUSE STATION, AUGUSTA, ME 04333-0078 *FAX:* (207) 624-7804
Established: 1992 *Telephone:* (207) 624-7800
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 106 *Citation:* T0005 *M.R.S.A., Sect.:* 000000281
Average Counts-All Positions: 1452.644 *Legislative Count:* 1451.50
Units:

OFFICE OF THE STATE CONTROLLER
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
BUREAU OF THE BUDGET
CAPITOL PLANNING COMMISSION
CENTRAL FLEET MANAGEMENT DIVISION
STATE CLAIMS COMMISSION
STATE EMPLOYEE HEALTH COMMISSION
DIVISION OF FINANCIAL AND PERSONNEL SERVICES
BUREAU OF GENERAL SERVICES
BUREAU OF HUMAN RESOURCES
OFFICE OF INFORMATION TECHNOLOGY
INFORME
STATE LIQUOR AND LOTTERY COMMISSION
BUREAU OF REVENUE SERVICES
DIVISION OF RISK MANAGEMENT

PURPOSE:
The Department of Administrative and Financial Services is responsible for providing central administrative and financial services to the departments and agencies of State government.

ORGANIZATION:
The Department of Administration was established through Chapter 785 of the Public Laws of 1985, effective July 1, 1986. This legislation provided for a major reorganization of central financial and administrative units in state government. The former Department of Finance and Administration was dissolved, with fiscal management and revenue units placed in the Department of Finance, and Administrative service units placed in the Department of Administration. Public Laws of 1991, Chapter 780 merged the Department of Administration with the Department of Finance to establish the Department of Administrative and Financial Services. Public Laws of 2005, Chapter 12, authorized the Commissioner to review the current organizational structure of payroll, personnel and accounting units to improve organizational efficiency and cost-effectiveness. Six service centers were created to provide personnel administration, employee relations, general administration and budget management to departments and agencies of state government.

PROGRAM:
The programs of the Department are implemented through its bureaus, divisions, and other program component units. The primary emphasis is to provide responsive, high quality, and cost effective services to State departments and agencies and related public institutions.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	65,415,605	20,057,051	138,819	883,497	120,097	44,216,141
HEALTH BENEFITS	20,716,053	6,897,731	33,163	343,299	30,192	13,411,668
RETIREMENTS	11,256,323	3,530,166	30,231	151,001	19,268	7,525,657
OTHER FRINGE BENEFITS	1,167,299	364,410	2,894	17,008	2,421	780,566
COMPUTER SERVICES	17,968,079	15,601,273	618,516	124,999	67,136	1,556,155
CONTRACTUAL SERVICES	103,151,368	8,703,262	5,160,407	747,379	50,696	88,489,624
RENTS	5,310,071	1,298,804	711,254	8,919		3,291,094
COMMODITIES	3,394,945	2,700,409	89,271	209,745		395,520
GRANTS, SUBSIDIES, PENSIONS	44,201,861	22,042,428	14,118,835	26	274,013	7,766,559
BUILDING IMPROVEMENTS	140,475		140,475			
EQUIPMENT	114,633	75,000	44,389			-4,756
INTEREST-DEBT RETIREMENT	6,632,722	5,292,747		675,994		663,981
TRANSFER TO OTHER FUNDS	440,707,199	4,791,163	196,962	65,281		435,653,793
COST OF GOODS SOLD	22,600,032	13,405,054				9,194,978
TOTAL EXPENDITURES	742,776,665	104,759,498	21,285,216	3,227,148	563,823	612,940,980

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	349,465	229,368			120,097	
HEALTH BENEFITS	64,621	34,429			30,192	
RETIREMENTS	52,393	33,125			19,268	
OTHER FRINGE BENEFITS	6,509	4,088			2,421	
COMPUTER SERVICES	75,097	7,961			67,136	
CONTRACTUAL SERVICES	20,037	9,341	10,000		696	
COMMODITIES	2,597	2,597				
GRANTS, SUBSIDIES, PENSIONS	6,556	6,556				
TOTAL EXPENDITURES	577,275	327,465	10,000		239,810	

OFFICE OF THE STATE CONTROLLER

TERRY BRANN, STATE CONTROLLER

Central Office: 4TH FLOOR CROSS OFFICE BLDNG, AUGUSTA, ME 04333
Mail Address: 14 STATE HOUSE STATION, AUGUSTA, ME 04333-0014 *FAX:* (207) 626-8422
Established: 1931 *Telephone:* (207) 626-8421
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 119 *Citation:* T0005 *M.R.S.A., Sect.:* 000001541
Average Counts-All Positions: 26.000 *Legislative Count:* 26.00

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

ORGANIZATION:
The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Administrative and Financial Services. The Bureau was renamed to be the Office of the State Controller during the second special session of the 121st Legislature. The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Administrative and Financial Services, subject to the approval of the Governor.

PROGRAM:
The Bureau is an administrative agency responsible for maintaining and reporting all state financial transactions. Staff analyzes fiscal transactions and payrolls to ensure legality and correctness. In addition, the Office of the State Controller provides internal audit support for the agencies that comprise state government. Official financial records for all state agencies and programs are administered by the Bureau staff. The Bureau's Financial Reporting Unit

prepares and publishes the state's Comprehensive Annual Financial Report (CAFR), based on Generally Accepted Accounting Principles (GAAP). The CAFR includes both blended and discretely presented Component Units. The State Auditor audits the CAFR that is delivered to a wide audience. The CAFR for fiscal year 2010 received the Certificate of Excellence in Financial Reporting for the fourth straight year.

The Advantage System is the State's ERP system. Bureau staff works closely with the OIT application team, state agencies and the application vendor to maintain and enhance Advantage. The Advantage System includes fund accounting, budget and appropriation control, general ledger and financial reporting, accounts payable, accounts receivable, cost accounting, fixed assets management, procurement management and vendor management. A data warehouse for all production systems is provided for statewide budget, accounting, human resources and payroll data. Queries to the warehouse can provide ad hoc or regular management reports, valuable data sorts, or specific data required in the course of completing fiscal work. The Bureau implemented an upgrade of the accounting system and transition to a managed services/hosted application for the start of fiscal year 2012. The accounting production system is used to process more than 2 million payables and 400,000 accounting transactions annually. All payments above $5,000 are reviewed and approved by Bureau staff.

The Human Resource production system keeps current personnel, payroll and position control information. This system issues over 338,000 payroll payments annually, with about 99% via direct deposit (electronic) and the balance via paper checks. The Bureau's Payroll Unit audits agency payroll input and initiates statewide payroll weekly. Other system functionality key to the work of the Payroll Unit includes tax withholding data and W-2 production. The most recent enhancement to the HR system is the introduction of MS-TAMS (Maine State Time and Attendance System). Currently, MS-TAMS is used by more than 9,700 employees.

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE STATE CONTROLLER EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,280,154	1,280,154				
HEALTH BENEFITS	350,462	350,462				
RETIREMENTS	265,562	265,562				
OTHER FRINGE BENEFITS	26,140	26,140				
COMPUTER SERVICES	85,149	85,149				
CONTRACTUAL SERVICES	-13,695	-13,695				
COMMODITIES	8,644	8,644				
TOTAL EXPENDITURES	2,002,416	2,002,416				

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

TIM POULIN, ACTING DIRECTOR

Central Office: 10 WATER STREET, HALLOWELL, ME 04347
Mail Address: 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 *FAX:* (207) 287-6769
Established: 1992 *Telephone:* (207) 287-3721
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 553 *Citation:* T0005 *M.R.S.A., Sect.:* 000021006
Average Counts-All Positions: 26.000 *Legislative Count:* 26.00

PURPOSE:
The purpose of the Bureau of Alcoholic Beverages and Lottery Operations is to provide exceptional public service for the pricing, listing, delisting of spirits and fortified wines and the complete distribution and sales of Maine State Lottery, Tri-State Lotto Commission and Multi-State Lottery Association games. The Bureau is authorized, through its Director, as the Chief Administrative

Officer of the State Liquor and Lottery Commission, to have general charge of the office and records, employ personnel and make expenditures as necessary; and to conduct, with the guidance of the Commission, the administration of laws relating to the sale of spirits, fortified wines at agency liquor stores. The Bureau is also responsible for the distribution and the sale of lottery products through licensed Lottery agents.

ORGANIZATION:

The State's regulation of liquor originated in 1862 with the establishment of a Commission to Regulate Sale of Intoxicating Liquors and to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1987 the Commission was increased to five members. A State Lottery was approved by public referendum in November 1973 for the purpose of generating additional revenues for the State's General Fund. The first State Lottery Commission was appointed in January 1974. In 1992, the Maine State Lottery and the Bureau of Alcoholic Beverages were combined to become The Bureau of Alcoholic Beverages and Lottery Operations. The following year, 1993, the Maine State Liquor Commission and State Lottery Commission merged into a single, combined Commission of five members. In 2004, the State signed a 10-year contract with a private vendor to lease the State's wholesale liquor activities associated with distributing and selling spirits and fortified wines. The Bureau provides oversight of the lease agreement with the vendor. The Bureau is administered by the Bureau's Director with the guidance of the State Liquor and Lottery Commission.

PL 1991, Chapter 780 merged the Bureau of Alcoholic Beverages and the Bureau of Lottery. Of the 27 State Liquor Stores, LD 300, Part V, Section V-3 mandated the closure of eight (8) by December 31, 2001 and another six (6) by October 31, 2002.

Public Law 2003, Chapter 20, mandated the closure of the remaining 13 State liquor stores to be completed by November 30, 2003 and authorized the lease of the wholesale liquor business.

PROGRAM:

The Bureau continues to run, as in past years, with goals being reached and revenues generated to the General Fund.

LICENSES:

PL 1991 Chapter 780 Liquor Licensing in the Department of Public Safety, Bureau of Liquor Enforcement.
Lottery Retail Agents Licensing.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,124,790					1,124,790
HEALTH BENEFITS	380,322					380,322
RETIREMENTS	192,613					192,613
OTHER FRINGE BENEFITS	15,675					15,675
COMPUTER SERVICES	81,386					81,386
CONTRACTUAL SERVICES	2,767,559					2,767,559
RENTS	468,991					468,991
COMMODITIES	38,506					38,506
TRANSFER TO OTHER FUNDS	162,816,294					162,816,294
TOTAL EXPENDITURES	167,886,136					167,886,136

BUREAU OF THE BUDGET

DAWNA LOPATOSKY, STATE BUDGET OFFICER

Central Office: 3RD FLOOR CROSS OFFICE BLDG, AUGUSTA, ME 04333-0058
Mail Address: 58 STATE HOUSE STATION, AUGUSTA, ME 04333-0058 *FAX:* (207) 624-7826
Established: 1931 *Telephone:* (207) 624-7810
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 117 *Citation:* T0005 *M.R.S.A., Sect.:* 0000001662
Average Counts-All Positions: 13.000 *Legislative Count:* 13.00

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

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

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

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

The Bureau also produces the Maine State Government Annual Report, prepares budget forecasts for financial planning and analyses and prepares General Fund and Highway Fund revenue forecasts through consensus forecasting pursuant to Title 5, chapter 151-B.

PUBLICATIONS:
State Budget Document Maine State
Government Annual Report, available from the Division of Purchases, Central Printing Division, 9 State House Station, Augusta ME 04333-0009
Revenue & Expenditure Projection - General Fund and Highway Fund - Fiscal Years 2010 - 2013

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF THE BUDGET EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	695,563	636,178		59,385		
HEALTH BENEFITS	136,489	130,199		6,290		
RETIREMENTS	124,135	111,142		12,993		
OTHER FRINGE BENEFITS	9,539	8,318		1,221		
COMPUTER SERVICES	33,353	30,356		2,997		
CONTRACTUAL SERVICES	31,820	29,454		2,366		
COMMODITIES	4,598	4,176		422		
TOTAL EXPENDITURES	1,035,497	949,823		85,674		

CAPITOL PLANNING COMMISSION
JOSEPH H. OSTWALD, SECRETARIAT

Central Office: CROSS OFFICE BLDG, 3RD FLOOR, AUGUSTA, ME 04333
Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX:* (207) 287-4039
Established: 1967 *Telephone:* (207) 624-7314
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 134 *Citation:* T0005 *M.R.S.A., Sect.:* 000000298

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

ORGANIZATION:
The Capitol Planning Commission was established in 1967, abolished in 1972, recreated in 1973, and amended in 2005 through Chapter 123. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: one resident of the Capitol Planning District; two residents of the City of Augusta; and four other Maine citizens. In 2005, terms of Commission members were extended to five years. The Commission elects a chairman from its membership and, while the Bureau of General Services serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The Bureau of General Services also provides staff support. The Commission must meet at least once every four months.

PROGRAM:
The Capitol Planning Commission met 6 times during fiscal year 2011. The Commission discussed the following:
Updating the Augusta State Facilities Master Plan
19 Union Street/former Labor Building renovation project
242 State Street, the PUC Building
Augusta Greenway Project
Blaine House Electrical Project
Stevens School Complex in Hallowell
Various Projects on the East and West Campuses
Gannett House
Kennebec Arsenal

LICENSES:
Special or Temporary Use Permits
Sign Permits
Project Approvals

PUBLICATIONS:
Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

CENTRAL FLEET MANAGEMENT DIVISION

DWAIN MCKENNEY, DIRECTOR

Central Office: COLUMBIA STREET, AUGUSTA, ME 04333
Mail Address: 106 STATE HOUSE STATION, AUGUSTA, ME 04333-0106 *FAX:* (207) 287-6521
Established: 1991 *Telephone:* (207) 287-7113
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 555 *Citation:* T0005 *M.R.S.A., Sect.:* 000001830
Average Counts-All Positions: 17.000 *Legislative Count:* 17.00

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

ORGANIZATION:
The Central Motor Pool was established by Public Law 1991, Chapter 591, Part III, Section 5514. Public Law 2005, Chapter 386, Part H, Section 1830 was passed by the 1st special session of the 122nd Legislature to clarify responsibilities among the Bureau of General Service's divisions. The name Central Motor Pool was changed to Central Fleet Management.

PROGRAM:
The lease line provides over 1,800 passenger and light truck vehicles to using agencies across state government. Maintenance and repair is accomplished through a centralized Central Fleet Management service garage, other state maintenance facilities, contracted service providers and private maintenance facilities.

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

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTRAL FLEET MANAGEMENT DIVISION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	579,123					579,123
HEALTH BENEFITS	255,470					255,470
RETIREMENTS	102,172					102,172
OTHER FRINGE BENEFITS	15,251					15,251
COMPUTER SERVICES	21,412					21,412
CONTRACTUAL SERVICES	6,346,631					6,346,631
RENTS	3,877					3,877
COMMODITIES	72,305					72,305
INTEREST-DEBT RETIREMENT	263,822					263,822
TRANSFER TO OTHER FUNDS	243,949					243,949
TOTAL EXPENDITURES	7,904,012					7,904,012

STATE CLAIMS COMMISSION

DAVID W, AUSTIN, ESQ.

Central Office: 3RD FLOOR CROSS OFFICE BLDNG, AUGUSTA, ME 04333
Mail Address: 49 STATE HOUSE STATION, AUGUSTA, ME 04333-0049 *FAX:* (207) 287-4032
Established: 1961 *Telephone:* (207) 624-7411
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 185 *Citation:* T0023 *M.R.S.A., Sect.:* 000000152
Average Counts-All Positions: 1.000 *Legislative Count:* 1.00

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

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

The Land Damage Board, whose name was statutorily changed to the State Claims Board and most recently to the State Claims Commission, consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as Chairman. The fifth member of the Commission is appointed for each hearing or series of hearings within the county where the land taken lies. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Commission upon recommendation by the board of county commissioners, such service being as a member of the State Claims Commission and not in the capacity of County Commissioner.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE CLAIMS COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	35,536			35,536		
HEALTH BENEFITS	12,199			12,199		
RETIREMENTS	5,643			5,643		
OTHER FRINGE BENEFITS	729			729		
COMPUTER SERVICES	3,488			3,488		
CONTRACTUAL SERVICES	10,503			10,503		
COMMODITIES	1,951			1,951		
GRANTS, SUBSIDIES, PENSIONS	26			26		
TRANSFER TO OTHER FUNDS	1,253			1,253		
TOTAL EXPENDITURES	71,328			71,328		

STATE EMPLOYEE HEALTH COMMISSION

FRANK A. JOHNSON, EXECUTIVE DIRECTOR

Central Office: 220 CAPITOL STREET, AUGUSTA, ME 04333
Mail Address: 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114 *FAX:* (207) 287-6796
Established: 1988 *Telephone:* (207) 287-6780
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 350 *Citation:* T0005 *M.R.S.A., Sect.:* 000000285A
Average Counts-All Positions: 14.500 *Legislative Count:* 14.50

PURPOSE:
The State Employee Health Commission was established to serve as trustee of the State Employee Health Insurance Program, including health and dental insurance, and to advise the Executive Director and the Director of the Bureau of Human Resources on issues related to employee health and wellness, and the employee assistance program (EAP).

ORGANIZATION:
The Commission was established by the 113th Legislature in 1988 replacing the Board of Trustee, Group Accident and Sickness or Health Insurance and the Labor/Management Committee on Employee Health. Membership of the Commission consists of twenty-four (24) labor and management representatives.

One labor member from each bargaining unit recognized under Title 26, Chapter 9-B, appointed by the employee organization certified to represent the unit; one labor member from the largest bargaining unit recognized under Title 26, Chapter 14, appointed by the employee organization authorized to represent the unit; one labor member appointed by the retiree chapters of the Maine State Employees Association; one member appointed by the Maine Association of Retirees; one labor member from the Maine Turnpike Authority employees appointed by the employee organizations authorized to represent the employees; one labor member from the Maine Community College System faculty or administrative unit; one labor member from the Maine Public Employees Retirement System employees appointed by the employee organization authorized to represent the employees; and one labor member from the Maine Maritime Academy employees appointed by the organization authorized to represent the employees.

Four management members appointed by the Commissioner of Administrative and Financial Services; one management member appointed by the Court Administrator; one management member from the Maine Community College System appointed by the President; one management member appointed by the executive Director of the Maine Public Employees Retirement; one management member appointed by the President of the Maine Maritime Academy; and the Executive Director of Employee Health & Benefits, ex officio.

PROGRAM:
The Commission renewed its contract with Anthem Blue Cross Blue Shield to provide administrative services for the self-insured State employee group health plan. The point-of-service (POS) plan provides coverage for approximately 33,000 active employee, non-Medicare retirees and eligible dependents. The Medicare Advantage PPO (preferred provider organization) insured by Anthem provides coverage for more than 7,000 Medicare retirees and eligible dependents.

The Commission has adopted a value-based purchasing strategy in an effort to end the reliance on volume-based based purchasing and to improve the quality, safety and value of health care services provided to the plan's members. In conjunction with this strategy the Commission has become an innovative leader in value-based benefit design. The Commission is a founding member of the Maine Health Management Coalition (MHMC), a multi-stakeholder organization with the mission of improving the health care to Maine citizens.

Beginning in July 2006 the Commission has introduced a series of tiered benefits in an effort to encourage public disclosure of hospital and physician practice performance, to provide members with information to make informed decisions and to provide incentives for members to seek care from higher value providers. The performance of Maine hospitals and primary care practices is posted on the Maine Health Management Coalition website. The Commission determines the level of performance that hospitals and primary care practices must achieve in order to be

designated "preferred" providers. Members who receive care from preferred providers experience less out-of-pocket expenses as an incentive.

In 2011 the Commission introduced comparative costs to the hospital performance in an attempt to reduce the wide variation in hospital costs across the state. In order to comply with the flat-funding provisions of the FY2012/2013 budget the Commission implemented a series of benefit design changes producing an estimated $13.4 million in plan expenses. Also in 2011 the Commission was recognized for its work as the recipient of the Quality Counts first Quality Improvement Leadership award.

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE EMPLOYEE HEALTH COMMISSION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	589,227					589,227
HEALTH BENEFITS	184,707					184,707
RETIREMENTS	111,189					111,189
OTHER FRINGE BENEFITS	9,060					9,060
COMPUTER SERVICES	104,679					104,679
CONTRACTUAL SERVICES	68,229,808					68,229,808
RENTS	53,430					53,430
COMMODITIES	13,571					13,571
TRANSFER TO OTHER FUNDS	180,787,071	777,738				180,009,333
TOTAL EXPENDITURES	250,082,742	777,738				249,305,004

DIVISION OF FINANCIAL AND PERSONNEL SERVICES

SANDRA HARPER, ASSOCIATE COMMISSIONER

Central Office: 3RD FLOOR CROSS BLDG, AUGUSTA, ME 04333
Mail Address: 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074 *FAX:* (207) 287-4032
Established: 1992 *Telephone:* (207) 624-7400
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 551 *Citation:* T0005 *M.R.S.A., Sect.:* 000000284
Average Counts-All Positions: 300.500 *Legislative Count:* 300.50

PURPOSE:
The Division of Financial and Personnel Services is established to provide consolidated administrative, financial and personnel management services for departments and agencies in state goverment through centralized service centers.

ORGANIZATION:
The Division of Financial and Personnel Services was established by statute on June 30, 1992. Public Laws of 2005, Chapter 12, authorized the Commissioner to review the current organization structure of payroll, personnel and accounting units to improve organizational efficiency and cost-effectiveness. Six service centers were created to provide personnel administration, employee relations, general administration and budget management to departments and agencies of state government. The service centers are; General Government, Natural Resources, Security and Employment, Transportation, Corrections and Health and Human Services.

PROGRAM:
The assistance and support provided to the departments and bureaus of the service

centers include accounting, auditing and budgetary functions, and departmental personnel functions.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF FINANCIAL AND PERSONNEL SERVICES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	12,714,587					12,714,587
HEALTH BENEFITS	3,997,758					3,997,758
RETIREMENTS	2,187,248					2,187,248
OTHER FRINGE BENEFITS	216,667					216,667
COMPUTER SERVICES	800,990					800,990
CONTRACTUAL SERVICES	924,274	86,960	11,292			826,022
RENTS	132,804					132,804
COMMODITIES	103,753					103,753
GRANTS, SUBSIDIES, PENSIONS	274,013				274,013	
INTEREST-DEBT RETIREMENT	5,292,747	5,292,747				
COST OF GOODS SOLD	13,405,054	13,405,054				
TOTAL EXPENDITURES	40,049,895	18,784,761	11,292		274,013	20,979,829

BUREAU OF GENERAL SERVICES

JOSEPH H. OSTWALD, ACTING DIRECTOR

Central Office: 4TH FLOOR CROSS OFFICE BLDNG, AUGUSTA, ME 04333
Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX:* (207) 287-4039
Established: 1991 *Telephone:* (207) 624-7314
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 554 *Citation:* T0005 *M.R.S.A., Sect.:* 000001742
Average Counts-All Positions: 179.375 *Legislative Count:* 179.00

PURPOSE:
General Services was established to provide one centralized bureau to manage and oversee the state's procurement process; provide insurance advice and services for all agencies; supervise, control and maintain land and buildings in the State Capitol Complex and greater Augusta area; manage and record the leasing of all grounds, buildings, facilities and office space required by all departments and agencies of state government; record, manage, and remediate asbestos and other hazardous materials in state-owned and leased buildings and advise public schools on matters pertaining to hazardous materials; maintain a central fleet of vehicles for use by government agencies; provide central services including postal, surplus property, and warehousing of supplies; and plan and oversee the construction of public improvements, including schools. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs. It advises on and approves engineering and architectural services, proposals, plans, specifications and contracts for public improvements to state facilities and public school construction.

ORGANIZATION:
In 1991 the Bureau of Public Improvements and the Bureau of Purchases merged to create the Bureau of General Services. It consists of six major divisions; Planning, Design & Construction; Property Management (including Operations and Maintenance and Custodial Services); Purchases (including Procurement and State Purchases Review Committee); Central Fleet Management and Central Services; Risk Management; and Leased Space. The organization also participates on the State House and Capitol Park Commission, the Capitol Planning Commission, the Blaine House Commission, and the Capitol Riverfront Improvement District.

PROGRAM:
The Planning, Design & Construction Division staff oversees public improvements at approximately 2,000 state buildings and state funded school projects and prepares the biennial capital and repair budgets for all state agencies. Property Management has responsibility for operations and maintenance, including

housekeeping services, of over 70 buildings in the various Capitol Complexes (East and West Campuses), the Hallowell Annex; the Maine Criminal Justice Academy, and other buildings in the Greater Augusta area. The Division of Purchases is responsible for procurement of goods and services for State Government. Central Fleet Management and Central Services manage not only the State fleet, but also Postal Services, Warehousing, and State Surplus and Federal Surplus property. The Risk Management Division provides insurance advice and services to the state government and administers all state insurance and self-funded plans and programs. The Leased Space Division locates State agencies either in state facilities, or in privately leased facilities throughout the State.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF GENERAL SERVICES EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	5,695,768	3,983,375		342,900		1,369,493
HEALTH BENEFITS	2,342,113	1,602,639		160,435		579,039
RETIREMENTS	980,211	689,396		56,564		234,251
OTHER FRINGE BENEFITS	115,230	80,546		7,311		27,373
COMPUTER SERVICES	274,091	195,432		1,883		76,776
CONTRACTUAL SERVICES	6,012,797	4,469,765	331,377	712,783	50,000	448,872
RENTS	1,723,254	155,710	689,590	3,844		874,110
COMMODITIES	2,841,446	2,573,800	30,106	207,373		30,167
GRANTS, SUBSIDIES, PENSIONS	432	432				
BUILDING IMPROVEMENTS	140,475		140,475			
EQUIPMENT	44,389		44,389			
INTEREST-DEBT RETIREMENT	676,066			675,994		72
TRANSFER TO OTHER FUNDS	65,508,937		27,045	38,393		65,443,499
TOTAL EXPENDITURES	86,355,209	13,751,095	1,262,982	2,207,480	50,000	69,083,652

BUREAU OF HUMAN RESOURCES

JOYCE A. ORESKOVICH, DIRECTOR

Central Office: CROSS OFFICE BLDG, 4TH FLOOR, AUGUSTA, ME 04333
Mail Address: 4 STATE HOUSE STATION, AUGUSTA, ME 04333-0004 *FAX:* (207) 287-4414
Established: 1987 *Telephone:* (207) 624-7761
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 389 *Citation:* T0005 *M.R.S.A., Sect.:* 000007033
Average Counts-All Positions: 36.000 *Legislative Count:* 36.00

PURPOSE:
The statutory goals for the Bureau of Human Resources are to: 1)establish within State Government a high concern for state employees as people; 2) provide managers with the skills and knowledge needed to manage people effectively; 3) establish a civil service system that provides State Government with highly qualified and motivated employees, and to preserve the integrity of that system; 4) encourage State employees to realize their potential and thereby increase the quality of service 5) establish itself as a service agency to agencies and departments to perform their duties in an efficient and quality manner; and 6) promote effective labor relations.

The Bureau of Human Resources is responsible for centralized administration of the State's Civil Service System, the State's employee health and benefit programs, the State's development and training programs, the State's equal employment opportunity programs, and the State's labor relations responsibilities. The mission of the Bureau is to adopt, amend, and enforce Civil Service Law and Rules to ensure that positions essentially alike in duties and responsibilities are treated alike in pay and other civil service processes; to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness; and through these merit programs and employee development and training programs, to promote effective services and economy for the conduct of State business.

In addition, the Bureau also develops and executes labor relations policies

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

ORGANIZATION:

In 1937, the State of Maine enacted legislation to parallel Federal Civil Service Law. A three-member State Personnel Board and a Bureau of Personnel within the then Department of Finance were established to administer this new law. The Bureau was headed by a Director of Personnel who was appointed by the Governor and the Board to serve at the pleasure of the Board. In 1941, the Bureau was made an independent State agency referred to as the Office of Personnel. In 1953, the State Personnel Board was enlarged by adding a member selected by the Maine State Employees' Association and a member selected from department heads. In 1975, these two special memberships were deleted and the State Personnel Board returned to an all-public body. In 1976, the State Civil Service System experienced its first major change. The Office of Personnel was made a Cabinet-level department, headed by a Commissioner appointed to serve at the pleasure of the Governor. The Commissioner was given the authority formerly vested in the State Personnel Board and the State Personnel Board was redefined as an advisory and appellant body. In January 1981, the Governor placed the Office of Employee Relations under the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

In 1986, the legislature significantly altered the mission and purpose of the Department of Personnel and provided a year of transition for the Department to become the Bureau of Human Resources within the newly established Department of Administration. The State Personnel Board was discontinued and replaced by the State Civil Service Appeals Board, and an advisory Policy Review Board comprised of the leadership of the larger State departments was established. The Office of Employee Relations was established as a separate Bureau, and the former training division of the Office of Employee Relations was placed under the Bureau of Human Resources. In July 1991, the State Employee Health Insurance, Workers' Compensation, and State Employee Health and Wellness programs were placed under the Bureau of Human Resources. In July 2008, the Bureau of Employee Relations became the Office of Employee Relations and was returned to the Bureau of Human Resources. In 2010, the Office of Training and Organizational Development was disbanded. The Bureau is currently exploring the delivery of a statewide cost-free training program.

PROGRAM:

The Merit Systems Division fosters an interactive relationship with Service Center and agency HR divisions. An HR Policy/Practices Manual is available and maintained on the Internet for access by managers, employees and the public. Our website provides state agencies, state employees and the public with access to workforce demographics, job class specifications, key staffing reports and other information. HR briefings with the agencies' HR staff are held monthly. The Division provides job classification audits for both employees and management initiated requests, assists agencies with reorganization efforts, and represents the Bureau at job classification arbitrations. Our recruitment services include on-line advertising, an automated application, and computer generated employment registers. Employment/Career Counseling services are provided to state employees who have experienced lay-off or displacement. The Merit Systems Division is also responsible for the management of personnel records.

The Division of Employee Health and Benefits provides centralized administration of the State's health, dental, direct reimbursement, voluntary long term care insurance, vision care, and deferred compensation programs. This includes the coordination of payroll deductions, health and dental eligibility determinations and benefits communications. The Workers' Compensation Division provides direction and technical assistance in the administration of workers' compensation claims. The Employee Assistance Program utilizes the services of AllOne Health to guide and assist participating employees, family members and retirees with

financial, family, substance abuse and other personal problems. In compliance with the Federal Highway Administration rules and regulations, the alcohol and drug testing program was administered for approximately 1300 employees in safety-sensitive positions.

The Office of Employee Relations negotiated seven (7) successor collective bargaining agreements with the four (4) unions that represent State employees effective July 2009 through June 2011. It administers the agreements by providing advice and counsel to managers and human resource personnel, by conducting grievance hearings, and by representing all State agencies in grievance arbitrations. In addition, OER represents State agencies before the Maine Labor Relations Board in unit clarification and unfair labor practice proceedings, and it trains new supervisors and managers in the principles of discipline and other contract administration issues. The Office of the State Equal Employment Opportunity Coordinator is a division of the Office of Employee Relations. This Office has statutory responsibility to insure statewide compliance with all federal and state regulations governing equal employment opportunity. It provides direction and support in all areas related to EEO as well as in the conduct of personnel investigations.

PUBLICATIONS:
The following publications are available through the Bureau of Human Resources or as noted:

http://www.maine.gov/bhr for links to:
- Civil Service Rules
- Personnel Action Forms
- Employee Handbook
- Employment Opportunities Listings (current)
- Human Resources Policy and Procedures Manual

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HUMAN RESOURCES EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,713,668	1,007,810	138,819			567,039
HEALTH BENEFITS	535,654	303,483	33,163			199,008
RETIREMENTS	359,888	208,050	30,231			121,607
OTHER FRINGE BENEFITS	26,861	16,396	2,894			7,571
COMPUTER SERVICES	460,712	262,660	1,935			196,117
CONTRACTUAL SERVICES	6,639,477	231,549	77,167			6,330,761
RENTS	125,498	905	725			123,868
COMMODITIES	23,349	4,946	666			17,737
GRANTS, SUBSIDIES, PENSIONS	7,766,559					7,766,559
TRANSFER TO OTHER FUNDS	102,152		3,722			98,430
TOTAL EXPENDITURES	17,753,818	2,035,799	289,322			15,428,697

OFFICE OF INFORMATION TECHNOLOGY
GREG MCNEAL, ACTING DIRECTOR (CIO)

Central Office: 26 EDISON DR, AUGUSTA, ME 04333
Mail Address: 145 STATE HOUSE STATION, AUGUSTA, ME 04333-0145 *FAX:* (207) 287-4563
Established: 1992 *Telephone:* (207) 624-7840
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 127 *Citation:* T0005 *M.R.S.A., Sect.:* 000001981
Average Counts-All Positions: 503.500 *Legislative Count:* 503.50

PURPOSE:
The Office of the Information Technology (OIT) provides centralized direction, coordination and oversight to information technology policy making, planning, architecture and standardization, with the focus on delivery of effective information technology services in Maine State government. This includes responsibilities over information technology leadership, communications,

planning, financial performance management, procurement and contract management, and resource management.

ORGANIZATION:

The Office of Information Technology was created effective July 1, 2005 with the merger of the Office of the Chief Information Officer and the Bureau of Information Services, establishing an organization that has an enterprise focus on the delivery of information technology to Executive Branch agencies and coordination and support of other State and local government entities. All Executive agency information technology services are performed by or contracted with support from OIT.

PROGRAM:

The Office of Information Technology (OIT) is currently headed by the Chief Information Officer with the following major functional areas:

Core Technology Services (CTS): CTS delivers common and shared services which include, wide area network management and support, voice services, wireless services, radio operations, enterprise data center facilities management, infrastructure services including both Windows and Unix server support, database management servers and data storage and backup services, desktop/ laptop computing services, and IT customer support for all Executive Branch agencies.

Applications Services Management: oversees application systems development and support for all Executive Branch agencies, supporting all common and specialized computer applications used by Executive Branch agencies. Eight former Agency IT Directors and their staffs were consolidated - with this organizational alignment came a strengthened commitment to promote enterprise application systems, supporting multiple agencies and lines of business.

The Policy, Planning and Oversight area are responsible for the eGov services, IT security, enterprise architecture, legislative liaison, financial management, OIT contracts, security, IT strategic planning, IT project management and internal audit. OIT also supports the InforME Board and the ConnectME Authority, whose mission is to expand broadband internet access across the State of Maine. OIT operates as an Enterprise Fund recovering the cost of performing and delivering services from state agencies/users.

Intergovernmental Radio Network: A significant effort initiated during FY 06 was the upgrade / replacement of the State's antiquated radio-based Public Safety Communications Infrastructure. It has been 30 years since the State developed a plan to upgrade its radio (wireless) communications structures. Starting in 2005 the plan was implemented to replace several radio systems used by state and local agencies. Through the efforts of the Maine State Communication Network program, these aging systems are being replaced by a single, inter-operative statewide system. Partnerships with federal and local agencies have been fostered in this process. This major initiative will continue as a multi year project with a contracted systems integrator to implement the necessary improved or new infrastructure to complete this network. The contract to implement the system was signed in early 2009 and work is progressing on the system.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INFORMATION TECHNOLOGY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	27,019,126					27,019,126
HEALTH BENEFITS	7,740,710					7,740,710
RETIREMENTS	4,528,519					4,528,519
OTHER FRINGE BENEFITS	483,806					483,806
COMPUTER SERVICES	6,280,030	6,019,423				260,607
CONTRACTUAL SERVICES	1,717,084					1,717,084
RENTS	1,633,530					1,633,530
COMMODITIES	117,878					117,878
EQUIPMENT	-4,756					-4,756
INTEREST-DEBT RETIREMENT	400,087					400,087
TRANSFER TO OTHER FUNDS	31,030,775	4,013,425				27,017,350
COST OF GOODS SOLD	9,194,978					9,194,978
TOTAL EXPENDITURES	90,141,767	10,032,848				80,108,919

INFORME

GREG MCNEAL, CHAIR

Central Office: 26 EDISION DRIVE, AUGUSTA, ME 04333-0045
Mail Address: 145 STATE HOUSE STATION, AUGUSTA, ME 04333-0145 *FAX:*
Established: 1998 *Telephone:* (207) 624-7840
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 622 *Citation:* T0001 *M.R.S.A., Sect.:* 000000533

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

ORGANIZATION:
The InforME Board consists of 15 voting members and two non-voting members. The members include: the Secretary of State, 3 Chief Executive Officers from agencies within the Executive Branch appointed by the Governor, a member of the University of Maine System appointed by the Chancellor, a member of the statewide association of municipalities appointed by the Governor, a member of a non profit organization advancing the citizens' rights to access information appointed by the Governor, a member from the statewide association of librarians appointed by the Governor, 2 members of user associations appointed by the Governor, the State's Chief Information Officer, the Commissioner of the Department of Administrative and Financial Services, the State Librarian, a public member appointed by the President of the Senate, and a public member appointed by the Speaker of the House.

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

PROGRAM:
The InforME Board, Chaired by the State Chief Information Officer provided direction to the InforME Portal Manager, Maine Information Network. InforME provides universal continuous access to accurate, current electronic public information that may be searched to suit the user's own purposes. Services include, at a minimum: providing standardized access to customized databases and data custodians' databases; providing links to other information sources; conducting electronic business and payment transactions; assisting state agencies in electronically disseminating public information in their custody; and constantly improving access to and the utility of the public information available through InforME. InforME explores and, where appropriate, implements ways to: A. Expand the amount and kind of public information available free of charge; B. Increase the utility of the public information provided and the form in which it is provided; C. Expand the base of users who access the public

information; and, D. Improve individual and business access to public information through improvements in technology. InforME provides opportunities for individuals, businesses, and other entities to review public information for accuracy and to indicate to the data custodian when corrections may be appropriate; provides a mechanism for the authorized transfer of nonpublic information; promotes opportunities for interagency cooperation; and provides opportunities for innovative uses of public information.

As a result of InforME's efforts, a national survey of state websites has identified Maine as the top-ranked state in the performance of e-governance. The research study was conducted jointly by the E-Governance Institute, School of Public Affairs and Administration at Rutgers University in Newark, and the Department of Public Administration at San Francisco State University (SFSU). The survey evaluated state websites in the areas of privacy, usability, content, service and citizen participation, and ranked the states nationally. Maine's website ranked first in the categories of service and citizen participation, and was noted as a good example of government effectively engaging citizens online and providing services that increase efficiency and effectiveness. Additionally, Maine.gov was ranked fourth in the 2009 Digital Government Achievement Awards for state government Web portals. This marks the ninth year since 2000 that Maine's official web site has been named in the top 4 state government sites by the Center for Digital Government.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE LIQUOR AND LOTTERY COMMISSION

TIM POULIN, ACTING DIRECTOR

Central Office: 10 WATER STREET, HALLOWELL, ME 04347
Mail Address: 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 *FAX:* (207) 287-6769
Established: 1993 *Telephone:* (207) 287-3721
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 364 *Citation:* T0005 *M.R.S.A., Sect.:* 000000283A

PURPOSE:
The Commission was established to provide exceptional public service for the controlled distribution and sale of liquor and lottery products so that it may effectively generate additional revenues for the support of the State government.

The Commission has the following powers and duties: control and supervision of the pricing, listing and delisting of spirits and fortified wines for sale to the public; promulgate and amend rules; make recommendations and set policies; assign to the Director of the Bureau of Alcoholic Beverages and Lottery Operations, under its supervision, all powers and duties relating to all phases of the operation and to transact other business that may be properly brought before it.

ORGANIZATION:
The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale on Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933 consisting of three members appointed by the Governor, with the advice and consent of the Executive Council, for terms of three years, the chairman designated by the Governor. The board was renamed State Liquor Commission in legislation effective 1934 which outlined responsibilities with respect to the state control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature. In 1987, the Legislature raised the membership to 5. In November 1973, a public referendum approved a State Lottery and the first State Lottery Commission was appointed in January 1974. In 1992, the Maine State Lottery and the Bureau of Alcoholic Beverages were combined to become The Bureau of Alcoholic Beverages and Lottery Operations. In July 1993, the Maine

State Liquor and Lottery Commission were merged into a single, combined Commission of five (5) members.

PROGRAM:
(See Bureau of Alcoholic Beverages and Lottery Operations Annual Report).

LICENSES:
(See Department of Public Safety Annual Report).

PUBLICATIONS:
(See Bureau of Alcoholic Beverages and Lottery Operations Annual Report).

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF REVENUE SERVICES

JEROME. GERARD, ACTING,STATE TAX ASSESSOR

Central Office: 26 EDISON DR, AUGUSTA, ME 04333
Mail Address: 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 *FAX:* (207) 287-4028
Established: 1931 *Telephone:* (207) 287-6965
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 125 *Citation:* T0005 *M.R.S.A., Sect.:* 000021006
Average Counts-All Positions: 326.769 *Legislative Count:* 326.00

PURPOSE:
The Bureau of Revenue Services, also known as Maine Revenue Services (MRS), was established to collect revenues necessary to support Maine state government through the assessment of taxes as required by law, and to improve the administration of tax laws in Maine at both state and local levels. The Bureau, through the State Tax Assessor (Executive Director), is empowered to assess and collect the following state taxes and fees: Sales & Use Taxes, Individual & Corporate Income Taxes, Pass-through Entity and Individual Withholding Taxes, Motor Fuel Taxes, Estate Taxes, Business Taxes, Cigarette & Tobacco Taxes, E-911 Prepaid Wireless Surcharge, Waste Motor Oil Fee, Unclaimed Bottle Deposits, Recycling Assistance Fees, Special Industry Taxes (such as blueberry and quahog taxes), and Property Taxes in the Unorganized Territory. It also exercises general supervision of local property tax assessing officials. Additionally, the Bureau administers the Real Estate Transfer Tax, and property tax reimbursements relating to the Maine Residents Property Tax and Rent Refund (the "Circuit Breaker") Program Maine Resident Homestead Property Tax Exemption, Business Equipment Tax Reimbursement, Tree Growth, Veterans' Exemption, and Animal Waste Facilities Exemption.

ORGANIZATION:
The Bureau of Revenue Services has evolved over time. In 1891, a three-member Board of State Assessors was created to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance, under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

In 1969, the Board was abolished and its duties were assigned to the State Tax Assessor. At the same time, the Municipal Valuation Appeals Board was established to adjudicate State Valuation appeals. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance & Estate Taxes in 1947, Sales & Use Taxes in 1951, and Individual & Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax & Rent Refund Act of 1971 was

assumed by the Bureau in 1972. Also in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Executive Council. Currently, the Commissioner of Administrative & Financial Services appoints the State Tax Assessor, subject to confirmation by the Governor. On July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, but a year later, on July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. Effective September 19, 1997, the Bureau of Taxation became the Bureau of Revenue Services, also known as Maine Revenue Services.

PROGRAM:

TAX ADMINISTRATION: Income & Estate Tax Division - Administers income taxes (individual, corporate, pass-through entities and withholding), estate taxes, franchise tax on financial institutions, insurance premiums taxes, Maine Residents Property Tax and Rent Refund (the "Circuit Breaker") Program, and Business Equipment Tax Reimbursement Program. Sales, Fuel and Special Tax Division - Administers sales/use, service provider, healthcare provider, hospital and fuel taxes, along with various special excise taxes and tax refund programs. Property Tax Division - Oversees municipal property tax administration; administers the Commercial Forestry Excise Tax, Controlling Interest & Real Estate Transfer Tax, Telecommunications Personal Property Tax, Elderly Tax Deferral Program, municipal LURC fee assessments, property and excise taxes in the Unorganized Territories; establishes per acre values and reimbursements pursuant to the Tree Growth Tax Law; determines annual State Valuation; provides training programs for municipal assessors; and administers state reimbursements for the following exemptions: Veterans', Veterans' Organizations, Homestead, Business Equipment Tax, Animal Waste Facility, and Snow Grooming. Appellate Division - Makes final agency action decisions on administrative tax appeals (reconsiderations). Appellate staff act as hearing officers, making findings of fact, researching and applying the relevant tax law. General Counsel/Legal Division - Provides the Bureau with legal research and advisory services with respect to all aspects of tax administration; acts as agency liaison with the Office of the Attorney General; reviews and coordinates agency advisory opinions, rulemaking, and offer-in-compromise negotiation of selected cases; reviews draft reconsideration decisions; assists with legislative analysis, drafting and communications. Research Division - Provides research support to the Bureau, develops economic models for tax policy analysis, and monitors monthly tax revenues.

OPERATIONS: Return Processing and Quality Assurance Division - Provides mail and return processing services, deposits and tax revenues, provides Bureau-wide data entry services, provides business analysis and quality assurance testing for planning and implementation of modernized and enhanced systems, works with systems staff to operate, maintain and develop the Bureau's computer network, automated systems and electronic return filing and payment applications and provide oversight of Bureau electronic data processing hardware. Accounting Unit - Prepares Bureau budget and monitors expenditures.

COMPLIANCE: Income/Estate Tax Division - Conducts field audits of all business entity types and estates to determine tax liability and assists taxpayers in understanding Maine tax law; reviews and adjusts as necessary the tax returns and tax benefit programs administered by the Division. Sales, Fuel & Special Tax Division, Audit Unit-Conducts field audits of various businesses and individuals to determine tax liability and assists taxpayers in understanding Maine tax law. Compliance Division - Collects delinquent taxes and performs office audits relative to items of income and use tax reporting to insure compliance with the law. Criminal Investigation Unit - Performs criminal investigations/audits referred by Criminal Tax Referral Committee. Completed cases reviewed by the AG's Office to determine those to be prosecuted criminally.

LICENSES:

Sales Tax Retailer Certificate
Sales Tax Resale Certificate
Tobacco Tax: Cigarette License (annual)-distributors,
Tobacco Products Distributors License
Gasoline Tax: Distributors, Exporters & Importers Certificates
Special Fuel Tax: Suppliers Certificate, Users License
Blueberry Processors & Shippers License

Potato Shippers Certificate
Mahogany Quahog Dealers Certificate
Certified Maine Assessor Certificate
Certified Assessment Technician Certificate
Service Provider Tax Certificate

PUBLICATIONS:
Except where noted, the following publications are available free of charge and can be downloaded from the
Maine Revenue Services - Web Site: www.maine.gov/revenue:

If you do not have access to a computer or are unable to download the information, please phone (207)624-9677 for assistance.

Maine Tax Alert
Rules adopted by the Bureau
Income and Sales tax forms and instructions
Sales tax instruction bulletins
Property tax bulletins
Municipal Valuation Return Statistical Summary (property tax-annual)
Tax Expenditures Report
Bulletins and Pamphlets of various tax statutes
Unorganized Territory Maps - (24"x36" sheet) $5.00 each
Unorganized Territory Valuation Book; printed copies - $0.20 per page, $3.00 minimum
Unorganized Territory Valuation Book; electronic copy - $5 per township; $20 per UT County
Maine Property Assessment Manual - $10.00
Maine Property Tax Laws - $5.00
Title 36 - $19.70
Sales Tax Reference Guide - $12.80

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REVENUE SERVICES EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	13,365,842	12,920,167		445,675		
HEALTH BENEFITS	4,640,894	4,476,519		164,375		
RETIREMENTS	2,298,691	2,222,890		75,801		
OTHER FRINGE BENEFITS	236,670	228,923		7,747		
COMPUTER SERVICES	9,733,504	9,000,292	616,581	116,631		
CONTRACTUAL SERVICES	8,642,186	3,889,887	4,730,571	21,728		
RENTS	1,168,203	1,142,189	20,939	5,075		
COMMODITIES	164,745	106,246	58,499			
GRANTS, SUBSIDIES, PENSIONS	36,154,276	22,035,441	14,118,835			
EQUIPMENT	75,000	75,000				
TRANSFER TO OTHER FUNDS	191,830		166,195	25,635		
TOTAL EXPENDITURES	76,671,841	56,097,554	19,711,620	862,667		

DIVISION OF RISK MANAGEMENT
DAVID FITTS, DIRECTOR

Central Office: 19 ELKINS LANE, AUGUSTA, ME 04333
Mail Address: 85 STATE HOUSE STATION, AUGUSTA, ME 04333-0085 *FAX:* (207) 287-4008
Established: 1991 *Telephone:* (207) 287-3351
Reference: Policy Area: 00 *Umbrella:* 18 *Unit:* 133 *Citation:* P1991 *M.R.S.A., Sect.:* 000622BB-2
Average Counts-All Positions: 5.000 *Legislative Count:* 5.00

PURPOSE:
The objective of the Risk Management Division is to provide insurance advice to the state government and administer all state insurance and self-funded plans and programs excepting Workers Compensation and employee benefits. The Division annually reviews the entire subject of insurance as it applies to all state

property and activities; develops and maintains accurate records of all buildings and contents, state-owned vehicles, aircraft, ocean marine equipment and other pertinent information to properly apply insurance coverage; recommends to the Commissioner of Administrative and Financial Services such protection as deemed necessary or desirable for the protection of all state property and activities; recommends a limit of self-insurance on state-owned buildings, contents, furniture, fixtures, and activities consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverage for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION:
The Division exists under the Bureau of General Services. The staff consists of 4 insurance professionals and one clerical support person. The Division in one form or another has existed since the 1920's.

PROGRAM:
Insurance services are offered as separate lines of insurance including but not limited to property, general liability, ocean marine, bonding, vehicular liability, police professional liability and the like. Insurance rates are based on the cost of commercial insurance where applicable plus the projected cost of claims based on actuarial studies of past claims. Loss control is a significant part of the Divisions services.

LICENSES:
Not allowed by statute

PUBLICATIONS:
Annual compilation of property values

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF RISK MANAGEMENT **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	252,756					252,756
HEALTH BENEFITS	74,653					74,653
RETIREMENTS	48,058					48,058
OTHER FRINGE BENEFITS	5,164					5,164
COMPUTER SERVICES	14,188					14,188
CONTRACTUAL SERVICES	1,822,887					1,822,887
RENTS	484					484
COMMODITIES	1,602					1,602
TRANSFER TO OTHER FUNDS	24,939					24,939
TOTAL EXPENDITURES	2,244,731					2,244,731

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

WALTER E. WHITCOMB, COMMISSIONER
CALDWELL JACKSON, DEPUTY COMMISSIONER

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1852 *Telephone:* (207) 287-3871
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 001 *Citation:* T0007 *M.R.S.A., Sect.:* 000000001
Average Counts-All Positions: 146.344 *Legislative Count:* 123.50
Units:

MAINE AGRICULTURAL BARGAINING BOARD
DIVISION OF ANIMAL HEALTH AND INDUSTRY
OFFICE OF THE COMMISSIONER
STATE HARNESS RACING COMMISSION
(OFFICE OF) STATE HORTICULTURIST
DIVISION OF MARKET AND PRODUCTION DEVELOPMENT
MAINE MILK COMMISSION
BOARD OF PESTICIDES CONTROL
DIVISION OF PLANT INDUSTRY
SEED POTATO BOARD
PULL EVENTS COMMISSION
DIVISION OF QUALITY ASSURANCE AND REGULATION
(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

PURPOSE:
The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through: the conservation and improvement of the soil and cropland of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the public's health and well being from the consumption of harmful or unsanitary products and food preparation practices; and the sound development of the natural resources of the State.

The Commissioner of Agriculture and the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and to promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, to inspect food establishments where food products are stored, processed, manufactured and sold, and issue licenses, permits and certificates of inspection. Additionally, the Commissioner is the Sealer of Weights and Measures, ensuring that weighing and measuring devices used in commerce are correct, and that standards used in law enforcement are properly calibrated and accurate.

The Commissioner of Agriculture and the appropriate boards or commissions within the Department have the authority to grant licenses and permits; to collect fines and fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register pesticides and license their use; to participate in the investigation and prosecution of cases of cruelty to animals; to administer the agricultural bargaining laws; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION:
The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

Concurrent with the Board was the establishment of the State Cattle Commission in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now the Board of Veterinary Medicine) was created in 1905.

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural Resources and authorized the reorganization of the department into four bureaus. In 1995, the Productivity Realization Task Force reorganized the department again. All Bureaus were eliminated and replaced by

Divisions and Offices, whose directors report directly to the Commissioner. This change can be found in 1995 PL C. 502. The Legislature directed further organizational changes in 1999, 2005 and 2010. The result is a Department consisting of three divisions - Animal and Plant Health, Agricultural Resource Development and Quality Assurance and Regulation.

PROGRAM:
Specific activities of the divisions during FY11 are discussed in the individual reports of the various units within the department. The Department has also reached out to work with many outside organizations in order to maximize our resources, such as Soil and Water Conservation Districts, Ag in the Classroom, Agricultural Council of Maine, Maine Farm Bureau, Maine Organic Farmers and Gardeners Association, and other industry related organizations.

LICENSES:
Listed under the appropriate program units in following reports.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	5,468,874	2,135,672	2,068,108		1,265,094	
HEALTH BENEFITS	1,944,340	740,280	712,147		491,913	
RETIREMENTS	935,363	369,766	352,817		212,780	
OTHER FRINGE BENEFITS	96,095	37,442	35,992		22,661	
COMPUTER SERVICES	208,783	113,340	86,823		8,620	
CONTRACTUAL SERVICES	3,336,469	993,381	1,975,495		367,593	
RENTS	474,279	227,683	199,113		47,483	
COMMODITIES	232,416	106,145	102,027		25,514	-1,270
GRANTS, SUBSIDIES, PENSIONS	25,032,437	533,744	21,540,427		2,172,232	786,034
EQUIPMENT	28,728		28,728			
TRANSFER TO OTHER FUNDS	368,217	162,501	178,743		26,973	
TOTAL EXPENDITURES	38,126,001	5,419,954	27,280,420		4,640,863	784,764

MAINE AGRICULTURAL BARGAINING BOARD

CALDWELL JACKSON, DEPUTY COMMISSIONER

Central Office: AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1973 *Telephone:* (207) 287-3871
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 020 *Citation:* T0013 *M.R.S.A., Sect.:* 000001956

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

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

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

Amendments in 1987, 1989, 1991 and 2003 established binding final-offer arbitration as the final step in the dispute resolution process, established criteria for the arbitrator's decision, made procedural clarifications to the contract bargaining, mediation and arbitration provisions, removed specific standards applicable only to associations of blueberry producers and established fair share fees for growers who are not members of a qualified association of producers.

LICENSES:
Certification of qualified associations.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF ANIMAL HEALTH AND INDUSTRY

DAVID LAVWAY, DIRECTOR

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1980 *Telephone:* (207) 287-7550
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 001P *Citation:* T0007 *M.R.S.A., Sect.:* 000000003
Average Counts-All Positions: 25.238 *Legislative Count:* 25.00

PURPOSE:
The goal of the Division of Animal Health and Industry is to prevent the introduction and spread of contagious diseases among poultry and livestock, promote public health and food safety as it relates to diseases, which are transmissible to humans, administer the animal welfare statutes and develop best management practices that are economically and environmentally sound. The Division is also responsible for the Animal Welfare.

ORGANIZATION:
Professional staff is comprised of one State Veterinarian, one half-time assistant state veterinarian, one Livestock Specialist, one Poultry Health Technician, one Planning and Research Associate, one Animal Welfare Program Director, one animal welfare program veterinarian, five district humane agents and one intermittent humane agent Clerical/administrative support is comprised of two Office Associates and one Secretary Associate. The Division has oversight of the National Poultry Improvement Program Pullorum-Typhoid Testers and Salmonella enteritidis sample collectors who have been recruited, trained and certified by the Division to assist with programs and to promote animal husbandry programs.

Departmental restructuring in FY 2010 put the Dairy Inspection Program, Milk Quality Lab and the State/Federal Serology Lab under the oversight of the Division of Quality Assurance & Regulations. Operationally these units are now within that Division; however, financially the three units are seen within the Division of Animal Health and Industry through FY 2011. Department restructuring in FY 2010 also put the Nutrient Management Program and the Agricultural Compliance Program under the oversight of the Division of Market and Production Development. Operationally these units are now within that Division; however, financially the two units are seen within the Division of Animal Health and Industry.

PROGRAM:
The Division of Animal Health and Industry is dedicated to protecting and improving the health and welfare of all companion and agricultural animals and the citizens of Maine. The Division is responsible for a variety of programs

pertaining to animal health and welfare, production and quality, as well as human health; works to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to people either directly or indirectly and works with farmers to resolve problems and to improve milk quality and production. The Division is responsible for the Animal Welfare Program; the oversight of livestock sold at auctions; the licensing of livestock dealers; the licensing of deer and elk farms and commercial large game shooting areas; the Salmonella enteritidis risk reduction program at commercial poultry farms in Maine; the regulation of livestock and poultry imported into the State; the accreditation of licensed veterinarians; the Maine cattle Health Assurance Program; the surveillance for avian influenza in Maine poultry; the prevention of introduction of foreign animal diseases into livestock and poultry in Maine; the response to and recovery from a foreign animal disease outbreak; the education of farmers, the public and Maine veterinarians on the risks associated with zoonotic diseases (those diseases transmissible from animals to humans); and, in cooperation with the Maine CDC and the Division of Quality Assurance and Regulation within the Department, the investigation of food-borne outbreaks of disease. The Animal Welfare Program is to ensure the humane and proper treatment of animal through communication, education, and enforcement. In calendar year 2010 District Humane Agents responded to 657 cruelty complaints and help remove or relocate 457 animals from inhumane conditions. The "Help Fix Me" program for low income cat and dog owners helped get 2,849 animals spayed and neutered in calendar year 2010 more than doubling the amount of animals spayed and neuter from 2009. In Addition, a 24 hour academy is offered to train Municipal Animal Control Officers, and the online dog licensing continues to grow with more towns and people using the service. 12,266 used the program this year, 2406 more people used the program compared to 2009.

The Division is responsible for planning, preparing and responding to all natural disasters and disease outbreaks. of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to people either directly or indirectly.

LICENSES:

Large Game Shooting Areas
Deer and Elk Farms
Swine Garbage Feeders
Livestock and Poultry Dealers
Livestock Auctions
Drivers, Tanker Trucks, Bulk Tanks and Milk and Milk Product Processing Plants
Animal shelters
Boarding kennels
Breeding kennels
Pet shops
Research facilities
Dogs

Permits:

Livestock and Poultry Importations
Biologics
Dairy Farms
Livestock Operations Permits
Pig Scrambles
Calf Scrambles

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ANIMAL HEALTH AND INDUSTRY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	899,600	417,440	437,957		44,203	
HEALTH BENEFITS	296,455	138,030	152,142		6,283	
RETIREMENTS	163,690	76,208	78,947		8,535	
OTHER FRINGE BENEFITS	17,299	7,260	9,041		998	
COMPUTER SERVICES	6,334				6,334	
CONTRACTUAL SERVICES	764,461	44,312	612,724		107,425	
RENTS	108,289	43,227	62,386		2,676	
COMMODITIES	61,027	39,082	20,712		1,233	
GRANTS, SUBSIDIES, PENSIONS	763,839	280,000			483,839	
TRANSFER TO OTHER FUNDS	71,472		63,287		8,185	
TOTAL EXPENDITURES	3,152,466	1,045,559	1,437,196		669,711	

OFFICE OF THE COMMISSIONER

WALTER E. WHITCOMB, COMMISSIONER
CALDWELL JACKSON, DEPUTY COMMISSIONER

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1919 *Telephone:* (207) 287-3871
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 001T *Citation:* T0007 *M.R.S.A., Sect.:* 000000003
Average Counts-All Positions: 5.000 *Legislative Count:* 5.00

PURPOSE:
The Office of the Commissioner provides oversight of management and planning efforts across the Department as well as strategic direction. It also coordinates enterprise-wide technology, finance and human resources initiatives. Additionally, the Office coordinates legislative activity, and the regulatory agenda.

Due to a Departmental reorganization the oversight of promotional events in support of Maine Agriculture including the Agricultural Trades Show and the maintenance and operation of the Maine building at the Eastern States Expo in Massachusetts were reassigned to the Office of the Commissioner. The financial component for FY 2011 still resided in the Division of Market and Production Development.

ORGANIZATION:
The Office consists of the Commissioner and Deputy Commissioner's office, State Harness Racing Commission and Maine Milk Commission.

PROGRAM:
The Office has spearheaded policy matters that directly affect Maine agriculture or Departmental operations. It coordinates the development of, tracking of, and response to legislative and budget issues. The Department's coordination with Natural Resource Service Center and Office of Information Technology is led through this office. It also provides administrative support to the Maine Agricultural Bargaining Board.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	265,180	265,180				
HEALTH BENEFITS	74,798	74,798				
RETIREMENTS	47,445	47,445				
OTHER FRINGE BENEFITS	4,983	4,983				
COMPUTER SERVICES	200,163	113,340	86,823			
CONTRACTUAL SERVICES	1,016,696	522,871	493,825			
RENTS	2,052	887	1,165			
COMMODITIES	21,238	13,993	7,245			
GRANTS, SUBSIDIES, PENSIONS	133,987	68,587	65,400			
TRANSFER TO OTHER FUNDS	27,138		27,138			
TOTAL EXPENDITURES	1,793,680	1,112,084	681,596			

STATE HARNESS RACING COMMISSION

HENRY JACKSON, EXECUTIVE DIRECTOR

Central Office: AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1935 *Telephone:* (207) 287-3221
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 017 *Citation:* T0008 *M.R.S.A., Sect.:* 000000261
Average Counts-All Positions: 6.808 *Legislative Count:* 4.00

PURPOSE:
The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for holding, conducting and operating all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to license Off-Track Betting facilities in Maine; and to oversee the enforcement of the Commission's Rules and Regulations and the Statutes governing horse racing in Maine.

The Commission: grants track licenses to operate day or night harness racing; licenses off-track betting facilities to operate and accept pari-mutuel wagers; licenses or registers participants in harness horse racing, pari-mutuel employees and race officials, upon application, and charges a fee for such license not to exceed $100; regulates, supervises and checks the making of pari-mutuel pools and their distribution; establishes a schedule of fines and adopts a schedule of suspensions which may include lifetime suspensions from participating in the sport; and encourages and promotes the breeding of a strain of Maine Standardbred horses.

ORGANIZATION:
The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. During 1988, the Legislature expanded responsibility for activities related to breeding farms involved in breeding Standardbred trotters and pacers in Maine; and to coordinate activities of mutual interest to the Department of Agriculture, Food and Rural Resources and the various agricultural fairs.

The Commission consists of five members appointed by the Governor. One member must be a member of the general public with no industry affiliation. One member must be affiliated with an agricultural society that conducts an annual agricultural fair. The remaining three members must be persons with knowledge of harness racing. The members must be appointed to provide a broad geographic representation. Members of the Commission serve three-year terms. A vacancy is

filled by appointment for the remainder of the unexpired term. Members whose terms expire serve until their successor is qualified and appointed. The Governor shall appoint one of the five commission members as Chair. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

Pursuant to 1991 PL Ch. 579, the Commission's authority was expanded to include jurisdiction over off-track betting facilities. Pursuant to 1997 PL Ch. 527, an Executive Director's position was created to provide administrative management for the Commission's daily activities. Pursuant to 1997 PL Ch. 528, the Department of Agriculture shall have the administrative responsibilities of the Commission budget and the hiring and contracting for services on behalf of the Commission. The Commission shall have the responsibilities of rule-making, enforcement and adjudicatory hearings. The law requires that the Commission's budget be submitted unchanged to the Committee having jurisdiction over Agriculture. Pursuant to 1997 P.L. Ch. 406, the Commission may impose conditions of a license if one or more of the criteria are not met at time of licensing.

PROGRAM:

Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standardbred horses. The Maine Standardbred Sire Stakes Program received its original funding by the 108th Legislature and was increased by the 113th Legislature. The Commission feels improvement of the breed, and a desire of persons in other areas to breed to Maine studs, will guarantee future State incomes from this source and a healthy expanding industry, and will encourage involvement of youth in horse ownership, breeding and care.

Drug testing programs are used on a continuing basis in an effort to eliminate as nearly as possible drug use on racehorses and by humans within the State.

The Agricultural Fair Promotional Coordination will include Department sponsored educational efforts at various fairs and supplementing capabilities of each fair by proper exposure and utilization of Department of Agriculture resources, funds and personnel.

LICENSES:

Standardbred Horse Owners
Drivers, Trainers, and Grooms
Various Pari-Mutuel Racing Officials
Pari-Mutuel Racing Association---
Fairs, Extended Meets and Commercial Meets
Pari-Mutuel Employees - Directors, Managers and Tellers
Vendors at Licensed Pari-Mutuel Facilities
Off-Track Betting Facilities and Simulcast Facilities

PUBLICATIONS:

Rules and Regulations of the Maine State Harness Racing Commission, not to exceed $10

Maine State Harness Racing Commission Annual Report
Maine Sire Stakes Annual Report - contained within the Racing Report
Off-track Betting Report and Recommendations to Legislature-Contained in Annual Report

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE HARNESS RACING COMMISSION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	290,510		290,510			
HEALTH BENEFITS	80,048		80,048			
RETIREMENTS	50,569		50,569			
OTHER FRINGE BENEFITS	4,136		4,136			
CONTRACTUAL SERVICES	368,943		368,943			
RENTS	18,659		18,659			
COMMODITIES	25,564		25,564			
GRANTS, SUBSIDIES, PENSIONS	13,102,163		13,102,163			
TRANSFER TO OTHER FUNDS	10,139		10,139			
TOTAL EXPENDITURES	13,950,731		13,950,731			

(OFFICE OF) STATE HORTICULTURIST

E. ANN GIBBS, STATE HORTICULTURIST

Central Office: AMHI DEERING BUILDING, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1910 *Telephone:* (207) 287-3891
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 010 *Citation:* T0007 *M.R.S.A., Sect.:* 000002212

PURPOSE:
The State Horticulturist assists the Director, Division of Plant Industry, in the implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement.

ORGANIZATION:
A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the State Entomologist was reestablished independently in 1929). The Bureau of Horticulture as an organizational unit was abolished in 1972. The State Horticulturist was later placed under the Division of Plant Industry and is responsible to the Director of that Division.

Professional staff in this office includes the State Horticulturist, two Assistant Horticulturists, an Integrated Pest Management (IPM) Entomologist and a State Survey Entomologist.

PROGRAM:
Major responsibilities of this unit include nursery, greenhouse and plant dealer inspections; licensing of plant sales outlets and providing assistance to industry and the general public on horticulture issues; managing the arborist licensing program; the IPM program and the cooperative agricultural pest survey program (CAPS).

1386 establishments were licensed and 671 inspections were made at businesses selling plants in 2010. A variety of plant pests have been the focus for the program including inspecting shipments of imported hemlock for the presence of Hemlock Woolly Adelgid, chrysanthemums for chrysanthemum white rust and tomato seedlings for late blight. It is extremely important to identify pest infested plants at the garden centers before they are sold to the public and distributed about the state.

In 2010, this Office with help from the seed potato certification program, inspected and certified 474 lots of plant material and issued phytosanitary certificates to assist growers in marketing products to other countries. The majority of these certificates were issued for seed, nursery crops, seed potatoes, feed barley and wheat.

This Office also licensed 888 arborists in 2010 to work on shade and ornamental trees in the state. Candidates must pass written examinations to be eligible for

licensing, and 107 out of 128 individuals who took the exams in 2010 received passing scores.

Division staff also continued to survey for several exotic pests of importance to Maine's agriculture and forest industries through the federally funded CAPS Program. In cooperation with other agencies including the Maine Forest Service and the University of Maine Cooperative Extension, three commodity surveys and four emergency pest surveys were conducted in 2010 to look for 22 exotic and regulatory-significant pests. Fortunately, none of these pests were found using the survey methodologies required by USDA.

Outreach information and assistance was provided on controlling the spread of invasive pests, particularly Asian longhorned beetle (ALB). The CAPS program coordinated the Forest Pest Outreach and Survey project, a multi-state effort designed to educate the public about two harmful, invasive tree pests, ALB and emerald ash borer. Additionally, unit staff presented educational programs, judged fair exhibits, attended commodity meetings and represented the Department in various capacities on plant related issues.

The integrated pest management (IPM) program promotes least risk approaches to managing pests and pesticide applications on Maine farms and in our communities. The IPM program leads initiatives to develop and promote guidelines, resources and education to minimize reliance on pesticides and safeguard the health of Maine's people and our environment. The IPM entomologist coordinates activities of the Maine IPM Council, an eleven-member group established by state legislature to promote and support IPM. In 2010, the IPM program provided technical guidance and outreach to schools, government agencies, institutions, businesses and citizens. The IPM program continues to provide expertise to the State of Maine's Property Management Division to implement new IPM requirements for state-managed office buildings. In addition, the IPM entomologist serves as the co-leader of a regional working group which has garnered grant funds to share IPM resources throughout schools in 12 northeastern states.

LICENSES:
- Arborist
- Nursery
- Ginseng

Certificate:
- Phytosanitary
- Maine Nursery Stock Certificate

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

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF MARKET AND PRODUCTION DEVELOPMENT
MICHAEL MARCHETTI, DIRECTOR

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1995 *Telephone:* (207) 287-9072
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 001D *Citation:* T0007 *M.R.S.A., Sect.:* 000000003
Average Counts-All Positions: 11.500 *Legislative Count:* 11.50

PURPOSE:
The Division of Market and Production Development administers programs to enhance the competitive position of Maine growers statewide, regionally, nationally, and internationally by developing new and expanded markets for Maine agricultural products. Supporting the development of agricultural diversification and new market opportunities is critical to the long-term sustainability of Maine agriculture.

The Division helps to promote the sale of Maine products and to increase

awareness of quality Maine products in the marketplace through the "Get Real Get Maine!" promotional program.

The Division maintains data on producers, and using this information, publishes, promotes and distributes brochures, source lists, and directories to wholesale and retail buyers. The Division's services include planning assistance, issues assessment, policy formulation and representation in such areas as financing, irrigation, labor hiring and advocacy, environmental regulations and land conservation. The Division evaluates issues and reviews legislation affecting agricultural production, marketing, and economic development and land conservation and represents agricultural interests in policy formulation and strategic planning. The Division provides information and technical support to farmland owners who want to protect their land from development and sponsors applications to the Land for Maine's Future Program and assists farmers in accessing other tools and programs designed to help them remain viable.

The Division is also responsible the Nutrient Management Program, the Agricultural Compliance Program and oversees the Emergency Food Assistance Program (TEFAP).

ORGANIZATION:
The Division of Production Development was established in 1985, pursuant to C.501, as part of the reorganization of the Bureau of Agricultural Production. The Division of Market Development was established in 1980 as part of the Bureau of Agricultural Marketing, to expand and improve the domestic and foreign marketing of Maine agriculture and food products. Effective January 1, 1996, the Division of Market Development was merged with the Division of Production Development to form the Division of Market and Production Development. This action was a result of the Productivity Realization Task Force legislation enacted as 1995 PL C. 502.

In July 2002, the Division added two positions, one Policy Development Specialist and one Information Officer by moving them from the Office of the Commissioner. The Market and Production Development Division Director supervises professional staff comprised of an Agricultural Resources Development Manager, a potato storage consultant, one Project Development Officer, one Agricultural Events Coordinator, one Agricultural Promotion Coordinator, one Policy Development Specialist, two Planning and Research Associates and one Administrative Support Staff.

Department restructuring in FY 2010 put the Nutrient Management Program and the Agricultural Compliance Program under the oversight of the Division of Market and Production Development. Operationally these units are now within that Division; however, through FY 2011 financially the two units are still seen within the Division of Animal Health and Industry. Additionally, the restructuring also put the Agricultural Events Coordinator and the Agricultural Promotion Coordinator under the oversight of the s Office of the Commissioner. Operationally these positions are now within that Office; however, through FY 2011 financially the two positions are seen within the Division of Market and Production Development.

PROGRAM:
Market Development provides marketing support to Maine farmers, food processors, and agricultural associations and promotes Maine food and agricultural products directly to consumers, wholesale and retail buyers.

Production Development develops and maintains programs to create and improve agricultural production by seeking out and advising growers on opportunities, management systems, and production facilities which will enhance Maine's competitive position and support critical long-term sustainability of Maine agriculture. Work includes cooperative development with the University of Maine, growers and associations, and with national and international experts, processors and partners. Staff researches critical issues affecting industry development and represents agriculture in policy making and in the legislative process. Staff identifies new technology for transfer to Maine and conducts special research projects focused on production development. Staff organizes and facilitates business training for producers and manages several grant and loan programs.

The Division develops programs in conjunction with commodity associations and businesses and writes grants to bring federal development funds into the state, to take advantage of opportunities to increase profitability. The Division has

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

The Compliance Officers respond to nuisance and contamination complaints and develop best management practices for adoption by farmers. The Nutrient Management Program has provided bond funding for the establishment of manure storage facilities and ensures that all livestock and poultry operations maintain a Nutrient Management Plan. The Natural Resource Specialist is part of the Maine Compost Team that is internationally recognized for its cutting edge composting as a waste management tool. Inspection, testing and certification programs seek to improve quality and production that add value to the final product, animal health and welfare, food safety, public health and environmental stewardship.

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

PUBLICATIONS:
The Division produces the following directories:
Wholesale Buyer's Guide
Finding Maine Food and Farms
Maine Maple Sunday
Farmland Protection Series
Finding funds for Farmers
Water Management Blueprint

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF MARKET AND PRODUCTION DEVELOPMENT EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	510,799	315,949	130,981		63,869	
HEALTH BENEFITS	151,775	88,021	40,344		23,410	
RETIREMENTS	82,687	50,884	21,562		10,241	
OTHER FRINGE BENEFITS	8,276	4,751	2,552		973	
COMPUTER SERVICES	2,286				2,286	
CONTRACTUAL SERVICES	360,651	119,429	138,723		102,499	
RENTS	36,402	14,834	10,850		10,718	
COMMODITIES	15,587	7,031	3,993		4,563	
GRANTS, SUBSIDIES, PENSIONS	2,629,267	185,157	219,879		1,464,939	759,292
TRANSFER TO OTHER FUNDS	26,145		16,077		10,068	
TOTAL EXPENDITURES	3,823,875	786,056	584,961		1,693,566	759,292

MAINE MILK COMMISSION
TIM DRAKE, EXECUTIVE DIRECTOR

Central Office: AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1935 *Telephone:* (207) 287-7521
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 015 *Citation:* T0007 *M.R.S.A., Sect.:* 000002952
Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

PURPOSE:
The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State, while taking into consideration the public health and welfare and ensuring an adequate supply of milk. It has the power to conduct hearings, subpoena and examine under oath dealers, along with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION:
The Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

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

The Commission holds regular meetings each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a fee assessment on milk produced by industry members and it receives no State tax monies. It was incorporated into the Department of Agriculture as an agency as a result of the State Government reorganization legislation of 1973.

PROGRAM:
In accordance with its statute, as interpreted by the State Supreme Court in two decisions, the Commission establishes a uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. Recent studies have been conducted to determine the cost of producing milk in Maine. The cost of production study information is used as a guide for commission members in their monthly deliberations for setting minimum prices. The information is also used for setting target prices in the Maine Dairy Stabilization Program.

The Commission does not establish prices but merely sets minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return, while ensuring an adequate supply of pure and wholesome milk to Maine consumers.

The Executive Director also administers the Maine Milk Pool, which balances prices paid to producers whether they ship milk to the "Boston market" or the "Maine market." He also administers the Maine Dairy Relief Program, which pays dairy farmers the difference between an established "cost of production" and the actual price received when that price drops below the "cost of production."

LICENSES:
Maine Milk Dealers and Subdealers

PUBLICATIONS:
Laws relating to the Maine Milk Commission (free)
Rules and Order to Effectuate Maine Milk Commission Law (free)
Hearing Procedures for Maine Milk Commission (free)
Rules governing operation and administrative costs of the Maine Milk Pool (free)
Milk Processing and Distribution Costs: The Maine Model (Fee--available in Milk Commission Office)

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE MILK COMMISSION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	96,915		96,915			
HEALTH BENEFITS	30,513		30,513			
RETIREMENTS	19,855		19,855			
OTHER FRINGE BENEFITS	1,639		1,639			
CONTRACTUAL SERVICES	51,117		51,117			
RENTS	3,204		3,204			
COMMODITIES	713		713			
GRANTS, SUBSIDIES, PENSIONS	8,135,511		8,135,511			
TRANSFER TO OTHER FUNDS	6,072		6,072			
TOTAL EXPENDITURES	8,345,539		8,345,539			

BOARD OF PESTICIDES CONTROL

HENRY JENNINGS, DIRECTOR

Central Office: AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1965 *Telephone:* (207) 287-2731
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 026 *Citation:* T0022 *M.R.S.A., Sect.:* 000001471B
Average Counts-All Positions: 20.180 *Legislative Count:* 15.50

PURPOSE:
The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State, by ensuring the safe, scientific and proper use of chemical pesticides.

The primary responsibilities of the Board are to:
-- register all pesticide products to be sold and used in Maine
-- examine and license all persons involved in commercial application of pesticides and all dealers and private growers involved in the sale or application of restricted-use pesticides
-- promulgate appropriate regulations regarding pesticide distribution and use
-- issue permits for limited-use pesticides
-- investigate the use of pest control chemicals
-- enforce state and federal pesticide laws
-- cooperate with other agencies in environmental monitoring and protection, and
-- promote the principles and the implementation of integrated pest management and other science-based technology to minimize reliance on pesticides.

ORGANIZATION:
The Board of Pesticides Control was established in 1965, funded in 1969, staffed with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. In 1981, the Legislature transferred to the Board all the authority of the Commissioner of Agriculture to register pesticides. The original Board was composed of the commissioners of eight state agencies, but in 1980, the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for four-year terms.

Qualifications for Board members, as prescribed by statute, are: three persons must be knowledgeable about pesticide use in agriculture, forestry and commercial application; one person must have a medical background; one person must be a University of Maine scientist with expertise in pest management; and the remaining two members must represent the public and come from different geographic areas of the state.

The Board annually elects a chairman from its membership and employs personnel as necessary. Current professional staff includes a Director, Manager of Compliance, Manager of Pesticide Programs, Toxicologist, Pesticides Registrar/Water Quality Specialist, Public Education Specialist, Pesticide Safety Educator and one year-round and four seasonal Pesticide Inspectors. Overall, the Director provides supervision of the staff.

PROGRAM:

PRODUCT REGISTRATION:
All pesticides distributed in the state must be registered with the Board. A label and material safety data sheet are maintained for each product, and health and environmental study data is reviewed as needed. In 2010, the Board registered 10,597 products, a 6.1% increase over 2009. Registration fees fund normal Board operating costs, as well as the State Horticulture Program; the Department's Integrated Pest Management (IPM) Program; the State Apiarist; an annual collection of obsolete pesticides; and a grant to the University of Maine Cooperative Extension for development of pesticide applicator training manuals.

CERTIFICATION AND LICENSING:
The Board administers a certification and licensing program to ensure that those using or distributing pesticides are competent and properly trained. The program, supported by licensing fees, includes providing training materials and information, administering exams and working closely with Cooperative Extension to provide continuing education options. In 2010, licensees included 1,139 private applicators, 1,605 commercial applicators, 59 restricted-use and 877 general-use pesticide dealers, and 228 spray contracting firms. With the registration of Bt corn in Maine, there are 119 trainees who are certified to use this product.

COMPLIANCE:
The Board, through its inspectors, monitors the sale and application of pesticides, investigates complaints of misuse and provides compliance assistance to the regulated community. When minor mistakes are discovered, inspectors and staff work with licensees to improve methods and compliance. More serious violations may be subject to enforcement action, including license suspension or revocation and fines.

PUBLIC AND ENVIRONMENTAL HEALTH:
These programs are designed to protect citizens' health and safety, in addition to the state's natural and agricultural resources, by ensuring that pesticides are properly used. Programs include administration of the federal Workers Protection Standard, where the Board provides training to agricultural workers and pesticide handlers, and the Obsolete Pesticide Program, where the Board works with the Department of Environmental Protection (DEP) to collect unusable pesticides from farmers and homeowners. The Board also monitors ground and surface water, to provide data about pesticide impacts on the state's water resources. The Board's toxicologist reviews pesticides that pose special concerns in Maine. The Pesticide Container Recycling Program helps to ensure that pesticide containers are disposed of properly.

OUTREACH AND EDUCATION:
Historically, the Board has focused on education about the correct procedures, rather than seeking enforcement action after violations occur. The Board is also committed to educating the general public on the risks of pesticide use, as well as reasons why pesticides are used in various industries, including agriculture and forestry. Central to the Board's outreach is promotion of the state policy to minimize reliance on pesticides. Information is distributed via the Board's extensive websites at www.thinkfirstspraylast.org, plus newsletters, press releases and occasional newspaper ads. The staff also makes presentations at public meetings and trade shows and conducts other collaborative outreach programs with other state agencies and non-profit organizations.

LICENSES:

Commercial Pesticide Applicators
- Restricted Use Pesticide Dealers
- General Use Pesticide Dealers
- Private Pesticide Applicators
- Government Pesticide Supervisors
- Monitors/Spotters
- Spray Contracting Firms
- Certification to Purchase Bt Corn

PERMITS:

- Limited Use Pesticide
- Variance from Drift Standards

PUBLICATIONS:
-- BayScaper: Family Activities for Green Yards that Keep Casco Bay Blue (tabloid)
-- BayScaper: Family Activities for Green Yards that Keep Maine's Coast Blue (tabloid)
-- Before You Use Pesticides (booklet)
-- Best Management Practices for the Application of Turf Pesticides and Fertilizers
-- The Buzz (periodic newsletter)
  -- Commercial Applicator Edition
  -- Pesticide Dealers' Edition
  -- Pesticide Retailer Edition
  -- Private Applicator Edition
  -- Agricultural Producer Edition
-- The How-to Guide: Six Steps to Becoming a BayScaper--Green Yards that Keep Casco Bay Blue (booklet)
-- The How-to Guide: Six Steps to Becoming a BayScaper--Green Yards that Keep Maine's Coast Blue (booklet)
-- Is Your Lawn Truly Green? Sage Advice from Top Northeast Experts
-- Licensing Requirements for Pesticide Applicators in the State of Maine (brochure)
-- Maine Board of Pesticides Control Websites:
  -- www.thinkfirstspraylast.org
  -- www.yardscaping.org
  -- www.gotpests.org
  -- www.maine.gov/agriculture/pesticides/schoolipm
-- Maine Board of Pesticides Control Law--Title 22 (available on Board website)
-- Maine Pesticide Control Act of 1975--Title 7 (available on Board website)
-- Maine Pesticides Control Regulations (available on Board website)
-- Old, Unusable Pesticide Collection Program (brochure)
-- OSHA's Hazard Communication Standard (brochure)
-- Personal Protective Equipment Guide--Avoiding Heat Stress
-- Pesticide Use and Personal Protective Equipment (brochure)
-- Pesticide Use in Greenhouses (brochure)
-- Recommended Storage Practices for Pesticide Applicators (brochure)
-- Record Keeping Requirements for Commercial Pesticide Applicators
-- Record Keeping for Commercial Agricultural Producers (brochure)
-- Study Guide for Commercial Applicator Master Level Certification--Regulations Exam (manual)
-- Worker Protection Standard, Brochure #1--Duties of Employers
-- Worker Protection Standard, Brochure #2--WPS and Family Businesses
-- Worker Protection Standard, Brochure #3--Nurseries and Greenhouses
-- Why YardScape?
-- You, Our Environment and Obsolete Pesticides (brochure)

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF PESTICIDES CONTROL

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	788,392		674,034		114,358	
HEALTH BENEFITS	284,807		243,040		41,767	
RETIREMENTS	131,162		112,084		19,078	
OTHER FRINGE BENEFITS	14,243		11,771		2,472	
COMPUTER SERVICES						
CONTRACTUAL SERVICES	132,421		102,547		29,874	
RENTS	26,204		15,713		10,491	
COMMODITIES	17,810		6,394		11,416	
GRANTS, SUBSIDIES, PENSIONS	17,474		17,474			
TRANSFER TO OTHER FUNDS	11,234		9,386		1,848	
TOTAL EXPENDITURES	1,423,747		1,192,443		231,304	

DIVISION OF PLANT INDUSTRY

DAVID LAVWAY, DIRECTOR

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1980 *Telephone:* (207) 287-7550
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 001R *Citation:* T0007 *M.R.S.A., Sect.:* 000000003
Average Counts-All Positions: 12.683 *Legislative Count:* 10.00

PURPOSE:
The Division of Plant Industry was established to prevent the introduction and spread of plant pests into Maine crops. It is responsible for protecting the public from the sale of weak, diseased or insect infested plants; ensuring honeybees are free from pests, and testing and certifying seed potatoes and other crops that meet pest tolerances. This is accomplished by enforcing statutes related to the certification of seed potatoes; and licensing and inspecting greenhouses, nurseries, beekeepers and their hives.

The Division enforces regulations dealing with the quarantine, seizure, disinfections, destruction or other disposition of diseased or insect infested plant material or bees. Division staff also survey for insects and diseases, which could cause economic damage to Maine's agricultural and forest industries.

The Division licenses arborists and enforces the statutes and rules that govern this occupation associated with the care of shade and ornamental trees.

The Division also conducts the winter potato disease-testing program on a farm in Homestead, Florida. This program assesses the disease content of samples of Maine seed potatoes to ensure that they meet tolerances established by State rule.

ORGANIZATION:
The Division of Plant Industry was established in 1919. In the early years, the Division was primarily involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were transferred to other agencies, the emphasis of the Division shifted to work with commercial seed potato growers, nursery operators, florists, beekeepers, and small fruit and vegetable growers.

Prior to the establishment of the Division of Plant Industry, a State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911. The State Horticulturist later was placed within the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972. The State Horticulturist is administratively located in the Division of Plant Industry. The purpose of the Horticultural Unit is to implement plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. The activities and accomplishments of the Horticultural Unit are reported in the (Office of) State Horticulturist.

The Division provides administrative oversight for the Board of Pesticides Control, the Maine Seed Potato Board, the Arborist Advisory Council and the Integrated Pest Management Council.

The Division's professional staff is comprised of a state apiarist, a state horticulturist and two assistants, an integrated pest management entomologist, six seed potato specialists (one specialist also serves as a grain inspector), a supervisor to the specialists and a state survey coordinator. Funding for this latter position is provided through a cooperative agreement with USDA to survey for exotic plant pests of economic concern to Maine agriculture. Following a re-organization within the Division, this position is now supervised by the state horticulturist and the program activities and accomplishments are also reported under the Office of the State Horticulturist.

PROGRAM:
A major activity of the Division is the certification of seed potatoes, which is

primarily funded through fees charged to seed potato producers. The Maine Seed Potato Certification Program inspected and certified 11,161 acres of potatoes produced by 103 growers in 2010, a 3% increase in acreage compared to 2009 and an increase by ten in the number of growers. The certification staff also certified 246 acres of barley and 32 acres of oats. In addition, the staff collected 4,165 five-pound soil samples from the fields of 28 seed growers. All of these samples were analyzed for the presence of potato cyst and golden nematodes and found negative so the growers were allowed to export their seed to Canadian buyers.

Apiary Program:
The State Apiarist licensed 621 Maine beekeepers that registered 6,975 colonies in the state in 2010. These numbers reflect an increase in hobby beekeeping that is primarily due to media attention concerning the array of problems associated with honey bees, beekeeping and crop pollination. Unfortunately, this renewed interest in beekeeping has resulted in an increase in nuisance complaints from residents and officials in suburban and urban areas of the state. During the spring, 52,000 hives managed by migratory commercial beekeepers based in 14 states entered Maine primarily for blueberry production. In total, approximately 53,600 hives were used for crop pollination in 2010. The number of hives rented in 2010 for crop pollination was approximately 14,000 less than 2009 due to blueberry market and weather related issues. Hives were also used to pollinate apple, canola, cranberry, small fruits, squash and buckwheat crops. In 2010, 14,176 hives were issued health certificates for movement from Maine and 4,137 hives were surveyed at random with 1,416 opened and inspected for disease and parasites. American Foulbrood, European Foulbrood, Sacbrood virus and Chalkbrood disease were all detected at varying levels. During the fall of 2010, Colony Collapse Disorder (CCD) was documented in resident non-migratory hives for the first time since 1994 when colonies collapsed in a similar fashion. Significant time was spent with survey and lab analysis of honey bees for Nosema disease (intestinal honey bee parasite) which is thought to be a contributing factor in the Colony Collapse Disorder (CCD) phenomenon. Nosema was found in 84.4% of commercial colonies versus 66.6% of sideline/hobby colonies. Commercial migratory colonies that pollinated three crops had higher Nosema levels than those that only pollinated one or two crops. In addition, the treatment threshold (>1 million spores/bees) of commercial honey bee colonies far exceeded that of non-migratory sideline/hobby hives (55.5% vs. 13.6%). During 2010, the state apiarist also gave 30 presentations (lectures, workshops, field sessions and displays) throughout the state to beekeepers, farmers, educators, students and civic groups.

Division staff also continued to distribute federal cost share reimbursement funds to organic producers and processors who meet the standards of USDA's National Organic Program. The Division is now able to reimburse up to 75% of an operator's organic certification costs up to a maximum of $750. In 2010, the Division reimbursed 337 producers a total of $170,650 at an average of $506 per farm.

The Division continues to update its website at http://www.maine.gov/agriculture/pi/ to better serve the public.

LICENSES:
- Nursery
- Beekeepers
- Ginseng

Certificate:
- Phytosanitary
- Health Certificate for Certified Seed Potatoes
- Health Certificate for Honeybees

Permit:
- Maine (intra- and interstate) movement of plant material
- Maine (interstate) Honeybees
- Imported Seed Potatoes

PUBLICATIONS:
Directory of Certified Seed Potato Producers - annual (free)
Honey Bee Diseases and Pests (free)
Miscellaneous Honey Bee Information Sheets (free)

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PLANT INDUSTRY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	415,075	49,640	303,452		61,983	
HEALTH BENEFITS	143,825	11,880	107,148		24,797	
RETIREMENTS	65,962	8,234	47,390		10,338	
OTHER FRINGE BENEFITS	5,608	604	3,925		1,079	
CONTRACTUAL SERVICES	176,141	12,504	125,740		37,897	
RENTS	104,999	31,435	66,882		6,682	
COMMODITIES	43,838	1,294	36,145		6,399	
GRANTS, SUBSIDIES, PENSIONS	223,455				223,455	
TRANSFER TO OTHER FUNDS	38,688		31,816		6,872	
TOTAL EXPENDITURES	1,217,591	115,591	722,498		379,502	

SEED POTATO BOARD

DAVID LAVWAY,

Central Office: AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-3871
Established: 1945 *Telephone:* (207) 287-3891
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 014 *Citation:* T0007 *M.R.S.A., Sect.:* 000002151

PURPOSE:
The Maine Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce, or cause to be produced, through contract or otherwise, sufficient acreages of foundation seed potatoes of various varieties for distribution and sale to Maine potato growers; to work with and through the Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from the sale of seed potatoes are credited to the operating account of the Board.

ORGANIZATION:
The Seed Potato Board was organized in April 1945. It initially consisted of six members appointed by the Governor from specified areas for terms of three years, and the Commissioner of Agriculture served as chairman. A number of changes in the Board's structure have occurred since then, and the last one occurred in 2009 when the Legislature voted to transfer oversight of the Board from the Department to the Maine Potato Board. The Commissioner now serves as a member and appoints two members to include a representative of the potato industry in a county other than Aroostook County and a person producing potatoes in Aroostook County primarily for processing. The Maine Potato Board appoints six members representing the potato industry in Aroostook County and to include one grower producing primarily tablestock potatoes and another grower producing potatoes primarily for processing. The Board is authorized to elect a secretary, who need not be a member of the Board.

PROGRAM:
The Board carries out its mission through the operation of a foundation seed potato production facility known as the Porter Farm in Masardis, Maine. Over 200 different varieties are maintained in a tissue culture bank and nearly sixty varieties of seed potatoes are produced in the fields each year. The facility is equipped with tissue culture production, disease testing laboratories, seed storages with climate control systems, greenhouses and an irrigation system to support the production of nuclear and foundation seed. In 2009, the Board began producing minitubers in a state of the art greenhouse using hydroponics that allowed them to produce high quality minitubers at very competitive prices. It also enabled them to increase the volume of seed at a much faster rate to meet growing demands for new varieties.

The department transferred the assets and its oversight of the Seed Potato Board

to the Maine Potato Board effective January 1, 2010 pursuant to Public Law 2009, chapter 379. Since then, the department has not had any involvement in the operation of the Board other than for the Commissioner serving on the Board and participating in its meetings.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SEED POTATO BOARD EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
COMMODITIES	-1,270					-1,270
TRANSFER TO OTHER FUNDS	162,501	162,501				
TOTAL EXPENDITURES	161,231	162,501				-1,270

PULL EVENTS COMMISSION

HENRY JACKSON,

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1988 *Telephone:* (207) 287-7634
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 303 *Citation:* T0007 *M.R.S.A., Sect.:* 000000098

PURPOSE:
The Pull Events Commission develops rules for the certification of pull superintendents. It coordinates, develops and conducts pulling superintendent training seminars and takes action in the event of a violation of pull laws and rules.

ORGANIZATION:
The nine member Pull Events Commission is composed of two representatives from a statewide association representing owners of draft horses and oxen; one member representing an association of owners of oxen; one member representing owners of ponies; one member representing the Maine Association of Agricultural Fairs; one member representing the state humane organizations; one member representing the general public; one member representing the animal pulling industry; and, one member representing the Animal Welfare Advisory Council.

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

LICENSES:
Pull Superintendent License
Pull Event License

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF QUALITY ASSURANCE AND REGULATION

HAROLD PRINCE, DIRECTOR

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-5576
Established: 1980 *Telephone:* (207) 287-7522
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 001M *Citation:* T0007 *M.R.S.A., Sect.:* 000000003
Average Counts-All Positions: 62.935 *Legislative Count:* 50.50

PURPOSE:

The Division of Quality Assurance and Regulations provides public health, safety and sanitation inspections at all levels of Maine's food supply including food processors, retail grocers, food service establishments, farm producers, dairy producers and performs meat and poultry slaughter/processing inspections and seafood HACCP inspections to federal standards to assure the safety of the food supply to protect the public health of the citizens of the State of Maine. Additionally, the division maintains the State/Federal Serology Laboratory. The division also develops programs based on ISO Standards to facilitate local, national, and international commerce. The duties of the Sealer of Weights and Measures are carried out by this division. The division provides unbiased inspection services to the Agricultural Community and to industry, to assure that food, various agricultural products and other commodities reaching the market place are safe to eat, of a known standardized quality and are accurately weighed, measured and presented prior to being entered into commerce. The Division ensures that weighing and measuring devices used in commerce are correct, and that standards used in law enforcement are properly calibrated and accurate. The division provides inspection and testing of fertilizer to determine if the guaranteed analysis is met to protect consumers. The division enforces the State's method of sale laws, packaging and labeling laws, returnable container laws and fuel quality standards for all fuels including gasoline, home heating fuel, biofuels, diesel, ethanol fuels and Liquefied Petroleum Gas.

ORGANIZATION:

The Division of Quality Assurance and Regulations was created in 1995 as a result of the Productivity Realization Task Force. The former Division of Quality Assurance and Division of Regulations, established in 1917 and 1919 respectively, were merged into one division because of similar missions. The Division provides voluntary quality control services for Maine's agricultural industries on a fee basis and provides diverse consumer protection activities ranging from inspection of retail food stores to ensuring the accuracy of weighing and measuring devices used in commerce. Departmental restructuring in FY 2010 brought the Dairy Inspection Program, Milk Quality Lab and the State/Federal Serology Lab under the oversight of the Division of Quality Assurance & Regulations. Operationally these units are now within the division, however, financially the three units are seen within the Division of Animal Health & Industry through FY 2011. The internal organization is comprised of a Division Director, Inspection Program Manager, a State Veterinarian, 2 Food Inspection Supervisors, three Inspection Process Analysts, a Metrologist, a Chemist II, a full time Lab Technician III, a part time Lab Technician III and full-time and seasonal staff consisting of an Assistant Metrologist, and Consumer Protection Inspectors, Produce and Shell Egg Processing Inspectors.

The Office of State Sealer of Weights and Measures was first authorized in 1839 and the Commissioner of Agriculture was named to serve as the State Sealer ex-officio. The Program Manager serves as Deputy State Sealer within the Division. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the Director of the Division of Quality Assurance and Regulations.

PROGRAM:

The Consumer Protection program performs a wide variety of activities, ranging from inspecting retail food stores, processing plants, meat and poultry slaughtering facilities and dairy producers and processors. The primary focus of the program is to protect the consuming public by performing inspection and licensing activities ensuring that foods are packaged, processed, prepared and stored in sanitary and safe environments. Inspectors protect the consumers, while educating and working with food businesses in the state. This partnership assures consumers of a safe food supply while providing marketing assistance to small and large businesses alike. The Division works in cooperation with the Federal Food and Drug Administration, the United States Department of Agriculture, and the Maine Centers for Disease Control on inspections of food shipped interstate and on product recall inspections to benefit industry and the consumer. It responds to consumer complaints regarding food establishments and products and investigates product damage incurred in fires, floods, power outages and other natural disasters.

The Weights and Measures Program maintains a level playing field, where weighing and measuring forms the basis for payment in commercial transactions within the

State of Maine, by testing and evaluating weighing and measuring devices. The Program investigates cases of fraud, and provides training, supervision, and calibration services to municipalities which have local Weights and Measures Sealers. It performs random inspections of packages packed prior to sale for correct labeling and correct net weight and measure. The Metrologist is responsible for traceability of the State's Standards to the standards of the National Institute of Standards and Technology located in Gaithersburg, Maryland. Maine's metrology lab, considered one of the best on the East Coast, is utilized by some other New England states on a fee basis.

Quality Assurance Inspection provides the agricultural industries an unbiased, nationally recognized and uniform grading service for agricultural products. This uniform grading is a key component in accessing local, national and international markets. The Division operates fruit and vegetable, shell egg, and meat and poultry inspection, GAP/GHP audit/certification programs under cooperative agreements with USDA. Marketing opportunities for Maine companies and producers are enhanced by ensuring that agricultural commodities produced in Maine meet or exceed minimum quality standards. This assurance results in increased consumer confidence, fostering an increase in business and profitability. All consumer size packages of potatoes must receive a mandatory quality inspection prior to shipment.

LICENSES:
Users of Blue, White & Red Trademark or State of Maine Quality Trademark and Providers (of trademark supplies); Potato Dealers; Dry Bean Dealers; Controlled Atmosphere Apple Storage; Dealers and Repair Persons of Weighing and Measuring Devices and Public Weighmasters; Wood Sealers; Food Establishments; Redemption Centers; Feed, Seed, Fertilizer Products, incl. Lime Products and Plant & Soil Amendment Products; Blueberry Processors; Meat and Poultry Processors and Milk & Milk derived Product Producers & Processors

PUBLICATIONS:
Feed, Seed, Fertilizer, Lime and Plant and Soil Amendment Laws; Food and Hazardous Substances; Beverage Containers Redemption; Rules promulgated pursuant to the above laws. Consumer Information Bulletins; Recognizing Can Defects; Laws relating to Establishing Licensing for Marketing Potatoes and Dry Bean Dealers; Maple Syrup Regulations; Maine Apple Grading Law; Maine Potato Branding Law; Requirements for Official Use of State of Maine Quality or Blue, White and Red Trademarks and Rules Governing Maine Milk and Milk Products

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF QUALITY ASSURANCE AND REGULATION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	2,202,402	1,087,462	134,259		980,681	
HEALTH BENEFITS	882,121	427,552	58,913		395,656	
RETIREMENTS	373,991	186,994	22,410		164,587	
OTHER FRINGE BENEFITS	39,915	19,845	2,930		17,140	
CONTRACTUAL SERVICES	466,037	294,265	81,875		89,897	
RENTS	174,469	137,300	20,254		16,915	
COMMODITIES	47,910	44,746	1,261		1,903	
EQUIPMENT	28,728		28,728			
TRANSFER TO OTHER FUNDS	14,827		14,827			
TOTAL EXPENDITURES	4,230,400	2,198,164	365,457		1,666,779	

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES
HAROLD PRINCE, DIRECTOR

Central Office: DEERING BUILDING, AUGUSTA, ME 04333-0028
Mail Address: 28 STATEHOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-5576
Established: 1939 *Telephone:* (207) 287-7522
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 005 *Citation:* T0010 *M.R.S.A., Sect.:* 000002401

PURPOSE:
The Weights and Measures Program maintains a level playing field, where weighing and measuring forms the basis for payment in commercial transactions within the State of Maine, by testing and evaluating weighing and measuring devices, by investigating cases of fraud, and by providing training, supervision, and calibration services to municipalities which have local Weights and Measures Sealers. The Program provides traceability of the State's Standards to the National Standards and sees that this traceability is transferred to business and industry within the State of Maine.

ORGANIZATION:
The Commissioner of Agriculture, Food and Rural Resources is, by statute, the State Sealer of Weights and Measures. The Deputy State Sealer serves as Inspection Program Manager within the Division of Quality Assurance and Regulations. This section's professional staff consists of one Metrologist, an Assistant Metrologist, and Consumer Protection Inspectors. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Quality Assurance and Regulations.

PROGRAM:
The Division's Weights and Measures Program is responsible for all standards of weights and measures with continual certification by the National Institute of Standards and Technology. This involves inspection and calibration of all commercial large-capacity scales, liquid flow meters, LP gas meters, and small capacity scales, gas pump meters, linear measuring devices, and spot check of packages for correct labeling, net contents, weight and measure. It is responsible for uniform standards for the measurement of wood and enforcement of the Wood Measurement Law and regulations. Other areas of impact include local sealers, parking meters, licensing of fuel meter and scale technicians, weighmasters and gasoline testing for quality.

The State standards of weights and measures maintain traceability through the National Institute of Standards and Technology at its own Metrology Lab located in Augusta. This laboratory, considered one of the best on the East coast, is utilized by some other New England states on a fee basis.

LICENSES:
The Division's Weights and Measures Program is responsible for all standards of weights and measures with continual certification by the National Institute of Standards and Technology. This involves inspection and calibration of all commercial large-capacity scales, liquid flow meters, LP gas meters, and small capacity scales, gas pump meters, linear measuring devices, and spot check of packages for correct labeling, net contents, weight and measure. It is responsible for uniform standards for the measurement of wood and enforcement of the Wood Measurement Law and regulations. Other areas of impact include local sealers, parking meters, licensing of fuel meter and scale technicians, weighmasters and gasoline testing for quality.

The State standards of weights and measures maintain traceability through the National Institute of Standards and Technology at its own Metrology Lab located in Augusta. This laboratory, considered one of the best on the East coast, is utilized by some other New England states on a fee basis.

PUBLICATIONS:
Weighmaster
Weighing Device Dealers and Repair Persons
Wood Scaler
Registration of Motor Fuel Dispensers

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE ATTORNEY GENERAL
WILLIAM J. SCHNEIDER, ATTORNEY GENERAL

Central Office: 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006
Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006 *FAX:* (207) 287-3145
Established: 1820 *Telephone:* (207) 626-8800
Reference: Policy Area: 06 *Umbrella:* 26 *Unit:* 239 *Citation:* T0005 *M.R.S.A., Sect.:* 000000191
Average Counts-All Positions: 276.000 *Legislative Count:* 276.00
Units:
DISTRICT ATTORNEYS
OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE
SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD
VICTIMS' COMPENSATION BOARD

PURPOSE:
The Attorney General is the chief legal officer for the state. Among other things the Office is authorized to (a) appear in all civil actions and proceedings in which the State is a party; (b) direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render legal services to State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted pursuant to statute; (e) enforce proper application of endowments to public trusts and charities within the State; (f) consult with and advise the District Attorneys; and (g) administer and enforce the State unfair trade practices and antitrust laws.

The Attorney General also serves as an ex-officio member on many State authorities and Commissions.

ORGANIZATION:
The Office of the Attorney General is organized by 5 M.R.S.A. Sect. 191 with the Attorney General as its chief executive. The Office consists of eleven operating divisions which carry out various criminal, civil and investigative responsibilities. The Divisions are: Natural Resources, Health and Human Services, Child Protection, Child Support, Professional/ Regulatory, Investigation, Litigation, Consumer Protection, Criminal, Fraud/Computer Crimes and Administrative Services.

PROGRAM:
The Health and Human Services Division represents the Department of Health and Human Services. The Child Protection Division represents the State in child protection matters. The Child Support Division represents the State in child support matters.

The Criminal Division has exclusive responsibility for the prosecution of homicide cases, handles numerous criminal appeals to the Supreme Judicial Court, advises the District Attorneys and represents the Department of Corrections. The Criminal Division also works with the Maine Drug Enforcement Agency (MDEA) in prosecuting drug cases across the state. Additionally, the Division supervises the Victims' Compensation Program and the Sexual Assault Forensic Examiner (SAFE) program.

The Professional/Regulatory Division represents the Department of Professional & Financial Regulation, numerous professional and occupational licensing boards, and liquor and lottery regulation.

The Natural Resources Division represents the State's environmental and natural resource agencies, handling all administrative and judicial enforcement actions.

The Investigation Division investigates fraud against the State and the use of deadly force by police officers and provides investigative services for other divisions of the Office.

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

contracts and leases.

The Consumer Protection Division handles enforcement actions in consumer fraud and antitrust matters and operates the Consumer Complaint Mediation Program.

The Fraud/Computer Crimes Division oversees the prosecution of white collar and financial crimes, welfare fraud, Medicaid fraud, computer crimes, tax crimes and securities violations. The Division also directs enforcement actions under the Maine Civil Rights Act.

The Administrative Services Division provides staff support in the areas of human resources, budget, financial management and information technology.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	15,945,629	8,253,361	6,754,277		937,991	
HEALTH BENEFITS	4,258,521	2,233,389	1,785,003		240,129	
RETIREMENTS	2,966,568	1,557,625	1,238,045		170,898	
OTHER FRINGE BENEFITS	309,886	150,564	137,518		21,804	
COMPUTER SERVICES	308,640	217,978	67,352		23,310	
CONTRACTUAL SERVICES	1,809,883	639,122	745,598		425,163	
RENTS	198,016	53,982	127,050		16,984	
COMMODITIES	154,075	119,948	29,617		4,510	
GRANTS, SUBSIDIES, PENSIONS	179	179				
TRANSFER TO OTHER FUNDS	352,999		311,116		41,883	
TOTAL EXPENDITURES	26,304,396	13,226,148	11,195,576		1,882,672	

DEPARTMENT OF THE ATTORNEY GENERAL EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	15,198,837	7,665,809	6,595,037		937,991	
HEALTH BENEFITS	4,069,313	2,090,921	1,738,263		240,129	
RETIREMENTS	2,837,229	1,454,858	1,211,473		170,898	
OTHER FRINGE BENEFITS	294,392	138,370	134,218		21,804	
COMPUTER SERVICES	283,552	194,588	65,654		23,310	
CONTRACTUAL SERVICES	682,997	289,998	313,412		79,587	
RENTS	192,548	49,099	126,465		16,984	
COMMODITIES	126,026	93,452	28,064		4,510	
TRANSFER TO OTHER FUNDS	335,824		298,807		37,017	
TOTAL EXPENDITURES	24,020,718	11,977,095	10,511,393		1,532,230	

DISTRICT ATTORNEYS

WILLIAM J. SCHNEIDER, ATTORNEY GENERAL

Central Office: 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006
Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1974 *Telephone:*
Reference: Policy Area: 06 *Umbrella:* 26 *Unit:* 239D *Citation:* T0005 *M.R.S.A., Sect.:* 000000199

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

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

Dist.1 York - Kathryn Slattery, District Attorney;
Dist.2 Cumberland - Stephanie Anderson, District Attorney;
Dist.3 Oxford, Franklin, Androscoggin - Norman Croteau, District Attorney;
Dist.4 Kennebec, Somerset - Evert N. Fowle, District Attorney;
Dist.5 Penobscot,Piscataquis-R. Christopher Almy, District Attorney;
Dist.6 Sagadahoc, Knox, Lincoln, Waldo - Geoffrey Rushlau, District Attorney;
Dist.7 Hancock, Washington - Carletta Bassano, District Attorney;
Dist.8 Aroostook - Todd Collins, District Attorney.

PROGRAM:
The District Attorneys prosecute all criminal offenses and traffic violations, other than homicides, within their counties. The District Attorneys serve as legal advisors to the counties and appear for each county within the district for which he/she is elected in civil proceedings in which the county is a party.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE
MARGARET GREENWALD, MD, CHIEF MEDICAL EXAMINER

Central Office: 34A HOSPITAL STREET, AUGUSTA, ME 04330
Mail Address: 37 STATE HOUSE STATION, AUGUSTA, ME 04333-0037 *FAX:*
Established: 1967 *Telephone:* (207) 624-7180
Reference: Policy Area: 06 *Umbrella:* 26 *Unit:* 242 *Citation:* T0022 *M.R.S.A., Sect.:* 000003022
Average Counts-All Positions: 9.000 *Legislative Count:* 9.00

PURPOSE:
The Office of the Chief Medical Examiner is headed by the Chief Medical Examiner, who is appointed by the Governor for a term of seven years. Through its staff, the Office is responsible for determining the cause and manner of death in all deaths that cannot be certified by private physicians. Medical examiner cases include deaths due to trauma or poisoning, unexplained deaths of children under the age of three and deaths occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner by law assumes responsibility for certifying cause of death.

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

ORGANIZATION:
The Office operates with a total full time staff of 9 employees, consisting of 2 Medical Examiners, 2 Autopsy Technicians, 1 Office Administrator, 1 Investigator and 3 administrative support staff.

PROGRAM:
This Office also collects and coordinates missing person information and maintains a disaster response team in the event of a mass fatality situation. The Office assists other state agencies by providing statistical information.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	587,552	587,552				
HEALTH BENEFITS	142,469	142,469				
RETIREMENTS	102,767	102,767				
OTHER FRINGE BENEFITS	12,194	12,194				
COMPUTER SERVICES	23,390	23,390				
CONTRACTUAL SERVICES	429,067	349,124			79,943	
RENTS	4,883	4,883				
COMMODITIES	26,496	26,496				
GRANTS, SUBSIDIES, PENSIONS	179	179				
TOTAL EXPENDITURES	1,328,997	1,249,054			79,943	

SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD

LARA NOMANI, CHAIR

Central Office: 6 STATE HOUSE STATION, AUGUSTA, ME 04333
Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 626-3120
Established: 2001 *Telephone:* (207) 626-8800
Reference: Policy Area: 06 *Umbrella:* 26 *Unit:* 616 *Citation:* T0005 *M.R.S.A., Sect.:* 000003360N

PURPOSE:
To advise and assist the State in promoting and supporting the statewide creation, growth and sustainability of sexual assault forensic examiner programs.

ORGANIZATION:
The Commission is composed of 13 members appointed by the Attorney General for a 3-year term. Membership is set in statute - one physician, one sexual assault nurse examiner, one survivor of sexual assault, two public members and one member from each of the following: State Board of Nursing, Office of the Attorney General, Maine State Police Crime Lab, statewide association of prosecutors, statewide association of hospitals, statewide coalition against sexual assault, sexual assault center, forensic pediatric health care provider.

PROGRAM:
The Board provides advice and assistance regarding training, technical assistance, standards and resources to the sexual assault forensic examiner programs.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

VICTIMS' COMPENSATION BOARD

ANDREW DIONNE, MD., CHAIR

Central Office: 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006
Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1992 *Telephone:*
Reference: Policy Area: 06 *Umbrella:* 26 *Unit:* 550 *Citation:* T0005 *M.R.S.A., Sect.:* 000003360A
Average Counts-All Positions: 3.000 *Legislative Count:* 3.00

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

ORGANIZATION:
The Victims' Compensation Board is composed of three members appointed by the Attorney General. One must be a physican licensed to practice in Maine, one must be an attorney licensed to practice in Maine, and one must be experienced in working with victims of crime.

PROGRAM:
The Board reviews claims and determines awards. In FY 2011, the Board received 191 new compensation cases. Additionally, Maine hospitals filed 261 claims for reimbursement for forensic examinations for victims of gross sexual assault. Payments for forensic examinations totaled $192,828.25. Payments on direct victim-related claims totaled $470,813.62. Total payments were $663,641.87. During SFY 2011, the Victims' Compensation Fund assisted 448 individuals and families who were victims of violent crime in Maine.

PUBLICATIONS:
An informational pamphlet - free

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

VICTIMS' COMPENSATION BOARD

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	159,240		159,240			
HEALTH BENEFITS	46,740		46,740			
RETIREMENTS	26,572		26,572			
OTHER FRINGE BENEFITS	3,300		3,300			
COMPUTER SERVICES	1,698		1,698			
CONTRACTUAL SERVICES	697,820		432,186		265,634	
RENTS	585		585			
COMMODITIES	1,553		1,553			
TRANSFER TO OTHER FUNDS	17,175		12,309		4,866	
TOTAL EXPENDITURES	954,683		684,183		270,500	

DEPARTMENT OF AUDIT

NERIA R. DOUGLASS, JD, CIA, STATE AUDITOR
RICHARD FOOTE, CPA, DEPUTY STATE AUDITOR

Central Office: 19 UNION ST, AUGUSTA, ME 04333-0066
Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 *FAX:* (207) 624-6273
Established: 1907 *Telephone:* (207) 624-6250
Reference: Policy Area: 00 *Umbrella:* 27 *Unit:* 244 *Citation:* T0005 *M.R.S.A., Sect.:* 000000241
Average Counts-All Positions: 35.000 *Legislative Count:* 35.00
Units:
DEPARTMENTAL BUREAU (AUDIT) *UNORGANIZED TERRITORY (AUDIT)*

PURPOSE:
The Department of Audit has the authority to audit all accounts and other financial records of State Government and its departments or agencies, including the judiciary, with the exception of the Governor's Expense Account. It has the authority to audit counties, municipalities, and any organization, institution or other entity receiving or requesting an appropriation or grant from State Government. The Department conducts its financial and compliance audits for all State agencies subject to the Single Audit Act Amendments of 1996, United States Code, Section 7501-7507 (1998) and in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The Department is also authorized to review departmental budgets and capital programs for better and efficient management of State Government, to serve as a staff agency to the Legislature and the Governor in making investigations of the State's finances, and to ensure that an annual audit is performed of the municipal cost component and the Unorganized Territory Education and Services Fund. In addition, the Department was authorized by the Maine Legislature to establish a fraud hotline to improve efficiency and eliminate waste in state government by encouraging state employees and citizens of our State to report incidents of suspected fraud, waste, inefficiency or abuse to the State Auditor for further investigation.

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

ORGANIZATION:
The Department of Audit originated in 1883 with the establishment of a three-member Committee to examine accounts of the State Treasurer. In 1907, the Committee was replaced by a State Auditor who examined all accounts and demands against the State, including all matters requiring payment from the State Treasury.

In 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years. In January, 1945, the position of Deputy Auditor was established.

In 1987, the Department assumed responsibility for conducting the State of Maine's annual Single Audit in accordance with the Single Audit Act. The audit is conducted in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing standards, issued by the Comptroller General of the United States.

In 1992 the position of Fiscal Administrator of the Unorganized Territory was officially added following the Department's performance of this function for several years.

The Department is headed by the State Auditor who is responsible for the overall executive management of the Department and receives support from staff who carry-out the duties and responsibilities outlined in Title 5 MRSA Sec.241.

PROGRAM:
The programs of the Department are implemented through its Bureaus.

PUBLICATIONS:
State Auditor's Annual Report
Single Audit Report for Completed Fiscal Years
Reports on Random Audits of State Programs
Annual Financial Report on the Unorganized Territory

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,802,329	777,146	1,025,183			
HEALTH BENEFITS	522,569	206,520	316,049			
RETIREMENTS	343,505	154,842	188,663			
OTHER FRINGE BENEFITS	33,023	14,200	18,823			
COMPUTER SERVICES	56,000	4,673	51,327			
CONTRACTUAL SERVICES	109,211	6,224	102,987			
RENTS	175		175			
COMMODITIES	31,595	5,901	25,694			
GRANTS, SUBSIDIES, PENSIONS	11,027		11,027			
TRANSFER TO OTHER FUNDS	16,687		16,687			
TOTAL EXPENDITURES	2,926,121	1,169,506	1,756,615			

DEPARTMENTAL BUREAU (AUDIT)

MARY GINGROW-SHAW, CPA, CIA, SINGLE AUDIT COORDINATOR
MICHAEL J. POULIN, CIA, DIRECTOR OF AUDIT & ADMIN

Central Office: 19 UNION ST, AUGUSTA, ME 04333-0066
Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 *FAX:* (207) 624-6273
Established: 1907 *Telephone:* (207) 624-6250
Reference: Policy Area: 00 *Umbrella:* 27 *Unit:* 244D *Citation:* T0005 *M.R.S.A., Sect.:* 000000243
Average Counts-All Positions: 33.000 *Legislative Count:* 33.00

PURPOSE:
The purpose of the Departmental Bureau is to conduct financial and compliance audits including the State's Single Audit subject to the Single Audit Act Amendments of 1996, 31 United State Code, Section 7501 to 7507 (1998). Added audit responsibilities followed passage of the American Reinvestment and Recovery Act of 2009. In addition the Department is authorized to conduct audits of all accounts and financial records of any organization, institution or other entity receiving or requesting an appropriation or grant from State Government and to issue reports on such audits at such times as the Legislature or the State Auditor may require.

The Departmental Bureau serves the Governor, Legislature and its committees by studying systems of internal control and department budgets for the purpose of safeguarding assets, verifying accounts and identifying costs savings or additional revenues to the General Fund.

ORGANIZATION:
The Departmental Bureau performs the State of Maine's annual Single Audit under the direction of the Director of Audits and Administration and the Single Audit Coordinator. The Department's auditors have in-depth knowledge of state governmental operations and many hold professional certifications including; Certified Public Accountants; Certified Internal Auditors; Certified Information System Auditors; and Certified Fraud Examiner. Several members of our staff hold dual degrees in addition to their professional certifications

PROGRAM:
The primary goal of the Departmental Bureau is to conduct the Single Audit of the State of Maine in accordance with statutory requirements of Title 5, M.R.S.A., Chapter 11 and federal law implemented by U.S. Office of Management and Budget (OMB) Circular A-133, "Audits of State, Local Governments, and Non-Profit Organizations." This audit is conducted for the purpose of forming opinions on the financial statements that collectively comprise the State of Maine's basic financial statements contained in the Office of State Controller's Comprehensive Annual Financial Report. In addition, the Department will audit approximately 91 percent of the $3.9 billion received in federal financial assistance, during fiscal year 2011. These federal programs are reviewed to ensure that state and federal funds are expended properly and that they are administered in accordance with both State and federal laws and regulations.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENTAL BUREAU (AUDIT) EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,717,933	777,146	940,787			
HEALTH BENEFITS	491,626	206,520	285,106			
RETIREMENTS	329,260	154,842	174,418			
OTHER FRINGE BENEFITS	31,660	14,200	17,460			
COMPUTER SERVICES	53,858	4,673	49,185			
CONTRACTUAL SERVICES	83,111	6,224	76,887			
RENTS	175		175			
COMMODITIES	28,393	5,901	22,492			
TRANSFER TO OTHER FUNDS	15,120		15,120			
TOTAL EXPENDITURES	2,751,136	1,169,506	1,581,630			

UNORGANIZED TERRITORY (AUDIT)
DIANE STEWARD, FISCAL ADMINISTRATOR

Central Office: 19 UNION ST, AUGUSTA, ME 04333-0066
Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 *FAX:* (207) 624-6273
Established: 1985 *Telephone:* (207) 624-6250
Reference: Policy Area: 00 *Umbrella:* 27 *Unit:* 244U *Citation:* T0005 *M.R.S.A., Sect.:* 000000246
Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

PURPOSE:
The Fiscal Administrator of the Unorganized Territory provides information and assistance to the Legislature, the unorganized territory taxpayers, and State and county offices which request funds for providing services in the Unorganized Territory Tax District.

PROGRAM:
The Fiscal Administrator's primary responsibilities include the review, analysis, and investigation of the budgets and expenditures of all county and state agencies requesting funds from the unorganized territory. This is to ensure the completeness and accuracy of the annual analysis submitted to the Legislature. In addition, the Fiscal Administrator drafts and submits the annual Municipal Cost Components legislation in order for taxes to be levied; attends and participates in public hearings on county budgets and legislative hearings relative to the unorganized territory; and publishes and distributes an annual financial report to interested taxpayers, Legislators, and County Commissioners. The Fiscal Administrator also serves as Chair of the State Commission on Municipal Deorganization.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

UNORGANIZED TERRITORY (AUDIT) EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	84,396		84,396			
HEALTH BENEFITS	30,943		30,943			
RETIREMENTS	14,245		14,245			
OTHER FRINGE BENEFITS	1,363		1,363			
COMPUTER SERVICES	2,143		2,143			
CONTRACTUAL SERVICES	26,100		26,100			
COMMODITIES	3,202		3,202			
GRANTS, SUBSIDIES, PENSIONS	11,027		11,027			
TRANSFER TO OTHER FUNDS	1,567		1,567			
TOTAL EXPENDITURES	174,986		174,986			

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

MARY C MAYHEW, COMMISSIONER

Central Office: 221 STATE STREET, AUGUSTA, ME 04333
Mail Address: 11 STATEHOUSE STA, AUGUSTA, ME 04333 *FAX:* (207) 287-3005
Established: 1939 *Telephone:* (207) 287-4223
Reference: Policy Area: 05 *Umbrella:* 14 *Unit:* 191 *Citation:* T0034B *M.R.S.A., Sect.:* 000001201
Average Counts-All Positions: 1025.600 *Legislative Count:* 1025.00
Units:

OFFICE OF ADVOCACY
BUREAU OF CHILDREN WITH SPECIAL NEEDS (BDS)
DOROTHEA DIX PSYCHIATRIC CENTER
DIVISION OF MENTAL HEALTH
DIVISION OF MENTAL RETARDATION
RIVERVIEW PSYCHIATRIC CENTER
OFFICE OF SUBSTANCE ABUSE

PURPOSE:
Effective July 1, 2004, the former Department of Behavioral and Developmental Services merged with the Department of Human Services to form the Department of Health and Human Services. For more detail see Department of Human Services.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	44,634,522	32,678,756	11,537,686		418,080	
HEALTH BENEFITS	14,993,342	6,299,720	8,560,867		132,755	
RETIREMENTS	8,136,970	3,203,392	4,862,080		71,498	
OTHER FRINGE BENEFITS	864,689	324,212	532,152		8,325	
COMPUTER SERVICES	2,859,038	1,810,316	778,064		270,658	
CONTRACTUAL SERVICES	19,046,864	10,991,347	7,632,673		422,844	
RENTS	1,035,051	879,424	96,018		59,609	
COMMODITIES	3,611,152	2,558,414	1,048,587		4,151	
GRANTS, SUBSIDIES, PENSIONS	217,301,497	172,801,377	28,619,428		15,880,692	
TRANSFER TO OTHER FUNDS	320,310		315,454		4,856	
TOTAL EXPENDITURES	312,803,435	231,546,958	63,983,009		17,273,468	

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	1,954,135		1,954,135			
TOTAL EXPENDITURES	1,954,135		1,954,135			

OFFICE OF ADVOCACY

RICHARD A ESTABROOK, ESQ., CHIEF ADVOCATE

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1975 *Telephone:* (207) 287-4228
Reference: Policy Area: 05 *Umbrella:* 14 *Unit:* 207 *Citation:* T0034B *M.R.S.A., Sect.:* 000005005
Average Counts-All Positions: 7.500 *Legislative Count:* 7.50

PURPOSE:
The Office of Advocacy is established within the Department of Health and Human Services to investigate the claims and grievances of clients of the department and to monitor compliance with all laws, rules and policies relating to the rights and dignity of service recipients. The office advocates for compliance with all laws, administrative rules and regulations, and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments. The Office of Advocacy is the designated investigatory agent for alleged violations of the rights of persons with mental retardation

under 34-B MRSA Section 5606.

ORGANIZATION:
There are six and one half community advocate positions for persons with intellectual disabilities. One chief advocate supervises all of the advocates.

The community advocates: (1) investigate allegations of rights violations pertaining to persons with mental retardation; (2) approve and monitor the utilization of aversive behavior modification plans; (3) represent clients at person-centered planning team meetings at which programs for treatment, services, goals and habilitation are planned, developed and recorded; (4) represent applicants in the administrative and legal process that seeks to determine eligibility for services; (5) seek ways to implement and enforce the rights of persons with intellectual disabilities under state and federal law and the future compliance sections of the Community Consent Decree; (6) review policies and actions of the department's regional offices and suggest ways to deliver high quality care to persons with intellectual disabilities: and (7) provide training to providers and other interested parties in the rights of persons with intellectual disabilities.

PROGRAM:
The Office of Advocacy has provided assistance or information from over 5800 contacts with people with intellectual disabilities through investigations of alleged rights violations, review of aversive programming, and representation of clients at person centered plan meetings. A major goal of the office is to be able to provide to the department suggestions which will not only impact upon individual client's lives, but will also aid the department and clients in general, through helpful systematic changes.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF ADVOCACY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	337,471	337,471				
HEALTH BENEFITS	138,858	138,858				
RETIREMENTS	60,187	60,187				
OTHER FRINGE BENEFITS	4,881	4,881				
COMPUTER SERVICES	12,348	12,348				
CONTRACTUAL SERVICES	18,382	18,382				
COMMODITIES	67	67				
TOTAL EXPENDITURES	572,194	572,194				

BUREAU OF CHILDREN WITH SPECIAL NEEDS (BDS)

Central Office: , ,
Mail Address: , , *FAX:*
Established: 1985 *Telephone:*
Reference: Policy Area: 05 *Umbrella:* 14 *Unit:* 472 *Citation:* T0034B *M.R.S.A., Sect.:* 000006204
Average Counts-All Positions: 61.000 *Legislative Count:* 61.00

PURPOSE:
July 1, 2004 the Department of Behavioral and Developmental Services and the Department of Human Services merged forming the Department of Health and Human Services. During the reorganization the Bureau of Children with Special Needs was renamed the Division of Children's Behavioral Health Services under the Bureau of Child and Family Services, now called the Office of Child and Family Services.

Detailed information about the former Bureau of Children with Special Needs can be found under the section titled Bureau of Child and Family Services.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CHILDREN WITH SPECIAL NEEDS (BDS) EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	2,881,379	2,862,894			18,485	
HEALTH BENEFITS	931,425	928,445			2,980	
RETIREMENTS	492,995	488,943			4,052	
OTHER FRINGE BENEFITS	52,499	52,072			427	
COMPUTER SERVICES	249,059	198,515			50,544	
CONTRACTUAL SERVICES	466,106	272,348			193,758	
RENTS	19,239	19,239				
COMMODITIES	8,224	8,145			79	
GRANTS, SUBSIDIES, PENSIONS	40,298,267	38,911,134			1,387,133	
TRANSFER TO OTHER FUNDS	4,695				4,695	
TOTAL EXPENDITURES	45,403,888	43,741,735			1,662,153	

DOROTHEA DIX PSYCHIATRIC CENTER

LINDA ABERNETHY, SUPERINTENDENT

Central Office: 656 STATE STREET, BANGOR, ME 04401
Mail Address: PO BOX 926, BANGOR, ME 04401-0926 *FAX:*
Established: 1985 *Telephone:* (207) 941-4037
Reference: Policy Area: 05 *Umbrella:* 14 *Unit:* 195 *Citation:* T0034B *M.R.S.A., Sect.:* 000003201
Average Counts-All Positions: 287.240 *Legislative Count:* 287.00

PURPOSE:
Dorothea Dix Psychiatric Center (DDPC) operates under laws established by the Maine Legislature to provide care and treatment for both voluntary and court committed patients as well as outpatients. The hospital has its own Advisory Board with by-laws covering organization, purpose, duties, appointment process, committees and relationship to the Medical Staff.

DDPC is part of a comprehensive mental health system of services in northern and eastern Maine which includes community mental health centers with multiple branch offices, private psychiatric and community hospitals and private providers. In addition to the inpatient services, DDPC provides outpatient services for clients who require such support in order to transition to the community.

ORGANIZATION:
The Dorothea Dix Psychiatric Center was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was renamed the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the hospital was placed under the Department of Institutional Service, now the Department of Health and Human Services. In 1973, its name was changed to Bangor Mental Health Institute. Its present name was established by the Legislature in 2005.

The hospital received its first accreditation under the Joint Commission in 1976 and has continued to be accredited. It is fully licensed as a hospital of the Maine Department of Health and Human Services and is certified by the Centers for Medicare and Medicaid Services (CMS) to provide acute psychiatric care.

PROGRAM:
DDPC operates 51 beds with an additional 3 beds for patients ordered by the court to return to a treatment setting and patients in crisis needing urgent psychiatric hospital care. The hospital is organized into major clinical, administrative, and support service departments. DDPC has three inpatient treatment units, admitting approximately 300 people per year. All three coed units provide an acute level of care. The Outpatient Program includes a Dental Clinic and a DBT (Dialectical Behavior Therapy) program for adults.

Coordinated Efforts

For the past two years the two state psychiatric hospitals have been working to create efficiencies by sharing and integrating administrative functions where

feasible. To date the following have been implemented:
1. Chief Financial Officer shared between DDPC and RPC supervising business office, facilities, safety and utilization management functions;
2. An Integrated Quality Director responsible for developing and implementing a unified performance improvement program and supervising medical records and information management functions at both hospitals;
3. An electronic medical record program and support shared between hospitals;
4. Shared business office functions;
5. Shared clinical risk management;
6. Shared survey readiness;
7. Director of Facilities and Safety shared between DDPC and RPC.

Evaluating processes in all aspects of hospital functions is ongoing to maximize efficiency and offer patients treatment that is evidenced based and focused on personal recovery.

LICENSES:
DHHS
Joint Commission
Medicare/Medicaid

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOROTHEA DIX PSYCHIATRIC CENTER EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	12,891,333	7,125,568	5,765,765			
HEALTH BENEFITS	4,301,970	13,106	4,288,864			
RETIREMENTS	2,408,066		2,408,066			
OTHER FRINGE BENEFITS	268,090	7	268,083			
COMPUTER SERVICES	674,850	252,469	422,381			
CONTRACTUAL SERVICES	4,360,492	2,228,572	2,131,920			
RENTS	150,844	126,321	24,523			
COMMODITIES	1,509,365	1,378,579	130,786			
GRANTS, SUBSIDIES, PENSIONS	24		24			
TRANSFER TO OTHER FUNDS	99,697		99,697			
TOTAL EXPENDITURES	26,664,731	11,124,622	15,540,109			

DIVISION OF MENTAL HEALTH
GUY COUSINS, ACTING DIRECTOR

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-7571
Established: 1959 *Telephone:* (207) 287-4243
Reference: Policy Area: 05 *Umbrella:* 14 *Unit:* 193 *Citation:* T0034B *M.R.S.A., Sect.:* 000003001
Average Counts-All Positions: 90.000 *Legislative Count:* 90.00

PURPOSE:
The Office of Adult Mental Health Services (OAMHS) has primary responsibility for developing, maintaining, and improving a system of mental health services and supports, including community based mental health services and psychiatric inpatient services for persons age 18 years and older who have severe and persistent mental illness. Several primary functions are identified in statute: 1) Promotion and support of the development and implementation of comprehensive community support systems to ensure community integration and the maintenance of a decent quality of life for persons with severe and persistent mental illness; 2) Strengthening the capacity of families, natural networks and other community resources in order to improve the support for persons with severe and persistent mental illness; 3) Provision of technical assistance for program development and the promotion of effective coordination of services; 4) Observation, security, treatment and rehabilitation services for persons committed under criminal statutes; 5) Assessment of service needs, monitoring delivery of services, and the evaluation of programs.

OAMHS adopts and promulgates rules, regulations and standards relating to the

administration of the services authorized, as well as assuring compliance with a wide range of state and federal requirements. There are many additional functions, including those related to the Consent Decree from the class action suit, Bates v. DHHS, 1990.

ORGANIZATION:

A Bureau of Mental Health was created in 1959 and reorganized as a division in 1993 to provide centralized direction and administration for mental health programs in Maine. Currently, OAMHS is organized as an office with a central team, which has a programmatic and a supervisory relationship with regionally based staff, and with the two state psychiatric facilities, Riverview Psychiatric Center and Dorothea Dix Psychiatric Center, as well as the State Forensic Services.

PROGRAM:

The mission of the office is to support, empower and enable individuals with mental illness to enjoy an improved quality of life. In this capacity, and guided by consumer-centered values and strategies, OAMHS acts as an advocate for the prevention of and recovery from mental illness and as an agent for the provision of individualized, flexible treatment and rehabilitative mental health services in the least restrictive settings that are the most appropriate to the needs of the individuals.

The OAMHS developed a nationally recognized Intentional Peer Support Specialist training curriculum and a certification process that includes ongoing supervision and training. The first class received its certification in 2008. Also in 2008 legislation was passed to create an independent statewide consumer council system. The Consumer Council System of Maine became fully operational in 2009 as a vehicle for consumers of mental health services to provide input on mental health public policy, services and funding decisions.

In 2010 OAMHS launched a major initiative to transform adult mental health services to a system of recovery-oriented care and support. This collaborative process specifically defines a recovery-oriented mental health system and provides a foundation to determine how policy, contracts, programs and evaluation procedures can support that system. The transformation effort includes a toolkit to measure individual change and program outcomes.

OAMHS continues its focus on meeting the requirements of the Bates vs. DHHS Consent Decree and on strategies to both review and improve services. Meeting compliance has four parts: certifications, unmet needs requirements, quality management requirements, and performance measures. OAMHS has had two of the six certifications approved and will submit at least another two certifications for review by the Court Master this calendar year.

LICENSES:

N/A

PUBLICATIONS:

Approved Adult Mental Health Services Consent Decree Plan Pursuant to Paragraphs 36, 37, 38 (October 13, 2006)
Community Mental Health Block Grant Application 2006, 2007, 2008, 2009
Department of Corrections/Department of Health and Human Services Joint Plan of Action, 2005
Grievance Process Guide for Recipients of Mental Health Services
The Rights of Recipients of Mental Health Services
See website for more information: www.maine.gov/dhhs/mh/

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF MENTAL HEALTH EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	3,859,573	3,859,573				
HEALTH BENEFITS	1,272,748	1,272,748				
RETIREMENTS	659,765	659,765				
OTHER FRINGE BENEFITS	72,923	72,923				
COMPUTER SERVICES	258,701	258,701				
CONTRACTUAL SERVICES	1,717,671	1,717,671				
RENTS	173,806	173,806				
COMMODITIES	22,431	22,431				
GRANTS, SUBSIDIES, PENSIONS	49,501,942	36,461,771	5,331,603		7,708,568	
TOTAL EXPENDITURES	57,539,560	44,499,389	5,331,603		7,708,568	

DIVISION OF MENTAL RETARDATION

RICKER HAMILTON, ACTING DIRECTOR

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-9915
Established: 1969 *Telephone:* (207) 287-4212
Reference: Policy Area: 05 *Umbrella:* 14 *Unit:* 197 *Citation:* T0034B *M.R.S.A., Sect.:* 000005201
Average Counts-All Positions: 237.500 *Legislative Count:* 237.50

PURPOSE:
The Office of Adults with Cognitive and Physical Disability Services will provide leadership and be an active partner in Maine's comprehensive system of support to individuals with cognitive and physical disabilities. At the foundation of this system is the belief that all individuals can achieve a quality of life consistent with the community in which they live. Supports will be flexible and designed in a manner that recognizes people's changing needs throughout their lifetimes.

ORGANIZATION:
The Division of Mental Retardation was established in 1969. In 2004 the Legislature created a new DHHS by merging the former Department of Behavioral and Developmental Services and Department of Human Services. In doing so, the Division of Mental Retardation became Developmental Services as part of the Office of Adults with Cognitive and Physical Disability Services. The new office provides policy and direction for services to adults with Developmental Disabilities and/or Autism, Brain Injury, and Physical Disabilities.

Developmental Services is administratively divided into eight districts. District staff assist individuals through the intake process and in obtaining services, assist in developing programs, provide personal planning services, advocacy services, crisis services and monitor quality provided. A comprehensive array of community based services are provided through a network of provider agencies funded by MaineCare programs. Community programs are also supported through contracts and grants with individual families, medical professionals and provider agencies.

Brain Injury Services are administered centrally and services are provided through a network of providers funded by MaineCare programs. The Office supports the work of the Acquired Brain Injury Advisory Council who also oversees Brain Injury Services.

Physical Disability Services are administered centrally and services are provided through a network of providers funded by a combination of State funds and MaineCare programs.

PROGRAM:
The Office is responsible for funding oversight of a variety of Long Term Care Programs, including personal support, residential programs, day treatment/habilitation, supported employment, self directed personal care

assistance services and neuro- rehab services. The majority of these services are funded by MaineCare programs and provided by a network of community service providers. Within the Office, Developmental Services directly provides case management, crisis services, advocacy and protective services through the district structure. Supports and services to all populations served by the Office are designed to promote self-advocacy and self-direction whenever possible.

The Office collaborates with self advocates, families, other DHHS offices, state agencies, legislature, advocacy groups and service providers in the development, provision and evaluation of supports and services.

PUBLICATIONS:
Please refer to the DHHS website at www.maine.gov/dhhs/oacpds

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF MENTAL RETARDATION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	10,219,949	10,219,949				
HEALTH BENEFITS	3,549,680	3,549,680				
RETIREMENTS	1,814,021	1,814,021				
OTHER FRINGE BENEFITS	169,382	169,382				
COMPUTER SERVICES	429,230	429,230				
CONTRACTUAL SERVICES	1,463,904	1,451,983			11,921	
RENTS	309,501	309,351			150	
COMMODITIES	30,740	30,416			324	
GRANTS, SUBSIDIES, PENSIONS	104,016,488	87,829,149	16,125,148		62,191	
TRANSFER TO OTHER FUNDS	162				162	
TOTAL EXPENDITURES	122,003,057	105,803,161	16,125,148		74,748	

RIVERVIEW PSYCHIATRIC CENTER
MARYLOUISE MCEWEN, SUPERINTENDENT

Central Office: 250 ARSENAL STREET, AUGUSTA, ME 04333
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1934 *Telephone:* (207) 287-7200
Reference: Policy Area: 05 *Umbrella:* 14 *Unit:* 194 *Citation:* T0034B *M.R.S.A., Sect.:* 000003201
Average Counts-All Positions: 311.360 *Legislative Count:* 311.00

PURPOSE:
Riverview Psychiatric Center (RPC) operates under laws established by the Maine Legislature to provide care and treatment for both voluntary and court committed patients as well as outpatients. The hospital has its own Advisory Board with by-laws covering organization, purpose, duties, appointment process, committees and relationship to the Medical Staff.

RPC is part of a comprehensive mental health system of services in Maine which includes community mental health centers with multiple branch offices, private psychiatric and community hospitals and private providers. In addition to the inpatient services, RPC provides outpatient services for clients who require such support in order to transition to, or remain in, the community.

ORGANIZATION:
Riverview Psychiatric Center was built in 2003 and occupied in June 2004. Prior to Riverview, state inpatient psychiatric care for the southern part of the state was provided by the Augusta Mental Health Institute (AMHI). AMHI was established in 1840 as the Maine Insane Hospital and was the only public mental hospital in Maine until the second hospital was built in Bangor in 1901. The name was changed in 1913 from Maine Insane Hospital to Augusta Mental Health Institute and then Riverview Psychiatric Center in 2004.

The hospital received its first accreditation under the Joint Commission in 1958

and has continued to be accredited. It is fully licensed as a hospital of the Maine Department of Health and Human Services and is certified by the Centers for Medicare and Medicaid Services (CMS) to provide acute psychiatric care.

PROGRAM:

RPC is a 92-bed psychiatric hospital and is organized into major clinical, administrative, and support service departments. RPC has four inpatient treatment units, admitting approximately 300 people per year. All four coed units provide an acute level of care. The Outpatient Program includes a Dental Clinic and a Psychiatric Medication Clinic for both the adult and geriatric population. RPC is also the State of Maine's only forensic psychiatric hospital providing psychiatric services to clients from the Maine criminal justice system and the Maine courts.

Coordinated Efforts

For the past three years the two state psychiatric hospitals have been working to create efficiencies by sharing and integrating services and functions where feasible. To date the following have been implemented:

1. Chief Financial Officer shared between DDPC and RPC supervising business office, facilities, safety and utilization management functions;
2. An Integrated Quality Director responsible for developing and implementing a unified performance improvement program and supervising medical records and information management functions at both hospitals;
3. Facilities Director shared between DDPC and RPC
4. An electronic medical record program and support shared between hospitals;
5. Shared business office functions;
6. Shared clinical risk management
7. Shared survey readiness
8. Occupational Therapy consultation provided to RPC from DDPC staff

Evaluating processes in all aspects of hospital functions is ongoing to maximize efficiency and offer patients treatment that is evidenced based and focused on personal recovery.

LICENSES:

DHHS
MEDICAID/MEDICARE
JOINT COMMISSION

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

RIVERVIEW PSYCHIATRIC CENTER **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	13,191,914	7,419,993	5,771,921			
HEALTH BENEFITS	4,370,891	98,887	4,272,004			
RETIREMENTS	2,505,622	51,608	2,454,014			
OTHER FRINGE BENEFITS	269,533	5,464	264,069			
COMPUTER SERVICES	680,342	537,297	143,045			
CONTRACTUAL SERVICES	9,065,298	3,829,645	5,235,653			
RENTS	168,702	97,292	71,410			
COMMODITIES	2,017,965	1,100,323	917,642			
GRANTS, SUBSIDIES, PENSIONS	1,085,812	986,479	99,333			
TRANSFER TO OTHER FUNDS	215,756		215,756			
TOTAL EXPENDITURES	33,571,835	14,126,988	19,444,847			

OFFICE OF SUBSTANCE ABUSE

GUY COUSINS, DIRECTOR

Central Office: 41 ANTHONY AVENUE, AUGUSTA, ME 04330
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-4334
Established: 2002 *Telephone:* (207) 287-6344
Reference: Policy Area: 05 *Umbrella:* 14 *Unit:* 118 *Citation:* T0005 *M.R.S.A., Sect.:* 000020004
Average Counts-All Positions: 31.000 *Legislative Count:* 31.00

PURPOSE:
The Office of Substance Abuse was established by the 114th Maine Legislature to establish a single administrative unit responsible for creating an integrated approach to the problem of alcohol and other drug abuse and to focus all the varied resources of the State on developing a comprehensive and effective range of alcohol and other drug abuse prevention and treatment activities and services.

ORGANIZATION:
The 117th Maine Legislature merged the Office of Substance Abuse with the Department of Mental Health and Mental Retardation to form the Department of Mental Health, Mental Retardation and Substance Abuse Services, subsequently called the Department of Behavioral and Developmental Services and now the Department of Health and Human Services. The Office of Substance Abuse continues its responsibility for planning, developing, implementing, coordinating and evaluating all of the State's alcohol and other drug abuse prevention, intervention, and treatment activities. The Office of Substance Abuse is composed of four divisions: Prevention/Information Resource Center, Intervention (including the Driver Education and Evaluation Program and the Prescription Monitoring Program), Data and Research, and Treatment.

PROGRAM:
The Office of Substance Abuse is responsible for developing a comprehensive plan for combating alcohol and drug abuse, administering services through contracts with community service providers, and establishing statewide standards for substance abuse prevention, intervention, treatment and recovery. The Office of Substance Abuse regularly assesses the extent of substance use and abuse in Maine by collecting data from a number of sources, including required reporting from all providers and regular surveys of a variety of populations.

The Office of Substance Abuse serves as the primary liaison with other DHHS agencies, departments, the Legislature, citizen's groups and service providers on issues pertaining to substance abuse. The Office of Substance Abuse provides information, training, consultation, technical assistance and service delivery strategies to help schools and communities reduce tobacco, alcohol and other drug related problems.

Within the Intervention Services, the Driver Education Evaluation Program (DEEP) provides or oversees education, evaluation, and/or referral to treatment services for all operating under the influence offenders in the State of Maine in order to lessen the incidence of injury and fatalities which result from driving under the influence of alcohol or other drugs.

The Prescription Monitoring Program (PMP) is an intervention tool created to prevent, detect, and reduce prescription drug misuse and diversion. The PMP maintains a database of all transactions for controlled substances dispensed in the State of Maine. The database is available free online to prescribers and dispensers.

LICENSES:
The Office of Substance Abuse assists the Division of Licensing and Regulatory Services, DHHS in promulgating regulations for substance abuse licensing that included integrated language for co-occurring disorders.

The Office of Substance Abuse works in conjunction with the Division of Licensing and Regulation, DHSS in the approval of methadone facility licensing applications.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SUBSTANCE ABUSE **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,252,903	853,309			399,594	
HEALTH BENEFITS	427,771	297,996			129,775	
RETIREMENTS	196,312	128,866			67,446	
OTHER FRINGE BENEFITS	27,382	19,484			7,898	
COMPUTER SERVICES	554,510	121,757	212,638		220,115	
CONTRACTUAL SERVICES	1,955,012	1,472,746	265,100		217,166	
RENTS	212,959	153,415	85		59,459	
COMMODITIES	22,358	18,452	158		3,748	
GRANTS, SUBSIDIES, PENSIONS	20,444,829	8,612,844	5,109,185		6,722,800	
TRANSFER TO OTHER FUNDS						
TOTAL EXPENDITURES	25,094,036	11,678,869	5,587,166		7,828,001	

DEPARTMENT OF CONSERVATION

WILLIAM H. BEARDSLEY, COMMISSIONER
JACK R. NICHOLAS, DEPUTY COMMISSIONER

Central Office: HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-2400
Established: 1973 *Telephone:* (207) 287-2211
Reference: Policy Area: 04 *Umbrella:* 04 *Unit:* 056 *Citation:* T0012 *M.R.S.A., Sect.:* 000005011
Average Counts-All Positions: 405.516 *Legislative Count:* 295.50
Units:

COASTAL ISLAND REGISTRY
DIVISION OF FOREST HEALTH AND MONITORING
BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)
DIVISION OF FOREST PROTECTION
DIVISION OF FOREST POLICY AND MANAGEMENT
BUREAU OF GEOLOGY AND NATURAL AREAS
OFFICE OF THE COMMISSIONER
MAINE LAND USE REGULATION COMMISSION
BUREAU OF PARKS AND LANDS

PURPOSE:
The Department of Conservation was established to preserve, protect and enhance the land resources of the State of Maine. The purposes of the Department are: to educate the public and encourage sustainable use of the scenic, mineral, and forest resources of the State; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; to provide coordinated land use planning in unorganized territories; to provide ongoing database information and mapping of natural resources; and to effectively manage public lands, state parks, and historic sites in Maine.

ORGANIZATION:
The Department of Conservation was created in 1973 by combining several independent natural resource departments. The Department consists of five major bureaus: Parks and Lands, Forest Service, Geology and Natural Areas, Land Use Regulation Commission, and the Office of the Commissioner. The Department is led by a Commissioner who is responsible for the overall executive management of the Department and whose staff oversee the information and education, safety, regulatory and legislative, and long range departmental planning efforts.

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

PUBLICATIONS:
Listed separately by the Department's organizational units.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	15,815,427	11,005,224	3,841,315		968,888	
HEALTH BENEFITS	5,504,512	3,771,785	1,380,147		352,580	
RETIREMENTS	2,961,266	2,143,070	659,596		158,600	
OTHER FRINGE BENEFITS	305,461	213,758	75,038		16,665	
COMPUTER SERVICES	782,856	679,744	99,558		3,554	
CONTRACTUAL SERVICES	5,381,906	2,001,000	2,881,778		499,128	
RENTS	1,936,850	1,219,178	652,289		65,383	
COMMODITIES	1,143,380	557,230	517,180		68,970	
GRANTS, SUBSIDIES, PENSIONS	10,571,845	1,024	5,933,272		4,637,549	
PURCHASE OF LAND	2,628,952		516,893		2,112,059	
BUILDING IMPROVEMENTS	191,824		168,417			23,407
EQUIPMENT	1,011,430		834,372		9,174	167,884
TRANSFER TO OTHER FUNDS	398,097		356,048		42,049	
TOTAL EXPENDITURES	48,633,806	21,592,013	17,915,903		8,934,599	191,291

COASTAL ISLAND REGISTRY
DAN PRICHARD, CHIEF PLANNER

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-6170
Established: 1973 *Telephone:* (207) 287-3821
Reference: Policy Area: 04 *Umbrella:* 04 *Unit:* 069 *Citation:* T0033 *M.R.S.A., Sect.:* 000001203

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

ORGANIZATION:
The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands. It currently resides in the Bureau of Parks and Lands, 33 M.R.S.A., Chapter 25.

PROGRAM:
The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Parks and Lands by their purported owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title. (See report for Bureau of Parks and Lands).

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF FOREST HEALTH AND MONITORING
DAVID STRUBLE, STATE ENTOMOLOGIST

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-8422
Established: 1921 *Telephone:* (207) 287-2791
Reference: Policy Area: 04 *Umbrella:* 04 *Unit:* 058E *Citation:* T0012 *M.R.S.A., Sect.:* 000008101

PURPOSE:
The Division of Forest Health & Monitoring within the Bureau of Forestry was originally established to protect the forest, shade and ornamental tree resources of the state from significant insect and disease damage and to provide pest management and damage prevention for homeowners, municipalities, and forest landowners and managers; thereby preserving Maine's forest resources in healthy condition so that they can continue to support Maine's forest-dependent industries and meet public expectations. By action of the 118th Legislature, responsibilities were expanded to incorporate conducting a permanent inventory of Maine's forest resources on a 5-year annualized cycle.

In accomplishing its mandate, the Division of Forest Health & Monitoring: gathers, analyzes, and reports pest levels and trends, and similar forest inventory-based information regarding forest extent, composition, and condition; evaluates actual and potential impacts of such forest pests; and develops integrated pest management techniques. Additional responsibilities include providing technical assistance, implementing control actions when justified, and administering existing state and federal laws pertaining to insect and disease quarantine. In those situations where quarantine regulations are necessary but are not preexisting, the director may, by rule, establish a quarantine to address the situation. The Division also analyzes its forest inventory data and generates reports regarding the extent, composition, and condition of Maine's forest resource; these data and analytical capabilities are also used to respond to landowner and industry requests for spatially specific information used to make management decisions.

The state entomologist is authorized to go onto any lands for the purpose of

ORGANIZATION:
The Division of Forest Health & Monitoring (FHM) originated in 1921 as the Division of Entomology for the purpose of protecting Maine's forest land shade trees from insects and diseases. The Director of the Division of FHM is the State Entomologist, and reports to the Director of the Maine Forest Service. Operating within an administrative division of the Maine Forest Service, the State Entomologist is statutorily responsible for answering all calls for information on forest insects including their identification and control. The State Entomologist is also required to assist other departments working in this field.

To protect and enhance the health and sustainability of Maine's forest and shade tree resources across the 17.2 million acres of commercial timberland and 488 municipalities, so that they can continue to support Maine's forest-dependent industries and meet public expectations, requires that the FHM Division utilize its limited resources such that all operations be integrated and interactive. Although the Division is organized into two Work Units (Insect & Disease Management and Forest Inventory & Monitoring), which have primary responsibility for discrete functions, activities are coordinated and all staff are intersupporting.

Internal Division capability is augmented through collaboration with other agencies within the state, with neighboring jurisdictions and with the federal government to optimize efficiencies by sharing resources, analyses and information. At the local level, the Division is maintaining and expanding cooperative efforts and technology transfer through a network of client/cooperators to augment internal capacity and to address local problems.

PROGRAM:
Insect and Disease Management Work Unit- The IDM unit is centered at the IDM Lab in Augusta and is primarily responsible to: conduct localized and statewide surveys to detect and monitor current and potential insect, disease and other environmental stresses of the forest and shade tree resource; develop and provide predictive evaluations and both preventative and remedial prescriptions for known major stressors to landowners so as to allow managers to make timely and informed site specific pest management decisions; provide information, technical advice and assistance to individuals, municipalities, and other state and federal agencies on identification, significance and control of any forest and shade tree insects and diseases; and (if requested) provide, to the extent possible, similar information for non-forest insects on non-agricultural crops.

This unit is responsible for developing and promoting use of best management practices for pest management and forest resource damage prevention, and has responsibility to: provide technical advice and assistance, including design, oversight, administration and funding infrastructure (when justified) for large and small scale pest management and remediation projects; serve as lead agency and liaison for cooperative federal, state, municipal, neighborhood and private pest control efforts; and conduct applied research, designing pest control strategies and proactive managerial prescriptions.

This unit also has specific responsibility for managing and enforcing State and Federal quarantine laws for those quarantines directly relating to the forest resource (Hemlock Woolly Adelgid, Gypsy Moth, Pine Shoot Beetle, European Larch Canker, White Pine Blister Rust) in order to protect the resource base and minimize constraint of commerce. This unit also administers the insect and disease reference collection and library which serve FHM and other cooperating agencies.

Forest Inventory and Health Monitoring Work Unit- The FIM unit is primarily responsible to maintain the Maine Forest Service's statewide forest health and sustainability monitoring surveillance system; conducting the annualized 5-year cyclical inventory of the condition/extent of Maine's forest resources.

This unit generates periodic reports assessing the current levels and trends of Maine's forest resources, providing a sound basis for policy discussions and a foundation for modeling potential future forest conditions; and responds to requests from landowners and industry for spatially specific information regarding forest extent and condition to enable timely informed management decisions.

This unit also provides field staff support to conduct specific projects

initiated in the IDM units.

LICENSES:
Gypsy Moth Quarantine Permits - issued to meet Canadian requirements for transporting logs from Maine to Canada.
Gypsy Moth Compliance Agreements - issued to allow movement of regulated wood products to wood processing sites outside the generally infested area in Maine.
European Larch Canker Permits and/or Compliance Agreements - issued to allow the movement in Maine of larch from infested locations to wood processing sites outside the generally infested area.
Hemlock Woolly Adelgid Quarantine Compliance Agreements - issued to allow movement of regulated hemlock to wood processing sites outside the generally infested area of Maine.
Pine Shoot Beetle Compliance Agreements - issued to allow movement of regulated pine to processing sites outside the generally infested area in Maine.
Asian Longhorn Beetle Compliance Agreements - issued to allow receipt of regulated wood chips from infested areas outside Maine at utilizing sites in Maine.

PUBLICATIONS:
Field Book of Destructive Insects
The Ladybugs of Maine
Checklist of the Beetles of Maine
Planting and Care of Shade Trees
Insect and Disease Information and Control Sheets - various
Pest Alerts and brochures - various new or expanding pest species
Forest and Shade Tree Insect and Disease Conditions for Maine - Periodic reports across the field season, and Annual Summary reports for 1986 to date.
Integrated Crop Management Schedule for Softwood Timber Plantations and Conifer Seed Orchards.
Reports of the Annual Inventory of Maine's Forests: 1999; 2000; 2001; 2002; 2006
Maine Forest Service Assessment of Sustainable Biomass Availability; 2008

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)
DOUG DENICO, DIRECTOR

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-8422
Established: 1979 *Telephone:* (207) 287-2791
Reference: Policy Area: 04 *Umbrella:* 04 *Unit:* 058 *Citation:* T0012 *M.R.S.A., Sect.:* 000008001
Average Counts-All Positions: 149.711 *Legislative Count:* 134.00

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

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

Responsibilities also include: to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of

shade trees, shrubs and forest growth by individuals, municipalities and State agencies; to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

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

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE) EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	6,133,695	5,361,406	20,491		751,798	
HEALTH BENEFITS	2,230,425	1,939,995	8,202		282,228	
RETIREMENTS	1,326,893	1,200,711	3,465		122,717	
OTHER FRINGE BENEFITS	135,595	123,132	407		12,056	
COMPUTER SERVICES	25,607	12,747	10,480		2,380	
CONTRACTUAL SERVICES	1,329,361	970,378	14,029		344,954	
RENTS	987,154	934,721			52,433	
COMMODITIES	425,291	366,895	4,389		54,007	
GRANTS, SUBSIDIES, PENSIONS	2,543,264	995	64,336		2,477,933	
BUILDING IMPROVEMENTS	90,600		90,600			
TRANSFER TO OTHER FUNDS	28,170		1,211		26,959	
TOTAL EXPENDITURES	15,256,055	10,910,980	217,610		4,127,465	

DIVISION OF FOREST PROTECTION
BILL WILLIAMS, STATE SUPERVISOR

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-8422
Established: 1973 *Telephone:* (207) 287-4990
Reference: Policy Area: 04 *Umbrella:* 04 *Unit:* 058F *Citation:* T0012 *M.R.S.A., Sect.:* 000008901

PURPOSE:
The Forest Protection Division's primary objective is to provide forest fire and forest resource protection at the least cost with minimum damage to Maine's 17.7 million acres of forest land. This objective is accomplished by: (1) prevention - 25% to 30% of time and funds are expended in this effort; (2) detection utilizing Civil Air Patrol, Division and other state agency aircraft; (3) presuppression training of municipal, forest industry, and Division employees and maintenance and development of specialized equipment; (4) suppression containing and controlling fires that do occur; and, (5) law enforcement.

ORGANIZATION:
In 1891, the Legislature established the Office of Forest Commissioner and a Forest Commission to oversee the protection of Maine's forests. Before then, this office was known as the Land Office and the Land Agent. In 1909, the Legislature created the Maine Forestry District to provide forest fire protection throughout the "unorganized Towns" and some plantations. The disastrous forest fires of 1947 led to statutory changes in 1949 that made the Forest Commissioner responsible for forest fire control across the entire state. The Department of Conservation was established in 1973, and the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry within Conservation. Fire Control was assigned to the Bureau as the Division of Forest Fire Control with a subsequent name change to Forest Protection in 1999. The Division operates by staffing a state office that includes the Director, the Planning and Training coordinator, Fire Prevention Specialist, and Federal Excess Property Specialist. Operational units are divided into 3 regional offices, which are further broken down into 9 district field offices. The Division also operates an aircraft operations and maintenance unit.

PROGRAM:
The Division's primary goal is to keep annual acreage burned to less than .02% (3500 acres) of the total acreage of the State and hold annual fire occurrence to 59 fires per million acres protected (1,000 fires). The fire season of 2010 had significant fire potential early but summer rains prevented large fire growth. The spring fire season was relatively active but short in duration. Many small human caused fires kept fire crews around the state busy early in the season. During the 2010 fire season the Division recorded over 560 fires. Most fires occurred as a result of human activity, including a number of arson fires set in the Perry and Pembroke areas. The Division generally experiences an average of over 600 fires annually. Acreage burned varies but is generally less than 1000 acres, although as recently as 2006, over 1700 acres were lost to wildfire. Another major goal of the Division is to enforce all laws dealing with forest and forest preservation. These include fire laws, forest practices, timber theft and trespass, logging theft and vandalism, Christmas tree laws and all terrain vehicle and snowmobile laws. Forest fire prevention continues to play a very important role in meeting the Division's objectives. Fire Prevention consists of activities such as public service announcements, newspaper articles, Smokey Bear Programs in schools, the Wildland Urban Interface Program, law enforcement, and spark arrester inspections on chainsaws, skidders, and other forestry equipment.

Presuppression or preparedness is another key to a successful forest fire control program. Fire planning is a critical component in preparing for and executing forest fire suppression tactics. Many hours of training, both in-service and with volunteer and municipal groups, are conducted annually throughout the state, including advanced fire fighting courses at the Maine Wildfire Training Academy. In addition, special training programs are developed for hotshot crews, scouts and prison and industry personnel in forest fire suppression techniques. Specially trained and equipped incident management teams are trained and maintained.

All Forest Rangers are trained in Conservation Law Enforcement, a Code of Conduct is in place, entry level requirements for rangers reflect the present ranger job and require a 2 year degree including 15 credit hours of natural science courses; Physical Fitness requirements meet national standards. A Forest Ranger and Law Enforcement Academy is conducted for new hires. The National Interagency Management System is used to manage emergency incidents worldwide. The Forest Protection Division spends many hours training other agencies and fire departments in the use of this global incident management system.

LICENSES:
Permits:
Burning Permits
Appointments:
Town Wardens
General Deputies

PUBLICATIONS:
Forest Fire Prevention Materials - varies according to annual theme
Posters
Pamphlets including Wildland Urban Interface information

Smokey Bear Kits

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF FOREST POLICY AND MANAGEMENT

DONALD J MANSIUS, DIRECTOR

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-8422
Established: 1947 *Telephone:* (207) 287-2791
Reference: Policy Area: 04 *Umbrella:* 04 *Unit:* 058M *Citation:* T0012 *M.R.S.A., Sect.:* 000005012

PURPOSE:
The Forest Policy and Management Division promotes informed decisions about Maine's forests. Division staff provides technical assistance, information and education services to a wide variety of publics. Staff also provides outreach and enforcement services on timber harvesting rules. The division anticipates and responds to forest policy issues and reports on the state of Maine's forests.

The division provides assistance through education workshops, field demonstrations, media presentations, and one-on-one contact between District Foresters and landowners. Statute limits technical assistance to individual landowners.

ORGANIZATION:
The Division has four components: District Foresters who work directly with landowners and others; policy, planning and education specialists; program specialists who oversee water quality, stewardship and community forestry programs; and shared responsibility for enforcement of timber harvesting rules. The Division Director reports to the State Forester.

PROGRAM:
During FY 2011, staff provided assistance on forest management and conservation laws to over 7,000 private forest landowners and numerous municipalities, civic organizations, consultants, educational institutions, state and federal agencies. The successful "Be Woods Wise" outreach campaign to promote wise decisions by the owners of small woodland acreages continued. Project Canopy, a program to enhance community forestry in towns, continued to build support in Maine's communities.

The division's regulatory program focuses on preventing violations through educational outreach and field intervention. Regional Enforcement Coordinators continue to improve enforcement policy and procedures and deliver customized compliance training. All staff deliver educational programming, including water quality best management practices and participation in numerous education workshops and training sessions, including Envirothon, teacher tours, and Project Learning Tree. Staff continue to focus on reaching new audiences, including small woodland owners and non-traditional, underserved groups, such as women woodland owners.

Division staff have increased efforts to improve understanding of the Tree Growth Tax Law by landowners, foresters, and municipalities and provided significant amounts of technical assistance to towns over the last year. The division participates in the Atlantic Salmon Conservation Plan. The division's policy team acquires, analyzes, and publishes information about the forest resource to fulfill statutory requirements and report to the public information about trends in Maine's forests.

PUBLICATIONS:
(Most current listed; free unless noted otherwise)
Forest Trees of Maine, Centennial Edition, 2008 ($11.00)

Be Woods Wise! (video/brochure information kit for landowner)
Annual Reports: Stumpage Prices; Silvicultural Practices; Wood Processor report
MFS Chapter 20 Rule: Forest Regeneration and Clearcutting Standards
MFS Chapter 21 Rule: Statewide Standards for Timber Harvesting and Related Activities in Shoreland Areas
MFS Chapter 23 Rule: Timber Harvesting Standards to Substantially Eliminate Liquidation Harvesting
Best Management Practices for Forestry: Protecting Maine's Water Quality ($3.00)
What Do Trees Have To Do With It? A Forestry Guide for Communities
The Woods in Your Backyard: A Homeowners guide
Report of the 2003 Annual Inventory of Maine's Forests

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF GEOLOGY AND NATURAL AREAS

ROBERT G MARVINNEY, DIRECTOR

Central Office: WILLIAMS PAVILLION, 17 ELKINS, AUGUSTA, ME 04330
Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-2353
Established: 2000 *Telephone:* (207) 287-2801
Reference: Policy Area: 04 *Umbrella:* 04 *Unit:* 060 *Citation:* T0012 *M.R.S.A., Sect.:* 000000541A
Average Counts-All Positions: 18.000 *Legislative Count:* 18.00

PURPOSE:
The Bureau of Geology and Natural Areas hosts the Maine Geological Survey and the Maine Natural Areas Program. The Bureau's mission is to provide the people of Maine with quality information to facilitate informed decision-making for natural resource management, economic development, conservation planning, and regulation. The Bureau assesses Maine's geology and ecology by conducting field inventories, mapping natural features, and providing data, maps, and reports to landowners, conservation groups, local officials, and state and federal agencies to guide land use decisions.

ORGANIZATION:
The Maine Geological Survey was originally established in 1957 in the Department of Economic and Community Development (DECD) and moved to the Department of Conservation in 1973. In 1993, the Maine Natural Heritage Program (DECD) merged with the Maine Critical Areas Program in the State Planning Office (SPO) to form the Maine Natural Areas Program. The Maine Natural Areas Program moved from DECD to the Department of Conservation in 1995 and was combined with the Maine Geological Survey to form the current bureau, with the State Geologist as the Bureau Director.

PROGRAM:
The Bureau has 3 divisions:
1) Applied Geology:
Geologic Mapping Program provides geologic mapping and interpretation of surficial materials, rock types and structures. Mapping provides the foundation for the identification of aquifers, minerals and geologic hazards.

Hydrogeology Program assesses ground water resources, emphasizing ground water supply, aquifer delineation and ground water quality.

Marine Geology Program conducts research and mapping for shoreline stability, landslides, sea-level rise, beach nourishment, and dredge spoil disposal sites.

2) Resource Data Services Division publishes, in paper and digital form, the results of field investigations and research projects, using GIS.

3) Natural Areas Program serves as the most comprehensive source of information on rare plant and natural communities. With landowner permission, the Program inventories lands that support rare and endangered plants, rare natural communities and outstanding examples of common natural communities. The Program

works with landowners, foresters, conservation groups and state/federal agencies to provide objective information to help make responsible conservation decisions.

2011 Accomplishments:
Ground water -Conducted groundwater investigations in the Branch Brook watershed, as directed by the Water Resources Planning Committee.

Coastal geology -Mapped erosion hazard areas on southern Maine beaches. Worked with coastal communities on resiliency planning. Completed the State of Maine Beaches Report.

Geologic Mapping -Completed maps in the Augusta and Bangor areas.

Publication sales -6000 digital geologic maps downloaded each month.

In Lieu Fee Wetlands Program -Used EPA funds to work with land trusts, state agencies, private landowners, and conservation commissions to identify wetlands that are a high priority for conservation and/or restoration.

Environmental Review -Reviewed over 400 development projects, 650 forest management plans and 100 Farm Bill applications to reduce impacts to at-risk species and habitats. Worked with state and federal agencies, power companies and consultants in pre-application reviews for proposed rail-trail, windpower and transmission line projects.

Natural Resource Inventory -Conducted ecological surveys of private lands within central and western mountain ecoregions and inventoried state-owned lands in the northern region.

Natural Landscapes of Maine, A Guide to Natural Communities and Ecosystems - Distributed book on the diversity of Maine's natural community and ecosystems and gave presentations on its material and use to natural resource professionals.

Forest Certification -Conducted training on managing biodiversity for foresters and landowners. Provided ecological services for FSC certification to several major landowners.

LICENSES:
Mineral Activity on State Land:
1. Exploration Permit
2. Claim Recording Certificate
3. Land Use Ruling
4. Mining Leases on State Land
5. Machinery and Explosives for Exploration

PUBLICATIONS:
The Bureau publishes technical reports concerning surficial, groundwater, bedrock, marine geology, and natural areas. More than 30 new maps and reports were published during FY 2011. For more information please request the following:
Publications List - a complete listing of Bureau publications (free)
Bedrock Geologic Map of Maine, scale 1:500,000 - price $5.00
Surficial Geologic Map of Maine, scale 1:500,000 - price $4.50
Mineralogy of Maine, Vol. 1 - price $40.00
Mineralogy of Maine, Vol. 2 - price $40.00
Natural Landscapes of Maine - price $20.00
The Geology of Mt. Desert Island - price $8.00
Maine's Fossil Record - price $40.00
A Guide to the Geology of Baxter State Park and Katahdin - price $10.00

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF GEOLOGY AND NATURAL AREAS EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	965,483	559,821	272,194		133,468	
HEALTH BENEFITS	294,238	161,277	95,091		37,870	
RETIREMENTS	167,900	100,174	45,955		21,771	
OTHER FRINGE BENEFITS	15,265	6,711	5,887		2,667	
COMPUTER SERVICES	409	409				
CONTRACTUAL SERVICES	205,275	23,281	99,138		82,856	
RENTS	27,019	10,005	7,404		9,610	
COMMODITIES	11,402	9,760	1,385		257	
GRANTS, SUBSIDIES, PENSIONS	25,950		12,715		13,235	
TRANSFER TO OTHER FUNDS	23,853		15,415		8,438	
TOTAL EXPENDITURES	1,736,794	871,438	555,184		310,172	

OFFICE OF THE COMMISSIONER

WILLIAM H. BEARDSLEY, COMMISSIONER
JACK R. NICHOLAS, DEPUTY COMMISSIONER

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-2400
Established: 1973 *Telephone:* (207) 287-2211
Reference: Policy Area: 04 *Umbrella:* 04 *Unit:* 062 *Citation:* T0012 *M.R.S.A., Sect.:* 000005012
Average Counts-All Positions: 7.000 *Legislative Count:* 7.00

PURPOSE:
The Office of the Commissioner provides executive level direction to the department and provides lawmakers and the public with information about Conservation programs.

ORGANIZATION:
The Office of the Commissioner is responsible for providing overall policy guidance to all bureaus within the department. The Office of the Commissioner also provides coordination and direction for the department's legislative program, the department's public information effort, and long range department planning.

PROGRAM:
The Office of the Commissioner sets the department's policy direction, and with the support of the Natural Resources Service Center, manages the department's budget and personnel. Working with the Office of Information Technology, the office provides field staff across the state with the tools to carry out their responsibilities.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	257,115	119,975	137,140			
HEALTH BENEFITS	61,991	15,618	46,373			
RETIREMENTS	42,275	14,248	28,027			
OTHER FRINGE BENEFITS	4,177	2,110	2,067			
COMPUTER SERVICES	715,041	661,466	53,575			
CONTRACTUAL SERVICES	1,261,084	665,336	595,748			
RENTS	3,699	3,699				
COMMODITIES	2,592	2,138	454			
GRANTS, SUBSIDIES, PENSIONS						
TRANSFER TO OTHER FUNDS	53,054		53,054			
TOTAL EXPENDITURES	2,401,028	1,484,590	916,438			

MAINE LAND USE REGULATION COMMISSION

CATHERINE CARROLL, DIRECTOR

Central Office: HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-7439
Established: 1969 *Telephone:* (207) 287-2631
Reference: Policy Area: 04 *Umbrella:* 04 *Unit:* 061 *Citation:* T0012 *M.R.S.A., Sect.:* 000000683
Average Counts-All Positions: 24.500 *Legislative Count:* 24.50

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

The Commission's jurisdiction includes 10.4 million acres, consisting of 410 unorganized townships, 32 plantations, and 7 organized towns. Most of the area is within Aroostook, Penobscot, Somerset, Piscataquis, Washington, Hancock, Franklin, and Oxford Counties, with single plantations or townships located in Lincoln, Knox, Sagadahoc and Kennebec Counties. Often thought of as "The North Woods," the Commission's jurisdiction also includes 780 coastal islands including Monhegan and Matinicus.

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

ORGANIZATION:
The Maine Land Use Regulation Commission is governed by a 7-member independent decision-making body, with members appointed by the Governor subject to review by the Joint Standing Committee on Agriculture, Conservation and Forestry and approval by the Legislature. Appointees to the commission must be familiar with the needs and issues affecting the commission's jurisdiction. All appointees must reside in the commission's jurisdiction; work in the commission's jurisdiction; be a former resident or be retired after working within the commission's jurisdiction for a minimum of 5 years; or have expertise in commerce and industry, fisheries and wildlife, forestry or conservation issues as they affect the commission's jurisdiction. Three members must be residents of the Commission's Jurisdiction. Commissioners serve 4- year staggered terms. The Commission has a staff of 24.5, including an Executive Director. The Commission makes decisions on permit applications, enforcement actions, zoning boundaries and land use standards at regular meetings held monthly. The Commission also conducts Public Hearings and informational meetings at locations in or near its jurisdiction.

PROGRAM:
During the past year, the Commission approved a 695 acre expansion for a windpower expedited area, approved a grid scale wind energy development in Kibby Township, Franklin County, adopted a FEMA map for Unity Township, Kennebec County, adopted a guidance document on expanding a windpower expedited area, formatted a template for deliberations on expedited wind energy development proposals, adopted miscellaneous rules to its Chapter 10 Land Use Districts and Standards and developed an expedited building permit application. There were 152 permit applications pending at the end of the fiscal year, and 618 permit applications were processed during the fiscal year. Staff reached resolution on 42 enforcement cases within the fiscal year. 545 notifications were processed for forest management activities. Commission staff made numerous site inspections, including public assistance visits and compliance inspections. The Commission's staff is available in 5 regional field offices to assist customers firsthand for permitting, education, compliance, and enforcement needs.

LICENSES:
Building Permits
Development Permits
Subdivision Permits
Road Construction Permits
Bridge Construction Permits
Zoning Petitions
Forestry Operations Permits
Utility Line Permits
Hydropower Projects Permits
Advisory Rulings
Water Quality Certifications
Certificates of Compliance
Service Drops
Forestry Operations Notifications

PUBLICATIONS:
No charge is assessed for the first two copies of any publication or rule.
Nominal charges will be made for additional copies
Statutes Administered by LURC
Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine
Prospective Zoning for the Rangeley Lakes Region
Land Use Districts and Standards
Subdividing in the Wildlands of Maine
A Guide to Creative Site Planning in the Unorganized Areas of Maine
Erosion Control on Logging Jobs
Guidance Document on Lake Concept Plans
Clarifying the Rezoning Criterion of "Demonstrated Need"
Guidance for Selecting Easement Holders Model Conservation Easement
Commission Enforcement and Response Policy Guidance on Receiving Public Comment
Wetland Compensation Guidelines
A Guide to Clearing Standards
Guidance for Expanding Wind Energy Permitting Areas
Guidance on Receiving Public Comment
Compliance and Enforcement Response Policy

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE LAND USE REGULATION COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,080,727	1,026,236	54,491			
HEALTH BENEFITS	374,314	368,345	5,969			
RETIREMENTS	189,796	182,202	7,594			
OTHER FRINGE BENEFITS	20,023	19,252	771			
COMPUTER SERVICES	19,866	4,810	15,056			
CONTRACTUAL SERVICES	201,851	74,531	127,320			
RENTS	32,827	27,363	5,464			
COMMODITIES	15,536	15,071	465			
TRANSFER TO OTHER FUNDS	9,098		9,098			
TOTAL EXPENDITURES	1,944,038	1,717,810	226,228			

BUREAU OF PARKS AND LANDS

WILLARD HARRIS, DIRECTOR
KATHERINE EICKENBERG, ACTING DEPUTY DIRECTOR

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-6170
Established: 1935 *Telephone:* (207) 287-3821
Reference: Policy Area: 04 *Umbrella:* 04 *Unit:* 059 *Citation:* T0012 *M.R.S.A., Sect.:* 000001802
Average Counts-All Positions: 206.305 *Legislative Count:* 112.00

PURPOSE:
The Bureau of Parks and Lands was established in 1995 by the consolidation of the

Bureau of Parks and Recreation and the Bureau of Public Lands. The Bureau manages and administers programs on 591,254 acres of Public Reserved and Non-Reserved Lands, 348,950 in conservation easements including easements along the Appalachian Trail and the Penobscot River Corridor, 625,000 acres in public access easements including the West Branch easement in Somerset County and the Typhoon LLC easement in Washington County, 34 staffed state parks totaling 84,739 acres including the Allagash Wilderness Waterway, 22 staffed and unstaffed state historic sites, 2.3 million acres of submerged lands, 1,333 coastal islands, owns or manages 300 miles of abandoned rail bed managed as multi-use trails, and other public lands as provided by law. The Bureau also administers special programs related to boat access sites, navigational hazard marking, snowmobile and ATV trails, and the federal Land and Water Conservation Fund and Recreational Trail Program.

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

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

ORGANIZATION:

A director, who reports to the Commissioner of the Department of Conservation, heads the Bureau and is assisted by a deputy director and director of operations and maintenance. The Deputy Director's primary responsibility is to manage the Planning, Acquisition, and Special Services Division and the Grants and Community Recreation Division, which includes the Maine Conservation Corps. Six regional offices, three supervising the state park system and three supervising the Public Reserved Lands system, oversee operations and management activities. The six heads of these regions, and three central office programs: engineering and realty, silviculture, and admin services all report to the Director of Operations and Maintenance. The central office includes three divisions that report to the director including Off-Road Vehicles; Boating Facilities; and Submerged Lands divisions. Park system field staff provide direct services to park and historic site visitors, maintain and repair facilities, provide information and education programs, and ensure public safety. Public Reserved Lands field staff conduct multiple use land management activities including timber, wildlife, and recreation; plan and oversee the construction of roads, trails, and bridges; and maintain campsites and other visitor amenities. The Off-Road Vehicle Division administers motorized trails on public & private land, and provides extensive grants to clubs, municipalities and counties for the development and maintenance of snowmobile and ATV trails. The Division has also coordinated, funded and managed the acquisition of 215 miles of multi-use rail trails throughout the state. The Boating Facilities Div, through direct state involvement, grants and contracts, provides and maintains boat access sites. It also marks certain lakes to ensure navigational safety. The Submerged Lands Program is responsible for the management of the State's submerged lands. The Planning, Acquisition, and Special Services Division oversees the acquisition of land, secures grants, manages property records and provides GIS and mapping services, develops management plans for Bureau's public lands and provides technical assistance to Bureau land managers on wildlife, interpretation, recreation, historic sites and silviculture management. It also is responsible for monitoring and enforcement of the Bureau's conservation easements, and administers a leasing program for camp lots, telecommunications, utility right-of-ways, and agriculture on Bureau lands. The Grants & Community Recreation Div administers federal grants, manages a state-wide trail advisory committee, provides information on recreational facilities to municipalities, and provides technical assistance to local sponsors in trail construction and improvements. The Maine Conservation Corps (MCC) accomplishes conservation projects, creates conservation employment, provides conservation education, and engages conservation volunteers. The Engineering and Realty Division oversees the planning, design, development, disposal, appraisal, maintenance, and capital improvement of Bureau facilities. The Administrative Services Division provides clerical support, manages bureau finances, and operates the campsite reservation system.

PROGRAM:

Parks & Historic sites provided recreation & education opportunities to more than 2,602,097 visitors, contributing $2,747,049 in user fees and other revenue to the general fund and $270,925 to municipalities in fee sharing in calendar year (CY) 2010. The Bureau's camping reservations continued to work with the new web-based reservation system for our state park campgrounds. The Bureau celebrated the 75th Anniversary of State Parks through December 2010. The Bureau continued the Maine State Parks Passport Program, which promotes visitation of the 48 Maine State Parks & Historic Sites. The Bureau held special events at parks throughout the year in conjunction with our Take It Outside Program designed to reconnect families to the natural world. Events included Ice Fishing Derbys, Family Fun Days, Birding Festival and interpretive programs. The First Time Campers program and fall foliage hikes continued for the fourth successful year. Capital projects continued in FY11 from the capital improvement bond for State Parks & Historic Sites approved in FY08, initiating improvements at Reid State Park, Bradbury Mountain State Park, and the Allagash Wilderness Waterway. Completed work on the 85 mile multi-use Downeast Sunrise Trail (with DOT) has been a huge success for recreation opportunities down east and is expanding into Perry this year. In CY 2010, the 3 Reserved Lands regional offices conducted sustained yield forest harvesting operations on 10,346 acres of the Bureau's 399,600 acres of operable timberland yielding 121,734 cords of wood and constructed and maintained an extensive network of roads, trails, and bridges to facilitate public access. In FY 2011, the Planning, Acquisition, & Special Services Division worked with the Public Reserved Lands regional staff on 4 regional management plans, covering 152,733 acres, completed 11 land acquisitions totaling 5,662 acres in fee and 2,849 acres in easement, administered 300 camplot and 51 other leases, and monitored 30 conservation easements. In CY 2010 the Bureau's Grants & Community Recreation Division administered $1,544,050 in federal grants for 65 Recreational Trail Program projects statewide, managed $375,251 for 8 federal Land and Water Conservation Fund projects and provided technical assistance to municipalities and the Maine Trails Advisory Committee. The Boating Facilities Division improved public boat access at 3 sites and has started renovation of 2 others. The Navigational Aids Program has taken on the installation and maintenance of buoys on an additional 10 waterbodies bringing their total marked to 37 and continued to work with lake associations & municipalities to mark an additional 20 other waterbodies to bring the total number of water bodies marked to 57. The Off-Road Vehicle Division approved 428 snowmobile grants, totaling $3,675,527 and managed 5 snowmobile trail systems which total 13,880 miles. The ATV Program awarded 130 club & municipal grants totaling $909,120 and continued to develop abandoned railroad rights-of-way for a total of 6,171 miles of ATV trail. The Administrative Services Division provided clerical support, managed the Bureau's finances and campsite reservation system. In CY 2010, the Submerged Lands program processed 156 applications. 97 new leases and easements were granted including 3 dredging leases.

LICENSES:

Permits:
Allagash Wilderness Waterway Timber Harvesting Permits
Timber Stumpage
Gravel
Bear Baiting

Leases:
Submerged Lands
Right of Way
Agricultural
Public Land (includes a variety of possible uses)

PUBLICATIONS:

Outdoors in Maine (free); The Allagash Wilderness Waterway (free); Allagash Wilderness Waterway Management Plan; Allagash Wilderness Waterway Campsite Occupancy Study; An Inventory of State Park Natural Areas & Features; Maine Public Facilities for Boats Program (free); Maine Uniform State Waterway Marking System and Rules & Regulations (free); Statewide Snowmobile Trail Map and ATV Trail map (free); All Terrain Vehicle and Snowmobile Trail Marking Techniques (free); Brochures on Club & Municipal Grant Information (free); ATV Trail Best Management Practices Guide (free); Brochures on specific parks, historic sites, public reserved and non-reserved lands, and the campsite reservation system; Land and Water Conservation Fund Application Booklet (free); Recreation and Open

Space Planning Workbook (free); General Recreation and Management brochures (free); Management Plans for the Major Reserved Land Units; Submerged Lands Brochure; Wildlife Guidelines; Your Islands on the Coast Brochure, Integrated Resource Policy for Bureau Lands; MSCORP.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PARKS AND LANDS **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	7,378,406	3,937,786	3,356,999		83,621	
HEALTH BENEFITS	2,543,545	1,286,550	1,224,512		32,483	
RETIREMENTS	1,234,402	645,735	574,555		14,112	
OTHER FRINGE BENEFITS	130,403	62,554	65,907		1,942	
COMPUTER SERVICES	21,933	312	20,447		1,174	
CONTRACTUAL SERVICES	2,384,335	267,474	2,045,543		71,318	
RENTS	886,152	243,390	639,422		3,340	
COMMODITIES	688,559	163,366	510,487		14,706	
GRANTS, SUBSIDIES, PENSIONS	8,002,631	29	5,856,220		2,146,382	
PURCHASE OF LAND	2,628,952		516,893		2,112,059	
BUILDING IMPROVEMENTS	101,224		77,817			23,407
EQUIPMENT	1,011,430		834,372		9,174	167,884
TRANSFER TO OTHER FUNDS	283,921		277,269		6,652	
TOTAL EXPENDITURES	27,295,893	6,607,196	16,000,443		4,496,963	191,291

DEPARTMENT OF CORRECTIONS
JOSEPH PONTE, COMMISSIONER

Central Office: 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4370
Established: 1981 *Telephone:* (207) 287-4360
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 201 *Citation:* T0034A *M.R.S.A., Sect.:* 000001202
Average Counts-All Positions: 1369.143 *Legislative Count:* 1363.50
Units:

CHARLESTON CORRECTIONAL FACILITY
MAINE CORRECTIONAL CENTER
DOWNEAST CORRECTIONAL FACILITY
JUVENILE JUSTICE ADVISORY GROUP
JUVENILE COMMUNITY CORRECTIONS
LONG CREEK YOUTH DEVELOPMENT CENTER
MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER
STATE PAROLE BOARD
STATE PRISON
DIVISION OF PROBATION AND PAROLE
OFFICE OF VICTIM SERVICES

PURPOSE:
The Department of Corrections is responsible for the planning, direction and management of adult and juvenile correctional facilities, community corrections and programs within the state. The department administers the state's correctional facilities, provides for the safety of staff and clients, undertakes appropriate programming for the classification, education, rehabilitation and maintenance of clients and assures an effective system for the supervision of parolees and probationers. The department is responsible for the direction and administration of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, Long Creek Youth Development Center, Mountain View Youth Development Center, the Downeast Correctional Facility, Central Maine Pre-Release Center and the Women's Reentry Center. The department also administers community corrections programs for adult and juvenile probationers.

The department is authorized to establish and maintain programs, inside and outside of correctional facilities that provide rehabilitation services and opportunities for clients. The Department of Corrections may provide or assist in the provision of correctional services throughout the State as authorized by Maine law, and the department is responsible for setting standards and inspection of municipal and county jails.

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

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

In 2007, in response to the increasing prisoner population and the lack of adequate housing capacity within the state's correctional facilities, the department opened the Women's Reentry Center in Bangor and contracted to house state prisoners in county jails. In the 2008, the Legislature created a Board of Corrections to oversee the adult correctional services administered by the department and the county jails with the goal of establishing a unified corrections system.

In 2011, the department reorganized itself again, establishing a division of quality assurance, a director of security and an industries director in order to provide more efficient and effective programs and services.

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

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

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

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	60,465,529	59,819,346	221,045		338,128	87,010
HEALTH BENEFITS	21,266,639	21,035,768	77,082		127,006	26,783
RETIREMENTS	13,977,376	13,841,492	52,250		67,733	15,901
OTHER FRINGE BENEFITS	1,186,887	1,175,974	2,700		6,760	1,453
COMPUTER SERVICES	2,507,622	2,468,595	1,673		35,593	1,761
CONTRACTUAL SERVICES	33,515,901	32,074,187	368,507		411,314	661,893
RENTS	1,709,042	1,697,231	5,939		2,839	3,033
COMMODITIES	9,298,431	8,791,988	362,030		30,838	113,575
GRANTS, SUBSIDIES, PENSIONS	4,025,908	2,523,023	90,276		1,412,609	
EQUIPMENT	41,531	17,436	24,095			
INTEREST-DEBT RETIREMENT	87,106	87,106				
TRANSFER TO OTHER FUNDS	32,187		14,685		11,771	5,731
COST OF GOODS SOLD						
TOTAL EXPENDITURES	148,114,159	143,532,146	1,220,282		2,444,591	917,140

DEPARTMENT OF CORRECTIONS

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,362,618	1,283,457			79,161	
HEALTH BENEFITS	316,123	277,502			38,621	
RETIREMENTS	248,481	233,956			14,525	
OTHER FRINGE BENEFITS	22,078	20,478			1,600	
COMPUTER SERVICES	2,489,267	2,463,354			25,913	
CONTRACTUAL SERVICES	24,231,376	23,683,612	199,124		348,640	
RENTS	71,936	69,038	113		2,785	
COMMODITIES	44,300	41,017	1,280		2,003	
GRANTS, SUBSIDIES, PENSIONS	1,412,609				1,412,609	
INTEREST-DEBT RETIREMENT	87,106	87,106				
TRANSFER TO OTHER FUNDS	11,982		3,366		8,616	
COST OF GOODS SOLD						
TOTAL EXPENDITURES	30,297,876	28,159,520	203,883		1,934,473	

CHARLESTON CORRECTIONAL FACILITY

ERIC HANSEN, SUPERINTENDENT
JOSEPH PONTE, COMMISSIONER

Central Office: 1202 DOVER RD, CHARLESTON, ME 04422
Mail Address: 1182 DOVER RD, CHARLESTON, ME 04422 *FAX:* (207) 285-0825
Established: 1980 *Telephone:* (207) 285-0880
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 211 *Citation:* T0034A *M.R.S.A., Sect.:* 000003601
Average Counts-All Positions: 46.000 *Legislative Count:* 46.00

PURPOSE:
The primary purpose of the Charleston Correctional Facility is to provide public safety through effective security operations and programming aimed at reducing the likelihood that offenders will re-offend when in the community through evidenced-based practices. All prisoners housed at the Charleston Correctional Facility are classified as minimum or community based security. The prisoners participate in education, treatment and vocational programs in addition to industries programs and work release.

ORGANIZATION:
The Charleston Correctional Facility is located on the site of the former Charleston Air Force Radar Station in Charleston, Maine. The facility opened under the administrative control of the Maine Correctional Center in 1980. In l985, the facility assumed primary responsibility for its own development and operation. During 2001, the facility was downsized through a major restructuring of the Maine Department of Corrections. This brought the facility under the administrative oversight of the Chief Administrative Officer of Mountain View Youth Development Center including all support services for fiscal, business, human resources, food service, maintenance, warehouse and supply. The Charleston Correctional Facility received American Correctional Association accreditation in January of 2007. The facility expanded in July 2007, opening another dormitory and taking on another 50 prisoners.

PROGRAM:
The Charleston Correctional Facility currently houses approximately 155 male prisoners. Prisoners are received from higher security level institutions, such as the Maine State Prison in Warren, the Maine Correctional Center in Windham and the Downeast Correctional Facility in Bucks Harbor. A comprehensive classification process reviews the prisoner's need for rehabilitative services such as educational and vocational training, psychological and substance abuse treatment. An educational learning center and library is located on facility grounds. Instruction is offered in GED preparation and testing, Adult Basic Education, PLATO program and basic computer skills. Substance abuse services are provided at an intensive level through the Differential Substance Abuse Treatment program known at DSAT. The facility has started a cognitive skills based program called Thinking for a Change which teaches prisoners new skills to deal with daily challenges. Parenting skills, life skills, and employment skills training are also available through collaboration with other community agencies. Vocational programs and industries programs are provided in wood harvesting and small saw mill operation.

Finished lumber is sold to other correctional and state agencies in addition to being utilized in our industry program to manufacture fine furniture, woodcrafts, prefab shelters, and construction products. This program is accomplished through a cooperative agreement with the Department of Inland Fisheries and Wildlife. The cooperative agreement allows the Charleston Correctional Facility wood harvesting program to provide land management services to over 7,000 acres in the Bud Leavitt Wildlife Management Area that abuts the facility property. During Fiscal Year 2010-2011 the wood harvesting program produced over 1200 cord of fuel wood and slab wood for the facility's boiler plant to supplement the use of oil in order to provide heat and hot water for the entire facility. This has saved the facility considerable funds annually by reducing fuel oil costs. In addition, the industry program produced approximately 160,000 board feet of lumber.

The Charleston Correctional Facility's total progressive corrections program has a very strong public restitution element providing public restitution to communities, non-profit agencies and state agencies including the Maine Department of Transportation. Last year approximately 30,000 hours were expended on community restitution projects. There are over a dozen prisoners trained and ready to be utilized to fight forest fires and several prisoners that have earned that privilege are offered an opportunity to enter the facility's unique work release program. Prisoners in the program are required to contribute to their living expenses, provide family support, pay victim restitution, pay unpaid fines and save money to utilize upon their release.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CHARLESTON CORRECTIONAL FACILITY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,963,000	1,913,478	49,522			
HEALTH BENEFITS	774,748	754,378	20,370			
RETIREMENTS	459,011	447,176	11,835			
OTHER FRINGE BENEFITS	39,142	38,666	476			
CONTRACTUAL SERVICES	252,746	231,832	20,914			
RENTS	41,492	41,492				
COMMODITIES	341,056	301,422	39,634			
TRANSFER TO OTHER FUNDS	1,457		1,457			
TOTAL EXPENDITURES	3,872,652	3,728,444	144,208			

MAINE CORRECTIONAL CENTER

SCOTT BURNHEIMER, SUPERINTENDENT
JOSEPH PONTE, COMMISSIONER

Central Office: 17 MALLISON FALLS ROAD, SO. WINDHAM, ME 04082
Mail Address: P. O. BOX 260, SO. WINDHAM, ME 04082 *FAX:* (207) 893-7001
Established: 1919 *Telephone:* (207) 893-7000
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 205 *Citation:* T0034A *M.R.S.A., Sect.:* 000003401
Average Counts-All Positions: 270.476 *Legislative Count:* 269.50

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

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

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

ORGANIZATION:
The Multi-Purpose Unit (MPU) is a high custody correctional setting, which provides Reception and Orientation, Administrative Segregation, Disciplinary Segregation and Protective Custody for both male and female prisoners. In addition, it holds a limited number of female prisoners awaiting trial in the Federal court. Unit One is primarily a medium custody housing area and includes the department's forty (40) bed Correctional Recovery Academy (CRA) which provides intensive residential substance abuse treatment and the Department of Corrections' RULE program, a 60 bed residential program for the treatment of sexual offenders. Unit Two is primarily a minimum custody housing area. Programs in Unit Two include public service work crews and a transition skills

re-entry program for men. Unit Three is the Women's Center, which is a separate comprehensive housing and programming unit for females. It includes industries, education and substance abuse treatment. The Maine Correctional Center in Windham received re-accreditation in January 2009 by the American Correctional Association. The facility is expected to go through its recertification audit in October of 2011.

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

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

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CORRECTIONAL CENTER **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	12,545,576	12,446,847	71,480		27,249	
HEALTH BENEFITS	4,310,385	4,283,389	23,148		3,848	
RETIREMENTS	2,977,328	2,954,550	17,601		5,177	
OTHER FRINGE BENEFITS	244,320	242,214	1,522		584	
COMPUTER SERVICES	5,021	3,348	1,673			
CONTRACTUAL SERVICES	1,589,675	1,505,858	83,817			
RENTS	202,211	196,413	5,798			
COMMODITIES	2,394,225	2,144,839	248,769		617	
EQUIPMENT	9,295		9,295			
TRANSFER TO OTHER FUNDS	8,402		7,761		641	
TOTAL EXPENDITURES	24,286,438	23,777,458	470,864		38,116	

DOWNEAST CORRECTIONAL FACILITY

SCOTT JONES, DIRECTOR
JOSEPH PONTE, COMMISSIONER

Central Office: 64 BASE ROAD, MACHIASPORT, ME 04655
Mail Address: 64 BASE ROAD, MACHIASPORT, ME 04655 *FAX:* (207) 255-1176
Established: 1984 *Telephone:* (207) 255-1100
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 220 *Citation:* T0034A *M.R.S.A., Sect.:* 000003901
Average Counts-All Positions: 68.000 *Legislative Count:* 68.00

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

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

Prisoners at Downeast Correctional Facility are housed in three dorm units all within the perimeter of the facilities security fence. Dorm I houses medium security prisoners and prisoners who have recently been transferred to the facility. Dorm II houses the balance of the facilities medium security prisoners. Dorm III houses the facilities minimum security prisoner population. In addition to the dorms the facility has a Special Management Unit consisting of seven individual segregated cells. SMU cells are utilized to stabilize high risk prisoners, separate certain prisoners from the main prison population or for prisoners on administrative segregation or disciplinary status.

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

Medical services for the prisoners are provided by Correctional Medical Services. The facility utilizes three nurses to provide twelve hour coverage daily. A physician, dentist and ophthalmologist also visit the facility on regular schedules to provide appropriate medical care and treatment.

PROGRAM:
A Correctional Caseworker completes a needs assessment of each prisoner to determine program needs and individual goals. A Case Plan is developed to address all need areas including education, counseling, substance abuse training, mental health treatment/counseling, job training, family relationships etc. Case planning is a vital component in outlining and monitoring all need areas. Once the needs and goals are outlined the services and actions to address the needs are documented and monitored. Assessment tools are used to target high risk areas which contribute to criminogenic behaviors. Prisoners are engage in the case planning process and expectations are made clear. Case plans are monitored for progress or lack thereof and the plan is reviewed with the prisoner. Services available at Downeast Correctional Facility include AA and Differential Substance Abuse Treatment to address substance abuse issues. Prisoners with mental health issues are referred to the mental health counselor for individual counseling, medication and psychiatric services. Thinking for A Change is a 22 week cognitive/ behavioral program available at the facility which focuses on sound judgment and decision making. Prisoners are assessed for suitability for furloughs and Supervised Community Confinement. Family resources are assessed and in certain circumstances attempts are made to repair family relationships which may have deteriorated over time. Most if not all of the services, programs and casework focus on assisting prisoners with successful reentry into society. Prior to release prisoners work with case workers on housing and transportation arrangements, personal identification, case management referral, probation conditions and requirements, public assistance, family resources and employment.

Vocational and work programs offered at Downeast Correctional Facility are

Automotive, Welding, Re-upholstery, Woodworking (two) and Public Restitution. In addition to the vocational and work programs the facility has a prison industries garment program. All of the programs focus on instilling personal responsibility, work ethic and basic job skills; tools necessary in aiding prisoners with successful reentry into society and the public work force. Learning good healthy work habits with special attention on safety in the work place are of the highest importance and are stress in all vocational and work programs.

The public restitution program at Downeast Correctional Facility provides assistance to other state agencies, local municipalities and not for profit organizations throughout much of Washington County. The program is a unique tool which benefits the prisoners and the agencies receiving the services.

The education program at Downeast Correctional Facility includes GED coursework and testing. Prisoners can also participate in a High School Diploma program which is administered through Machias High Schools Adult Education Department. Addtionally, a library utilizes an inter-library loan program with the Bangor Public Library which provides prisoners with a vast variety of reading material for education, research and pleasure.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOWNEAST CORRECTIONAL FACILITY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	2,952,322	2,952,322				
HEALTH BENEFITS	1,080,065	1,080,065				
RETIREMENTS	697,290	697,290				
OTHER FRINGE BENEFITS	58,753	58,753				
COMPUTER SERVICES	312	312				
CONTRACTUAL SERVICES	237,174	214,193	22,981			
RENTS	30,653	30,653				
COMMODITIES	534,275	486,242	48,033			
TRANSFER TO OTHER FUNDS	592		592			
TOTAL EXPENDITURES	5,591,436	5,519,830	71,606			

JUVENILE JUSTICE ADVISORY GROUP

PAUL VESTAL, CHAIRPERSON
JOSEPH PONTE, COMMISSIONER

Central Office: 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4370
Established: 1979 *Telephone:* (207) 287-4371
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 201J *Citation:* GFY82 *M.R.S.A., Sect.:* 000000016

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

ORGANIZATION:
The JJAG was first established as a committee of the Maine Criminal Justice Planning and Assistance Agency. It was formalized by Executive Order 4FY80 on October 5, 1979, and authorized by statute in 1984 (34-A M.R.S.A., Section 1209).

Since July 1, 1982, the Department of Corrections (DOC) has acted as the JJAG's administrative and fiscal agent.

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

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

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

The federal allocation for Maine Juvenile Justice and Delinquency Prevention Program for federal fiscal year 2010 was $600,000. Up to 10% of the award is available for planning and program administration, determined by need and available state matching funds, and $30,000 is allocated for the activities of the JJAG. The remainder of the formula grant is allocated to a variety of programs to support improvement of the juvenile justice system. In accordance with their three-year plan, JJAG will support prevention and early intervention programs designed to keep at-risk youth out of the juvenile justice system, develop a comprehensive strategy to address delinquency among Native American youth, and monitor and provide technical assistance for jails and lock-ups to maintain compliance with the Federal JJDP Act.

The JJAG further supports community prevention efforts with the pass-through of federal funds from the Title V Local Delinquency Prevention Program. The FY 201 allocation of $84,945 was distributed by a competitive process with eligibility restricted to general units of local government and funds Collaborative Problem Solving in ten schools across the state.

The Juvenile Accountability Block Grant is administered by the JJAG. The Juvenile Accountability Block Grants (JABG) program is administered by the State Relations and Assistance Division of the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Office of Justice Programs, U.S. Department of Justice. Through the JABG program, funds are provided as block grants to states for programs promoting greater accountability in the juvenile justice system. Maine supports community-based diversion and alternative to detention programs and Performance-based Standards for our facilities, with the $354,800 2010 award.

PUBLICATIONS:
Copies of the following publications may be obtained free of charge from the JJAG or their website, www.MAINEJJAG.org:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan 2009 to 2011

Maine Juvenile Justice Advisory Group's 2010 Annual Report to the Governor and The 125th Legislature

Disproportionate Minority Contact Report 2009

Gender Responsiveness in the Juvenile Justice System

A Survey of Maine Police Departments

PUBLICATIONS:
Copies of the following publications may be obtained free of charge from the JJAG or their website, www.MAINEJJAG.org:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan 2009 to 2011

Maine Juvenile Justice Advisory Group's 2008 Annual Report to the Governor and The 123rd Legislature

Disproportionate Minority Contact Report

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

JUVENILE COMMUNITY CORRECTIONS

BARTLETT STOODLEY, ASSOC COMM JUVENILE SERV.
JOSEPH PONTE, COMMISSIONER

Central Office: 19 ELKINS LANE, AMHI COMPLEX, AUGUSTA, ME 04333-0111
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4518
Established: 2001 *Telephone:* (207) 287-4365
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 237A *Citation:* 005401 *M.R.S.A., Sect.:* T00034A
Average Counts-All Positions: 73.000 *Legislative Count:* 73.00

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

ORGANIZATION:
Three regional offices provide services to juveniles across the state. A Regional Correctional Administrator, who reports directly to the Associate Commissioner for Juvenile Services, administers each region. JCCOs accept referrals from law enforcement officers and supervise and case manage juvenile offenders in the community. Regional Correctional Managers provide case management consultation and direct supervision to JCCOs and assist them to find appropriate resources for juveniles on their caseloads. Contract Managers, though the Division of Quality Assurance, enssure that all contracted services are provided in a manner consistent with the assessed needs of juvenile offenders. Outcome performance measures are incorporated into all contracts to ensure program effectiveness. Support staff assists in the overall management of the regional offices.

PROGRAM:
Regional offices receive referrals from law enforcement officers for detention decisions or to screen for possible diversion. The JCCOs, based on specified criteria, determine whether juveniles should be detained pending a court hearing. They also decide whether a youth can be safely diverted from the correctional system. In the latter case, youth are dealt with informally through a contract specifying conditions to which the youth and his/her family agree to comply in lieu of going to court. Using an evidence-based risk management and risk focused intervention approach, the JCCO's supervise and case manage youth placed on probation or on aftercare from one of the juvenile facilities. JCCOs also serve

as the primary case managers for juveniles committed or detained at juvenile correctional facilities.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

JUVENILE COMMUNITY CORRECTIONS EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	3,308,426	3,241,654	66,772			
HEALTH BENEFITS	1,212,326	1,190,371	21,955			
RETIREMENTS	781,140	766,531	14,609			
OTHER FRINGE BENEFITS	68,678	68,678				
CONTRACTUAL SERVICES	1,249,423	1,229,699	19,724			
RENTS	330,609	330,609				
COMMODITIES	85,117	85,117				
GRANTS, SUBSIDIES, PENSIONS	2,613,249	2,522,973	90,276			
TRANSFER TO OTHER FUNDS	859		859			
TOTAL EXPENDITURES	9,649,827	9,435,632	214,195			

LONG CREEK YOUTH DEVELOPMENT CENTER

RODNEY BOUFFARD, SUPERINTENDENT
JOSEPH PONTE, COMMISSIONER

Central Office: 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106
Mail Address: 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106 *FAX:* (207) 822-2773
Established: 1853 *Telephone:* (207) 822-2617
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 204 *Citation:* T0034A *M.R.S.A., Sect.:* 000003801
Average Counts-All Positions: 191.467 *Legislative Count:* 188.00

PURPOSE:
The Long Creek Youth Development Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training, and religion, as they relate to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority, or, in some cases, until their 21st birthdays. The Superintendent acts as a guardian to all children committed and may place any such child on aftercare with any suitable person or persons or public or private child care agency. The Long Creek Youth Development Center is also required by law to detain juveniles pending their court appearances.

ORGANIZATION:
Long Creek Youth Development Center in South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the State School for Boys was placed under the Department of Health and Welfare and, in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, The Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, when the Stevens School for Girls closed and the girls were transferred to the Boys Training Center, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders. On July 1, 2001 the Maine Youth Center changed its name to Long Creek Youth Development Center.

PROGRAM:
Long Creek Youth Development Center functions as the correctional facility for the juveniles from the southern part of the state. The purpose of the center is to provide for the detention, diagnostic evaluation and confinement of juvenile

offenders. In addition, the center promotes public safety by ensuring that juvenile offenders are provided with education, treatment, and other services that teach skills and competencies; strengthen pro-social behaviors and require accountability to victims and communities.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LONG CREEK YOUTH DEVELOPMENT CENTER **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	8,052,557	8,005,847			46,710	
HEALTH BENEFITS	2,833,279	2,819,026			14,253	
RETIREMENTS	1,786,399	1,777,915			8,484	
OTHER FRINGE BENEFITS	153,707	153,036			671	
CONTRACTUAL SERVICES	1,095,870	1,052,076	1,024		42,770	
RENTS	46,190	46,190				
COMMODITIES	768,957	751,699	2,717		14,541	
TRANSFER TO OTHER FUNDS	890		25		865	
TOTAL EXPENDITURES	14,737,849	14,605,789	3,766		128,294	

MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER

ERIC HANSEN, SUPERINTENDENT
JOSEPH PONTE, COMMISIONER

Central Office: 1182 DOVER RD, CHARLESTON, ME 04422
Mail Address: 1182 DOVER RD, CHARLESTON, ME 04422 *FAX:* (207) 285-0825
Established: 1991 *Telephone:* (207) 285-0880
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 225 *Citation:* T0034A *M.R.S.A., Sect.:* 000004101
Average Counts-All Positions: 168.200 *Legislative Count:* 167.00

PURPOSE:
The purposes of the Mountain View Youth Development Center are: 1. Detention. To detain juveniles prior to juvenile court appearances when a court orders that juveniles are to be securely detained; 2. Diagnostic evaluation. To administer court-ordered diagnostic evaluations pursuant to Title 15, section 3309-A and court-ordered examinations pursuant to Title 15, section 3318; and 3. Confinement. To confine juveniles ordered detained pursuant to Title 15, section 3314, subsection 1, paragraph F and H.

ORGANIZATION:
The Mountain View Youth Development Center in Charleston was established to provide juvenile correctional services for the fourteen Northern and Central counties of Aroostook, Franklin, Androscoggin, Oxford, Lincoln, Sagadahoc, Kennebec, Knox, Penobscot, Piscataquis, Somerset, Waldo, Hancock and Washington. Formerly known as The Northern Maine Juvenile Detention Facility, the programs, services and physical plant were expanded and reorganized into the current Mountain View Youth Development Center in 2002.

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

The Mountain View Youth Development Center achieved national accreditation from the American Correctional Association (ACA) in May 2006. The facility received its ACA Re-Accreditation in 2009 with a score of 100% and was recognized as "one" of the best
in the country.

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

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

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

In August of 2007, the facility was recognized by the Council for Juvenile Correctional Administrators (CJCA) and the Performance-based Standards Learning Institute (PbS Li) as one of the top three facilities in the country earning the Barbara Allen-Hagen Award for outstanding and exemplary work in ensuring safety for youths and staff, holding youths accountable and providing effective rehabilitation services that prevent future crime.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	7,410,651	7,354,802			55,849	
HEALTH BENEFITS	2,630,513	2,615,691			14,822	
RETIREMENTS	1,662,197	1,652,589			9,608	
OTHER FRINGE BENEFITS	148,161	147,007			1,154	
COMPUTER SERVICES	10,954	2,006			8,948	
CONTRACTUAL SERVICES	738,107	718,497			19,610	
RENTS	46,848	46,848				
COMMODITIES	921,482	906,008	1,797		13,677	
GRANTS, SUBSIDIES, PENSIONS	50	50				
TRANSFER TO OTHER FUNDS	861		13		848	
TOTAL EXPENDITURES	13,569,824	13,443,498	1,810		124,516	

STATE PAROLE BOARD

JOSEPH PONTE, COMMISSIONER
JODY BRETON, ASSOCIATE COMMISSIONER

Central Office: 25 TYSON DRIVE, AMHI COMPLEX,, AUGUSTA, ME 04333-0111
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4370
Established: 1931 *Telephone:* (207) 287-4360
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 208 *Citation:* T0034A *M.R.S.A., Sect.:* 000005201

PURPOSE:
The State Parole Board was established to evaluate and adjudicate applications for parole as well as to provide oversight and management of offenders already admitted to parole. The two primary responsibilities of the Board are to determine the eligibility for access to parole or to sanction parolee's when warranted due to rule violations. The Board also determines the time of discharge of parolees from parole supervision, formulates policies, adopts regulations and establishes procedures.

ORGANIZATION:
The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957 under the Department of Institutional Service. In 1957, the Parole Board's duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was re-designated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In 1976 the State of Maine abolished Parole though the Board continues to serve in a limited capacity providing services to offenders placed on parole prior to its 1976 abolition.

In January 1984, the Board began to hear entrustment revocation proceedings for those juveniles alleged to have violated their conditions of release on entrustment from the state's juvenile correctional institutions. As of September 1990, the Board is no longer responsible for hearing juvenile entrustment revocation hearings. The Board elects its own chairman and meets at least bi-monthly. It may meet as often as necessary.

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

PUBLICATIONS:
Parole Board Rules and Policy-Free

PUBLICATIONS:
Parole Board Rules and Policy--Free

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PAROLE BOARD **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	600	600				
CONTRACTUAL SERVICES	2,855	2,855				
TOTAL EXPENDITURES	3,455	3,455				

STATE PRISON

PATRICIA BARNHART, WARDEN
PONTE JOSEPH, COMMISSIONER

Central Office: 807 CUSHING ROAD, WARREN, ME 04864-4600
Mail Address: 807 CUSHING ROAD, WARREN, ME 04864-4600 *FAX:* (207) 273-5320
Established: 1823 *Telephone:* (207) 273-5310
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 206 *Citation:* T0034A *M.R.S.A., Sect.:* 000003201
Average Counts-All Positions: 425.000 *Legislative Count:* 425.00

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

ORGANIZATION:

The State Prison at Thomaston was opened officially in July of 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term one year or longer. The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. The prison was plagued by fires in 1837, 1841, 1851, 1873 and 1923. Renovations and additions took place throughout the years and in 1992 high risk prisoners were transferred from Thomaston to a new maximum security facility in Warren known as Maine Correctional Institution (MCI). It was built to house male prisoners who posed the highest risk to the public, safety of staff, other prisoners, and the security and orderly management of the Department's facilities. An increasing population and an antiquated prison resulted in the construction of a new facility in Warren, adjoined to MCI. On February 13, 2002 prisoners were transferred to the new prison and the former Thomaston facility was demolished in June 2002. Only a section of the wall remains at the site beside the prison cemetery.

The new facility was built to house 916 prisoners. It also houses a 6 bed infirmary for the adult population. In 2008, the first female prisoner from Maine Correctional Center was transferred to receive infirmary level medical care. Additionally, 200 minimum security prisoners are housed at the Bolduc Correctional Facility (BCF) in South Warren. In 1978 the official name of the minimum security unit became the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc the first Director. The former barracks now serves as the Bolduc Correctional Facility. Prior to 1970 a fire destroyed the working farm at BCF which had previously supported the prison with beef, dairy and produce.

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

PROGRAM:

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

Educational programs at the prison include literacy and remedial reading with individual instruction. GED or High School diplomas are offered through the prison teachers and a "live" college program through a grant. ITV college courses are also available through the UMA Thomaston Center. Typing, computer, music, literature, writing, art, horticulture, a Long Distance Dad's program and languages provide additional choices. Religious services are provided by ordained clergy who support a varied faith group base. In addition, recreational programs available to all prisoners include basketball, softball, soccer, pool and physical fitness.

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

Bolduc Correctional Facility supports a variety of programs and services similar

to the prison. The Education Department offers GED or High School Diploma preparation work, college programs, literacy services through LVA and tutors, a New Books, New Readers program and life skills programs. Library services, recreation and legal research opportunities are also available to the population. Vocational education programs such as auto body, auto mechanics, electrical, plumbing, building trades and culinary arts are offered. Participants can learn a trade and develop marketable skills to earn a livable wage. In addition, a cooperative work arrangement with the Department of Transportation and selected prisoners work on DOT community projects. Community restitution is also supported and plays a major role in giving back to the community. The farm program continues to provide potatoes and in season fresh produce for the prison, other facilities and offers surplus to community food banks.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PRISON EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	18,508,037	18,387,757	33,270			87,010
HEALTH BENEFITS	6,519,241	6,480,848	11,610			26,783
RETIREMENTS	4,326,297	4,302,192	8,204			15,901
OTHER FRINGE BENEFITS	365,223	363,067	703			1,453
COMPUTER SERVICES	1,336	-425				1,761
CONTRACTUAL SERVICES	3,583,466	2,904,032	17,541			661,893
RENTS	214,919	211,857	29			3,033
COMMODITIES	4,118,614	3,985,239	19,800			113,575
EQUIPMENT	32,236	17,436	14,800			
TRANSFER TO OTHER FUNDS	6,301		570			5,731
TOTAL EXPENDITURES	37,675,670	36,652,003	106,527			917,140

DIVISION OF PROBATION AND PAROLE

CYNTHIA BRANN, ASSOC COMM ADULT SERVICES
JOSEPH PONTE, COMMISSIONER

Central Office: 25 TYSON DRIVE, AUGUSTA, ME 04333-0111
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4370
Established: 1967 *Telephone:* (207) 287-4384
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 237 *Citation:* T0034A *M.R.S.A., Sect.:* 000005401
Average Counts-All Positions: 96.000 *Legislative Count:* 96.00

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

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

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

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

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

PUBLICATIONS:
Division of Adult Services Policies and Procedures Manual-on location.

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PROBATION AND PAROLE **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	4,250,374	4,136,502			113,872	
HEALTH BENEFITS	1,550,183	1,502,229			47,954	
RETIREMENTS	1,019,316	991,946			27,370	
OTHER FRINGE BENEFITS	83,521	81,093			2,428	
COMPUTER SERVICES	733				733	
CONTRACTUAL SERVICES	480,642	480,043	305		294	
RENTS	724,072	724,018			54	
COMMODITIES	88,698	88,698				
TRANSFER TO OTHER FUNDS	802		2		800	
TOTAL EXPENDITURES	8,198,341	8,004,529	307		193,505	

OFFICE OF VICTIM SERVICES

DENISE GILES, CHIEF VICTIM SERVICES ADV
JOSEPH PONTE, COMMISSIONER

Central Office: 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4370
Established: 2001 *Telephone:* (207) 287-4385
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 615 *Citation:* T0034A *M.R.S.A., Sect.:* 000001214
Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

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

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

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

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

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

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF VICTIM SERVICES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	111,367	96,080			15,287	
HEALTH BENEFITS	39,777	32,269			7,508	
RETIREMENTS	19,917	17,349			2,568	
OTHER FRINGE BENEFITS	3,306	2,984			322	
CONTRACTUAL SERVICES	54,565	51,489	3,076			
RENTS	112	112				
COMMODITIES	1,707	1,707				
TRANSFER TO OTHER FUNDS	41		41			
TOTAL EXPENDITURES	230,792	201,990	3,117		25,685	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

MG JOHN W. LIBBY, COMMISSIONER/ADJ GENERAL
DANIEL P. GOODHEART, DEPUTY COMMISSIONER

Central Office: CAMP KEYES, AUGUSTA, ME 04333-0033
Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME 04333-0033 *FAX:* (207) 626-4509
Established: 1973 *Telephone:* (207) 430-6000
Reference: Policy Area: 06 *Umbrella:* 15 *Unit:* 210 *Citation:* T0037B *M.R.S.A., Sect.:* 000000001
Average Counts-All Positions: 175.500 *Legislative Count:* 174.00
Units:

ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS & EMERG MANA
MAINE EMERGENCY MANAGEMENT AGENCY
MILITARY BUREAU
BUREAU OF MAINE VETERANS' SERVICES

PURPOSE:
The Department of Defense, Veterans and Emergency Management is responsible for all military, veterans and emergency management related operations within the State of Maine. National Guard personnel and units have recently transitioned from a strategic to an operational force mobilizing in support of Operations Iraqis and Enduring Freedom. Our Soldiers and Airmen are also readily available to respond to the Governor during emergencies or disasters in Maine. The Bureau of Veterans' Services provides numerous support services to Maine's 154,000 veterans and manages Maine's Veterans' Memorial Cemeteries. The Maine Emergency Management Association is charged with all disaster mitigation, preparedness, response, recovery and Homeland Security operations within the State of Maine.

ORGANIZATION:
The Department of Defense, Veterans and Emergency Management was created by legislation in 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau.

Effective in June 1974, the 106th Legislature revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness. Subsequently the Department was re-designated as the Department of Defense and Veterans Services.

During the 113th Legislature the Bureau of Civil Emergency Preparedness was renamed the Maine Emergency Management Agency (MEMA). At the direction of the 115th Legislature, the Bureau of Veterans Services was changed to the Division of Veterans Services. In 1995 the 117th Legislature added the requirement that the Adjutant General/Commissioner's appointment be subject to Legislative confirmation. In 1997 the 118th Legislature re-designated the department as the Department of Defense, Veterans and Emergency Management, re-designated the Division of Veterans' Services as the Bureau of Maine Veterans Services and designated its leader as the Bureau Director. In October 2001, the Department was assigned responsibility for coordinating the homeland security activities of the State, to include interface in such matters with federal, county, and local government. The Commissioner was assigned the additional duty of directing these activities.

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

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	21,759,189	2,408,243	201,586		5,452,553	13,696,807
HEALTH BENEFITS	7,920,997	950,174	61,703		1,656,759	5,252,361
RETIREMENTS	3,533,807	368,124	31,048		894,055	2,240,580
OTHER FRINGE BENEFITS	472,995	62,947	5,447		131,044	273,557
COMPUTER SERVICES	452,080	77,844	4,700		264,186	105,350
CONTRACTUAL SERVICES	11,930,398	1,066,525	292,858		6,671,282	3,899,733
RENTS	1,082,640	35,479	2,149		368,370	676,642
COMMODITIES	3,546,583	426,176	84,919		1,761,280	1,274,208
GRANTS, SUBSIDIES, PENSIONS	19,699,897	2,112,648	1,194,010		16,393,239	
PURCHASE OF LAND	1,178,122				1,178,122	
BUILDING IMPROVEMENTS	4,737,959				4,737,959	
EQUIPMENT	2,517,234		65,173		785,078	1,666,983
TRANSFER TO OTHER FUNDS	13,927,376		7,755		28,056	13,891,565
COST OF GOODS SOLD	56,628	12,689	1,121		42,818	
TOTAL EXPENDITURES	92,815,905	7,520,849	1,952,469		40,364,801	42,977,786

ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS & EMERG MANA

MG JOHN W. LIBBY, ADJ GENERAL/COMMISSIONER
DANIEL P. GOODHEART, DEPUTY COMMISSIONER

Central Office: CAMP KEYES, AUGUSTA, ME 04333-0033
Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME 04333-0033 *FAX:* (207) 626-4509
Established: 1973 *Telephone:* (207) 430-6000
Reference: Policy Area: 06 *Umbrella:* 15 *Unit:* 210A *Citation:* T0037B *M.R.S.A., Sect.:* 000000003
Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

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

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

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

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS & EMERG MANA **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	148,462	148,463			-1	
HEALTH BENEFITS	10,091	10,091				
OTHER FRINGE BENEFITS	10,797	10,797				
COMPUTER SERVICES	3,884	3,884				
CONTRACTUAL SERVICES	38,835	38,835				
RENTS	15,000	15,000				
TOTAL EXPENDITURES	227,069	227,070			-1	

MAINE EMERGENCY MANAGEMENT AGENCY

ROBERT MCALEER, DIRECTOR

Central Office: 45 COMMERCE CENTER, AUGUSTA, ME 04333
Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-3180
Established: 1949 *Telephone:* (800) 452-8735
Reference: Policy Area: 06 *Umbrella:* 15 *Unit:* 214 *Citation:* T0037B *M.R.S.A., Sect.:* 000000701
Average Counts-All Positions: 28.000 *Legislative Count:* 28.00

PURPOSE:
The Maine Emergency Management Agency (MEMA) statutory mission is "to lessen the effects of disaster on the lives and property of the people of the State through leadership, coordination and support, in the four phases of emergency management: mitigation, preparedness, response and recovery." This Agency coordinates the mitigation, preparedness, response and recovery from disasters or catastrophes, such as forest fire, flood, earthquake, nuclear power accident, or hurricane. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property. Since 2001, the Agency has been the focal point for the implementation of programs regarding Homeland Security, integrating these programs into its all-hazard mission. In 2005, statutory language was added to make MEMA the coordinating agency within State Government for homeland security operational preparedness, response, recovery and mitigation.

The Agency uses planning, training, exercising and public education to accomplish this mission. A five step planning process developed by the National Governor's Conference has been adopted: 1) hazards are identified; 2) mitigation actions are considered; 3) capabilities are identified; 4) procedures are developed to meet the threat; and 5) resources are identified to aid in preparedness, response and recovery. The Agency's commitment is to develop a comprehensive emergency management plan containing guidelines flexible enough to address the unforeseen, as well as the identified hazards. Emergency plans and all other related activities are coordinated to the maximum extent possible with other departments of the State, Federal agencies, county and local governments, as well as neighboring states and Canada.

ORGANIZATION:
MEMA was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. A 1972 amendment, re-titled the Maine Civil Defense Act, caused the agency to be re-designated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was re-designated as the Department of Defense and Veterans Services and the bureau name changed to the Bureau of Civil Emergency Preparedness. Public Law, Ch. 370, signed by the Governor on June 19, 1987, re-designated the Bureau of Civil Emergency Preparedness as the Maine Emergency Management Agency effective September 29, 1987.

The Emergency Management Assistance Compact was enacted in 1998 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause. The Governor, through Executive Order, created the State Emergency Response Commission in April of 1987 to coordinate the state government's role in carrying out Maine's planning and preparedness responsibilities for hazardous materials in compliance with Title III of the Federal Superfund Amendments and Reauthorization Act of 1986, Emergency Planning and Community Right-To-Know. The Maine Emergency Management Agency carries out the planning and preparedness activities for the Commission.

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

PROGRAM:
In one form or another, the Federal Government has been granting money to the

states for civil emergency preparedness (emergency management) for more than 30 years. The Emergency Management Performance Grant (EMPG) has been the instrument of FEMA/State Agreement since 1998.

The Agency receives funding from FEMA for administration and administrative services. In addition, the Agency distributes EMPG funds to 16 counties to reimburse 50% of the daily operating costs of their emergency management agencies and also offers Local Capacity Grants to eligible local governments to support their emergency management programs. In addition to EMPG funding, the Agency also distributes the following grants; State Homeland Security Grants, Citizen Corps for Citizen Emergency Response Team training (CERT), Operation Stone Garden grants for border protection and Interoperable Emergency Communications Grant Program funds.

PUBLICATIONS:
(Over 700 various types, all available at no cost)
When You Return to a Storm Damaged Home
When the Rivers Rise: Flood Awareness for Maine Public Officials
Questions and Answers on the National Flood Insurance Program
Winter Storms
Handbook for Radiological Transportation
10 Independent Study Courses
Community Right-to-Know Handbook
10 Hazardous Materials "Workshops in Emergency Management"
State of Maine Local Officials Disaster Response Checklist
Your Family Disaster Supplies Kit, and Disaster Plan (separate)
Emergency Preparedness Checklist
Food & Water in an Emergency, Are you Ready?
Maine Prepares

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE EMERGENCY MANAGEMENT AGENCY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,268,717	247,218	134,968		886,531	
HEALTH BENEFITS	413,928	83,952	44,545		285,431	
RETIREMENTS	210,490	39,842	24,453		146,195	
OTHER FRINGE BENEFITS	29,193	5,865	2,867		20,461	
COMPUTER SERVICES	153,186	30,518	4,700		117,968	
CONTRACTUAL SERVICES	398,633	56,802	14,948		325,883	1,000
RENTS	180,309		1,475		178,834	
COMMODITIES	112,324	9,163	6,191		96,970	
GRANTS, SUBSIDIES, PENSIONS	19,588,425	2,098,404	1,096,782		16,393,239	
EQUIPMENT	10,995				10,995	
TRANSFER TO OTHER FUNDS	30,918		3,158		27,760	
COST OF GOODS SOLD	56,628	12,689	1,121		42,818	
TOTAL EXPENDITURES	22,453,746	2,584,453	1,335,208		18,533,085	1,000

MILITARY BUREAU

MG JOHN W. LIBBY, ADJUTANT GENERAL
BG BRENT B. BOYLES, ASST. ADJUTANT GENERAL

Central Office: CAMP KEYES, AUGUSTA, ME 04333-0033
Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME 04333-0033 *FAX:* (207) 626-4509
Established: 1972 *Telephone:* (207) 430-6000
Reference: Policy Area: 06 *Umbrella:* 15 *Unit:* 213 *Citation:* T0037B *M.R.S.A., Sect.:* 000000002
Average Counts-All Positions: 114.000 *Legislative Count:* 114.00

PURPOSE:
The Military Bureau provides the Army and Air National Guard with units organized, equipped, and trained to function efficiently at authorized federal strength. Units muster on order of the Governor to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. In the event of war or other national emergency, designated National

Guard personnel will report for federal service on call of the President of the United States. Should the National Guard be federalized and moved out of State, other forces may be organized under the law (M.R.S.A., Title 37-B, Chapter 3), to be known as the Maine State Guard.

The Military Bureau was created in July, 1972, under State Government reorganization legislation. It previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law has been revised several times to more appropriately reflect and meet the needs and actual functions of the Department. The most recent revisions have eliminated the requirement that the Director of the Military Bureau be the Deputy Adjutant General and changed Civil Defense to the Maine Emergency Management Agency (MEMA).

ORGANIZATION:

The Military Bureau's two components, the Army National Guard and the Air National Guard, both report to the Adjutant General. The Maine National Guard, as a professional military institution, performs a dual role. One role supports our State, and the other supports our Nation. In support of our State, the Maine National Guard provides the people of Maine with a highly skilled and disciplined military force. These soldiers and airmen, when called upon by the Governor, assist other State agencies during times of floods, hurricanes, forest fires, snow emergencies, and other civic needs. In its other role, the Maine National Guard acts as a supplement to the active military. In this capacity, units of the Maine National Guard can be called to Active Duty by the President of the United States in support of our national security.

PROGRAM:

The Maine Army National Guard's authorized strength is 2,186 soldiers. These soldiers are trained in a wide range of skills, including carpentry, plumbing, electrical, maintenance, medical, heavy equipment operations, aviation, military police and combat arms.

The Directorate of Facilities Engineering under the Military Bureau is responsible for operating, constructing, maintaining, and repairing over 200 Maine Army National Guard facilities to include Armories, Field Maintenance Shops, Barracks, Dining Halls, Billets, Hangars, an Army Aviation Support Facility, Armed Forces Reserve Centers, Warehouses, Storage and Administrative buildings statewide. The Directorate is also responsible to ensure that 8 Training Centers are maintained to support troop training and to ensure all environmental impacts and safety requirements are properly managed.

The Maine Air National Guard's authorized strength is 1,129 airmen who are combat ready to serve in Federal missions of Air Refueling, Combat Communications and Engineering Installations. The 101st Air Refueling Wing is composed of 15 units including Groups, Squadrons and Flights and when called to active duty reports to the Air Mobility Command. The Wing provides world-wide air refueling in support of all major commands of the United States Air Force, United States Navy, United States Marines, Air Force Reserve, Air National Guard and all NATO countries. The 243rd Engineering Installation Squadron and the 265th Combat Communications Squadron train for mobility. The 243rd EIS and the 265th CBCS when called to active duty report to Air Force Space Command. Their high state of readiness enables them to deploy in support of the Department of Defense worldwide. The Air Guard deployed over 418 personnel worldwide; maintained three alert aircraft and crews 24 hours a day, seven days a week; and processed more jet fuel than any other Air Guard base in the country this past year.

PUBLICATIONS:

The MAINIAC
Guard ME
Family Program Chain of Concern
Unit Newsletters

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MILITARY BUREAU EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	19,265,269	935,822	66,617		4,566,023	13,696,807
HEALTH BENEFITS	7,045,518	404,670	17,158		1,371,329	5,252,361
RETIREMENTS	3,152,713	157,679	6,595		747,859	2,240,580
OTHER FRINGE BENEFITS	405,844	19,125	2,580		110,582	273,557
COMPUTER SERVICES	252,111	958			145,803	105,350
CONTRACTUAL SERVICES	11,108,453	634,398	257,602		6,317,720	3,898,733
RENTS	867,680	828	674		189,536	676,642
COMMODITIES	3,324,161	312,753	75,666		1,661,534	1,274,208
BUILDING IMPROVEMENTS	4,576,227				4,576,227	
EQUIPMENT	2,234,724				567,741	1,666,983
TRANSFER TO OTHER FUNDS	13,895,944		4,379			13,891,565
TOTAL EXPENDITURES	66,128,644	2,466,233	431,271		20,254,354	42,976,786

BUREAU OF MAINE VETERANS' SERVICES

PETER OGDEN, DIRECTOR, VETERANS' SERV

Central Office: CAMP KEYES, AUGUSTA, ME 04333
Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 626-4471
Established: 1947 *Telephone:* (207) 430-6034
Reference: Policy Area: 06 *Umbrella:* 15 *Unit:* 215 *Citation:* T0037B *M.R.S.A., Sect.:* 000000501
Average Counts-All Positions: 31.500 *Legislative Count:* 30.00

PURPOSE:
The Bureau of Maine Veterans' Services provides support services to Maine's 150,000 veterans and their dependents. These programs include, but are not limited to, housing, medical and hospital care, educational aid and compensation, vocational rehabilitation, burials and nursing homes. The seven regional offices located throughout the State provide support to veterans statewide in addition to supplementing the USDVA claims offices at Togus and Vet Centers at Lewiston and Springvale. The Bureau's regional offices also provide support to bedridden veterans. The State Claims Office, located at Togus, administers the claims support and appeals advocate program.

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

Additionally, the Director sits on the Board of Trustees for the Maine Veterans Homes and serves as the primary public advocate for Maine veterans.

ORGANIZATION:
After the Civil War, service to veterans was provided through specific acts or laws. The earliest coordinated service to veterans was the Soldiers Board of 1919. Maine Veterans' Services was created by Council Order in 1945 as The Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963. In the spring of 1970, the Maine Veterans' Memorial Cemetery became operational. Under reorganization legislation of 1972, the agency was placed within the new Department of Military, Civil Defense and Veterans' Services which, in 1974, was redesignated the Department of Defense and Veterans' Services.

PROGRAM:
Major Programs: CLAIMS SERVICE. The seven regional offices represented 38,757

clients during the past Fiscal Year. These offices also filed 2,135 claims with the US Department of Veterans Affairs. The Claims Office at Togus, acting as the veterans advocate, filed 1,149 new Powers of Attorney on the behalf of veterans or their dependents. Actions taken by Maine Veterans' Services have resulted in new awards of $48,783,064 by the US Department of Veterans Affairs. Federal dollars totaling $743,795 were expended by the US Department of Veterans Affairs for benefits to Maine's veterans during the federal fiscal year 2010. Maine's population consists of 150,000 veterans. The federal dollars spent by the US Department of Veterans Affairs provided compensation and pension benefits to 25,000 veterans and medical care for 39,019 veterans. The Bureau also maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 507,051 such records are now on file in the main office.

VETERANS' DEPENDENTS EDUCATIONAL BENEFITS. Dependents of totally and permanently disabled veterans may be eligible for free tuition at a state supported institution. During the past year there were 642 students enrolled in the program at a value of $1,651,328.

MAINE VETERANS' MEMORIAL CEMETERY. During the year, 904 burials were made and a total of 20,018 persons have been buried in the cemetery since its inception. Three hundred and twenty nine reservations for burial were made. At the end of the year there were 5,420 reservations for future burial on file. There were 386 Certificates of Eligibility issued with a total of 12,225 certificates on file.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MAINE VETERANS' SERVICES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,076,740	1,076,740				
HEALTH BENEFITS	451,461	451,461				
RETIREMENTS	170,604	170,604				
OTHER FRINGE BENEFITS	27,161	27,161				
COMPUTER SERVICES	42,899	42,484			415	
CONTRACTUAL SERVICES	384,476	336,490	20,308		27,678	
RENTS	19,651	19,651				
COMMODITIES	110,099	104,260	3,063		2,776	
GRANTS, SUBSIDIES, PENSIONS	111,472	14,244	97,228			
PURCHASE OF LAND	1,178,122				1,178,122	
BUILDING IMPROVEMENTS	161,732				161,732	
EQUIPMENT	271,515		65,173		206,342	
TRANSFER TO OTHER FUNDS	514		218		296	
TOTAL EXPENDITURES	4,006,446	2,243,095	185,990		1,577,361	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

GEORGE GERVAIS, COMMISSIONER

Central Office: CROSS OFFICE BLDG, 3RD FLOOR, AUGUSTA, ME 04330
Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-2861
Established: 1987 *Telephone:* (207) 624-9800
Reference: Policy Area: 01 *Umbrella:* 19 *Unit:* 100 *Citation:* T0005 *M.R.S.A., Sect.:* 000013053
Average Counts-All Positions: 32.000 *Legislative Count:* 32.00
Units:

OFFICE OF BUSINESS DEVELOPMENT
MAINE STATE FILM COMMISSION
MAINE STATE FILM OFFICE
OFFICE OF INNOVATION
MAINE SMALL BUSINESS AND ENTREPRENEURSHIP
COMMISSION
OFFICE OF TOURISM
MAINE TOURISM COMMISSION
OFFICE OF COMMUNITY DEVELOPMENT

PURPOSE:
The Department of Economic & Community Development is responsible for administering Maine's programs related to business growth, community development, tourism and film promotion. These programs fall within five divisions: the Office of the Commissioner, the Office of Business Development, the Office of Tourism and Film, the Office of Community Development and the Office of Innovation. In most cases the department's programs require a significant amount of interaction with other organizations in the public and private sectors.

The Office of the Commissioner is responsible for policy development, including legislative activities and participation on numerous boards, commissions and task forces; financial management, including purchasing, contracting and human resources; facilities management; the administration of tax-based development incentives; the development and implementation of the State Economic Development Strategic Plan and several grant programs.

ORGANIZATION:
The department traces its roots back to the Maine Development Commission which was established in 1933. A reorganization in 1955 created the Department of Development of Industry and Commerce, and further reorganization in 1957 established the agency as the Department of Economic Development. In 1971 another reorganization reconstituted the department as the Department of Commerce and Industry, and shortly thereafter, in 1975, the department was abolished and many of its functions transferred to other agencies. As part of this process, the State Development Office was established within the Executive Department, and assumed resonsibility for Maine's general business development functions.

On October 1, 1987, the State Development Office was abolished to be replaced by the newly established Department of Economic and Community Development, which also assumed the development-related activities of the State Planning Office and the Department of Conservation. In 1995, the department transferred its Natural Areas, Growth Management, Coastal Zone Management and Code Enforcement programs to the State Planning Office and the Department of Conservation.

In 1996, the Department was reorganized for efficiency by consolidating the Energy Conservation Division within the Office of Business Development. This reorganization also shifted the department's primary accounting, personnel and information services functions to the Department of Administrative and Financial Services under a "clustering" arrangement, and established the Maine International Trade Center, which assumed the department's international commerce functions. In 1999, the Legislature established the Maine Technology Institute with the purpose of coordinating grants to businesses to commercialize new products and processes. The Directors of the Maine Technology Institute and the Maine International Trade Center are employees of the Department of Economic & Community Development. In 2004, the Energy Resource and Conservation programs were transferred to the Public Utilities Commission as a part of their energy office. DECD underwent a reorganization in 2003 when the Office of Innovation was established to support research and development throughout the State. In 2006, the Legislature created the Office of Small Business and Entrepreneurship in realigning the small business programs in the Office of Business Development but this office was left vacant by budget cuts in 2008.

PROGRAM:
For more program information, see portions of this report dealing with specific divisions within the Department of Economic & Community Development or visit the department's web site at www.maine.gov/decd

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,820,810	1,054,640	449,996		316,174	
HEALTH BENEFITS	467,490	245,688	123,235		98,567	
RETIREMENTS	255,911	129,279	69,592		57,040	
OTHER FRINGE BENEFITS	34,627	20,618	9,063		4,946	
COMPUTER SERVICES	836,149	60,187	760,238		15,724	
CONTRACTUAL SERVICES	6,743,879	1,661,032	4,822,790		260,057	
RENTS	105,565	13,691	91,222		652	
COMMODITIES	26,059	14,499	8,757		2,803	
GRANTS, SUBSIDIES, PENSIONS	53,720,241	8,128,344	1,738,553		20,984,470	22,868,874
TRANSFER TO OTHER FUNDS	47,291		13,853		33,438	
TOTAL EXPENDITURES	64,058,022	11,327,978	8,087,299		21,773,871	22,868,874

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	426,470	422,403			4,067	
HEALTH BENEFITS	74,370	72,803			1,567	
RETIREMENTS	50,704	50,037			667	
OTHER FRINGE BENEFITS	8,330	8,247			83	
COMPUTER SERVICES	60	60				
CONTRACTUAL SERVICES	419,073	227,657	17,007		174,409	
RENTS	6,039	5,037	790		212	
COMMODITIES	4,109	3,803	306			
GRANTS, SUBSIDIES, PENSIONS	1,526,578	1,414,974			8,330	103,274
TRANSFER TO OTHER FUNDS	6,105		555		5,550	
TOTAL EXPENDITURES	2,521,838	2,205,021	18,658		194,885	103,274

OFFICE OF BUSINESS DEVELOPMENT

DENISE GARLAND, DIRECTOR

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
Mail Address: STATE HOUSE STATION 59, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-5701
Established: 1987 *Telephone:* (207) 624-7496
Reference: Policy Area: 01 *Umbrella:* 19 *Unit:* 499 *Citation:* T0005 *M.R.S.A., Sect.:* 000013061
Average Counts-All Positions: 7.000 *Legislative Count:* 7.00

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

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

PROGRAM:
TAX INCENTIVES PROGRAMS:
The Tax Incentives program oversees three major tax incentives: the Pine Tree Zone program (PTZ), which offers a variety of incentives for new or expanding businesses to assist them in creating new, well-paying jobs; the Employment Tax Increment Financing program (ETIF), by which employers are reimbursed a percentage of qualified, net-new employee's state withholding taxes; and the Tax Incremental Financing program (TIF), which is driven by municipalities choosing to leverage new property taxes to drive economic growth, job creation and infrastructure improvements.

SMALL BUSINESS ASSISTANCE:
The Business Answers Program, responds to approximately 2,000 telephone and e-mail inquiries per month regarding doing business in Maine. This includes a One-Stop Business License Center, and the on-line Business Licensing Assistant at www.maine.gov/businessanswers.

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

The Maine Products Marketing Program promotes Maine made products with a variety of marketing activities that include a "Maine Made" branding program, the www.mainemade.com web site, and kiosk display opportunities.

BUSINESS DEVELOPMENT: This office facilitates business and job growth through business attraction, expansion and retention activity. Staff provide information directly to businesses on incentives programs, technical assistance and information on labor, wages, taxes, transportation, utilities and environmental regulations. Assistance is also provided for site location; financial opportunities through federal, state and local financing programs; training opportunities through federal and state training programs; and marketing assistance by identifying specific foreign and domestic trade opportunities and reliable producers of Maine products.

PUBLICATIONS:
1) Guide to Doing Business in Maine/Business Start-up Kit ($4.00)
2) Pocket Guide to Maine's Business Resources
3) State of Maine Business Resource Guide
4) Business Answers brochure

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF BUSINESS DEVELOPMENT EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	377,694	377,694				
HEALTH BENEFITS	110,462	110,462				
RETIREMENTS	59,032	59,032				
OTHER FRINGE BENEFITS	7,239	7,239				
COMPUTER SERVICES	59,325	59,325				
CONTRACTUAL SERVICES	646,362	646,362				
RENTS	6,696	6,696				
COMMODITIES	4,688	4,688				
GRANTS, SUBSIDIES, PENSIONS	61,163	61,163				
TOTAL EXPENDITURES	1,332,661	1,332,661				

MAINE STATE FILM COMMISSION

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
Mail Address: STATE HOUSE STATION 59, AUGUSTA, ME 04333-0059 *FAX:*
Established: 1987 *Telephone:*
Reference: Policy Area: 01 *Umbrella:* 19 *Unit:* 505 *Citation:* T0005 *M.R.S.A., Sect.:* 000013090H

PURPOSE:
The Maine Film Commission is an eleven member advisory board appointed by the Governor, which supports and advises the Maine Film Office through legislative and community liaison activities. The Film Commission is a volunteer organization.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE STATE FILM OFFICE

GREG GADBERRY, ASSISTANT DIRECTOR

Central Office: , ,
Mail Address: , , *FAX:*
Established: 1996 *Telephone:*
Reference: Policy Area: 01 *Umbrella:* 19 *Unit:* 588 *Citation:* T0005 *M.R.S.A., Sect.:* 000013090I

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

ORGANIZATION:
The Maine Film Office is comprised of two professional staff and is part of the Department of Economic and Community Development. An eleven member commission appointed by the Governor serves an advisory capacity to the Film Office.

PROGRAM:
To accomplish its objectives, the Film Office manages a number of projects and programs. The Film Office conducts primary marketing and public relations programs that market Maine as a media production location. The Film Office provides numerous resources for production professionals including the Maine Online Production Guide, an extensive website of location photographs, production information and links to Maine based production professionals and companies. The

Film Office administers the Maine Attraction Film Incentive Program, financial incentives designed to attract out-of-state production and help in-state production companies. The Film Office helps productions find needed locations, Maine-based production professionals, equipment and accommodations. Projects working with the Maine Film Office provide Maine with an average of at least $10 million in economic impact per year.

PUBLICATIONS:
The Maine Film Office oversees an extensive online information service including a homepage, online production guide and locations website. The office also creates and disseminates The Maine Film News, a bimonthly e-mail news service.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF INNOVATION

ELISABETH BIEMANN, DIRECTOR AT MTI

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
Mail Address: 59 SHS, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-2861
Established: 2004 *Telephone:* (207) 582-4790
Reference: Policy Area: 01 *Umbrella:* 19 *Unit:* 631 *Citation:* T0005 *M.R.S.A., Sect.:* 000013105
Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

PURPOSE:
The Office of Innovation encourages and coordinates the State's research and development activities to foster collaboration among the State's higher education and nonprofit research institutions and the business community. The office promotes, evaluates and supports research and development relevant to the State including:

o Technology transfer activities to increase the competitiveness of businesses and public institutions of higher education in the State;

o The development of new commercial products and the fabrication of such products in the State through the Maine Technology Institute and the Technology Centers;

o Research opportunities that create sustained, inter-institutional multidisciplinary efforts; and

o Coordinating cooperative efforts among government agencies, the private sector and universities and colleges on research and development relevant to Maine.

ORGANIZATION:
The Office manages the Maine Experimental Program to Stimulate Competitive Research (EPSCoR) (5 MRSA 13109), prepares the biennial science and technology plan (5 MRSA 13106), prepares an Innovation Index every year(5 MRSA 13106), coordinates the Technology Centers (5 MRSA 15321) and oversees the Comprehensive Research and Development Evaluation (5 MRSA 13107).

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

The Centers complement the State's other investments in research and development

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

The Office Director serves as the State Science Advisor, advising the Legislature, Governor and others on science and technology policy and research and development investments. The Director works with the Maine Innovation Economy Advisory Board (7 MRSA 949) to coordinate the State's research and development activities and to foster collaboration among its higher education and nonprofit research institutions and members of the business community. In addition the Board will develop and implement the Science and Technology Plan.

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INNOVATION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	134,835	134,835				
HEALTH BENEFITS	23,095	23,095				
OTHER FRINGE BENEFITS	2,666	2,666				
COMPUTER SERVICES	802	802				
CONTRACTUAL SERVICES	185,407	27,907	157,500			
COMMODITIES	891	891				
GRANTS, SUBSIDIES, PENSIONS	29,417,807	6,652,207				22,765,600
TRANSFER TO OTHER FUNDS	4,151		4,151			
TOTAL EXPENDITURES	29,769,654	6,842,403	161,651			22,765,600

MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION

GEORGE GERVAIS, CHAIRMAN

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
Mail Address: 59 STATE HOUSE STATION, MAINE, ME 04333-0059 *FAX:* (207) 287-5701
Established: 1990 *Telephone:* (207) 624-9805
Reference: Policy Area: 01 *Umbrella:* 19 *Unit:* 536 *Citation:* T0005 *M.R.S.A., Sect.:* 000013032

PURPOSE:
The Maine Small Business and Entrepreneurship Commission negotiates, approves and oversees the annual contract with the US Small Business Administration's identified administrative unit, which administers the Maine Small Business Development Centers program. Additionally, the commission is responsible for the review and evaluation of State small business assistance programs, and for advising the Governor, Legislature and the Commissioner of the Department of Economic & Community Development with respect to these programs.

ORGANIZATION:
The commission consists of the Commissioner of the Department of Economic and Community Development, the CEO of the Finance Authority of Maine, a designee of the administrative unit, three public members appointed by the Commissioner of the Department of Economic and Community Development, the chair of the Maine SBDC Advisory Council and the House and Senate chairs of the Joint Standing Committee of the Legislature having jurisdiction over Business, Research and Economic Development matters.

PROGRAM:
The most comprehensive statewide program of small business assistance available in the State of Maine is delivered through the Maine Small Business Development

Centers (Maine SBDC) network headquartered at the University of Southern Maine. The Maine SBDC program receives the majority of its funding through the Maine Small Business and Entrepreneurship Commission with the balance provided by the US SBA, the USM School of Business, and local hosting organizations. The Maine SBDC also generates income via registration fees for its training events.

Operating through a statewide network of certified business counselors, Maine SBDC services include one-to-one counseling, technical assistance, workshops on topics relevant to small business and business research resources.

The total Maine Small Business Development Centers' (Maine SBDC) program budget for CY2010 was $2,166,248, of which $690,478 was legislatively appropriated to the Maine Small Business and Entrepreneurship Commission program. During CY2010, the Maine Small Business Development Centers provided business counseling to 2,039 clients. In addition to its business counseling services, the Maine SBDC program conducted 127 live workshops and seminars covering a wide range of business topics to nearly 1,000 participants. Its online offerings had more than 1,800 registrants. For more information, contact the SBDC Maine Administrative Office at (207) 780-4420.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
CONTRACTUAL SERVICES	690,478	690,478				
TOTAL EXPENDITURES	690,478	690,478				

OFFICE OF TOURISM

CAROLANN OUELLETTE, DIRECTOR

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
Mail Address: 59 SHS, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-8070
Established: 2003 *Telephone:* (207) 624-9824
Reference: Policy Area: 01 *Umbrella:* 19 *Unit:* 501 *Citation:* T0005 *M.R.S.A., Sect.:* 13090C
Average Counts-All Positions: 8.000 *Legislative Count:* 8.00

PURPOSE:
The Office of Tourism was created by law to serve as a single, official spokesperson on State tourism policy with the authority to implement marketing, management and research programs. The office's broad directive is to promote Maine as a four season destination to both consumers and the trade. The office includes the Maine Film Office which is responsible for the promotion of Maine as a location for film and video production.

To accomplish its mission, the office is authorized to: conduct research to determine market demand; implement public relations and promotional programs designed to market Maine's travel-product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and attractions; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to regional tourism agencies.

ORGANIZATION:
The office is supervised by the Director of Tourism, who oversees the activities of four professional and one support staff, and one staff person in the Maine Film Office. Overall supervision of the Office of Tourism is provided by the Commissioner of Economic & Community Development.

PROGRAM:
During the past year the office engaged in promotional efforts that included television, online, social, print and electronic media advertising, editorial promotion, participation in consumer travel and trade shows and presentations

before professional, consumer and media groups, and fulfillment associated with the promotional efforts. Local outreach programs continue and include seminars, and conferences with elements of the Maine tourism industry. The office operated eight year-round State of Maine visitor information centers.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF TOURISM EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	449,996		449,996			
HEALTH BENEFITS	123,235		123,235			
RETIREMENTS	69,592		69,592			
OTHER FRINGE BENEFITS	9,063		9,063			
COMPUTER SERVICES	759,638		759,638			
CONTRACTUAL SERVICES	4,634,579		4,634,579			
RENTS	90,432		90,432			
COMMODITIES	8,451		8,451			
GRANTS, SUBSIDIES, PENSIONS	1,049,303		1,049,303			
TRANSFER TO OTHER FUNDS	8,369		8,369			
TOTAL EXPENDITURES	7,202,658		7,202,658			

MAINE TOURISM COMMISSION

CAROLANN OUELLETTE, DIRECTOR, OFFICE OF TOURISM

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
Mail Address: STATE HOUSE STATION 59, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-8070
Established: 1983 *Telephone:* (207) 624-9824
Reference: Policy Area: 01 *Umbrella:* 19 *Unit:* 461 *Citation:* T0005 *M.R.S.A., Sect.:* 000013090F

PURPOSE:
The purpose of the Maine Tourism Commission is to advise the Director of the Office of Tourism on matters relating to the marketing and management of the tourism industry. The commission also has the responsibility of recognizing and informing the Office of Tourism of immediate or long term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The commission monitors local, state, federal and international developments that affect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION:
Commission members are appointed by the Governor for staggered four year terms. The commission consists of seventeen representatives of various segments of the tourism industry and the eight regions of Maine. Additional ex-officio members represent the Department of Transportation, the Bureau of Parks and Land, the Department of Inland Fisheries and Wildlife, the Department of Education, the Department of Agriculture, Food and Rural Resources and the State Planning Office.

PROGRAM:
The Maine Tourism Commission has served as an advisory group to both the Department of Economic & Community Development and the Governor in the last year. In addition to its ongoing responsibility to monitor opportunities and problems relating to tourism, the commission undertook a number of specific projects to assist in promoting travel within Maine including sponsoring the Annual Governor's Conference on Tourism.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF COMMUNITY DEVELOPMENT

DENISE GARLAND, DIRECTOR

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
Mail Address: STATE HOUSE STATION 59, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-8070
Established: 1987 *Telephone:* (207) 624-7496
Reference: Policy Area: 01 *Umbrella:* 19 *Unit:* 498 *Citation:* T0005 *M.R.S.A., Sect.:* 000013090C
Average Counts-All Positions: 9.000 *Legislative Count:* 9.00

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

ORGANIZATION:
The Department of Economic and Community Development assumed responsibility for administration of the Community Development Block Grant (CDBG) program in October 1987, when it was transferred from the State Planning Office. The program is funded by the U.S. Department of Housing and Urban Development and administered by a professional staff of six full-time employees.

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

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF COMMUNITY DEVELOPMENT EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	431,815	119,708			312,107	
HEALTH BENEFITS	136,329	39,328			97,001	
RETIREMENTS	76,583	20,210			56,373	
OTHER FRINGE BENEFITS	7,330	2,467			4,863	
COMPUTER SERVICES	16,324		600		15,724	
CONTRACTUAL SERVICES	167,981	68,628	13,705		85,648	
RENTS	2,398	1,958			440	
COMMODITIES	7,920	5,117			2,803	
GRANTS, SUBSIDIES, PENSIONS	21,665,390		689,250		20,976,140	
TRANSFER TO OTHER FUNDS	28,666		778		27,888	
TOTAL EXPENDITURES	22,540,736	257,416	704,333		21,578,987	

DEPARTMENT OF EDUCATION
STEPHEN BOWEN, COMMISSIONER OF EDUCATION

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6601
Established: 1931 *Telephone:* (207) 624-6600
Reference: Policy Area: 02 *Umbrella:* 05 *Unit:* 071 *Citation:* T0020A *M.R.S.A., Sect.:* 000000201
Average Counts-All Positions: 194.349 *Legislative Count:* 164.50
Units:

LEADERSHIP TEAM
MAGNET SCHOOLS
PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS TEAM
SCHOOL FINANCE AND OPERATIONS TEAM
SPECIAL SERVICES TEAM
TEACHER RETIREMENT
LEARNING THROUGH TECHNOLOGY TEAM
EDUCATION UNORGANIZED TERRITORY

PURPOSE:
To provide leadership, focus, support and information to assist Maine school systems and the greater community in achieving high performance for all students and in preparing all Maine students for college, career and citizenship.

The Maine Department of Education is dedicated to the principle that students must receive a world-class education in order to participate in the global economy and contribute to the democratic ideals of the nation, while reflecting the values of local communities. We recognize that quality education is the cornerstone that ensures all Maine students will be prepared for work, postsecondary education, citizenship and personal fulfillment. The way to accomplish these goals is through an integrated and seamless educational system from pre-school through college that ensures this outcome. This system must be founded on commonly agreed upon standards, diverse learning opportunities, comprehensive professional development, and a comprehensive assessment program that informs teaching and learning.

We continue to set high expectations for our public school system to provide all students an equitable opportunity to receive a world-class education and have established a blueprint for Maine education that will launch our students for careers, college and citizenship in the global economy.

ORGANIZATION:
The Department is organized in a team structure that includes the:

Leadership Team
School Finance and Operations Team
PK-Adult Education and Federal Programs Team
Learning Through Technology Team
Special Services Team
Education in the Unorganized Territories

PROGRAM:
All Department teams, and the programs, initiatives and activities they carry out, are aligned to and reflect a commitment to achieve this vision. The overall emphasis of the Department of Education is to ensure that each child in Maine has access to meeting the standards of Maine's Learning Results and the federal No Child Left Behind Act through comprehensive educational planning and leadership. The Department is authorized to supervise, guide and plan a coordinated system of public education for all Maine people; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to encourage and stimulate public interest in the advancement of education; and to encourage training and development for educators in cooperation with local school officials.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	8,280,425	4,537,919	495,020		3,247,486	
HEALTH BENEFITS	2,473,467	1,369,300	125,118		979,049	
RETIREMENTS	1,451,705	796,097	102,580		553,028	
OTHER FRINGE BENEFITS	148,665	81,620	8,597		58,448	
COMPUTER SERVICES	5,310,812	4,333,644	179,133		798,035	
CONTRACTUAL SERVICES	32,805,792	22,566,376	1,300,104		8,939,312	
RENTS	99,942	27,115	22,511		50,316	
COMMODITIES	337,701	173,175	15,236		149,290	
GRANTS, SUBSIDIES, PENSIONS	1,373,904,097	1,090,903,929	206,419		282,793,749	
EQUIPMENT	297,328	158,100			139,228	
TRANSFER TO OTHER FUNDS	14,115,794	6,690,744	6,706,432		718,618	
TOTAL EXPENDITURES	1,439,225,728	1,131,638,019	9,161,150		298,426,559	

LEADERSHIP TEAM

STEPHEN BOWEN, COMMISSIONER

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6601
Established: 1996 *Telephone:* (207) 624-6600
Reference: Policy Area: 02 *Umbrella:* 05 *Unit:* 071A *Citation:* T0020A *M.R.S.A., Sect.:* 000000202
Average Counts-All Positions: 12.500 *Legislative Count:* 12.50

PURPOSE:
This unit consists of Administrative Services which support the operations of the Department of Education in the areas of state-wide educational planning; the APA process; the Department's annual regulatory agenda; state and federal legislative activity, agency budgeting and finance, strategic planning, communications, personnel, and support for the State Board of Education. Each of the activities has broad responsibilities for both supporting the work of all other organizational units in the Department and representing the Department within these areas of responsibility.

ORGANIZATION:
This Unit reports directly to the Commissioner and includes administrative oversight of the Department and the implementation of Maine's Learning Results, personnel, finance and budget, state and federal legislative activities, and communications. The Unit was created through a restructuring which was approved by the Legislature in the First Regular Session of the 116th Legislature. This restructuring reduced the number of offices and divisions within the Department of Education and created organizational units which more clearly reflect the needs of the people both inside and outside of the Department who are served by these units.

This team also oversees the Maine Administrative Procedures Act including rulemaking, federal compliance matters, the Freedom of Information Act, school approval and provides technical support to the State Board of Education.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEADERSHIP TEAM EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	773,157	589,877	124,318		58,962	
HEALTH BENEFITS	201,682	160,598	26,573		14,511	
RETIREMENTS	154,966	117,730	27,200		10,036	
OTHER FRINGE BENEFITS	11,965	8,762	1,900		1,303	
COMPUTER SERVICES	7,969	1,098	6,871			
CONTRACTUAL SERVICES	990,763	426,562	499,166		65,035	
RENTS	21,156	868	18,964		1,324	
COMMODITIES	27,189	14,907	10,435		1,847	
GRANTS, SUBSIDIES, PENSIONS	134,645		13,800		120,845	
TRANSFER TO OTHER FUNDS	40,952		33,062		7,890	
TOTAL EXPENDITURES	2,364,444	1,320,402	762,289		281,753	

MAGNET SCHOOLS

MICHAEL SONNTAG, ACTING EXECUTIVE DIRECTOR

Central Office: 95 HIGH ST, LIMESTONE, ME 04750
Mail Address: 95 HIGH ST, LIMESTONE, ME 04750 *FAX:*
Established: 1996 *Telephone:* (207) 325-3303
Reference: Policy Area: 02 *Umbrella:* 05 *Unit:* 071B *Citation:* T0020A *M.R.S.A., Sect.:* 000000202

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

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

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS TEAM

WANDA MONTHEY, TEAM LEADER/POLICY DIRECR

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6821
Established: 2008 *Telephone:* (207) 624-6820
Reference: Policy Area: 02 *Umbrella:* 05 *Unit:* 071R *Citation:* *M.R.S.A., Sect.:*
Average Counts-All Positions: 32.000 *Legislative Count:* 32.00

PURPOSE:
The PK-20/Adult Education and Federal Programs Team is comprised of Regional Services, Curriculum Content Areas, Career and Technical Education, Reading First, Teacher Quality, Professional Development coordinator, Higher Education,

state and local Assessment, Advanced Placement, Agriculture Education, related programs, and an Education Team/Policy Director. This team also administers a number of Federal programs including the Adult Basic Education Grant, Carl Perkins Vocational and Applied Technology Education Grant, Even Start Family Literacy Program, Neglected, Delinquent and At-Risk Programs, George Briggs Grant, ESEA Schools Act, Title III - No Child Left Behind Act - Language Instruction for Limited English Proficient and Immigrant Students, Migrant Education, and Dropout Prevention. The PK-20/Adult Education and Federal Programs Team coordinates, manages, and supervises the services related to a wide array of instructional programs, activities, and requirements for all Maine learners and provides leadership to the field in its conduct of those functions. While its focus is on programs operated through Maine's public schools, its scope is pre-school through adult education. Its activities cover state, federal, private and foundation funded educational activities through the secondary level.

This team reviews and testifies on legislation regarding education and develops rules as directed by legislation; collects and analyzes student performance data and summarizes that data for public reports and policy direction; provides technical assistance and staff development to school personnel on instructional items and program operations. This team provides support services, is responsible for grant processing and approvals for vocational and adult students, enters into contractual and inter-agency agreements where appropriate for the delivery of services.

This team also oversees the disbursement of funds to schools under a separate State subsidy for instruction in ESL or Bilingual Education. The team provides assistance to local school systems and Career and Technical Education Centers administrators, teachers, staff and communities across the State to implement and integrate standards-based initiatives including Learning Results, the knowledge and skills essential to prepare students for college, careers and citizenship; comprehensive state assessment systems to measure student achievement of the Accountability Standards and Learning Results; Parameters of Essential Instruction and Graduation Requirements, Industry standards, high school redesign and support services to assure students fair and appropriate opportunities to achieve the Learning Results through multiple pathways and opportunities, and approval and support of CTE programs.

Team members play a leadership role by providing a direct link from the field to the Department and in forging and supporting a variety of regional partnerships and collaborative efforts to enhance the ability of local school systems and CTE centers to undertake results-based systemic educational improvement efforts.

ORGANIZATION:

The current organizational structure was established by the commissioner in 2006 and 2007 and further consolidated in 2009, due to leadership staff reductions and as part of the Department reorganization. This organization brings together all the program areas of curriculum instruction and assessment across both Pk-12 programs and career and technical programs.

The PK-20/Adult Education and Federal Programs Team was created through the restructuring of the Department approved by the 116th Legislature. Eight team members are assigned to represent and serve the nine regions that are designated by the Maine School Superintendents' Association: York, Cumberland, Western Maine, Kennebec Valley, Midcoast Maine, Penquis Valley, Washington, Hancock, and Aroostook. The PK-20/Adult Education and Federal Programs Team was organized consists of educational support service functions that formerly cut across two educational bureaus and four divisions.

A number of advisory committees and task forces are integral components of this team's management, informational, and decision making structure.

The restructuring design combines previous duties and responsibilities and assigns new tasks to provide information, professional development, technical assistance and research and development in curriculum, instruction, and assessment in the content areas of the Learning Results: special and student support services, and comprehensive school improvement and reform.
The PK-20/Adult Education and Federal Programs Team staff work at the district level, across districts in a region, across regions and statewide or a variety of purposes. Team Members work collaboratively with external organizations,

agencies and other internal teams to assure comprehensive, integrated and coordinated services to the field. Work at the national level is done to reduce state costs by sharing costs with other states.

PROGRAM:
Staff on this team provides a wide array of services to the school systems regionally and state wide. They provide technical assistance and support to superintendents, administrators, teachers and other education staff to coordinate local and regional efforts to implement the Learning Results; identify and broker professional development opportunities matched to the needs of educators and school systems; work with regional groups and organizations to establish or enhance partnerships and collaboratives; collaborate with a variety of agencies, educational institutions, organizations, and partners; provide expertise in curriculum content areas and other special areas of expertise statewide; provide expertise in the design and implementation of the state's content standards; the design and construction of Maine's statewide assessment system; in the development of assessment systems and the approval of Career and Technical Education programs and the administration of the Carl Perkins funds, NCLB Title's II and VI, Adult Education including the GED program, Federal Adult Basic Education, and Family Literacy Programs, Alternative Education and Maine's dropout office, Applied Technology Education through centers and regions, Jobs for Maine's Graduates, Migrant Education Program, Language Instruction for Limited English Proficient and Immigrant Students, and Refugee Children Federal Impact Grant.

The PK-20/Adult Education and Federal Programs develop and implements the Maine Educational Assessment, the Maine High School Assessment, scoring guide development of the state's content standards and the National Assessment of Educational Progress. Team members also implement initiatives of the Commissioner. The team is expanded in the actual work to include all of the content specialists in both regular and CTE programs.

The Higher Education Sub-Team provides the leadership and service necessary to respond to the broad postsecondary academic, technical, and training needs of Maine citizens and provides direct services to and collaboration with Maine's 35 degree-granting institutions, 53 proprietary schools, educational constituent groups and related local, state, and national agencies to: advance higher education and lifelong learning experiences, advocate for increased quality and diverse student entry into postsecondary education.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS TEAM **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,712,041	889,549			822,492	
HEALTH BENEFITS	475,264	228,389			246,875	
RETIREMENTS	291,402	153,725			137,677	
OTHER FRINGE BENEFITS	32,831	17,622			15,209	
COMPUTER SERVICES	95,834	24,122			71,712	
CONTRACTUAL SERVICES	7,258,534	3,529,777			3,728,757	
RENTS	32,503	22,645			9,858	
COMMODITIES	74,829	20,861			53,968	
GRANTS, SUBSIDIES, PENSIONS	26,232,133	5,775,541	25,000		20,431,592	
TRANSFER TO OTHER FUNDS	262,278				262,278	
TOTAL EXPENDITURES	36,467,649	10,662,231	25,000		25,780,418	

SCHOOL FINANCE AND OPERATIONS TEAM

JAMES E. RIER, JR., TEAM LEADER

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6791
Established: 1993 *Telephone:* (207) 624-6790
Reference: Policy Area: 02 *Umbrella:* 05 *Unit:* 071M *Citation:* T0020A *M.R.S.A., Sect.:* 000000202
Average Counts-All Positions: 58.076 *Legislative Count:* 57.50

PURPOSE:
This Team is comprised of five sub-teams, the School Finance & Enrollment sub-team, the Maine Educational Data System (MEDMS) sub-team, the School Nutrition sub-team, the School Facilities & Transportation sub-team and the Certification sub-team and oversight of Title V support.

The School Finance & Enrollment sub-team administers the Essential Programs and Services Funding Act and controls distribution of state subsidies for all school administrative units. Local school unit reporting of staff, student, and financial data are coordinated to provide the basis for State support of local education and accountability of the program. This sub-team also oversees the Audit section which reviews all audits of school administrative units and other entities receiving educational funds and audits all State approved school construction projects.

The Maine Educational Data System (MEDMS) sub-team provides data management support including the collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs including Teacher Certification, Nutrition, Special Education, Career and Technical Education, and Local Staff Information as well as legislative, federal reporting, local school units, and public needs. This sub-team also oversees the Department's website and web-based communications and administers the State-wide Longitudinal Systems program.

The School Facilities & Transportation sub-team administers rules and regulations for elementary and secondary school facilities construction, renovations, and maintenance and provides oversight of all school bus purchases and related pupil transportation regulations.

The Child Nutrition sub-team provides nutrition education training, and technical and financial assistance for the provision of USDA breakfast, lunch, after school snack, and fresh fruits and vegetables programs to public and private school, charitable and residential child care institutions and summer camps.

The Certification sub-team certifies, authorizes, and approves educational personnel to be employed in Maine's schools. This sub-team evaluates applications for and issues certifications and approval to school personnel; administers the criminal history background checks on educational personnel under Title 20-A, Section 6103; and administers the fee structure for all certificates, authorizations, approvals, and evaluations.

ORGANIZATION:
The Team functions organizationally in five sub-teams: The School Finance & Enrollment sub-team consists of eight positions (six supported by General Purpose Aid for Local Schools). The Maine Educational Data System (MEDMS) sub-team consists of 4 positions. The School Facilities & Transportation sub-team consists of 5 positions (one supported by General Purpose Aid for Local Schools and four supported by special revenue funds). The Child Nutrition sub-team consists of seven positions (five supported by federal funds). The Certification sub-team consists of nine positions (one supported by federal funds).

PROGRAM:
The School Finance & Enrollment sub-team annual production goals were met with completion of all programs. In the General Purpose Aid Support Services, the actual distribution of the 2010-2011 State school subsidies of $872.4 million was processed and analysis and information were prepared and distributed for the 2011-201 subsidy program and legislative actions. The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year, was prepared in accordance with the Essential Programs and Services Funding Act, Title 20-A M.R.S.A., Chapter 606-B. This team also works with the MEDMS sub-team to provide data to meet federal reporting requirements.

The Maine Educational Data System (MEDMS) sub-team provides management support and the collection, control, processing, programming, production of educational data in order to meet State and federal reporting requirements and funding allocations. This sub-team provides for the dissemination of financial and statistical data in support of most departmental programs including Teacher Certification, Nutrition, Special Education, Career and Education, and Local

Staff Information as well as legislative, federal reporting, local school units, and public needs. This sub-team also oversees the administration of the State-wide Longitudinal Systems program for which federal funds will establish the necessary infrastructure to track students and their progress from early childhood to post-secondary and their jobs. This new system will allow policy-makers to make informed decisions on how to successfully provide programs to Maine's students.

The Child Nutrition sub-team reimbursed $42,653,700 in Federal and State funds to schools and other food service sponsors for serving nutritious meals to school children. Meals subsidized in whole or part during the 2011 School Year included 18,260,068 school lunches, 6,953,493 school breakfasts; 446,692 after school snacks, and 152,545 half pints of milk. The Summer Food Service Program made available $1,220,798 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 437,799. USDA commodity foods valued for all programs at $4,441,238 were allocated and distributed.

The School Facilities & Transportation sub-team approves all State funded school construction projects and school renovations projects in cooperation with the State Board of Education. The sub-team deals with school maintenance programs and leased space. This sub-team also provides leadership to the State School Bus Purchase and Replacement program and provides oversight and support to pupil transportation training/program capacity development, vehicle inspection and clean school bus emissions reduction programs.

The Certification sub-team is responsible for issuance of certificates and authorizations by evaluating transcripts, analyzing files for approved program and interstate reciprocity status or transcript analysis, writing certificates and evaluation letters, distributing renewal applications and supplemental materials, analyzing administrator portfolio material, screening all applicants for criminal or immoral conduct, holding informal and formal hearings for possible adjudicatory hearing, issuing approvals to all educational school support personnel, approving exceptionality courses and working with colleges.

PUBLICATIONS:

Available on the World Wide Web/Internet (http://www.maine.gov/education/):
Accounting Handbook and Model Chart of Accounts
Administrative Calendar
Audit Guidance
Budget Guidance
Child Nutrition Data
Educational Staff Data
Educational Directory
Elementary and Secondary Tuition Rates
Essential Programs and Service Model
Expenditure by Budget Category
High School Graduation Rates
Dropout Rates
Student Demographics
Per Pupil Operating Costs, Resident
Pupil Transportation Statistics
School Budget Information
School District Organization and Cost Sharing
Statewide Financial Data
Subsidy Allocations including subsidy printouts FY 06 to FY 10
Teacher and Administrator Certification Guidance

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SCHOOL FINANCE AND OPERATIONS TEAM **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	2,535,634	1,576,465	311,903		647,266	
HEALTH BENEFITS	788,259	509,602	78,115		200,542	
RETIREMENTS	458,649	281,549	65,455		111,645	
OTHER FRINGE BENEFITS	47,198	30,205	5,499		11,494	
COMPUTER SERVICES	4,480,979	3,823,355	172,080		485,544	
CONTRACTUAL SERVICES	5,996,467	2,748,397	364,422		2,883,648	
RENTS	28,227	170	1,137		26,920	
COMMODITIES	46,276	27,672	4,801		13,803	
GRANTS, SUBSIDIES, PENSIONS	1,009,486,721	838,418,015	162,474		170,906,232	
EQUIPMENT	139,228				139,228	
TRANSFER TO OTHER FUNDS	249,693		51,739		197,954	
TOTAL EXPENDITURES	1,024,257,331	847,415,430	1,217,625		175,624,276	

SPECIAL SERVICES TEAM

DAVID STOCKFORD, TEAM LEADER/POLICY DIRECT

Central Office: CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0023
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6651
Established: 2008 *Telephone:* (207) 624-6650
Reference: Policy Area: 02 *Umbrella:* 05 *Unit:* 071P *Citation:* *M.R.S.A., Sect.:*
Average Counts-All Positions: 37.000 *Legislative Count:* 37.00

PURPOSE:
The Special Services Team provides leadership, management, coordination and supervision of multiple programs and services for a wide array of instructional programs. Activities are directed at the goal of enhancing the performance of all Maine learners in the context of state and federal requirements. While its focus is on programs in Maine's public and private schools its scope is broad and includes pre-school to adult learners. It also works with contracted educational organizations, including Institutions of Higher Education as well as with private organizations and service providers to achieve that goal.

The Team proposes, reviews and participates in the legislative process regarding education and services for children, youth and their families. It develops, promulgates and enforces regulatory requirements in alignment with State statutes, federal laws and regulations. It is responsible for extensive student and school performance data that are analyzed and reported publically in conformance with federal and state obligations.

The Team provides consultative assistance and personnel development to improve instructional practices and program management in numerous areas. They include health education, physical education, HIV prevention, Coordinated School Health, a variety of programs that focus on nutrition and physical activity, school nurse services, special education, student assistance teams, pre-K programs, gifted and talented programs, services for children who are State Wards or State Agency clients who receive special education as well as early intervention services thru Child Development Services.

Responsibility includes administration of the federal Individuals with Disabilities Education Act, part B and part C as well as the Assistive Technology Act of 1998, as amended (AT Act). This program includes an administrative relationship with the Kim Wallace Adaptive Equipment Loan Fund Board.

The Team pursues competitive federal and private funding which includes the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP), 21st Century Learning Centers, Integration of Mental Health in the Schools, Accessible Instructional Materials Consortium, State Special Education Development Grant as well as the Coordinated School Health Program Cooperative Agreement.

ORGANIZATION:
The Special Services Team was realigned in 2006-2007 and further consolidated

taking place in 2009. Special Services Team is now organized under the following Team structure: Health, Education and Prevention; Student Assistance; 21st Century Learning Centers and the Special Education including Due Process, General Supervision System, State Ward/State Agency Client, Personnel Development/Performance Indicator Improvement. The work is informed by several advisory groups including: the Maine Advisory Council on the Education of Children with Disabilities, the Assistive Technology Advisory Council, the School Health Advisory Committee, Keeping Maine's Children Connected Advisory Committee, and Child Development Services Advisory Committee, and Special Purpose Private Schools.

PROGRAM:
Special Services Team personnel provide leadership and support for an array of services to schools, locally, regionally and statewide. Support is also provided to interdepartmental activities that include: the Governor's Children's Cabinet, Memoranda of Understanding with the Departments of Health and Human Services, Corrections, Public Safety and Labor. In addition The Special Services Team coordinates internal Department support for Certification, ARRA funds initiatives, School Approval, Four-Year Old Programs, and assessment. Maine's unified Special Education regulations birth to age 20, support alignment of services birth-2 years and 3-5 years of the Child Development Services statewide service delivery and implementation of the Assistive Technology Act Program in collaboration with the University of Maine System and a network of public and private entities.

LICENSES:
Special Services coordinates and supports licensing of programs and service providers with other state agencies to ensure appropriateness of special education costs.

PUBLICATIONS:
Maine Special Education Unified Regulations and guidance documents state and school IDEA performance indicator data and school health manual

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SPECIAL SERVICES TEAM EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,677,424		58,800		1,618,624	
HEALTH BENEFITS	511,811		20,430		491,381	
RETIREMENTS	286,924		9,925		276,999	
OTHER FRINGE BENEFITS	30,101		1,198		28,903	
COMPUTER SERVICES	229,672	150			229,522	
CONTRACTUAL SERVICES	2,276,241	221,804	1,775		2,052,662	
RENTS	12,215				12,215	
COMMODITIES	51,273	3,545			47,728	
GRANTS, SUBSIDIES, PENSIONS	116,106,915	26,268,031			89,838,884	
TRANSFER TO OTHER FUNDS	243,855		4,750		239,105	
TOTAL EXPENDITURES	121,426,431	26,493,530	96,878		94,836,023	

TEACHER RETIREMENT
SANDY MATHESON, EXECUTIVE DIRECTOR

Central Office: 96 SEWALL STREET, AUGUSTA, ME 04333-0046
Mail Address: 46 STATE HOUSE STATION, AUGUSTA, ME 04333-0046 *FAX:* (207) 512-3101
Established: 1996 *Telephone:* (207) 512-3100
Reference: Policy Area: 02 *Umbrella:* 05 *Unit:* 071T *Citation:* T0020A *M.R.S.A., Sect.:* 000000202

PURPOSE:
Act of 1994 (P.L. 103-239).

PUBLICATIONS:
School/Work 2000-Planned Uses of Federal Support for Applied Tech Ed; Planning Instructions for Local Applications for Assistance Under Perkins Title II, Part C; Uniform Guidelines for Local Applications for Assistance to Eligible Recipients; Quality Control and Accountability in Applied Tech Ed; Education for Work: Applied Tech Ed Handbook, State of Maine; Outlook '95-Occupational Supply/Demand Analysis Notebook for the State of Maine.
Career Opportunities 2000-State of Maine Plan for a Statewide STWO System
Gender Equity in Education and the Workplace-A Competency Profile for Achieving Equity
Maine's Challenge: An Action Agenda for Systemic Change, 3/26/93

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

TEACHER RETIREMENT

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	219,061,198	219,061,198				
TOTAL EXPENDITURES	219,061,198	219,061,198				

LEARNING THROUGH TECHNOLOGY TEAM

JEFF MAO, POLICY DIRECTOR

Central Office: CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0023
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:*
Established: 2009 *Telephone:* (207) 624-6746
Reference: Policy Area: 02 *Umbrella:* 05 *Unit:* 071K *Citation:* *M.R.S.A., Sect.:*

PURPOSE:
This team is charged with oversight and implementation of State-led education technology programs and library/media services. These include the Maine Learning Technology Initiative (MLTI), The Maine School and Library Network (MSLN), Federal ESEA Title II-D Enhancing Education Through Technology grants, the Maine Online Learning Program (MOLP), Library/Media center support.

The MLTI distributes equipment, services, technical support, and professional development in support of Maine statute Title 20-A, Chapter 801, section 19101 which defines the program. Management of MLTI includes procurement, contract management, and on-going support for over 72,000 wireless laptop computers, wireless network infrastructure in each 373 secondary schools, and professional development activities in support of over 11,000 secondary educators, administrators, and technology support specialists.

The MSLN provides advanced broadband Internet connectivity to virtually all K12 public and private schools in Maine through a cooperative effort of the Maine Department of Education, Maine State Library, Maine Office of Information Technology, and the University of Maine System. Together, these agencies have formed NetworkMaine which serves as the entity that procures services, manages contract relationships with telecommunications providers, and coordinates with schools and public libraries to ensure that schools and libraries have sufficient broadband Internet connectivity to support their educational and public service needs. MSLN/NetworkMaine provides oversight and management of both the Maine Telecommunications Education Access Fund (Maine statute Title 35-A, section 7104-B) and Federal E-Rate funds which together provide funding to support all network operations and management.

The team provides management and distribution of Federal funds provided through the ESEA Title II-D Enhancing Education Through Technology program. In addition, the team oversees the approval of online learning providers through the Maine Online Learning Program (Maine statute Title 20-A, Chapter 802, section 19151). The team also provides technical assistance and support to school libraries to ensure schools meet approval guidelines (Maine statue Title 20-A, Chapter 206, section 4501 and Maine statute Title 27, Chapter 1, section 39).

ORGANIZATION:
The Team is comprised of 7 positions (supported by General Purpose Aid for Local Schools).

PROGRAM:
Staff on this team provide a wide array of services and technical support to school systems, teachers, and other organizations across the state and the world. This done by staff and through contracted services managed by the staff (ie Apple, Inc., Maine Distinguished Educators, CEPARE, etc.) They provide direct technical assistance to schools in for the form of professional development for teachers, administrators, and technology support specialists as well as project management support. The team coordinates with other professional development efforts within the Department of Education as well as with other organizations in Maine such as the Maine Mathematics and Science Alliance, Maine Council of Social Studies Educators, Association of Computer Educators of Maine, Gulf of Maine Research Institute, the University of Maine System, and many others. The team provides school and regional in-person professional development opportunities as well as online professional development opportunities (http://www.maine121.org). In addition, the team creates professional development content for online publication
(http://deimos3.apple.com/WebObjects/Core.woa/Browse/education-maine.gov).

The team also coordinates and partners with organizations from outside of Maine to provide educational content and expertise that is not otherwise available in Maine. These partnerships include Common Sense Media, the United Nations World Food Program, Anytime Anywhere Learning Foundation, World Bank, Korea Education Research and Information Service, and others.

The staff manage relationships and cooperative agreements with the University of Maine System in order to provide broadband Internet connectivity to schools and libraries in Maine. These efforts also include advocacy and collaborations with Maine's Federal congressional offices, the Federal Communications Commission, and other national organizations in support of continued Federal E-Rate funding and Federal Education Technology funding.

Through the distribution of Federal ESEA Title II-D funds to local schools, the team supports the creation and evaluation of Open Education Resources (OER). OER allow teachers to leverage, modify to local need, and distribute to students free, digital content in lieu of traditional media (textbooks). The team provides support to school library/media specialists with a goal of enhancing classroom instruction through the effective use of library and media services. In addition, through the approval of online providers, the team provides support to both providers and schools with making available high quality online instruction and learning opportunities to Maine students, helping to eliminate geographic isolation and local capacity issues.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEARNING THROUGH TECHNOLOGY TEAM **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
COMPUTER SERVICES	474,671	474,488	183			
CONTRACTUAL SERVICES	6,582,373	6,103,654	434,795		43,924	
RENTS	2,926	517	2,409			
COMMODITIES	3,349	3,333			16	
GRANTS, SUBSIDIES, PENSIONS	2,882,026	1,380,685	5,145		1,496,196	
TRANSFER TO OTHER FUNDS	13,307,393	6,690,510	6,616,883			
TOTAL EXPENDITURES	23,252,738	14,653,187	7,059,415		1,540,136	

EDUCATION UNORGANIZED TERRITORY

SHELLEY LANE, DIR OF STATE SCHOOLS-EUT

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6891
Established: 1993 *Telephone:* (207) 624-6892
Reference: Policy Area: 02 *Umbrella:* 05 *Unit:* 071U *Citation:* T0020A *M.R.S.A., Sect.:* 000000202
Average Counts-All Positions: 54.773 *Legislative Count:* 25.50

PURPOSE:
The mission of Education in the Unorganized Territories is to deliver a comprehensive range of educational services to all eligible pupils aged 3 to 20 who are legal residents of the Unorganized Territory of Maine.

Title 20-A, Chapter 119 establishes the Commissioner's statutory authority to provide elementary and secondary schooling through the operation of schools in the unorganized territory or to provide resident pupils with transportation services and tuition in order to attend school in the nearest public school system. A total of 1,047 pupils reside in the unorganized territory.

ORGANIZATION:
Education in the Unorganized Territories consists of a Director, an Education Specialist III who serves as the Director of Special Education for the unorganized territory, a Business Manager, a Secretary Associate, and a part-time Office Assistant II. All positions except the Director of Special Education are located at the central office in Augusta.

PROGRAM:
Education in the Unorganized Territory is responsible for the operation of three elementary schools with a total enrollment of approximately 126 pupils (Connor, Edmunds, and Kingman). Employees in these schools include principals, teachers, secretaries, teacher aides, janitors and cooks. Transportation for these schools is provided through the operation of 25 buses. In addition, 860 pupils are tuitioned to local school systems, with transportation provided through the operation of 25 buses and approx. 6 contracted conveyances. Pupils who reside in more remote locations are provided educational services through a variety of alternative methods such as room and board in lieu of transportation, tutors, and home schooling.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EDUCATION UNORGANIZED TERRITORY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,582,171	1,482,029			100,142	
HEALTH BENEFITS	496,449	470,710			25,739	
RETIREMENTS	259,764	243,093			16,671	
OTHER FRINGE BENEFITS	26,572	25,032			1,540	
COMPUTER SERVICES	21,688	10,431			11,257	
CONTRACTUAL SERVICES	9,701,508	9,536,222			165,286	
RENTS	2,915	2,915				
COMMODITIES	134,786	102,857			31,929	
GRANTS, SUBSIDIES, PENSIONS	460	460				
EQUIPMENT	158,100	158,100				
TRANSFER TO OTHER FUNDS	11,625	234			11,391	
TOTAL EXPENDITURES	12,396,038	12,032,083			363,955	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

PATRICIA AHO, COMMISSIONER

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-2814
Established: 1972 *Telephone:* (207) 287-2812
Reference: Policy Area: 04 *Umbrella:* 06 *Unit:* 096 *Citation:* T0038 *M.R.S.A., Sect.:* 000000341
Average Counts-All Positions: 411.020 *Legislative Count:* 406.50
Units:

BUREAU OF AIR QUALITY
OFFICE OF THE COMMISSIONER
BOARD OF ENVIRONMENTAL PROTECTION
BUREAU OF LAND AND WATER QUALITY
BUREAU OF REMEDIATION AND WASTE MANAGEMENT
BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

PURPOSE:
The Department of Environmental Protection is charged by statute with protecting and improving the quality of our natural environment and the resources which constitute it, and with enhancing the public's opportunity to enjoy the environment by directing growth and development in a sustainable fashion. The Department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the policy powers of the State to prevent the pollution of the natural environment. It recommends to the Legislature measures for elimination of environmental pollution, administers grants, issues licenses and initiates enforcement actions. Department staff negotiate agreements with federal, state and municipal agencies, administer laws relating to the environment and educate the public and regulated community on environmental issues and obligations

ORGANIZATION:
The Department of Environmental Protection descends from the Sanitary Water Board, created in 1941 to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. On July 1, 1972, the Department was formally created with a broad mandate of responsibilities extending well beyond recreational waters.

The Department is organized by program responsibility. Three bureaus administer programs and laws according to environmental media: Air; Land and Water; and Remediation and Waste Management. In addition, the Office of the Commissioner provides day -to -day support for the chief executive and directs intra-agency programs and initiatives. The Office of the Commissioner coordinates legislation, department-wide initiatives, enforcement, education and outreach, environmental innovation, technical assistance and policy development and implementation.

PROGRAM:
The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus.

The Bureau of Air Quality administers state air pollution laws and the Federal Clean Air Act. The bureau conducts air monitoring and modeling, licenses air emissions, enforces license conditions and manages technical data.

The Bureau of Remediation and Waste Management is responsible for managing hazardous wastes, hazardous substances, petroleum products and biomedical waste; administering the State's solid waste facility licensing program, the asbestos and lead abatement programs, and the sludge and residuals landspreading program; responding to discharges or spills of oil products or hazardous matter; and directing the cleanup or mitigation of adverse effects associated with uncontrolled hazardous substance sites.

The Bureau of Land and Water Quality is responsible for regulating large-scale land development, reviewing activities that affect critical resources of state significance, assessing the quality of Maine's waterways, licensing waste water discharges and reporting water body uses and recommended classifications to the Legislature.

LICENSES:
(See Bureau entries for details)

Licenses: Air Emission, Oil Terminal Facility, Hazardous Waste Treatment Facility & Storage Facility, Hazardous Waste Transporter, Vessels at Anchorage, Waste Oil Storage Facility, Waste Oil Dealer & Transporter, Hazardous Waste Disposal Facility, Septage Sites, Solid Waste Facility, Maine Pollutant Discharge Elimination System, Waste Water & Experimental Discharge, and Stormwater.
Permits: Log Storage, Mining Rehabilitation of Land, Site Location of Development, Small Hydro, Sludge Utilization, and Natural Resources Protection.
Certifications: Underground Oil & Hazardous Substance Storage Tank Installer, Asbestos Abatement Contractor, Design Consultant & Worker, Asbestos Evaluation Specialist & Project Supervisor, Water Quality, Waste Water Treatment Facility Operator, Servicing & Repairing Sanitary Waste Treatment Facilities, FAME, Water Pollution Control Facilities, Tax Exemption for Pollution Control Facilities

PUBLICATIONS:
(see www.Maine.gov/DEP for details)
DEP Issue Profiles: short documents on a variety of laws, programs and environmental issues.
DEP Fact Sheets and DEP Information Sheets: periodic publications, on timely topics of relatively narrow focus.
Study reports as directed by the Legislature.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	19,583,774	2,971,366	11,783,955		4,828,453	
HEALTH BENEFITS	6,349,305	1,012,169	3,750,301		1,586,835	
RETIREMENTS	3,492,340	519,416	2,138,422		834,502	
OTHER FRINGE BENEFITS	382,802	53,552	235,530		93,720	
COMPUTER SERVICES	1,053,239	369,442	592,219	922	90,656	
CONTRACTUAL SERVICES	13,612,932	559,549	10,444,644	17,643	2,479,812	111,284
RENTS	1,401,818	91,947	1,218,276		86,963	4,632
COMMODITIES	586,309	73,744	406,169	5,341	101,036	19
GRANTS, SUBSIDIES, PENSIONS	12,597,260	81,870	3,418,238	8,613	2,571,500	6,517,039
EQUIPMENT	172,545		159,113		13,215	217
TRANSFER TO OTHER FUNDS	1,167,813		903,578	710	263,525	
TOTAL EXPENDITURES	60,400,137	5,733,055	35,050,445	33,229	12,950,217	6,633,191

DEPARTMENT OF ENVIRONMENTAL PROTECTION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	6,555,497		3,173,384		3,382,113	
HEALTH BENEFITS	2,185,346		1,080,566		1,104,780	
RETIREMENTS	1,138,921		557,516		581,405	
OTHER FRINGE BENEFITS	122,239		60,352		61,887	
COMPUTER SERVICES	113,060		22,932		90,128	
CONTRACTUAL SERVICES	1,918,604		1,235,989		682,615	
RENTS	283,247		206,027		77,220	
COMMODITIES	117,457		31,433		86,024	
GRANTS, SUBSIDIES, PENSIONS	4,037,559		2,870,827		1,166,732	
EQUIPMENT	111,540		111,540			
TRANSFER TO OTHER FUNDS	369,549		189,262		180,287	
TOTAL EXPENDITURES	16,953,019		9,539,828		7,413,191	

BUREAU OF AIR QUALITY

MELANIE LOYZIM, ACTING DIRECTOR
BRYCE J. SPROUL, ENV ENG SVCS MANAGER

Central Office: AMHI TYSON BLDG, AUGUSTA, ME 04330
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-7641
Established: 1972 *Telephone:* (207) 287-6104
Reference: Policy Area: 04 *Umbrella:* 06 *Unit:* 096A *Citation:* T0038 *M.R.S.A., Sect.:* 000000581
Average Counts-All Positions: 19.000 *Legislative Count:* 19.00

PURPOSE:
The Bureau of Air Quality implements state air pollution laws and the federal Clean Air Act.

ORGANIZATION:
There are three divisions in this bureau; the Division of Field Services, the Division of Licensing and Enforcement, and the Division of Program Planning.

PROGRAM:
The Field Services Division is responsible for all ambient air monitoring activities in the state and for all field compliance activities associated with air emission sources. The Monitoring Section maintains the State's ambient monitoring networks, provides technical assistance to tribal monitoring programs, and assists with reports on air quality in the state. This section operates and maintains 30 monitoring sites, 26 of which require at least weekly visits. The Laboratory and Quality Assurance Section is responsible for providing analytical and QA support for all the various ambient air monitoring programs operated by the Monitoring Section. This section analyzes air toxics and ozone precursor samples for volatile organic compounds (VOCs), analyzes particulate matter samples for trace metals, certifies calibration standards, maintains and updates its Quality Assurance Project Plans, and during Fiscal Year 2011 conducted 161 performance audits of DEP and tribal monitors that collect air quality data statewide. The Compliance Section inspects air emission sources to determine their compliance status. In Fiscal Year 2011, the Compliance Section conducted or reviewed 620 compliance actions at 186 facilities. This Section also inspected approximately 36 gas stations.

The Licensing and Enforcement Division has three sections. The Licensing Section issues new, renewal, and amended air emission licenses within the state and federal licensing programs: in Fiscal Year 2011, the section processed 196 new licenses, renewals and/or transfers. The Meteorology Section is responsible for conducting air dispersion modeling analyses to demonstrate compliance with ambient air quality standards, issuing daily state-wide ozone and particle pollution forecasts and performing technical analyses. During this same time period, the Enforcement Section issued 12 notices of violations and resolved 10 Consent Agreements. The Enforcement Section also administers the Bureau's emission testing and monitoring program and, during Fiscal Year 2011, it observed or coordinated the observation of 82 emission tests and 42 relative accuracy audits of emission monitors.

The Program Planning Division develops and implements regulatory and public education strategies to reduce pollution from industrial, mobile, and area sources. The Division's ongoing responsibilities include policy and program development and implementation through rulemaking, legislation, and voluntary mechanisms for attainment and maintenance of the National Ambient Air Quality Standards; the Maine Air Toxics Initiative; statewide air emissions inventories; and evaluation of emerging national and regional air quality issues. The Division performed 86 inspections implementing the low emission vehicle program, observed 2,086 trucks under the statewide heavy-duty diesel-testing program, and performed 191 inspections for Cumberland County's enhanced motor vehicle inspection program. In FY 2011, this Division's focus was primarily on: the regulation of surface coating facilities and gasoline dispensing facilities, including the removal of Stage 2 controls; updating source surveillance requirements; incorporation of the federal Tailoring Rule; development of Maine's Regional Haze Implementation Plan; implementation of the Maximum Achievable Control Technology (MACT) program; and roll-out of a web-based emissions inventory reporting tool ("MAIRIS").

PUBLICATIONS:
(Representative Sample)
Bureau of Air Quality Annual Report
Issue Profile and Fact Sheets on a variety of air issues
OFC Compliance Informational Resource Guide
State II Gasoline Vapor Recovery
Open Burning Guidelines
Global Energy Game
Climate Change Action Plan Brochure
Changing Earth Times (Mercury, Acid Rain)
Onboard Diagnostic Brochure
Drivers Guide to Env-Components of Maine's Safety Inspection Program
Maine's Bad Air Days Brochure
Air Quality Issues Brochure
Diesel Exhaust in NE
Truck Engine Idling
Drive Green, Save Money
Maine Green Schools
Burn Wood Efficiently
Env Resource Guide Air Quality (Curricula-K-2, 3-5, 6-8, 9-12)
Low Emission Vehicle Program
Assessment of Forest Sensitivity To Nitrogen and Sulfur Deposition In Maine

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF AIR QUALITY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	803,233	675,808			127,425	
HEALTH BENEFITS	258,446	229,074			29,372	
RETIREMENTS	145,147	123,564			21,583	
OTHER FRINGE BENEFITS	12,750	10,188			2,562	
COMPUTER SERVICES	4,935	4,013		922		
CONTRACTUAL SERVICES	205,918	26,250		17,643	162,025	
RENTS	2,458	2,458				
COMMODITIES	42,106	27,162		5,341	9,603	
GRANTS, SUBSIDIES, PENSIONS	1,074,795			8,613	1,066,182	
EQUIPMENT	13,432				13,215	217
TRANSFER TO OTHER FUNDS	7,350			710	6,640	
TOTAL EXPENDITURES	2,570,570	1,098,517		33,229	1,438,607	217

OFFICE OF THE COMMISSIONER
PATRICIA AHO, COMMISSIONER

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330
Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-2814
Established: 2004 *Telephone:* (207) 287-2812
Reference: Policy Area: 04 *Umbrella:* 06 *Unit:* 096F *Citation:* T0038 *M.R.S.A., Sect.:* 000000341
Average Counts-All Positions: 30.000 *Legislative Count:* 30.00

PURPOSE:
The Office of the Commissioner provides coordination of management and planning efforts across the Department, develops and staffs intra-agency initiatives and provides overall strategic direction for the Department.

ORGANIZATION:
The Office of the Commissioner consists of the Commissioner, Deputy Commissioner, Office of Policy Services, Office of Innovation and Assistance and Office of Education and Outreach.

PROGRAM:
The Office of Policy Services oversees rule making and agency licensing and enforcement activities, coordinates strategic planning and quality assurance and

control, and provides support services to the Department. The Office also serves as primary liaison with the Office of Attorney General.

The Office of Innovation and Assistance reviews departmental initiatives and makes recommendations to the commissioner on how to integrate pollution prevention and technical assistance into programs. The Office administers the Toxic Use Reduction (TUR) Law, the Small Business Technical Assistance Program (SBTAP), and the state's Environmental Leader programs.

The Office of Education and Outreach develops and coordinates departmental communications and legislative initiatives. Staff provides the central point of contact for the media, state and federal agencies, the Legislature and the general public. The Office is responsible for delivery of proactive, integrated and professional quality educational initiatives and for execution of the agency's annual legislative agenda.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,451,704		1,451,704			
HEALTH BENEFITS	405,223		405,223			
RETIREMENTS	246,870		246,870			
OTHER FRINGE BENEFITS	37,491		37,491			
COMPUTER SERVICES	860,692	360,824	499,868			
CONTRACTUAL SERVICES	1,714,275	122,707	1,591,568			
RENTS	117,641		117,641			
COMMODITIES	51,974		51,974			
TRANSFER TO OTHER FUNDS	130,838		130,838			
TOTAL EXPENDITURES	5,016,708	483,531	4,533,177			

BOARD OF ENVIRONMENTAL PROTECTION

SUSAN LESSARD, CHAIR
CYNTHIA BERTOCCI, EXECUTIVE ANALYST

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-2814
Established: 1972 *Telephone:* (207) 287-2811
Reference: Policy Area: 04 *Umbrella:* 06 *Unit:* 101 *Citation:* T0038 *M.R.S.A., Sect.:* 000000341C
Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

PURPOSE:
The Board of Environmental Protection exists to provide informed, independent and timely decisions on the interpretation, administration and enforcement of the laws relating to environmental protection and to provide for credible, fair and responsible public participation in Department decisions. The Board fulfills its purpose through major substantive rulemaking, decisions on selected permit applications, decisions on appeals of the Commissioner's licensing and enforcement actions, and recommending changes in the law to the Legislature.

ORGANIZATION:
The Board of Environmental Protection consists of 7 members appointed by the Governor, subject to review by the joint standing committee of the Legislature having jurisdiction over natural resource matters and confirmation by the Legislature. Members are selected to represent a broad range of professional backgrounds and experiences. At least three members must have technical or scientific backgrounds in environmental issues and no more than four members may reside in the same Congressional District. Members serve four-year terms, and a member may not serve more than two consecutive four-year terms. The Governor appoints one member to serve as chair. The Board has a staff of two: an Executive Analyst and an Administrative Assistant who serves as the Clerk.

Members receive $55 per day for each meeting or hearing attended and

reimbursement for travel expenses incurred while attending meetings, public hearings or participating in other official Board business.

Regular meetings are held twice monthly in Augusta; additional meeting and hearing times and places are scheduled by the Board as needed to address pending matters. Four members of the Board constitute a quorum for the purposes of opening a meeting and for a vote of the Board.

PROGRAM:
The Board holds regular meetings on the first and third Thursdays of each month to consider appeals of Commissioner licensing or enforcement actions; petitions to modify a license; and special licensing matters that require Board approval. All Board meetings are open to the public. In addition, the Board holds public hearings on major substantive rules, applications of statewide significance, and contested enforcement orders. Board members receive material on all pending matters in advance of meetings. The Board's agenda and the documents presented for Board consideration are available on-line for public review prior to each Board meeting. [http://www.maine.gov/dep/bep/index.htm]

LICENSES:
The majority of license applications are processed at the Department staff level and decided by the Commissioner; however, state law provides that certain license applications will be decided by the Board including applications for projects of statewide significance.

PUBLICATIONS:
Fact Sheets and Information Sheets providing guidance on public participation in Board proceedings and periodic reports to the Legislature are available on-line at [http://www.maine.gov/dep/bep/index.htm].

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF ENVIRONMENTAL PROTECTION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	121,172		121,172			
HEALTH BENEFITS	27,605		27,605			
RETIREMENTS	24,449		24,449			
OTHER FRINGE BENEFITS	1,398		1,398			
COMPUTER SERVICES	365		365			
CONTRACTUAL SERVICES	38,893		38,893			
RENTS	8,195		8,195			
COMMODITIES	2,532		2,532			
TRANSFER TO OTHER FUNDS	1,743		1,743			
TOTAL EXPENDITURES	226,352		226,352			

BUREAU OF LAND AND WATER QUALITY
MIKE MULLEN, ACTING DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330
Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-7191
Established: 1994 *Telephone:* (207) 446-1611
Reference: Policy Area: 04 *Umbrella:* 06 *Unit:* 096B *Citation:* T0038 *M.R.S.A., Sect.:* 000001301
Average Counts-All Positions: 65.308 *Legislative Count:* 65.00

PURPOSE:
The Bureau of Land and Water Quality is responsible for administering environmental laws designed to protect and improve the quality of Maine's surface and ground water and for reviewing land development projects that may have an adverse impact on the natural environment and resources of the state.

The state laws administered by the Bureau include: Site Location of Development Act; Natural Resources Protection Act; Mandatory Shoreland Zoning Act

(administered jointly with the Land Use Regulation Commission); Maine Waterway Development and Conservation Act; Stormwater Management Law; Erosion and Sedimentation Control Law; Performance Standards for Excavations for Borrow, Clay, Topsoil, or Silt; Performance Standards for Quarries; and state water quality laws as well as the delegated federal National Pollutant Discharge Elimination System (NPDES) program that includes the Phase I and Phase II stormwater programs.

The Bureau receives federal funding under the Federal Clean Water Act and Coastal Zone Management Act in return for state-level administration of those core laws. The Bureau is also responsible for the completion of Federal Consistency reviews in conjunction with the Coastal Program at the State Planning Office.

ORGANIZATION:
There are four divisions in this bureau: the Division of Land Resource Regulation, the Division of Water Quality Management, the Division of Environmental Assessment, and the Division of Watershed Management.

PROGRAM:
The Land Resource Regulation Division reviews applications under the Site Location of Development Act, the Natural Resources Protection Act, and the Stormwater Management Law. The Division also oversees the regulation of borrow pits, quarries, and the implementation of the Shoreland Zoning Act. Division Field Services staff are responsible for licensing, complaint resolution, compliance inspections, education and outreach and enforcement actions.

The Water Quality Management Division regulates the discharge of pollutants to surface or ground waters of the State as authorized under the Protection and Improvement of Waters Law and the Federal Clean Water Act. Its activities include licensing, certification, compliance and enforcement. The Division also issues licenses and water quality certifications to hydropower facilities and oversees the operation of all wastewater treatment facilities, certifies wastewater treatment operators and provides technical assistance. Other activities include overseeing pollution prevention and innovative technologies.

In addition, the Water Quality Management Division administers funding programs for the planning, design and construction of wastewater treatment facilities. These include the State Revolving Fund (SRF) which funds rehabilitation and upgrade projects to maintain Maine's existing inventory of municipal wastewater treatment and collection facilities. They also include the Small Communities Grant program, which focuses on remediating failing septic systems throughout the state, and the Overboard Discharge Removal Program, which provides grants for the removal of certain systems as obligated under current law.

The Division of Environmental Assessment is responsible for monitoring and assessing ground/surface water quality to provide the scientific foundation for the land and water regulatory programs as well as for developing environmental indicators to evaluate program effectiveness. The Division oversees the Surface Water Ambient Toxics Monitoring Program, the Dioxin Monitoring Program, the Lakes Program, and the Invasive Aquatic Species Program, and does quality assurance and control of the Volunteer Lake Monitoring Program. Services include biological, toxicological and water quality computer modeling of wastewater impacts, complete ambient monitoring and investigative capabilities.

The Division of Watershed Management coordinates regulatory/nonregulatory approaches that are tailored to problems in specific watersheds and administers the Nonpoint Source Program under section 319 and section 604b of the Federal Clean Water Act. The Division undertakes education and outreach and public awareness campaigns to carry out its mission.

LICENSES:
Waste Discharge Licenses; EPA NPDES permits; Certificates of Tax Exemptions; Site Location of Development Orders; Natural Resources Protection Act permits; Stormwater Management Law permits; Borrow, Clay, Topsoil, Silt and Quarry notices; 401 Water Quality Certificates; Coastal Zone Management Consistency Determinations; Hydropower Permits; Shoreland Zoning Municipal Ordinance Approvals; IRS Certifications for five year amortization and for tax exempt bonding.

PUBLICATIONS:
(Representative list. More at www.maine.gov/dep/blwq/lwpub)
Gravel Road Maintenance Manual (2010)
Maine Erosion and Sedimentation Control BMPs (2003)
The Buffer Handbook (1998)
Maine Shoreland Zoning - A Handbook for Shoreland Owners (1999)
Maine Stormwater BMP Manual (being revised in 2010)
Small Community Grant Program - Municipal Handbook (Revised 2004)
A Homeowner's Guide to Environmental Laws Affecting Shorefront Property (Revised 2003)
A Citizen's Guide to Lake Watershed Surveys (Revised 1998)
Safe Home Program - How Much Do You Know About Your Drinking Water?
Nonpoint Source Times (Newsletter)
Operations & Maintenance Newsletter
2010 Integrated Water Quality Monitoring and Assessment Report
A Field Guide to Laws Pertaining to Timber Harvesting in Organized Areas of Maine (Revised 2003)

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF LAND AND WATER QUALITY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	3,022,907	2,115,149	617,161		290,597	
HEALTH BENEFITS	1,013,095	712,771	190,824		109,500	
RETIREMENTS	516,391	365,440	101,101		49,850	
OTHER FRINGE BENEFITS	56,302	39,694	10,773		5,835	
COMPUTER SERVICES	4,963	4,578	385			
CONTRACTUAL SERVICES	552,480	360,411	162,224		29,845	
RENTS	90,836	86,574	4,262			
COMMODITIES	51,702	42,069	9,613		20	
GRANTS, SUBSIDIES, PENSIONS	6,333,843	81,870	360,887		338,587	5,552,499
TRANSFER TO OTHER FUNDS	47,017		32,583		14,434	
TOTAL EXPENDITURES	11,689,536	3,808,556	1,489,813		838,668	5,552,499

BUREAU OF REMEDIATION AND WASTE MANAGEMENT

RON DYER, DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330
Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-7826
Established: 1980 *Telephone:* (207) 287-7890
Reference: Policy Area: 04 *Umbrella:* 06 *Unit:* 096D *Citation:* T0038 *M.R.S.A., Sect.:* 000000541
Average Counts-All Positions: 148.924 *Legislative Count:* 148.00

PURPOSE:
The Bureau of Remediation and Waste Management administers Maine's oil, hazardous material and solid waste management programs, including: emergency response for oil and hazardous materials spills; regulation of aboveground and underground oil storage facilities; certification of underground oil storage facility installers and inspectors; processing of third party damage claims arising from oil contamination; development of natural resource damage assessment claims resulting from oil and hazardous substances; licensing of waste facilities, waste transporters, oil terminals, and spreading sites for septage, sludge and other residuals; oversight of asbestos and lead management and disposal; investigation and cleanup of uncontrolled hazardous substances sites; coordination with EPA on investigation and clean-up of Superfund sites; implementation of the Brownfields and Voluntary Response Action Programs; and administration of mercury reduction and end of life product stewardship programs. The bureau also manages the Maine Coastal and Inland Surface Oil Clean-Up Fund, the Ground Water Oil Clean-Up Fund, the Hazardous Waste Fund, the Uncontrolled Sites Fund, and the Solid Waste Fund, as well as bond accounts for uncontrolled sites and landfill closure.

The bureau provides staff support to the Oil Spill Advisory Committee and the Board of Underground Storage Tank Installers.

ORGANIZATION:
The bureau consists of the Divisions of Remediation, Response Services, Technical Services, Oil and Hazardous Waste Facilities Regulation, and Solid Waste Management, as well as the Program Services unit. The bureau has staff in Department offices in Augusta, Bangor, Portland and Presque Isle.

PROGRAM:
The Division of Remediation investigates and mitigates risks posed by uncontrolled hazardous substance sites. The Division coordinates with EPA on the investigation and clean-up of federal Superfund sites and formerly used defense sites in Maine. This division is also responsible for reimbursing municipalities for the state share of closure costs at former solid waste landfills, and investigating & mitigating the risks posed by these closed landfills to adjacent landowners. The Division oversees private investigation and remediation under the Voluntary Response Action Program, and facilitates such action by administering the Brownfields Grant program. Finally, the Division coordinates with other Divisions on the remediation of oil contamination sites including the development of replacement drinking water supplies.

The Division of Response Services is the lead entity for response to oil spills in Maine, and is the co-lead, along with the appropriate public safety agency, for the assessment and remediation of hazardous materials releases in Maine. This division responds to reports of spills and threatened releases of petroleum products and hazardous materials, responds to reports of incidents involving weapons of mass destruction, coordinates emergency clean up, and provides training to local fire departments and to the state's hazardous materials teams.

The Division of Technical Services provides technical support to the Bureau's other divisions and programs in the areas of engineering, geology and chemistry. The division plans and implements the cleanup of long term petroleum remediation sites, provides technical assistance to the business community and the general public, and operates a program to replace home heating oil tanks that are at high risk of leaking.

The Division of Oil and Hazardous Waste Facilities Regulation oversees oil terminals, waste oil and hazardous waste facility licensing, and registration of biomedical waste facilities. In addition, the division conducts inspections and investigations, issues compliance determinations and requests for corrective action, provides technical assistance and educational training, processes damage claims arising from oil contamination, reviews requests by eligible applicants for reimbursement of oil spill clean-up costs, and oversees corrective actions, natural resource damage assessment and restoration planning activities, and site clean-ups.
The Division of Solid Waste Management is responsible for licensing, enforcement, education, outreach, and technical assistance activities related to landfills, waste-to-energy incinerators, transfer and storage sites, processing facilities, septage management, composting, agronomic use of sludge and residuals, other beneficial use of solid waste, and waste transportation. The division administers the asbestos and lead abatement programs, including certification of asbestos and lead abatement workers, and the tire stockpile abatement program. The division also administers various product stewardship and extended producer responsibility programs, including those related to electronic waste, cell phones, and mercury containing products such as thermostats, switches and lamps.

Program Services staff track and recover department expenditures incurred during the clean-up of oil and hazardous materials spills; manage bureau data operations; maintain bureau files and coordinate public access to those files.

LICENSES:
Oil Terminal Facility Licenses; Hazardous Waste Facility Licenses; Waste Transporter Licenses; Registration of Used Oil Collection Centers; Waste Oil Facility Licenses; Biomedical Facility Licenses; Registration of Underground Oil and Hazardous Substance Storage Tanks; Certification of Underground Storage Tank Operators; Solid Waste Facility Licenses; Septage Spreading Site Licenses; Licenses for Land Application of Sludge and Other Residuals; Beneficial Use Licenses, Asbestos Abatement Certification; and Lead Abatement Certification.

PUBLICATIONS:
Numerous publications are available to assist the general public and regulated

community in understanding and achieving compliance with the requirements of the programs administered by the Bureau of Remediation and Waste Management. These publications are available on the Internet at http://www.maine.gov/dep/rwm/publications/index.htm.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REMEDIATION AND WASTE MANAGEMENT EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	7,629,261	180,410	6,420,533		1,028,318	
HEALTH BENEFITS	2,459,589	70,324	2,046,083		343,182	
RETIREMENTS	1,420,564	30,413	1,208,487		181,664	
OTHER FRINGE BENEFITS	152,623	3,671	125,516		23,436	
COMPUTER SERVICES	69,223	26	68,669		528	
CONTRACTUAL SERVICES	9,182,761	50,181	7,415,969		1,605,327	111,284
RENTS	899,440	2,915	882,151		9,742	4,632
COMMODITIES	320,539	4,513	310,618		5,389	19
GRANTS, SUBSIDIES, PENSIONS	1,151,063		186,524			964,539
EQUIPMENT	47,573		47,573			
TRANSFER TO OTHER FUNDS	611,317		549,152		62,165	
TOTAL EXPENDITURES	23,943,953	342,453	19,261,275		3,259,751	1,080,474

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

WILLIAM CARVER, CHAIR

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-2651
Established: 1985 *Telephone:* (207) 287-2651
Reference: Policy Area: 04 *Umbrella:* 06 *Unit:* 481 *Citation:* T0032 *M.R.S.A., Sect.:* 000010003

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

ORGANIZATION:
The Board consists of seven members appointed by the governor: one from the DEP; one from the Maine Energy Marketers' Association; one underground oil storage tank installer; one from the Maine Chamber of Commerce and Industry or an underground tank inspector or installer; one from the Fire Chiefs Association; and two public members. The DEP provides staff support to the Board. Current members are:

William Carver (certified installer, chair);
Thomas Doe (Maine Fire Chiefs Association);
Elwin Scott, (Maine Oil Dealers Association);
George Seel (DEP);
Alison Smith (public member);
Aaron Thorndike (certified installer); and
Vacant (public member)

PROGRAM:
The Board offers initial and final examinations for underground oil tank installers and underground tank inspectors. A total of 464 certificates for underground oil storage tank installers or inspectors and 122 apprentices have been granted since the inception of the program. There are currently 82 certified underground oil tank installers and 60 inspectors in Maine.

The Board is also involved in continuing education for installers. In the past fiscal year, the Board sponsored a continuing education workshop totaling four available credit hours. The Board also approved four other programs offered by others that totaled 12 available credit hours.

A third responsibility of the Board is the investigation of complaints. No

LICENSES:
Underground Oil Storage Tank Installer Certificate
Underground Oil Storage Tank Inspector Certificate

PUBLICATIONS:
Study Guides for various examinations, including the Initial Oil Tank Installer Exam and the Final Installer Exam, and the Inspector Exam; Summary and Assessments of Maine's Underground Storage Tank Installer Certification Program - 1989; Annual Reports to the Commissioner of Environmental Protection; and "Tanks in Maine", a semi-annual newsletter available free to certified installers and inspectors.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

(OFFICE OF) GOVERNOR
PAUL R. LEPAGE, GOVERNOR

Central Office: STATE HOUSE, AUGUSTA, ME 04333
Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX:* (207) 287-1034
Established: 1920 *Telephone:* (207) 287-3531
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 102 *Citation:* T0002 *M.R.S.A., Sect.:* 000000001
Average Counts-All Positions: 85.815 *Legislative Count:* 84.50
Units:

GOVERNOR'S OFFICE OF ENERGY INDEPENDENCE AND SECURITY
GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY
GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS
LAND FOR MAINE'S FUTURE BOARD
MAINE LAND AND WATER RESOURCES COUNCIL
STATE PLANNING OFFICE
(OFFICE OF) PUBLIC ADVOCATE

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

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

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

The Governor's Office of Health Policy and Finance serves as a clearinghouse to assure consistent health policy and finance for Maine. It is responsible for the effective implementation of the Dirigo Health Reform Act. Specifically, the office must produce the State Health Plan and assure its implementation. Additionally, the office is responsible for leading Maine's efforts to reduce prescription drug costs for Maine citizens.

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	4,568,226	2,408,508	1,131,473		1,028,245	
HEALTH BENEFITS	1,165,394	534,141	347,007		284,246	
RETIREMENTS	744,954	363,070	227,153		154,731	
OTHER FRINGE BENEFITS	87,836	44,670	19,109		24,057	
COMPUTER SERVICES	210,513	153,874	40,920		15,719	
CONTRACTUAL SERVICES	5,166,888	480,801	632,083		4,054,004	
RENTS	111,692	25,896	77,406		8,390	
COMMODITIES	126,889	86,876	26,253		13,760	
GRANTS, SUBSIDIES, PENSIONS	15,860,017	325,056	619,120		14,915,841	
PURCHASE OF LAND	6,912,755		137,445			6,775,310
EQUIPMENT	9,846				9,846	
TRANSFER TO OTHER FUNDS	219,709		79,884		139,825	
TOTAL EXPENDITURES	35,184,719	4,422,892	3,337,853		20,648,664	6,775,310

(OFFICE OF) GOVERNOR EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,770,146	1,583,897			186,249	
HEALTH BENEFITS	362,392	323,591			38,801	
RETIREMENTS	246,296	214,396			31,900	
OTHER FRINGE BENEFITS	35,265	31,268			3,997	
COMPUTER SERVICES	64,000	56,881			7,119	
CONTRACTUAL SERVICES	3,650,144	296,592			3,353,552	
RENTS	22,545	22,345			200	
COMMODITIES	57,752	57,281			471	
GRANTS, SUBSIDIES, PENSIONS	220,277	167,889			52,388	
TRANSFER TO OTHER FUNDS	20,089				20,089	
TOTAL EXPENDITURES	6,448,906	2,754,140			3,694,766	

GOVERNOR'S OFFICE OF ENERGY INDEPENDENCE AND SECURITY

KENNETH C. FLETCHER, DIRECTOR

Central Office: 184 STATE STREET, AUGUSTA, ME 04333
Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333-0038 *FAX:*
Established: 2008 *Telephone:*
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 647 *Citation:* T0002 *M.R.S.A., Sect.:* 000000009

PURPOSE:
The Governor's Office of Energy Independence and Security (OEIS) was created to facilitate and be a leader in the development of new energy policy initiatives focusing on energy efficiency and renewable energy while promoting economic development and protecting the environment.

ORGANIZATION:
The office is established in the Executive Department and is directly responsible to the Governor.

PROGRAM:
By January 15th of each year, the director prepares and submits to the Governor and to the joint standing committee of the Legislature having jurisdiction over utilities and energy matters the following reports:

OEIS Annual Report
Assessment and realization of state energy wind power goals and tangible benefits.
Progress report on the State's Comprehensive Energy Plan.

Every two years the Office is responsible for submitting an updated State

Comprehensive Energy Plan.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GOVERNOR'S OFFICE OF ENERGY INDEPENDENCE AND SECURITY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
CONTRACTUAL SERVICES	19,646				19,646	
GRANTS, SUBSIDIES, PENSIONS	13,373,758				13,373,758	
TOTAL EXPENDITURES	13,393,404				13,393,404	

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

LEONARD I. SHARON, CHAIRMAN

Central Office: 1 STATEHOUSE STATION, AUGUSTA, ME 04333
Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1987 *Telephone:* (207) 287-3531
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 102J *Citation:* GFY95 *M.R.S.A., Sect.:* 000000008

PURPOSE:
As established by Executive Order 8 FY94/95 on January 27, 1995, the Governor's Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice to the Governor on all applications for gubernatorial clemency. The board meets at the call of the Chairman no less than once every three months.

ORGANIZATION:
The Governor's Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assist them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The members of the board are appointed by the Governor to serve at the Governor's pleasure, and serve without compensation.

PROGRAM:
The Governor's Board on Executive Clemency reviews requests for pardons and commutations in order to determine a petitioner's eligibility for a hearing. After each hearing, the Board makes recommendations on each petition to the Governor.

Information on Executive Clemency and petition forms are available from the Pardon Clerk, Office of the Secretary of State, State House Station #101, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

JOSH TARDY, CHAIR

Central Office: STATE HOUSE, AUGUSTA, ME
Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1988 *Telephone:* (207) 287-3531
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 102P *Citation:* GFY88 *M.R.S.A., Sect.:* 000000004

PURPOSE:
As established by Executive Order 9 FY94/95 on February 10, 1995, the Governor's Select Committee on Judicial Appointments is charged with the responsibility of reviewing, evaluating and providing advice to the Governor on all applicants for judicial appointments. The Committee meets at the call of the Chair.

ORGANIZATION:
The Committee consists of five or more members who represent various interests in Maine's legal community. The members are appointed by the Governor and serve at the Governor's pleasure.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LAND FOR MAINE'S FUTURE BOARD
JODY HARRIS, DIRECTOR LMF PROGRAM

Central Office: STATE PLANNING OFFICE, ,
Mail Address: 38 SHS, AUGUSTA, ME 04333 *FAX:*
Established: 1987 *Telephone:* (207) 624-6202
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 113 *Citation:* T0005 *M.R.S.A., Sect.:* 000006202
Average Counts-All Positions: 1.000 *Legislative Count:* 1.00

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

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

In 1998, based on the recommendations of the Land Acquisition Priorities Advisory Committee, the Legislature set aside funds for farmland protection. It also funded the Public Access to Maine Waters Fund for the first time in 1999. In 2005, the Legislature added protection of commercial marine fishery access points ("working water fronts") to the program's mandate in cooperation with the Maine Department of Marine Resources. In 2006, the Legislature added "significant undeveloped archeological sites" and "public water supply protection" to the types of projects LMF can fund.

Since the creation of the fund in 1987, over 530,000 acres have been acquired entirely from willing sellers, including about 285,000 acres in conservation easements. These acquisitions include mountain summits, working forests, farmland, river shore, lakes, ponds, coastal islands, pristine beaches, commercial marine fishing properties and wildlife habitat. Permanent protection has also been provided to many irreplaceable natural areas including eagle nesting sites, spotted turtle habitat, critical spawning habitat for Atlantic and landlocked salmon, and rare natural communities.

ORGANIZATION:
The Land for Maine's Future Board manages the Land for Maine Future's Fund and Water Access Fund; these together comprise the Land for Maine's Future Program. The board consists of eleven members, including the commissioners of the departments of Agriculture, Food and Rural Resources, Conservation, Inland Fisheries and Wildlife, and Marine Resources and the Director of the State Planning Office. The remaining six are private citizens appointed by the Governor. The Governor also appoints the board's chairperson. The State Planning Office provides technical staff and financial management and clerical

support to the program.

The board meets regularly to provide policy direction, oversee the funds, and pursue its land acquisition strategy under its legislative authority (5 MRSA section 6202). The board works with citizens, land trusts, municipalities, nonprofit conservation organizations, and federal and state agencies to identify special lands of statewide significance to accomplish the State's goals.

Funds come from voter-approved bonds. Since 1987, bonds have been authorized for a total of $126.75 million. By law, the LMF program seeks matching funds at a ratio of at least $1 of match for every $1 of public funds expended. Since 1999, the State's dollars have been matched by more than $147.7 million, largely from private and federal sources.

PROGRAM:
The Land for Maine's Future Board is responsible to receive and review funding requests for land acquisition projects, to ensure these funding requests meet state guidelines, and to authorize the distribution of bond proceeds to priority funding requests.

The board has established a process for the public to nominate lands and a scoring system to evaluate proposals based on criteria in keeping with the Legislature's directives. Scoring criteria include: naturalness and accessibility of land, regional benefits and proximity to other conserved lands, significance of the land values, need for and threat to the land, and economic benefits realized from the project.

The LMF Board administers the working waterfront program jointly with the Department of Marine Resources.

In FY 2012, all funds for conservation, recreation, working waterfront and farmland protection have been committed. Limited funding remains for projects that create recreational public access to Maine rivers, lakes, and the coast.

PUBLICATIONS:
Citizens can learn more about submitting proposals for funding by attending the Land for Maine's Future Program's regular board meetings or via the State Planning Office's web site at www.maine.gov/spo/lmf.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LAND FOR MAINE'S FUTURE BOARD **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	46,968	46,968				
HEALTH BENEFITS	12,729	12,729				
RETIREMENTS	10,143	10,143				
OTHER FRINGE BENEFITS	290	290				
COMPUTER SERVICES	6,230	3,625	2,605			
CONTRACTUAL SERVICES	21,781	1,111	20,670			
RENTS	161	124	37			
COMMODITIES	487	140	347			
PURCHASE OF LAND	6,912,755		137,445			6,775,310
TRANSFER TO OTHER FUNDS	3,096		3,096			
TOTAL EXPENDITURES	7,014,640	75,130	164,200			6,775,310

MAINE LAND AND WATER RESOURCES COUNCIL

DARRYL BROWN, COUNCIL CHAIRMAN

Central Office: 19 UNION STREET, AUGUSTA, ME 04330
Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1976 *Telephone:* (207) 624-7660
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 102H *Citation:* GFY81 *M.R.S.A., Sect.:* 000000009

PURPOSE:
The purpose of the council is to advise the Governor, Legislature, and state agencies in the formulation of policies for management of the State's land and water resources to achieve state environmental, economic, and social goals. Originally established by Executive Order in 1976, the Legislature established the council by statute in 1993. This enabling legislation requires the council to: recommend coordinated state policy on major programs or proposals that may affect the natural environment and land use management issues that concern multiple state agencies; support integration of information useful for management of land and water resources; provide direction and coordination for state agency land and water use planning and management programs; periodically evaluate and recommend any needed changes to the State's environmental regulation and growth management programs; study specific land and water resources management issues of state concern as needed. The enabling legislation further requires the council to: develop sound and coordinated policies; seek cooperation with federal agencies responsible for the management of land and water resources; administer the Lakes Heritage Trust Fund; and prepare a biennial report on the state land use mediation program. In addition, the state growth management law requires the council to approve certain state, growth-related capital investments if located outside downtown or locally designated growth areas.

The council carries out studies and policy development on specific issues, as required by the Legislature or Governor.

ORGANIZATION:
The council is established by 5 MRSA Section 3331. The council's membership is as follows: the Commissioner of Agriculture, Food, and Rural Resources; the Commissioner of Conservation; the Commissioner of Environmental Protection; the Commissioner of Human Services; the Commissioner of Inland Fisheries and Wildlife; the Commissioner of Marine Resources; the Commissioner of Transportation; the Commissioner of Economic and Community Development; or the Commissioner's designee; and the Director of the State Planning Office. The Governor appoints the Chair and has appointed the State Planning Office Director to chair the council.

PROGRAM:
In recent years, the Council's primary policy development-related assignments have involved oversight of agency implementation of select recommendations in the State's Bay Management Study and oversight of the State Water Resources Planning Committee.

PUBLICATIONS:
Publications of the council include:
A Management Strategy for Maine's Groundwater Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Assessment of Ground Water Quality in Maine
Maine Wetlands Conservation Priority Plan
The Planning Process for Local Ground Water Protection
Maine Ground Water Management Strategy
Report on the Use of Incentives to Keep Land In Productive Farming, Fishing, and Forestry Use
Large Concentrated Animal Feeding Operations (CAFOs): A Report to the Maine Legislature
Report on Education Strategy for Public Water Supply Protection
Annual Reports to the Governor and Legislature

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE PLANNING OFFICE

DARRYL BROWN, DIRECTOR
RALPH VAN DEN BOSSCHE, DIRECTOR OF FINANCE

Central Office: 19 UNION STREET, AUGUSTA, ME 04330
Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333-0038 *FAX:* (207) 287-8059
Established: 1968 *Telephone:* (207) 624-6200
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 105 *Citation:* T0005 *M.R.S.A., Sect.:* 000003303
Average Counts-All Positions: 46.000 *Legislative Count:* 46.00

PURPOSE:
The State Planning Office has four core duties assigned to it by statute that include coordinating the development of the State's economy and energy resources with the conservation of its natural resources; providing technical assistance to the Governor and Legislature by undertaking special studies and plans and preparing policy alternatives; providing technical assistance to towns and regions; and conducting continuing economic analyses, including economic forecasting.

The State Planning Office is guided by a mission that is consistent with its statutory duties: To help build a sustainable future for Maine communities, businesses, and residents, the State Planning Office: 1) advises the Governor on developing and implementing policy; 2) assists the Legislature with information and analyses; and 3) provides local and regional financial and technical assistance.

ORGANIZATION:
The Legislature created the State Planning Office in 1968. It reports to the Governor, but is routinely called upon to assist the Legislature, other state agencies, and local and regional governments in a variety of policy, planning, and program areas.

The office is organized into three teams that carry out its program and policy responsibilities initiatives: 1) Community Assistance, 2) Economics and Policy Development, and 3) Natural Resources. The Maine Commission for Community Service is also housed at SPO.

PROGRAM:
The Legislature created the State Planning Office in 1968. It reports to the Governor, but is routinely called upon to assist the Legislature, other state agencies, and local and regional governments in a variety of policy, planning, and program areas.

The office is organized into three teams that carry out its program and policy responsibilities initiatives: 1) Community Assistance, 2) Economics and Policy Development, and 3) Natural Resources. The Maine Commission for Community Service is also housed at SPO.

Program:
The State Planning Office is delegated the following responsibilities via statute or by the Governor to help carry out its public purpose:

Community Assistance: train and certify municipal code enforcement officers (30-A MRSA 4451); administer the National Flood Insurance Program and assist communities with floodplain management and mitigation; and assist municipalities with recycling to reduce reliance on land disposal of municipal solid waste (38 MRSA 2133).

Community Service: provide administration and staff support for the Commission for Community Service (5 MRSA 7504).

Economic Policy & Analysis: assist the Governor, Legislature, and other state agencies in monitoring the Maine economy, formulating and evaluating economic initiatives, analyzing policy alternatives, and pursuing sustainable economic growth (5 MRSA 3305). SPO also serves as the State's liaison to the US Census Bureau and operates the State Census Data Center.

Energy & Natural Resource Policy Assistance; liaison with FERC on hydropower and

Liquefied Natural Gas licensing; develop policy options for the Governor and Legislature through the Land & Water Resources Council (5 MRSA 3331); manage the Maine Coastal Program (38 MRSA 1801); prepare the Waste Management & Recycling Plan (38 MRSA 2122) and capacity report (38 MRSA 2124-A); develop statewide landfill capacity at the direction of the Legislature (38 MRSA 2154); and work with towns to implement the Growth Management Program (30 MRSA 4312(s).

Technical Assistance to the Governor and Legislature: identify issues and problems of long-term significance to the State; conduct research, prepare plans and studies, prepare and analyze policy alternatives, and provide staff support for legislative and executive task forces, boards, and commissions; and coordinate state policy and its implementation on issues of interagency concern (5 MRSA 3303 and 3305).

PUBLICATIONS:
For these and other publications, visit the SPO website at http://www.maine.gov/spo/publications/index.htm

Annual reports for the Land for Maine's Future Board, Land & Water Resources Council, Maine Commission for Community Service, Regulatory Fairness Board, Maine Quality of Place Council, Community Preservation Advisory Council, and Solid Waste Management Advisory Council; state management plans for waste management and recyclingand coastal,; special reports and research for the Governor and Legislature; and a variety of technical assistance publications to assist communities with flood plain management, waste management and recycling, code enforcement administration, community planning and land use management, coastal resources management, and community service.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PLANNING OFFICE EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	2,048,971	777,643	429,333		841,995	
HEALTH BENEFITS	602,393	197,821	159,127		245,445	
RETIREMENTS	340,146	138,531	78,784		122,831	
OTHER FRINGE BENEFITS	40,868	13,111	7,696		20,061	
COMPUTER SERVICES	135,883	93,368	33,915		8,600	
CONTRACTUAL SERVICES	1,161,871	183,099	297,966		680,806	
RENTS	16,116	3,426	4,500		8,190	
COMMODITIES	60,367	29,455	17,623		13,289	
GRANTS, SUBSIDIES, PENSIONS	2,265,983	157,167	619,120		1,489,696	
EQUIPMENT	9,846				9,846	
TRANSFER TO OTHER FUNDS	189,928		70,193		119,735	
TOTAL EXPENDITURES	6,872,372	1,593,621	1,718,257		3,560,494	

(OFFICE OF) PUBLIC ADVOCATE

RICHARD DAVIES, PUBLIC ADVOCATE
PATTY J MOODY-D'ANGELO, PUBLIC SERVICE MANAGER II

Central Office: 103 WATER ST, 3RD FLOOR, HALLOWELL, ME 04347
Mail Address: 112 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-4317
Established: 1981 *Telephone:* (207) 287-2445
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 413 *Citation:* T0035A *M.R.S.A., Sect.:* 000001701
Average Counts-All Positions: 9.000 *Legislative Count:* 9.00

PURPOSE:
The fundamental role of the Public Advocate is to represent and advocate for the interests of utility ratepayers in proceedings before the Maine Public Utilities Commission, the Maine Legislature, federal and regional regulatory bodies, and in relevant courts.

In 2011 the Office of Public Advocate completed its thirtieth year of advocacy on behalf of utility customers before the Public Utilities Commission. During the

past thirty years the Public Advocate has saved ratepayers more than $623 million through its advocacy and negotiations.

ORGANIZATION:

The office was established by statute in 1981 as an agency of the Executive Department to represent the interests of utility consumers before regulatory bodies, the courts and the Legislature. Beginning in 1999 the office moved from a General Fund basis for its budget to a system of utility assessments. The office no longer receives any General Fund dollars. In 2009 the Legislature gave the Public Advocate a fixed term in order to provide the office greater independence from political influence.

In addition to the Public Advocate, Richard Davies, the office currently employs eight staff people, including three support staff, four attorneys, and the Director of Energy Independence and Security. The office also uses expert witness consultants in technically or financially complicated cases. Mr. Davies was appointed Public Advocate by the Governor and confirmed by the Legislature in 2007.

PUBLICATIONS:

Guidelines for Consumer Participation in Public Hearings Held by the Maine Public Utilities Commission (no charge)

Annual Report to the Joint Standing Committee on Energy, Utilities and Technology of the Legislature - August 1, 2011 (no charge)

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

(OFFICE OF) PUBLIC ADVOCATE **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	702,140		702,140			
HEALTH BENEFITS	187,879		187,879			
RETIREMENTS	148,369		148,369			
OTHER FRINGE BENEFITS	11,413		11,413			
COMPUTER SERVICES	4,400		4,400			
CONTRACTUAL SERVICES	313,448		313,448			
RENTS	72,869		72,869			
COMMODITIES	8,283		8,283			
TRANSFER TO OTHER FUNDS	6,595		6,595			
TOTAL EXPENDITURES	1,455,396		1,455,396			

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY DHS

MARY C MAYHEW, COMMISSIONER

Central Office: 221 STATE STREET, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-3005
Established: 1975 *Telephone:* (207) 287-4223
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144 *Citation:* T0022 *M.R.S.A., Sect.:* 000000001
Average Counts-All Positions: 2600.500 *Legislative Count:* 2599.00
Units:

BUREAU OF CHILD AND FAMILY SERVICES
DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)
DIVISION OF DISABILITY DETERMINATION SERVICES
DIVISION OF DISEASE CONTROL (HUMAN SERVICES)
BUREAU OF ELDER AND ADULT SERVICES
OFFICE OF FAMILY INDEPENDENCE
OFFICE OF HEALTH DATA AND PROGRAM MANAGEMENT
MAINE CENTER FOR DISEASE CONTROL AND PREVENTION
DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)
FINANCIAL MANAGEMENT SERVICES
OFFICE OF MAINECARE SERVICES
MAINE PUBLIC DRINKING WATER COMMISSION
DIVISION OF REGIONAL OPERATIONS

PURPOSE:
The mission of the Maine Department of Health and Human Services is to provide integrated health and human services to the people of Maine, and to assist individuals in meeting their needs, while respecting the rights and preferences of the individuals and families it serves. All of the department's functions and activities are directed toward one or more of the following goals: a) to protect and enhance the health and well being of Maine people; b) to promote independence and self-sufficiency; c) to protect and care for those who are unable to care for themselves; and d) to provide effective stewardship for the resources entrusted to the department.

ORGANIZATION:
Effective July 1, 2004, the Governor and the Legislature created a new Department of Health and Human Services (DHHS) by combining and reorganizing the former Department of Human Services (DHS) and the former Department of Behavioral and Developmental Services (BDS). The organizational framework for the new department was established the following year by Public Law 2005, Ch. 412. The creation of the new department provided an unprecedented opportunity to improve the health and well being of all Maine citizens through more coordinated and responsive systems.

In addition, the structure:
" Supports, strengthens, and integrates primary prevention efforts for all programs across the department;
" Integrates mental health and physical health with social services throughout the entire department;
" Recognizes the value and importance of population-based public health efforts in making Maine people healthier and in reducing health-care costs; and
" Eliminates barriers to a holistic, cross-disciplinary approach to service delivery.

PROGRAM:
The department's statutory mandate requires it to provide the following programs and services to adults, children and families:
A. Economic assistance and employment support services;
B. Behavioral health services, including mental health and substance abuse prevention and treatment services;
C. Developmental disability and brain injury services;
D. Physical health services; and
E. Public health services.

Services targeted specifically for children, families, and adults include:
A. Child welfare services;
B. Early childhood services including Head Start and child care services;
C. Maternal and child health services, including home visiting programs;
D. Paternity establishment and child support enforcement services;
E. Residential and community support services for children and adults with disabilities;
F. Adult protective services; and
G. Long-term care services for the elderly and adults with disabilities.

The department delivers programs and services through an integrated delivery

The department administers the health insurance program funded jointly by the

More information about the Department of Health and Human Services may be found

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	98,325,744	50,879,733	22,369,125		25,076,886	
HEALTH BENEFITS	36,462,057	18,445,192	8,885,661		9,131,204	
RETIREMENTS	16,795,941	8,597,121	3,856,798		4,342,022	
OTHER FRINGE BENEFITS	1,860,855	955,773	419,548		485,534	
COMPUTER SERVICES	38,312,551	10,528,574	6,975,189		20,808,788	
CONTRACTUAL SERVICES	101,256,353	38,676,772	14,558,160		48,021,421	
RENTS	11,629,108	6,127,084	3,569,526		1,932,498	
COMMODITIES	6,397,675	2,784,004	2,313,097		1,300,574	
GRANTS, SUBSIDIES, PENSIONS	2,727,894,495	491,361,484	313,095,917		1,920,037,094	3,400,000
EQUIPMENT	359,977				359,977	
TRANSFER TO OTHER FUNDS	4,480,505	-1,120	1,681,908		2,799,717	
TOTAL EXPENDITURES	3,043,775,261	628,354,617	377,724,929		2,034,295,715	3,400,000

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY DHS EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	185,014	185,014				
HEALTH BENEFITS	61,317	61,317				
RETIREMENTS	40,483	40,483				
OTHER FRINGE BENEFITS	3,748	3,748				
COMPUTER SERVICES	53,084	53,084				
CONTRACTUAL SERVICES	917,399	917,399				
RENTS	78,491	78,491				
COMMODITIES	14,941	14,941				
GRANTS, SUBSIDIES, PENSIONS	2,851,001	2,851,001				
TOTAL EXPENDITURES	4,205,478	4,205,478				

BUREAU OF CHILD AND FAMILY SERVICES

THERESE CAHILL-LOW, DIRECTOR

Central Office: 2 ANTHONY AVENUE, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5282
Established: 1974 *Telephone:* (207) 624-7957
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 148 *Citation:* T0022 *M.R.S.A., Sect.:* 000005308
Average Counts-All Positions: 87.000 *Legislative Count:* 87.00

PURPOSE:
The Office of Child and Family Services (previously known as the Bureau of Child and Family Services) was created in 2005 to assure integrated services for children in Maine. The Office is comprised of four divisions focusing on services to children: Child Welfare, Children's Behavioral Health, Early Childhood, and Public Service Management.

ORGANIZATION:
OCFS is organized by four divisions. The office staff are spread out throughout the State of Maine in 15 different office locations. Each division has a director and managers. The Early Childhood Division and Child Welfare Services Division have direct service staff. Overall, there are 632 employees and it has a budget of $247M.

PROGRAM:
Child Welfare Services Division: The major task through 8 district offices is to assess allegations of abuse and neglect to determine if children are in need of protection. Caseworkers assist parents to recognize and fulfill their responsibility so children may remain safely in their own homes. Children that are removed are provided coordinated services to promote personal growth and healing, and services to promote rehabilitation to safely return the child. Permanency for the child is assured through an adoptive placement or other permanent placement including relative placements if the custodial family cannot

be preserved without serious harm to the child. Studies on child abuse and neglect have focused attention on the need to expand the department's capability to address safety, permanency and well-being for this vulnerable target population. A 24-hour capability for response has been operative since 1977.

Children's Behavioral Health Services Division: (CBHS) provides leadership in the development of a mental health system of care to ensure that each child develops to their fullest capacity. In FY'10, CBHS provided contracted services to over 24,000 children and their families. Services are geared to address three populations: Early Childhood Intervention for children ages birth-5; Mental Health/Behavioral Health Treatment for children & adolescents through their 20th year; and Rehabilitation for children and adolescents through their 20th year with intellectual disabilities or autism spectrum disorders. CBHS oversees service provision to over 24,000 children with disabilities and their families. Clinical care & consultation, continuous quality improvement, contractual oversight, policy development and enhancing the availability of best practices & evidenced-based practices are some of our key areas of focus. Family Support Services such as respite care and flexible services are key to keeping families together and providing a safety net and achieving better overall health outcomes for children and their families.

Early Childhood Division: provides leadership to state government ensuring that Maine's early childhood services system addresses the needs of young children, shares common standards for quality, and respects the diversity and uniqueness of all Maine's children and their families. Current quality initiatives include: a quality rating system for child care providers, developing guidelines for early childhood learning, and the creation of an Early Care and Education Career Development Center. The division continues its work on initiatives to improve quality and service delivery of home visitation, parenting education, as well as revisions to the structure and work plan of the Maine Children's Growth Council.

Public Service Management Division: consists of three units which provide services to ensure the efficient operation and management of OCFS. The Community Services Unit is responsible for the administration of over 10 federal grants, as well as the management and oversight of over 130 contracts. The Information Services Unit provides financial, data, and communication services, and supports functionality of the Maine Automated Child Welfare Information System. The residential services unit is responsible for the administration and oversight of children's residential services, treatment foster care, transitional living, and infant mental health services.

LICENSES:
Children's Homes: Family Foster Homes for Children and Specialized Children's Homes

PUBLICATIONS:
Annual Statewide Child Welfare Services Plan
A Guide to Child Protective Services
Thinking about Adoption, a Guide to Adoption Services in Maine
State Plan for Independent Living Initiatives
Child Death & Serious Injury Report
Community Services Block Grant Annual Report
Treatment Resource Guide
Bi-annual Child Care Development Fund Plan
The State of Early Education in Maine annual report
The State of Head Start in Maine annual report
The Bi-annual Child Care Market Rate Study
Interventions for Autism Spectrum Disorders; a Report of the Children's Behavioral Health Services Evidence-Based Practice Advisory Committee
The Cost/Quality Study of Center-based and Family Child Care Services (every 3-5 years)
The Early Childhood Systems Planning Initiative Plan
Evidence-Based Treatments for Children and Adolescents with Disruptive Behaviors
Annual Children's Mental Health Federal Block Grant Application/Plan:
Transforming Mental Health Care in America
Rights of Recipients of Mental Health Services who are Children in Need of Treatment

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CHILD AND FAMILY SERVICES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	4,052,931	2,627,531	48,040		1,377,360	
HEALTH BENEFITS	1,515,219	815,179	17,415		682,625	
RETIREMENTS	722,918	400,819	10,511		311,588	
OTHER FRINGE BENEFITS	79,238	45,390	938		32,910	
COMPUTER SERVICES	1,926,667	213,883	727,586		985,198	
CONTRACTUAL SERVICES	5,688,188	3,513,670	1,030,326		1,144,192	
RENTS	528,669	68,174	251,055		209,440	
COMMODITIES	177,379	111,670	19,699		46,010	
GRANTS, SUBSIDIES, PENSIONS	121,761,001	72,166,250	7,522,917		42,071,834	
TRANSFER TO OTHER FUNDS	236,003		74,065		161,938	
TOTAL EXPENDITURES	136,688,213	79,962,566	9,702,552		47,023,095	

DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)

VALERIE RICKER, DIRECTOR, FAMILY HEALTH
DEBRA WIGAND, DIRECTOR, CHRONIC DISEASE

Central Office: 286 WATER STREET, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5396
Established: 1937 *Telephone:* (207) 287-9917
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144F *Citation:* T0022 *M.R.S.A., Sect.:* 000001950
Average Counts-All Positions: 30.000 *Legislative Count:* 30.00

PURPOSE:
The Family Health and Chronic Disease Divisions (formerly the Division of Community and Family Health) promote health and prevent disease, injury and disability through a variety of public health interventions ranging from primary prevention through broad based community health promotion initiatives, early detection, health systems interventions, delivery of health services and the promotion of healthy public policies.

ORGANIZATION:
The Division of Community and Family Health was created in 1996 by the merger of several divisions, Public Health Nursing, Oral Health, Maternal and Child Health and Health Promotion. In 2000, a Bureau of Health reorganization created two distinct divisions, Family Health and Community Health. In 2005, the Community Health Division was renamed the Division of Chronic Disease.

PROGRAM:
The Division of Family Health (DFH) Director also serves as the State's Title V Director (Title V of the Social Security Act of 1935). Through the federal Title V statute, the state Title V agency is responsible for the development of systems of services and care for the maternal child health (MCH) population (women of reproductive age (15 to 44 years of age), children with special health needs, children prenatal through young adulthood and their families). Areas of focus for developing systems of care and services within the division include Children with Special Health Needs, Genetics, Newborn Screening, Public Health Nursing, Adolescent, Young Adult and Women's Health, Injury Prevention, MCH Epidemiology and the Supplemental Nutrition Program for Women, Infants, and Children (WIC). The programs work collaboratively with other programs within the Maine CDC, DHHS and other departments such as Education, Corrections, Public Safety, and Labor, as well as with agencies and organizations external to state government.

Issues that are priority concerns for the MCH population include: improved birth outcomes; reduce suicide and self-inflicted injury in the MCH population, reduce the prevalence of domestic violence and sexual assault and associated health disparities, reduce the prevalence of overweight and obesity among children and adults in Maine, improve reproductive health outcomes for Maine women, improve behavioral/mental health and trauma status of infants, children and adolescents by offering responsive support, services and educational information, ensure

early identification and a comprehensive and coordinated family-centered system of care for children with autism spectrum disorder, reduce the incidence of unintentional injuries to Maine's MCH population, improve adolescent sexual health, improve women's mental health and access to mental health treatment for women suffering from a mental health condition, including postpartum depression, and reduce children's exposure to violence at home, in school and the community.

The Division of Chronic Disease works to reduce the rates of preventable chronic diseases and diseases, and to improve health outcomes for people living with chronic disease. There are four cross-program teams that contain eleven programs: Maine Cancer Registry, Comprehensive Cancer Control, Maine Breast and Cervical Health, Oral Health, Diabetes Prevention and Control, Asthma Prevention and Control, Cardiovascular Health, Coordinated School Health, Healthy Maine Partnerships, Physical Activity, Nutrition, Healthy Weight, and Partnership For a Tobacco-Free Maine. Issues that are primary concerns include: reducing risk for chronic disease through lifestyle changes and environments that support healthy behaviors (including cessation and prevention of tobacco use and obesity prevention and control through increased physical activity and improved nutrition); increasing access to effective dental care (prevention and treatment); recognizing signs and symptoms of heart attack and stroke and improving timeliness of treatment for acute episodes; increasing effective self-management behaviors among people with chronic conditions; improving the quality of health care for chronic disease; strengthening early detection and treatment of cancer (especially breast and cervical, skin, colon); and training and technical assistance for Maine communities to address chronic disease through the nine public health districts.

PUBLICATIONS:
A wide variety of publications are available from both divisions. These include educational materials such as newsletters, resource lists, fact sheets, and brochures related to topics such as nutrition, maternal child health, newborn screening, smoking cessation and prevention resources.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES) EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,369,110				1,369,110	
HEALTH BENEFITS	412,966				412,966	
RETIREMENTS	235,592				235,592	
OTHER FRINGE BENEFITS	27,544				27,544	
COMPUTER SERVICES	2,141				2,141	
CONTRACTUAL SERVICES	349,451				349,451	
RENTS	634				634	
COMMODITIES	5,023				5,023	
GRANTS, SUBSIDIES, PENSIONS	379,416				379,416	
TRANSFER TO OTHER FUNDS	64,215				64,215	
TOTAL EXPENDITURES	2,846,092				2,846,092	

DIVISION OF DISABILITY DETERMINATION SERVICES
SCOTT MACK, DIRECTOR

Central Office: CARLTON MILLS, 1705 US RTE 202, WINTHROP, ME 04364
Mail Address: 116 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (866) 652-7253
Established: 1956 *Telephone:* (207) 377-9500
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144Z *Citation:* *M.R.S.A., Sect.:*
Average Counts-All Positions: 65.000 *Legislative Count:* 65.00

PURPOSE:
To provide timely, accurate, fair disability decision to Maine citizens filing under the Title II (coverage based) or Title XVI (low income based) sections of The Social Security Act. In 2005, the responsibility for Disability Determination Services was given to the Office for Family Independence (formerly known as the Office of of Integrated Access and Support).

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF DISABILITY DETERMINATION SERVICES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	2,463,413				2,463,413	
HEALTH BENEFITS	939,937				939,937	
RETIREMENTS	416,632				416,632	
OTHER FRINGE BENEFITS	47,089				47,089	
COMPUTER SERVICES	50,283				50,283	
CONTRACTUAL SERVICES	1,779,195				1,779,195	
RENTS	259,170				259,170	
COMMODITIES	21,033				21,033	
GRANTS, SUBSIDIES, PENSIONS	2,369,863				2,369,863	
TRANSFER TO OTHER FUNDS	159,752				159,752	
TOTAL EXPENDITURES	8,506,367				8,506,367	

DIVISION OF DISEASE CONTROL (HUMAN SERVICES)

PETER F. SMITH, DIRECTOR

Central Office: 286 WATER STREET, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-6865
Established: 1972 *Telephone:* (207) 287-6448
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144V *Citation:* T0022 *M.R.S.A., Sect.:* 000001019

PURPOSE:
The Division of Infectious Disease, (formerly known as the Division of Disease Control) promotes and protects the health of the citizens of Maine through programs focusing on the prevention and control of infectious diseases.

ORGANIZATION:
Programs included are: Infectious Epidemiology; HIV, Sexually Transmitted Diseases (STD) and Viral Hepatitis; Immunization; Healthcare Associated Infections and Medical Epidemiology.

PROGRAM:
We seek to carry out our mission by program activities in the following key areas:

The Infectious Epidemiology Program conducts surveillance for notifiable disease entities of potential public health significance, investigates outbreaks and clusters of disease, and recommends appropriate intervention strategies. In addition, the program consults with health care providers on the prevention, diagnosis, and treatment of various infectious diseases.

The Human Immunodeficiency Virus (HIV), Sexually Transmitted Disease (STD), and Viral Hepatitis Program works with community partners, health professionals, and individuals to prevent the transmission of HIV, STDs and Viral Hepatitis infection and assure the delivery of testing, medical and social services for to people living with HIV and AIDS.

The Maine Immunization Program strives to ensure protection of all Maine people from vaccine preventable disease. Through partnerships with public/private health practitioners and community members, the program provides vaccine, education, and technical assistance, vaccine-preventable disease tracking and outbreak control. Early and Periodic Screening, Diagnosis, and Treatment, providing outreach and follow-up case management services for children's Medicaid coverage to assure immunizations and well-child screenings and care.

The Healthcare Associated Infections Prevention Program works to reduce and prevent infections acquired in healthcare facilities. Through collaboration with hospitals and other State agencies, this program aims to establish best practices for the prevention of healthcare associated infections, using federal DHHS Healthcare Infection Control Practices Advisory Committee (HICPAC) guidelines and the Centers for Medicare and Medicaid Services (CMS) Surgical Care Improvement

Project guidelines, as well as guidelines from professional societies.

The Medical Epidemiology Program operates as a part of Division administration and provides leadership, direction and consultation on strategic, operational and clinical issues to all Division Programs.

LICENSES:
n/a

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF DISEASE CONTROL (HUMAN SERVICES) EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	135,677		135,677			
TOTAL EXPENDITURES	135,677		135,677			

BUREAU OF ELDER AND ADULT SERVICES
RICKER HAMILTON, DIRECTOR

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-9229
Established: 1974 *Telephone:* (207) 287-9224
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 149 *Citation:* T0022 *M.R.S.A., Sect.:* 000005105
Average Counts-All Positions: 86.500 *Legislative Count:* 86.50

PURPOSE:
The primary goal of the Office of Elder Services (OES) is to promote independence for elders and adults with disabilities through the provision of services including evidence-based prevention programs and comprehensive home and community-based services. The office also acts as Public Guardian and/or conservator for incapacitated and dependent adults who have no friend or family member able to serve in those capacities.

The office, subject to the direction of the Commissioner of DHHS, establishes the overall policy objectives for functions and activities relating to Maine's older population. The office assists State Government in the coordination of efforts relating to older people. Pursuant to federal and state laws, it prepares and administers a comprehensive State Plan for older persons. The office also plans for, develops, and leverages resources; develops and enforces rules; and conducts training relating to aging, long term care, and adult protective services.

ORGANIZATION:
The Office of Elder Services originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973, the office was established by statute as a separate and distinct organizational unit of the department, called the Bureau of Maine's Elderly.

Legislation was passed in 1989 to bring the Division of Adult Services into the bureau and it was renamed the Bureau of Elder and Adult Services. When the Legislature created the new Department of Health and Human Services in 2004, the agency was renamed the Office of Elder Services. The office operates from a central office in Augusta and district offices of the Department of Health and Human Services. It also has designated five private non-profit area agencies on aging across the State, under federal and state law, to receive and administer funds from the Older Americans Act programs for the elderly and state funds for these services.

PROGRAM:
The OES' programs assist older adults and adults with disabilities to maintain their independence. Services are provided directly by Office staff or through contracts with Agencies on Aging and other service providers. More than 120,000

people are served annually.

Community programs include: home delivered meals; community dining sites; outreach information and assistance with benefits and services; senior employment; independent housing with services; adult day services; legal services; transportation; independent support services; evidence-based programs for healthy aging: family caregiver support program; health insurance information, counseling and assistance; and help from trained volunteers to identify errors, fraud and abuse regarding medicare benefits. There is also a respite program for caregivers of persons with dementia.

OES manages several home and community based long-term care programs aimed at preventing or delaying nursing home placement. These include Medicaid waiver and State plan services as well as State funded programs. The types of services provided include care coordination, nursing, personal care, homemaking, PERS, environmental modifications and other supportive services to help individuals remain as independent as possible in their own homes. OES is responsible for oversight of the statewide long term care assessment process for these programs as well as for nursing facility and PNMI Appendix C services. OES also provides funding for the provision of long-term care ombudsman services.

The office provides Adult Protective Services to incapacitated and dependent adults in danger of or at substantial risk of abuse, neglect or exploitation including public guardianship and/or conservatorship. The Adult Protective Services and Public Guardianship programs received 5,013 reports in FY 11. As required by law, the program receives reports, promptly investigates and determines the validity of reports alleging abuse, neglect, or exploitation. Protective services include social, medical and psychiatric services necessary to preserve the adult's rights and resources and to maintain the adult's mental well-being. . The office works closely with social services and medical professionals, banks, law enforcement, and various advocacy groups to protect vulnerable adults. The office is also responsible for the public guardianship and conservatorship of incapacitated adults under the Uniform Probate Code. When less restrictive arrangements are not possible, the office petitions the Probate Court for guardianship and/or conservatorship of individuals who are unable to make or communicate responsible decisions for themselves and no family member or private person is able, willing or suitable to assume these responsibilities. The intent is to protect and provide continuing care and supervision and to protect, preserve and manage the incapacitated person's estate.

The Policy, Planning, and Resource Development Unit is responsible for planning for the challenges and opportunities resulting from the dramatic increase in elders in Maine. The unit develops and implements the state plan on aging, develops evidence-based and cutting edge policies and programs; is involved in pursuing grant opportunities, writing rules and policies, and identifies, leverages, and coordinates resources to support services for older persons. This includes the continuum from home to nursing facility level of care.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF ELDER AND ADULT SERVICES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	3,989,569	3,570,000			419,569	
HEALTH BENEFITS	1,356,543	1,232,876			123,667	
RETIREMENTS	692,206	617,209			74,997	
OTHER FRINGE BENEFITS	72,513	64,205			8,308	
COMPUTER SERVICES	232,409	192,369	16,993		23,047	
CONTRACTUAL SERVICES	1,051,491	717,254	103,237		231,000	
RENTS	98,824	98,223			601	
COMMODITIES	29,104	23,047			6,057	
GRANTS, SUBSIDIES, PENSIONS	13,716,283	4,136,062	103,055		9,477,166	
TRANSFER TO OTHER FUNDS	10,896		1,300		9,596	
TOTAL EXPENDITURES	21,249,838	10,651,245	224,585		10,374,008	

OFFICE OF FAMILY INDEPENDENCE

DALE DENNO, DIRECTOR

Central Office: 442 CIVIC CENTER DRIVE, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5096
Established: 1913 *Telephone:* (207) 287-5083
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144B *Citation:* T0022 *M.R.S.A., Sect.:* 000003101
Average Counts-All Positions: 391.500 *Legislative Count:* 391.50

PURPOSE:
The Office for Family Independence (previously known as the Office of Integrated Access and Support) administers multiple State and Federal programs which provide temporary financial assistance to low-income individuals and families along with determination of Social Security Disability, enforcement of child support orders, establishment of paternity, collection of support for children regardless of whether or not they are receiving welfare and access to MaineCare. This Office has eighteen offices locations with staff providing direct public access to various programs.

The Office administers the Temporary Assistance for Needy Families, Parents as Scholars, Food Supplement Program (formerly Food Stamps), Additional Support for People in Re-training and Employment (ASPIRE), Refugee Cash Assistance, Alternative Aid, Emergency Assistance, State Supplemental Income, Transitional Services (Child Care and Transportation), General Assistance, Social Security Disability Determination and Medicaid/Cub Care eligibility programs and Child Support Enforcement programs. In addition to policy and program functions, the office also provides monitoring of recipients through quality assurance activities, investigations and recovery through audits of municipal welfare programs and investigations and recovery through staff for public assistance programs.

ORGANIZATION:
The Office for Family Independence originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed the Department of Public Welfare and in a major reorganization of State government in 1931, the department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. The Bureau of Social Welfare was renamed the Bureau of Income Maintenance by the 110th Maine State Legislature effective September 18, 1981. The 117th Legislature changed the name to the Bureau of Family Independence in October, 1995 to reflect its change in purpose. In 2011 the bureau was renamed the Office for Family Independence.

The central office units provide staff support to the department's eighteen local offices. The office is recognized by statute as an administrative unit of the Department of Health and Human Services. Its internal structure and functions are subject to the discretion of the Commissioner of Health and Human Services. Funding for all programs except General Assistance is provided by the federal and state government. General Assistance is funded by the state and municipal governments. All programs follow the regulations of their respective funding sources.

PROGRAM:
The public assistance programs administered by the office are:
Temporary Assistance for Needy Families (TANF) provides a monthly cash benefit to families in which the children are deprived of parental support and care due to the absence from the home of a parent, incapacity of a parent or underemployment of a parent; the Parents as Scholars program provides financial aid to parents enrolled in a 2 or 4 year post secondary program who would be eligible for TANF;

Food Supplement Program (formerly Food Stamps), provides a monthly benefit to be used to supplement the food budget;
Additional Support for People in Re-training and Employment (ASPIRE) whose staff work with people receiving TANF or Food Supplement Program (formerly Food Stamps) to find employment which will make them self supporting;
Refugee Cash Assistance provides a monthly cash benefit to Refugees and their families for a period of eight months;
Alternative Aid, provides voucher payments for services to help parents retain or

obtain employment and to help them remain self-supporting;

Emergency Assistance provides payment of services to children and their families who are threatened by destitution or homelessness because of emergency situations;

State Supplemental Income provides a monthly cash benefit to recipients of federal SSI;
Transitional Services provides post-TANF assistance (child care and transportation costs) to families who have become self-supporting.

Medicaid and Cub Care, eligibility determination which provides payment of medical expenses, including long term care, for persons of all ages; and

General Assistance oversees the municipal General Assistance programs required by state law and provides reimbursement to municipalities.

Child Support Enforcement and Recovery is responsible for the establishment and enforcement of child support obligations on behalf of children whose parent(s) are not meeting these responsibilities. Associated tasks involve the location of missing parents and the establishment of paternity of children born out-of-wedlock, as well as the initiation of collection/enforcement action to recover past-due support. Almost $110 million was collected in State Fiscal Year 2006; $90 million went to Maine families. Support enforcement services are available to all who need them irrespective of economic status.

Fraud Investigation and Recovery is responsible for the investigation of alleged individual program violations and intentional fraud cases and the recovery of overpayments of program funds.

Division of Disability Determination is responsible to provide timely, accurate, fair disability decision to Maine citizens filing under the Title II (coverage based) or Title XVI (low income based) sections of The Social Security Act. Responsibility for Disability Determination Services was given to the Bureau of Elder and Adult Services in 1996. In 2005 the responsibility for Disability Determination Services was given to the Office for Family Independence.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF FAMILY INDEPENDENCE **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	14,288,287	3,488,855	3,114,044		7,685,388	
HEALTH BENEFITS	5,522,524	1,306,456	1,178,160		3,037,908	
RETIREMENTS	2,424,254	608,952	525,369		1,289,933	
OTHER FRINGE BENEFITS	266,974	64,429	55,684		146,861	
COMPUTER SERVICES	9,613,741	1,917,454	4,640,578		3,055,709	
CONTRACTUAL SERVICES	10,710,411	3,497,585	3,059,656		4,153,170	
RENTS	387,799	94,539	120,814		172,446	
COMMODITIES	187,601	64,657	16,745		106,199	
GRANTS, SUBSIDIES, PENSIONS	247,905,929	52,955,694	94,462,170		100,488,065	
TRANSFER TO OTHER FUNDS	780,325		336,299		444,026	
TOTAL EXPENDITURES	292,087,845	63,998,621	107,509,519		120,579,705	

OFFICE OF HEALTH DATA AND PROGRAM MANAGEMENT

KRISTINE PERKINS, DIRECTOR

Central Office: 286 WATER STREET, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-4612
Established: 1992 *Telephone:* (207) 287-3796
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 146 *Citation:* T0022 *M.R.S.A., Sect.:* 000002701

PURPOSE:
The Division of Public Health Systems (DPHS) (formerly the Office of Health Data and Program Management) provides oversight and management to four programs with CDC-wide scope: the Health and Environmental Testing Laboratory, the Office of

Public Health Emergency Preparedness, the Office of Performance Improvement, and the Office of Data, Research and Vital Statistics. The purpose of the division is to ensure that services provided in its programs operate at the highest level of consistency with the Maine CDC mission and vision.

ORGANIZATION:

The Division of Public Health Systems was created in 2005 by an internal reorganization of the Maine Center for Disease Control and Prevention, with the purpose of uniting in one division, certain programs with agency-wide scope and service. The division has a director who reports directly to the Deputy Director of Maine CDC, and serves on the Maine CDC Senior Management Team. The directors of the four programs in DPHS report directly to the Director, DPHS. All of the programs in DPHS are located in Augusta.

PROGRAM:

The Division of Public Health Systems serves as the management umbrella organization for the four programs located in the division, for which a description follows:

Health and Environmental Testing Laboratory

The HETL is a state resource in the prevention, treatment, and control of hazards that threaten the health of the community and environment. : Core functions include:

(1) Monitoring public and private water supplies for chemical and microbiological contaminates necessary for public health and regulatory compliance; (2) Monitoring and diagnosing infectious diseases; (3) Performing a wide range of environmental testing, including radiation and pesticides, and industrial pollutants; (4) Detecting and preventing childhood lead poisoning; (5) Forensic testing for the drug enforcement agency and highway safety; and (6) Providing key alert data to support the state's emergency preparedness to chemical and biological terrorism.

Office of Data, Research and Vital Statistics

The Office of Data, Research and Vital Statistics (ODRVS) administers Maine's vital records system and provides quantitative information for surveillance, planning, policy development, program management and evaluation. ODRVS produces detailed population estimates for use within and outside the Department of Health and Human Services and compiles data on health status and health resources.

The office provides technical assistance and consultation on survey procedures and statistical analysis. It is an affiliate state census data center.

Office of Public Health Emergency Preparedness

The Maine Office of Public Health Emergency Preparedness (OPHEP) is the lead state program responsible for the planning, coordination, and response to bioterrorism and other public health emergencies. OPHEP works in collaboration with key federal, state and local public health and healthcare system agencies and partners to protect the health and safety of all Maine people through development and implementing of a coordinated, statewide system that assures the early detection, containment and management of public health emergency events.

Office of Performance Improvement

The Office of Performance Improvement assures a coordinated and strategic approach to implementation, utilization and management of informatics for public health improvement; and public health performance management priorities including the implementation of a comprehensive plan for a state and district level performance improvement system. Program focus includes project design, planning, implementation and programmatic capacity building across the Maine CDC.

Specific responsibilities of the DPHS Director as related to division programs include:

Assuring a strategic approach for the development and implementation of related operational plans and projects; managing a processes to ensure the efficient and effective financial management of DPHS programs; assuring that DPHS operations are conducted according to departmental and office rules and policies; setting program and staff performance standards and ensuring performance according to those standards; informing supervisors and staff regarding the programs and activities of Maine CDC and DHHS; and serving as an advocate for the division in order to enhance its ability to achieve its mission.

PUBLICATIONS:
HETL NEWS
Directory of Laboratory Services
Water Testing Guide
Maine Vital Statistics
Population Estimates
Fact Sheets on selected topics
Avian and Pandemic Influenza Newsline
Public Health Emergency Preparedness - Evaluation Report. July 2002 - June 2005
Assessment of Maine's Health System Capacity for Public Health Emergencies Report
Assessment Report Update. December 31, 2005
Appendix A: Survey Findings: Assessment of Regional Health System Capacity for Public Health Emergency Response, Maine 2005
Appendix B: Central Regional Resource Center: Regional Health System Survey Assessment
Appendix C: Eastern Regional Resource Center: Regional Health System Survey Assessment
Appendix D: Southern Regional Resource Center: Regional Health System Survey Assessment

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE CENTER FOR DISEASE CONTROL AND PREVENTION

DR. SHEILA PINETTE, DIRECTOR
CHRIS ZUKAS, DEPUTY DIRECTOR

Central Office: 286 WATER STREET, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-9058
Established: 1935 *Telephone:* (207) 287-8016
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144A *Citation:* T0022 *M.R.S.A., Sect.:* 000000251
Average Counts-All Positions: 355.000 *Legislative Count:* 353.50

PURPOSE:
The Maine Center for Disease Control and Prevention (Maine CDC) serves as the State's public health agency. As such, its overall purpose is to preserve, protect, and promote the health of all Maine people. Key strategies include: monitoring the health of Maine's population and effectively communicating it; providing the leadership to assure healthy conditions where people live, work and play, educating the public on health issues; and preparing for and providing expert rapid response to public health threats and emergencies.

ORGANIZATION:
The Maine Board of Health was established in 1885 with the overall purpose of having "the general supervision of the interests of health and life of the citizens of the state." In 1917, the Board was redesigned into the Maine Department of Health, headed by a physician commissioner. In 1931 a major reorganization relocated the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975 and the Department of Health and Human Services in 2004. The Bureau of Health became the Maine CDC in July, 2005.

Maine CDC has five divisions: Environmental Health; Public Health Systems; Infectious Disease; Chronic Disease; and Family Health. It has two offices as part of the administrative offices: Office of Minority Health and Office of Local Public Health which includes the Primary Care and Rural Health Program.

The Director of the Maine CDC also serves as the State's Health Officer. As such, the director is instrumental in furthering relationships with the medical and public health communities in the state and nation.

PROGRAM:
The Maine CDC's programs, about 45 in number, cover a wide area of topics,

including: collecting and monitoring vital statistics (a function since 1892); providing laboratory tests which are in the best interests of the public's health such as rabies, drinking water, and lead poisoning tests (a function since 1903); ensuring safe drinking water and food safety in public eating places; working with communities to address health issues at the local level; and conducting surveillance and control measures of acute infectious diseases.

Some issues that are priority concerns include: preparing for a possible pandemic influenza or other public health emergency; monitoring and controlling emerging infectious diseases; addressing preventable chronic diseases related to tobacco and obesity; and improving public health capacity statewide by building a statewide public health infrastructure. Maine CDC also pursuing National Accreditation in Public Health and will be preparing for this over the upcoming year.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CENTER FOR DISEASE CONTROL AND PREVENTION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	15,084,310	3,897,933	3,867,236		7,319,141	
HEALTH BENEFITS	4,950,156	1,185,137	1,332,166		2,432,853	
RETIREMENTS	2,578,552	641,243	658,569		1,278,740	
OTHER FRINGE BENEFITS	286,637	73,003	70,553		143,081	
COMPUTER SERVICES	4,415,278	473,080	454,601		3,487,597	
CONTRACTUAL SERVICES	15,768,636	755,336	4,268,647		10,744,653	
RENTS	1,246,382	241,685	257,453		747,244	
COMMODITIES	4,867,151	1,784,292	2,028,041		1,054,818	
GRANTS, SUBSIDIES, PENSIONS	55,714,874	754,248	18,845,053		32,715,573	3,400,000
EQUIPMENT	359,977				359,977	
TRANSFER TO OTHER FUNDS	994,947	-1,319	347,860		648,406	
TOTAL EXPENDITURES	106,266,900	9,804,638	32,130,179		60,932,083	3,400,000

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)

NANCY BEARDSLEY, DIRECTOR

Central Office: 286 WATER STREET, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-4172
Established: 1917 *Telephone:* (207) 287-5674
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144E *Citation:* T0022 *M.R.S.A., Sect.:* 000002491
Average Counts-All Positions: 7.000 *Legislative Count:* 7.00

PURPOSE:
The Division of Health Engineering, now known as the Division of Environmental Health (Division) protects and promotes the health of Maine's population by insuring the safety of our public drinking water and food, and the proper disposal of subsurface wastewater; by minimizing exposure to contaminants including lead, radon and mercury; through the licensing and inspection of radiation sources and the oversight of high-level nuclear waste; and by conducting surveillance to minimize exposure to potentially harmful substances or events.

ORGANIZATION:
The Division of Sanitary Engineering was established in 1917 within the State Bureau of Health to carry out the Department of Health and Welfare's ongoing responsibility in the investigation of drinking water supplies following the great typhoid epidemic that occurred in 1902-1904. Later, the Division issued rules relating to the sanitary conditions of hotels and food handlers, plumbing, occupational health and the registration of x-ray machines and radioactive materials. In 1972, the name was changed to the Division of Health Engineering. The Division's responsibilities lie primarily in the areas of administration and enforcement of public health laws, and codes established through departmental regulations. In September 2005, the Division's name was changed to the Division of Environmental Health to more accurately reflect its broad responsibilities, and to add the Agency's Environmental and Occupational Health Unit.

The Division includes four major programs: the Drinking Water Program, including

PROGRAM:
The Division performs its work in the following key areas:

The Health Inspection Program provides statewide emergency 24/7 response for public health events such as fires, floods and power failures, water and food borne disease outbreaks, and to approximately 400 public complaints each year. The program's Health Inspectors work throughout the state performing inspections of eating establishments such as restaurants, takeouts, and mobile food vending carts; public pools and spas; campgrounds; youth camps, sporting camps, day camps; mass gatherings and other large festivals; lodging places such as B&Bs, hotels, motels and cottages; and body artists including body piercing, tattooing, micropigmentation and electrology.

The program issues about 10,000 annual licenses including 2,000 retail tobacco vendor licenses.

The Radiation Control Program is responsible for providing radon education and the training and registration of radon testers and mitigators; minimizing unnecessary radiation exposure through the licensing and inspection of all sources of radiation including X-ray, mammography, radioactive materials and tanning facilities; oversight of low-level radioactive waste generators; radioactive emergency preparedness and response; and oversight of Maine's high-level nuclear waste storage facility.

The Drinking Water Program is responsible for insuring that public water systems provide safe and reliable supplies of drinking water. The program administers the Federal Safe Drinking Water Act and the State's Rules Relating to Drinking Water and regulates 1900 public water systems. The program provides education and outreach to the public and the water industry and provides funds for land acquisition to better protect drinking water sources. It also provides grants and low interest loans to eligible systems for infrastructure improvements through the Drinking Water State Revolving Loan Fund. The program provides assistance to systems with security and emergency preparedness and provides training to water operators, well drillers and pump installers.

In 2009, the Subsurface Wastewater Program was integrated into the Water Resources Section of the Drinking Water Program. It is responsible for minimizing health and safety hazards associated with improperly installed subsurface wastewater disposal systems that includes the licensing of site evaluators, and promulgation of the Subsurface Wastewater Disposal Rules, Minimum Lot Size Rules, Seasonal Conversion Rules, and LPI Appointment Rules. The program provides oversight and technical advice to the State's 300 Local Plumbing Inspectors.

The Environmental and Occupational Health Programs (EOHP) is responsible for ensuring that threats of the health of the people of the State posed by natural phenomena or the introduction of potentially toxic substances into the environment are identified, appropriately considered, and responded to by those responsible for protecting the public's health and environment. The designated functions of the EOHP are to develop and maintain systems to monitor health status in Maine, identify and investigate health problems focusing on those which may be related to environmental factors, advise state agencies regarding potential health implications of their actions and provide the public with information and preventative and corrective actions in the area of environmental health. The EOHP includes the Healthy Homes/Childhood Lead Poisoning a

LICENSES:
Licenses and Registrations Issued:

Eating Places, Catering, Senior Citizen Meals, School Kitchens, Eating and Lodging Places, Lodging Places, Cottages, Campgrounds & Recreational Camps, Youth Camps, Bed & Breakfasts, Mass Gatherings, Public Pools & Spas, Retail Tobacco Vendors, Vending Machines, Tattooing, Electrology, Body Piercing, Micropigmentation, Compressed Air Tanks, X-ray machines, Indoor Tanning machines, Radioactive Materials, Radon Testers & Mitigators, Radon Testing Laboratories, Low-Level Waste Generators, Water Treatment Plants and Water Distribution System Operators, Well Drillers and Pump Installers, Site Evaluators, and Bulk Water Transport.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES) EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	240,970		240,970			
HEALTH BENEFITS	95,140		95,140			
RETIREMENTS	40,673		40,673			
OTHER FRINGE BENEFITS	3,395		3,395			
COMPUTER SERVICES	9,101		9,101			
CONTRACTUAL SERVICES	40,158		40,158			
RENTS	24,503		24,503			
COMMODITIES	2,108		2,108			
GRANTS, SUBSIDIES, PENSIONS	1,950		1,950			
TRANSFER TO OTHER FUNDS	12,190		12,190			
TOTAL EXPENDITURES	470,188		470,188			

FINANCIAL MANAGEMENT SERVICES

CHRISTOPHER A. PIERCE, DEPUTY COMMISSIONER

Central Office: 221 STATE STREET, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-3005
Established: 1975 *Telephone:* (207) 287-1921
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144M *Citation:* T0022 *M.R.S.A., Sect.:* 000000003
Average Counts-All Positions: 141.000 *Legislative Count:* 141.00

PURPOSE:
Financial Management Services links program operations with fiscal and audit activities to coordinate DHHS policies, procedures, budgets and strategies. Financial Management Services is responsible for managing the resources entrusted to the Department in an efficient and effective manner.

ORGANIZATION:
Financial Management Services is composed of the Division of Audit, Division of Program and Fiscal Coordination, Division of Purchased Services, and MaineCare Finance, with significant support from the DHHS Service Center (Department of Administrative and Financial Services).

The Division of Audit performs compliance and cost settlement audits on approximately 600 provider organizations and community agencies that receive over $2.4 billion of state and federal funds, either through the MaineCare program or from contracted services.

MaineCare Finance is responsible for the financial management of the $2.1 billion Medicaid Program in Maine, including MaineCare, CHIP and each of their respective administrative services. The Medicaid/CHIP programs provide medical assistance to certain low-income individuals and families who fit into an eligibility group that is recognized by federal and state law. Medicaid does not pay money to consumers; instead, claims payments are made directly to health care providers.

MaineCare Finance is responsible for the budget, reporting and cash management of state and federal funds for medical claims paid through the Maine Integrated Health Management System (MIHMS), for fiscal oversight of the MaineCare administrative budget, and for compliance reporting to its federal oversight agency, the Centers for Medicare and Medicaid Services (CMS).

The Division of Program and Fiscal Coordination is responsible for the financial analysis and coordination of fiscal management activities within the Department. The Division oversees the budget management of several major programs, including tracking expenditures and forecasting future obligations, and reporting budgeted and actual expenses to executive leadership, program managers, the Legislature, and others.

The Division of Purchased Services (DPS) provides for the effective administration of purchased services agreements and contracts. DPS reviews,

approves, processes, and manages over 1200 legal agreements/contracts each year. It provides management tools for recording information, measuring results, and monitoring performance. DPS offers technical assistance regarding agreement development and RFP management, and promotes best business practices in contracting to ensure consistency, accountability, and cost effectiveness so that services delivered meet the needs of consumers, the public mission of the Department, and the requirements imposed by the various state, federal, and other granting organizations that provide funding.

The Financial Service Center establishes internal controls to ensure reliable financial reporting, effective and efficient operations, and compliance with applicable state and federal statutes, rules and regulations. The Service Center is responsible for budget preparation, federal grant program accounting, revenue forecasting, cash management, payment processing, and employee travel.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FINANCIAL MANAGEMENT SERVICES EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	6,595,129	4,090,835	2,409,194		95,100	
HEALTH BENEFITS	2,125,637	1,295,412	808,327		21,898	
RETIREMENTS	1,214,069	763,424	432,306		18,339	
OTHER FRINGE BENEFITS	116,631	72,672	42,206		1,753	
COMPUTER SERVICES	925,418	669,888	147,976		107,554	
CONTRACTUAL SERVICES	9,552,670	5,156,097	3,788,638		607,935	
RENTS	191,743	121,061	70,119		563	
COMMODITIES	58,734	32,501	13,426		12,807	
GRANTS, SUBSIDIES, PENSIONS	1,118,043	5,140	155,276		957,627	
TRANSFER TO OTHER FUNDS	228,420	199	207,996		20,225	
TOTAL EXPENDITURES	22,126,494	12,207,229	8,075,464		1,843,801	

OFFICE OF MAINECARE SERVICES

STEFANIE NADEAU, DIRECTOR

Central Office: 442 CIVIC CENTER DRIVE, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-2675
Established: 1978 *Telephone:* (207) 287-2093
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144D *Citation:* T0022 *M.R.S.A., Sect.:* 000003470
Average Counts-All Positions: 286.000 *Legislative Count:* 286.00

PURPOSE:
The Office of MaineCare Services administers the Department's Medicaid Services in compliance with Federal and State Laws. The office manages some of the programs, assures that all operate according to federal policy and also keep with the Department's goals and mandates. The Office of MaineCare Services also works to ensure accountability, so that services are administered in an effective and efficient manner.

ORGANIZATION:
The office currently contains the following divisions: Operations (consisting of Provider and Member Services, Data & Reporting, Quality Management, and MMIS/MIHMS), Health Care Management, and Policy.

Health Care Management is responsible for implementing systems to assure continuing improvement in the health status of MaineCare members and the services they receive from health care providers. Health Care Management administers managed care services, primary care case management, pharmacy benefits, case mix, and all prior authorization activities. It also oversees operations related to member services and inquires as well as the pharmacy help desk.

The Operations division includes units for Claims/Adjustments, Provider Relations and Third Party Liability. The claims unity is responsible for processing non-Pharmacy claims for reimbursement submitted by health care providers. Claims examiners manually review and troubleshot claims if the computerized billing

system cannot adjudicate automatically. Staff in the Adjustment unit work with providers to reconcile and process adjustments in response to a provider's Request for Review, related to overpayment or underpayment of claims. Operations staff work closely with MaineCare's fiscal agent, Molina, on all efforts related to MIHMS, the claims management system. The MIHMS unit works with the management in other units to ensure departmental operational needs are met by the Fiscal Agent.

Third Party Liability (TPL) secures reimbursement from other payers in situations where MaineCare enrollees or their family members have other insurance coverage. According to federal law, Medicaid is almost always the payer of last resort, with only Indian Health Services being secondary to Medicaid. TPL may seek reimbursement for medical costs already paid by the MaineCare program, in cases where the MaineCare member is covered for the services by: Private Health Insurance, Casualty Insurance (such as Auto or Homeowner's policies), or other entities. Additionally, pursuant to federal mandate, TPL may recoup expenditures upon an inheritance or settlement of a member's estate.

The Division of Policy develops rules and regulations, defines the scope of coverage, maintains and revises the State Medicaid Plan to incorporate administrative and legislative changes into the Medicaid program, and submits waiver requests to the federal government that support the State's desire to adopt innovative solutions to coverage issues. The Policy Division works closely with MaineCare's federal partner, the Centers for Medicare and Medicaid Services (CMS).

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF MAINECARE SERVICES EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	11,169,396	4,141,896	2,679,695		4,347,805	
HEALTH BENEFITS	3,899,511	1,506,221	913,940		1,479,350	
RETIREMENTS	1,895,181	730,925	448,053		716,203	
OTHER FRINGE BENEFITS	204,827	78,765	48,074		77,988	
COMPUTER SERVICES	18,976,997	5,679,579	200,158		13,097,260	
CONTRACTUAL SERVICES	51,398,049	20,788,044	1,598,181		29,011,824	
RENTS	1,305,944	627,808	135,736		542,400	
COMMODITIES	431,982	356,134	27,222		48,626	
GRANTS, SUBSIDIES, PENSIONS	2,281,935,621	358,488,577	191,869,492		1,731,577,552	
TRANSFER TO OTHER FUNDS	1,452,217		160,660		1,291,557	
TOTAL EXPENDITURES	2,372,669,725	392,397,949	198,081,211		1,782,190,565	

MAINE PUBLIC DRINKING WATER COMMISSION

THOMAS BRENNAN, CHAIRPERSON

Central Office: 161 CAPITOL STREET, AUGUSTA, ME 04333-0011
Mail Address: 10 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:*
Established: 1993 *Telephone:* (207) 287-5685
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 560 *Citation:* T0022 *M.R.S.A., Sect.:* 00002660C
Average Counts-All Positions: 5.000 *Legislative Count:* 5.00

PURPOSE:
Commission duties include: determining proportion of Drinking Water Program effort dedicated to each type of public water system; evaluating Drinking Water Program workloads; evaluating staffing and resource needs; determining funding requirements, fee formula, fee assessments and collection schedules for each type of public water system.

ORGANIZATION:
The Maine Public Drinking Water Commission, created by the 116th Legislature, consists of nine members. Eight who represent the interest of the regulated community. The Commissioner of the Department of Health and Human Services, or the designee thereof is the ninth member. Commissioners are appointed by the Governor and serve for a term of four years. The first meeting of the commission

was held September 29, 1993. The commission meets at least quarterly.

PROGRAM:
The Maine Drinking Water Program, under agreement with the United States Environmental Protection Agency, is responsible for implementing, administering and enforcing federally mandated drinking water laws as applicable to all public water systems in Maine. Because deficient water systems can subject consumers to biological, chemical and physical hazards which may cause significant public health problems, the goal of the Maine Drinking Water Program is to ensure that the general public is provided with safe and reliable sources of public drinking water.

Federal regulation of public drinking water systems began in 1974 with passage of the Safe Drinking Water Act. In 1976, under authority of this act, the State of Maine entered into a formal primacy agreement with the federal government and was delegated primary enforcement authority for regulating public water systems in the State.

The 1986 Amendments to the Safe Drinking Water Act greatly expanded the regulatory authority of the original act and required water testing for 83 known water contaminants. The 1996 Amendments further expanded regulatory requirements and rule complexity. More frequent water testing is required and the list of potential water contaminants has continued to increase. State rules relating to drinking water were adopted for the first time in 1977. These rules are updated at least once annually to remain current with newly promulgated federal requirements.

Legislation enacted in June 1993 created the Maine Public Drinking Water Commission to serve as an oversight board and to represent the interests of the regulated community. The annual drinking water fees currently support the salary and expenses of five full-time employees.

LICENSES:
n/a

PUBLICATIONS:
Annual report to the Department of Health and Human Services Commissioner.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC DRINKING WATER COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	191,051		191,051			
HEALTH BENEFITS	99,357		99,357			
RETIREMENTS	47,271		47,271			
OTHER FRINGE BENEFITS	5,403		5,403			
COMPUTER SERVICES	11,938		11,938			
CONTRACTUAL SERVICES	16,096		16,096			
RENTS	24,275		24,275			
COMMODITIES	523		523			
TRANSFER TO OTHER FUNDS	2,947		2,947			
TOTAL EXPENDITURES	398,861		398,861			

DIVISION OF REGIONAL OPERATIONS
MARTHA KLUZAK, DIRECTOR

Central Office: 221 STATE STREET, AUGUSTA, ME 04333
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-3005
Established: 1975 *Telephone:* (207) 287-5837
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144R *Citation:* T0022 *M.R.S.A., Sect.:* 000000003
Average Counts-All Positions: 1140.500 *Legislative Count:* 1140.50

PURPOSE:
This account provides funding for the facility-related costs of the department's office locations throughout the State and for the clerical and administrative support functions provided to the department's program operations housed in those offices.

ORGANIZATION:
The support functions funded by this account have been consolidated into the department's other organizational units. No separate organizational unit exists.

PROGRAM:
The department maintains 22 local offices throughout the State.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF REGIONAL OPERATIONS **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	38,518,859	28,877,670	9,641,189			
HEALTH BENEFITS	15,397,828	11,042,593	4,355,235			
RETIREMENTS	6,458,109	4,794,066	1,664,043			
OTHER FRINGE BENEFITS	743,350	553,562	189,788			
COMPUTER SERVICES	2,088,202	1,329,238	758,964			
CONTRACTUAL SERVICES	3,983,177	3,331,387	651,790			
RENTS	7,480,967	4,797,101	2,683,866			
COMMODITIES	602,097	396,763	205,334			
GRANTS, SUBSIDIES, PENSIONS	4,839	4,511	328			
TRANSFER TO OTHER FUNDS	538,590		538,590			
TOTAL EXPENDITURES	75,816,018	55,126,891	20,689,127			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

CHANDLER WOODCOCK, COMMISSIONER
ANDREA ERSKINE, DEPUTY COMMISSIONER

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041
Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-6395
Established: 1980 *Telephone:* (207) 287-5202
Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 137 *Citation:* T0012 *M.R.S.A., Sect.:* 000010051
Average Counts-All Positions: 298.563 *Legislative Count:* 290.50
Units:

DIVISION OF LICENSING AND REGISTRATION
ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)
DIVISION OF ENGINEERING
ADVISORY BOARD FOR THE LICENSING OF GUIDES
MAINE OUTDOOR HERITAGE FUND BOARD
DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)
BUREAU OF RESOURCE MANAGEMENT (IF&W)
BUREAU OF WARDEN SERVICE (IF&W)

PURPOSE:
The Department of Inland Fisheries and Wildlife was established to preserve, protect and enhance the inland fisheries and wildlife; to encourage wise use of the resources; to ensure the resources are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of laws and regulations governing fishing, hunting and trapping; the registration and operation of snowmobiles, watercraft, and all-terrain vehicles; propagation and stocking of fish; acquisition of wildlife management areas; safety programs for hunters, snowmobiles, all-terrain vehicles and watercraft, and the issuing of licenses and permits (hunting, fishing, trapping, guide, wildlife possession/importation, as well as many other miscellaneous permits).

ORGANIZATION:
The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer laws enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were later replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g. Warden Service Aviation in 1937; Wildlife Division in 1938; Fisheries Division in 1951; Information and Education in 1955; Program Development and Coordination in 1968; Snowmobile Registration in 1969; Realty in 1970; Watercraft Registration and Safety in 1974.

Effective October 1, 1975, the Department was renamed the Department of Inland Fisheries and Wildlife. In 1984, the Department underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result, the Department was reorganized into the following: 1. Bureau of Administrative Services; 2. Bureau of Resource Management; 3. Bureau of Warden Service; 4. Office of the Commissioner including the Division of Public Information and the Division of Program Development and Coordination.

In 2006, a statewide reorganization removed the financial and information technology functions of the agency and placed them within the newly-created Natural Resource Service Center and the Office of Information Technology. The Bureau of Administrative Services, as it was known prior to this reorganization became the Division of Licensing, Registration and Engineering in 2009 to more accurately reflect the duties of the Division. In 2011 the Division of Engineering was established as a separate Division to oversee maintenance, contracting and repair of Department facilities.

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

education programs, and hunter, snowmobile, boating and ATV safety programs.

The establishment of rules is an important part of the program carried out by the Department. The Commissioner provides copies of abstracts of the inland fisheries and wildlife laws and rules for distribution to the public (Six summaries are updated, printed and distributed, plus migratory bird regulations). The Open Water and Ice Fishing Regulations, upon filing with the Secretary of State, as printed and distributed to the public, are declared to be official consolidations of fishing rules.

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

LICENSES:
Commercial Whitewater Rafting Allocations
See individual Bureaus for other licenses and permits

PUBLICATIONS:
The Department has many varied publications including law summaries, books on various species or species groups and several colorful posters of fish and wildlife. Consult the Department's website for a complete list with pricing.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	13,920,841	10,315,501	719,630		2,885,710	
HEALTH BENEFITS	4,876,592	3,604,578	277,932		994,082	
RETIREMENTS	3,323,909	2,587,647	158,029		578,233	
OTHER FRINGE BENEFITS	291,603	227,570	15,421		48,612	
COMPUTER SERVICES	894,363	850,064	25,688		18,611	
CONTRACTUAL SERVICES	4,999,819	2,891,211	1,000,997		1,107,611	
RENTS	2,157,430	1,285,121	504,612		367,697	
COMMODITIES	1,626,952	1,190,286	190,708		245,958	
GRANTS, SUBSIDIES, PENSIONS	854,394	4,602	431,171		418,621	
PURCHASE OF LAND	618,451		82,849		535,602	
BUILDING IMPROVEMENTS	198,459		54,491			143,968
EQUIPMENT	1,559,933		277,837		655,851	626,245
TRANSFER TO OTHER FUNDS	194,848	1,966	127,716		65,166	
TOTAL EXPENDITURES	35,517,594	22,958,546	3,867,081		7,921,754	770,213

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	255,870	253,819	2,051			
HEALTH BENEFITS	59,454	59,057	397			
RETIREMENTS	47,702	47,375	327			
OTHER FRINGE BENEFITS	3,347	3,317	30			
CONTRACTUAL SERVICES	194,313	119,977	74,336			
RENTS	7,914	5,811	2,103			
COMMODITIES	21,434	13,522	7,912			
EQUIPMENT	7,893		7,893			
TRANSFER TO OTHER FUNDS	28,270		28,270			
TOTAL EXPENDITURES	626,197	502,878	123,319			

DIVISION OF LICENSING AND REGISTRATION

BILL SWAN, DIR LICENSE & REGISTRATIO

Central Office: 284 STATE ST, AUGUSTA, ME
Mail Address: 41 STATEHOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:*
Established: 1965 *Telephone:* (207) 287-5202
Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 167 *Citation:* T0012 *M.R.S.A., Sect.:* 000010052
Average Counts-All Positions: 22.000 *Legislative Count:* 22.00

PURPOSE:
The purpose of the Division is to administer the issuance of department licenses, stamps and permits and the registration of snowmobiles, watercraft and all-terrain vehicles.

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

During FY 2006 a statewide reorganization of administrative functions substantially changed the make-up of Administrative Services. A new entity, the Natural Resources Service Center under the Department of Administrative and Financial Services, was established to provide budget, accounting, human resources and payroll services to all of the Natural Resource Departments within State government. These functions were removed from the Department during that consolidation. In addition, the Office of Information Technology centralized the Department's IT functions under a consolidated Natural Resources IT cluster. The licensing and registration, engineering and land acquisition functions were left in Administrative Services. In 2009, legislation was passed to change the name from the Bureau of Administrative Services, to the Division of Licensing, Registration and Engineering to more accurately reflect the responsibilities and duties of the Division. In 2011, the Engineering Division was separated from Licensing and Registration to become its own Division. The Natural Resource Service Center coordinates the purchase of capital equipment and supplies and disperses these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

PROGRAM:
The Division of Licensing and Registration provides the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Division also registers all watercraft, snowmobiles and all-terrain vehicles. The operation of these machines is regulated in cooperation with all law enforcement agencies and information is provided as required.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF LICENSING AND REGISTRATION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	726,038	726,038				
HEALTH BENEFITS	295,393	295,393				
RETIREMENTS	128,720	128,720				
OTHER FRINGE BENEFITS	14,998	14,998				
COMPUTER SERVICES	855,415	836,638	18,777			
CONTRACTUAL SERVICES	1,695,460	1,424,536	270,924			
RENTS	762,062	318,545	443,517			
COMMODITIES	251,385	223,749	27,636			
GRANTS, SUBSIDIES, PENSIONS	9,745		9,745			
EQUIPMENT	224,910		157,119			67,791
TRANSFER TO OTHER FUNDS	14,781		14,781			
TOTAL EXPENDITURES	4,978,907	3,968,617	942,499			67,791

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

STEVE PHILBRICK, CHAIRMAN

Central Office: 284 STATE ST, AUGUSTA, ME
Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:*
Established: 1945 *Telephone:* (207) 287-5202
Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 140 *Citation:* T0012 *M.R.S.A., Sect.:* 000010151

PURPOSE:
To provide advice and consent to the Commissioner of Inland Fisheries and Wildlife on regulation changes necessary for the proper implementation, enforcement and interpretation of any provision of law that the commissioner is charged with the duty of administering.

The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION:
The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of ten members representing one or more counties of the State on fish and wildlife related issues. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term.

The members of the Advisory Council receive $50 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chair and one as vice-chair.

PROGRAM:
The Advisory Council met with the Commissioner to review regulation changes and other department matters 9 times during FY 11.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF ENGINEERING

RON TAYLOR, DIR, DIV OF ENGINEERING

Central Office: , ,
Mail Address: , , *FAX:*
Established: 2011 *Telephone:* (207) 287-5218
Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 661 *Citation:* T00012 *M.R.S.A., Sect.:* 00010052-A

PURPOSE:
The purpose of the Division is to administer contracts for work or services performed for the department; and to coordinate the design, maintenance and report of all Department-owned facilities by utilization of Department staff and/or outside contractors. The Division also prepares the capital improvement plan to be printed in the budget document.

ORGANIZATION:
In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau was structured in the following manner: Accounting Section-headed by a Chief Accountant; Division of Engineering and Realty-headed by a Supervisor; Division

of Licensing and Registration-headed by a Director; Personnel Section-headed by a Personnel Officer; Central Purchasing and Supply Section-headed by a Property Officer.

During FY 2006 a statewide reorganization of administrative functions substantially changed the make-up of Administrative Services. A new entity, the Natural Resources Service Center under the Department of Administrative and Financial Services, was established to provide budget, accounting, human resources and payroll services to all of the Natural Resource Departments within State government. The licensing and registration, engineering and land acquisition functions were left in Administrative Services. In 2009, legislation was passed to change the name from the Bureau of Administrative Services, to the Division of Licensing, Registration and Engineering to more accurately reflect the responsibilities and duties of the Division. In 2011, the Engineering Division was separated from Licensing and Registration to become its own Division. The Natural Resource Service Center coordinates the purchase of capital equipment and supplies and disperses these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

PROGRAM:
The Division of Engineering oversees the design, maintenance and repair of department-owned facilities, including the preparation of a capital improvement plan to be printed in the budget document.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ADVISORY BOARD FOR THE LICENSING OF GUIDES
CHANDLER WOODCOCK, COMMISSIONER

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041
Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094
Established: 1975 *Telephone:* (207) 287-5202
Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 142 *Citation:* T0012 *M.R.S.A., Sect.:* 000010153

PURPOSE:
The Advisory Board for the Licensing of Guides was established:
A. To provide advice and consent regarding rules proposed by the Commissioner;
B. At the request of the Commissioner, to conduct oral examinations of applicants for guide licenses; and
C. To advise the Commissioner on granting and revoking guide licenses.

ORGANIZATION:
The Advisory Board for the Licensing of Guides, established by Title 5, section 12004, subsection 10, shall consist of the following 7 members:
A. One subordinate officer of the department designated by the Commissioner;
B. Two wardens of the department; and
C. Four representatives of the public, with no more than 3 holding license under this subchapter, to be appointed by the Governor for a term of 3 years to reflect a wide diversity of guiding experience. At least 2 members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379.

PROGRAM:
The categories of licenses granted by the Advisory Board for the Licensing of Guides are as follows:
Master
Hunting
Fishing
Recreation
Hunting/Fishing
Hunting/Recreation
Fishing/Recreation
Sea Kayaking
Tidewater Fish
Recreation/Sea Kayaking
Fish/Tidewater

LICENSES:
Master Guides License
Hunting Guides License
Fishing Guides License
Recreational Guides License
Tidewater Guides License
Sea Kayaking Guides License

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE OUTDOOR HERITAGE FUND BOARD
CAROL GAY, SECRETARIAT

Central Office: 284 STATE ST., AUGUSTA, ME 04333-0041
Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094
Established: 1995 *Telephone:* (207) 688-4191
Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 585 *Citation:* T0012 *M.R.S.A., Sect.:* 000010308

PURPOSE:
The Maine Outdoor Heritage Fund was established by the Legislature in 1995 after it became clear there was insufficient funding for worthwhile projects that would perpetuate Maine's outdoor heritage -- the state's endangered species, wildlife habitat and pristine lands for outdoor recreation. By funding the program solely with revenue from the sale of special Outdoor Heritage lottery tickets, the legislature was able to support financially worthwhile projects without using revenue from the General Fund.

ORGANIZATION:
The Maine Outdoor Heritage Fund is governed by a board of seven members. The Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Conservation and the Coordinator of the Natural Areas Program are permanent members. With approval from the Legislature, the Governor appoints four citizen members to staggered 4-year terms. One citizen member must represent a state sportsman's organization, one must represent a state wildlife conservation organization and one must work in a field related to natural resources. The Board has hired an executive director on a contractual basis to perform the duties of administering the grants once they are awarded, organizing the application process for grants and coordinating with the Lottery Commission and other state and private organizations.

PROGRAM:
The Board awards grants semi-annually to natural resource agencies for conservation and recreation projects that meet the guidelines stated in the Outdoor Heritage Fund's Strategic Plan.

The grants are awarded in four categories:
- fisheries and wildlife, and habitat conservation projects;
- acquisition and management of public lands, parks, wildlife conservation areas, public access and outdoor recreation sites and facilities;
- endangered and threatened species conservation projects;
- natural resources law enforcement.

Revenue is raised from the sale of instant lottery tickets, which are available at most outlets that sell other Maine State Lottery tickets. The Outdoor Heritage ticket design changes every six months.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE OUTDOOR HERITAGE FUND BOARD EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	7,054		7,054			
HEALTH BENEFITS	2,305		2,305			
RETIREMENTS	2,331		2,331			
OTHER FRINGE BENEFITS	114		114			
CONTRACTUAL SERVICES	132,824		132,824			
RENTS	5,376		5,376			
COMMODITIES	13,854		13,854			
GRANTS, SUBSIDIES, PENSIONS	244,137		244,137			
EQUIPMENT	1,674		1,674			
TRANSFER TO OTHER FUNDS	13		13			
TOTAL EXPENDITURES	409,682		409,682			

DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)

EDITH SMITH, DIR PUBLIC INFO & EDUCATI

Central Office: 284 STATE ST, AUGUSTA, ME
Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:*
Established: 1952 *Telephone:* (207) 287-5244
Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 236 *Citation:* T0012 *M.R.S.A., Sect.:* 000010056
Average Counts-All Positions: 17.841 *Legislative Count:* 13.00

PURPOSE:
The main function of the Public Information and Education Division is to create and maintain public understanding and support for Department objectives and programs, including safety in the outdoors and ethical hunting and fishing practices.

ORGANIZATION:
The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980; it was again reorganized, as the Division of Public Information and Education under the Office of the Commissioner, effective April 24, 1984. Another reorganization, effective July 1, 1993, established the Division of Public Information and Education as its own unit.

PROGRAM:
The major programs of the Public Information and Education Division are the Information Center, media relations, public relations, educational outreach, law book publications, youth activities, the Safety Division, the Maine Wildlife Park and Swan Island.

The Information Center provides a knowledgeable staff responding to telephone inquiries and directing calls to appropriate Department Divisions, as well as e-mail requests. The Information Center also maintains the Department's website. The Information Center handles an average of 1,000 phone calls and 500 emails per week.

Media and public relations provides press releases about the Department, its programs and the work of the Maine Warden Service to newspapers, radio and television in both written and electronic formats as well as through a media contact person. The Division publishes the "Weekly Report" each Tuesday, sent electronically to a wide email distribution list. It also provides feature articles for magazines and periodicals, and utilizes social networking to expand our outreach capabilities. The Division currently maintains four facebook pages on a daily basis.

The Safety Division provides a number of programs that inform and instruct the public on how to fish, hunt, trap and operate recreational vehicles safely. The Recreational Safety Program reaches more than 9,000 participants each year using

a cadre of more than 500 volunteers and 11 part-time staff.

The Maine Wildlife Park in Gray, Maine hosted over 90,000 visitors last year. A variety of wildlife and conservation school programs and tours are offered at the Park, reaching well over 3,000 Maine school children annually. Teacher workshops are offered statewide using Project WILD to assist classroom teachers and other educators to become more informed about Maine wildlife and conservation. The Division provides support for the popular Maine Conservation Camp scholarship program and the "Becoming an Outdoors-Woman" workshops.

Swan Island, located in the Kennebec River off the shore of Richmond, Maine provides another location for educational and outdoor recreation opportunities. An island steeped in Maine history, the buildings and land are favorite spots and the island is busy year round, with the emphasis on spring, summer and fall programs.

The Division represents the Department at sportsman shows (instate, out of state and Canada) and produces and distributes a variety of advertising to promote outdoor recreation in the state, including our safety instruction programs, and our landowner relations program. The Division organizes the Maine Migratory Waterfowl Stamp art contest, Governor's Cup Charity Bass Tournament, and the annual Open House at the Maine Wildlife Park.

The youth activities programs are designed to expose young people to a variety of outdoor activities. Programs such as "Hooked on Fishing" are held statewide, both open water and ice fishing. The Division annually produces multiple law books covering the laws, rules and regulations for hunting and trapping, snowmobiling, ice fishing, open water fishing, boating and ATV's.

Information and Education also provides support to other DIF&W divisions for video, photography, displays, presentations, and the design, development, and distribution of printed material.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W) EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	657,704	402,749	164,396		90,559	
HEALTH BENEFITS	242,772	143,175	73,182		26,415	
RETIREMENTS	109,348	66,985	27,513		14,850	
OTHER FRINGE BENEFITS	10,889	7,543	1,915		1,431	
COMPUTER SERVICES	3,532	3,375	157			
CONTRACTUAL SERVICES	426,464	161,662	161,714		103,088	
RENTS	43,713	25,998	14,379		3,336	
COMMODITIES	163,785	46,941	65,701		51,143	
GRANTS, SUBSIDIES, PENSIONS	100,000		100,000			
TRANSFER TO OTHER FUNDS	76,261	1,966	70,597		3,698	
TOTAL EXPENDITURES	1,834,468	860,394	679,554		294,520	

BUREAU OF RESOURCE MANAGEMENT (IF&W)

JOHN BOLAND, DIR BUR RES MNGMT

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041
Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-6395
Established: 1965 *Telephone:* (207) 287-5261
Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 189 *Citation:* T0012 *M.R.S.A., Sect.:* 000010053
Average Counts-All Positions: 122.222 *Legislative Count:* 119.50

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

ORGANIZATION:

The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:
Division of Wildlife Management
Division of Fisheries and Hatcheries
Computer Services Section
Environmental Coordination Section

PROGRAM:

Division of Wildlife Management.
Wildlife Management - The abundance and use of the major wildlife species are monitored utilizing the latest tools, techniques, and information available. Periodic assessments are made to identify supply and demand imbalances, associated problems and management needs. Wildlife management programs are implemented to accomplish the long-term goals and objectives of species management plans. Habitat improvement work is actively carried out in the Department's Wildlife Management Areas. These include approximately 100,000 acres of upland and wetland habitat strategically located throughout the State, as well as nearly 300 coastal seabird nesting islands.

Division of Fisheries and Hatcheries.
Fisheries Management - Field studies designed to monitor the status of the major game species are routinely carried out. These include habitat and fisheries inventories of lakes, ponds, rivers and streams that are undertaken to obtain basic information regarding the abundance and condition of fish populations in specific waters. Creel surveys and aerial angler counts provide important information on fishing pressure and quality. From this work, management recommendations, including rulemaking proposals are developed. Some of the biologists' time has been utilized in tracking illegal, invasive species introductions. They also continue to work with biologists from the hydro industry in assessing needs of fish in the project areas. The regions have also been involved in comprehensive species management plans which are formulated every five years and guide the overall statewide fisheries management programs. Much work has been conducted on many of the state's bass waters. Additionally, biologists are involved in reclamation efforts to restore quality fishing opportunities for anglers.

Fisheries Research - Research work focuses on the development of biological principles and management techniques needed to support fisheries management programs. Some of these projects have included statewide hydro-acoustic surveys to evaluate smelt populations, habitat improvement projects on streams, radio telemetry studies associated with wild brook trout and landlocked salmon, as well lake trout spawning and northern pike spawning. The Division is also engaged in the restoration of arctic charr populations in northern Maine. We are involved in a large scale survey of more than 2000 reaches of wild brook trout streams, as well as studies on lake whitefish and sea run brook trout.

Propagation of Fish - The fish needed to support statewide fisheries management programs are produced and reared in the Department's fish hatcheries and rearing stations. Approximately 1.3 million salmon and trout are stocked annually. Fish culturists continue to work with DEP staff in order to comply with wastewater discharge licenses.

Habitat Management - In conjunction with the Department's environmental permit review responsibilities, Division biologists assessed environmental impacts of more than 1,500 project applications submitted to State agencies and this Department. They included Natural Resource Protection Act applications, LURC applications, Highway Project and Hydroelectric Projects. Recommendations pertaining to the impact to the State's fisheries and wildlife resources for each project were forwarded to the permitting agencies.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE MANAGEMENT (IF&W) EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	5,144,854	2,596,932	293,858		2,254,064	
HEALTH BENEFITS	1,884,690	975,800	110,929		797,961	
RETIREMENTS	877,888	439,997	50,705		387,186	
OTHER FRINGE BENEFITS	87,207	44,518	6,968		35,721	
COMPUTER SERVICES	18,853	3,881	603		14,369	
CONTRACTUAL SERVICES	1,585,654	468,644	277,744		839,266	
RENTS	394,617	137,943	26,994		229,680	
COMMODITIES	776,437	598,584	60,534		117,319	
GRANTS, SUBSIDIES, PENSIONS	485,987	4,602	62,764		418,621	
PURCHASE OF LAND	618,451		82,849		535,602	
BUILDING IMPROVEMENTS	198,459		54,491			143,968
EQUIPMENT	867,365		21,516		287,395	558,454
TRANSFER TO OTHER FUNDS	65,028		9,797		55,231	
TOTAL EXPENDITURES	13,005,490	5,270,901	1,059,752		5,972,415	702,422

BUREAU OF WARDEN SERVICE (IF&W)

JOEL WILKINSON, GAME WARDEN COLONEL
GREGG SANBORN, GAME WARDEN MAJOR

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041
Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094
Established: 1965 *Telephone:* (207) 287-2766
Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 218 *Citation:* T0012 *M.R.S.A., Sect.:* 000010054
Average Counts-All Positions: 132.500 *Legislative Count:* 132.00

PURPOSE:
The primary function of the Maine Warden Service is to enforce Title 12, Chapters 901-939, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws and recreational vehicle laws (snowmobile and ATV). The Maine Warden Service is, by statute, responsible for searches for persons presumed lost or drowned in the fields, forests and inland waters of the State of Maine. Game Wardens of the Maine Warden Service are uniformed law enforcement officers with full police powers and statewide jurisdiction.

ORGANIZATION:
The Maine Warden Service was formally established on March 9, 1880, and was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau of Warden Service currently consists of a Game Warden Colonel (Chief Warden), a Game Warden Major (Deputy Chief Warden), a Game Warden Captain, 4 Game Warden Lieutenants, 16 Game Warden Sergeants, 4 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 91 District Game Wardens, 4 Game Warden Specialists, and 4 Deputy Game Wardens. Support services within the Maine Warden Service include a Dive Team, Incident Management Team (for Search and Rescue & Natural Disasters), K-9 Team, Special Investigations Team, Aviation Division, Evidence Response Team, Forensic Mapping Team.

PROGRAM:
Conservation Law Enforcement: In FY 2011, the Maine Warden Service responded to 19,119 complaints on matters of conservation law enforcement, search and rescue, and Inland Fisheries and Wildlife rules and regulations. During 2011, 2,692 persons were prosecuted and 2,420 were warned for violation of laws and rules pertaining to fish, wildlife, boating, and recreational vehicles. To accomplish the Conservation Law Enforcement and Search and Rescue mission of the Bureau, in 2011 Game Wardens drove 2,740,064 miles.

Search and Rescue: During 2011, the Maine Warden Service responded to 513 searches for persons lost in the fields and forests of Maine or presumed to be drowned on the inland waters of the State.

Data Collection: During 2011, Maine Warden Service was responsible for assisting

LICENSES:
Special dog training area license
License to hold field trials for sporting dogs
Snowmobile race permit
Import permit (fish and wildlife)
Eel permit for licensed trappers (20 lbs. of eels)
Permit to stock rabbit

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF WARDEN SERVICE (IF&W)

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	7,129,324	6,335,964	252,272		541,088	
HEALTH BENEFITS	2,391,980	2,131,153	91,120		169,707	
RETIREMENTS	2,157,919	1,904,570	77,152		176,197	
OTHER FRINGE BENEFITS	175,048	157,194	6,394		11,460	
COMPUTER SERVICES	16,564	6,170	6,152		4,242	
CONTRACTUAL SERVICES	965,105	716,393	83,455		165,257	
RENTS	943,749	796,825	12,243		134,681	
COMMODITIES	400,057	307,490	15,071		77,496	
GRANTS, SUBSIDIES, PENSIONS	14,525		14,525			
EQUIPMENT	458,092		89,635		368,457	
TRANSFER TO OTHER FUNDS	10,494		4,258		6,236	
TOTAL EXPENDITURES	14,662,857	12,355,759	652,277		1,654,821	

JUDICIAL DEPARTMENT
HON. LEIGH I. SAUFLEY, CHIEF JUSTICE

Central Office: ADMIN OFFICE OF THE COURTS, PORTLAND, ME 04112-4820
Mail Address: BOX 4820, PORTLAND, ME 04112-4820 *FAX:*
Established: 1820 *Telephone:* (207) 822-0792
Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 274 *Citation:* T0004 *M.R.S.A., Sect.:* 000000001
Average Counts-All Positions: 506.500 *Legislative Count:* 506.50
Units:

ADMINISTRATIVE OFFICE OF THE COURTS
BOARD OF BAR EXAMINERS
STATE COURT LIBRARY COMMITTEE
COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE
DISTRICT COURT FOR THE STATE OF MAINE
COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY
BOARD OF OVERSEERS OF THE BAR
SUPERIOR COURT
SUPREME JUDICIAL COURT

PURPOSE:
The purpose of the Judicial Branch is to administer justice by providing a safe, accessible, efficient and impartial system that serves the public interest, protects individual rights, and instills respect for the law.

ORGANIZATION:
Until the signing of the Articles of Agreement for Separation in 1820, Maine was part of Massachusetts and included in the Massachusetts court system. In 1820, Article VI, Section 1, of the new Maine Constitution established the Judicial Branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court." The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices and authorized the justices to travel in circuits. The Probate Courts were created in 1820 as county-based courts and have remained so.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court as a trial court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The Administrative Court, which was created in 1978, was abolished on March 15, 2001.

The administrative structure of the Maine Judicial Branch is similar to a corporation. The Supreme Judicial Court serves as the Branch "board of directors" and by statute has general administrative and supervisory authority over the Branch. This authority is exercised by promulgating rules, issuing administrative orders, establishing policies and procedures, and generally advising the chief justice. The chief justice is designated as head of the Judicial Branch and is assisted by the state court administrator. Each of the two trial courts has a chief justice or judge, appointed by and responsible to the chief justice, who also heads the Law Court. The Administrative Office of the Courts under the direction of the state court administrator, assists in meeting the operational needs of the courts.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	24,118,650	22,465,456	410,237		1,242,957	
HEALTH BENEFITS	7,426,279	6,685,341	147,693		593,245	
RETIREMENTS	3,907,062	3,788,563	75,705		42,794	
OTHER FRINGE BENEFITS	443,560	404,972	8,337		30,251	
COMPUTER SERVICES	3,892,903	2,233,935	383,703		1,275,265	
CONTRACTUAL SERVICES	12,717,302	10,919,245	1,078,032		720,025	
RENTS	1,738,793	1,723,238			15,555	
COMMODITIES	1,024,218	948,126	34,987		41,105	
GRANTS, SUBSIDIES, PENSIONS	1,753,791	14,575	1,739,216			
BUILDING IMPROVEMENTS	365,505		365,505			
EQUIPMENT	259,481		156,277		103,204	
INTEREST-DEBT RETIREMENT	6,656,294	6,656,294				
TRANSFER TO OTHER FUNDS	42,667	-144,615	15,602		171,680	
TOTAL EXPENDITURES	64,346,505	55,695,130	4,415,294		4,236,081	

JUDICIAL DEPARTMENT EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	24,118,650	22,465,456	410,237		1,242,957	
HEALTH BENEFITS	7,426,279	6,685,341	147,693		593,245	
RETIREMENTS	3,907,062	3,788,563	75,705		42,794	
OTHER FRINGE BENEFITS	443,560	404,972	8,337		30,251	
COMPUTER SERVICES	3,892,903	2,233,935	383,703		1,275,265	
CONTRACTUAL SERVICES	12,717,302	10,919,245	1,078,032		720,025	
RENTS	1,738,793	1,723,238			15,555	
COMMODITIES	1,024,218	948,126	34,987		41,105	
GRANTS, SUBSIDIES, PENSIONS	1,753,791	14,575	1,739,216			
BUILDING IMPROVEMENTS	365,505		365,505			
EQUIPMENT	259,481		156,277		103,204	
INTEREST-DEBT RETIREMENT	6,656,294	6,656,294				
TRANSFER TO OTHER FUNDS	42,667	-144,615	15,602		171,680	
TOTAL EXPENDITURES	64,346,505	55,695,130	4,415,294		4,236,081	

ADMINISTRATIVE OFFICE OF THE COURTS
JAMES T. GLESSNER, STATE COURT ADMINISTRATOR

Central Office: ADMIN OFFICE OF THE COURTS, PORTLAND, ME 04112-4820
Mail Address: BOX 4820, PORTLAND, ME 04112 *FAX:* (207) 822-0781
Established: 1975 *Telephone:* (207) 822-0792
Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 425 *Citation:* T0004 *M.R.S.A., Sect.:* 000000015

PURPOSE:
The State Court Administrator, under the supervision of the Chief Justice of the Supreme Judicial Court, is required by statute to: survey and study Judicial Branch operations to improve administration and management of the court system; develop and recommend long-range plans for the Judicial Branch; examine the status of all court dockets and make recommendations concerning the assignment of personnel; investigate complaints about the operation of the courts; examine and maintain court statistical systems, and collect and analyze statistical data relating to court operations; prescribe uniform policies and business methods to be used in all courts; implement standards and policies set by the Chief Justice; act as fiscal officer of the courts including the oversight of all budgetary and accounting functions; and examine and supervise arrangements for court facilities, equipment and supplies.

In addition, the State Court Administrator is required to submit an Annual Report to the Chief Justice, Legislature and Governor reporting the activities of the preceding fiscal year; maintain liaison with the other branches and agencies of government; prepare and plan for the operation of District and Superior Court clerks' offices; develop and implement educational and training programs for nonjudicial personnel; plan and implement arrangements for court security; report

on out-of-state travel; and prepare impact statements for executive orders and proposed legislation; perform other duties consistent with the powers delegated and assigned by the Chief Justice and the Supreme Judicial Court.

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

PROGRAM:
Under the direction of the State Court Administrator, the Administrative Office of the Courts continued its involvement in ongoing areas of court automation, fiscal administration, court security, facilities management and personnel administration. Initiatives were undertaken to improve court security, enhance case processing technology, increase the availability and quality of interpretation services, and adapt court operations to meet the needs of Maine's citizens.

PUBLICATIONS:
All publications, along with Court statistics information and helpful links, are available on-line at www.courts.state.me.us

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF BAR EXAMINERS

NATHANIEL ROSENBLATT, ESQ, CHAIR
DEBORAH FIRESTONE, ESQ, EXECUTIVE DIRECTOR

Central Office: 40 WATER STREET, 2ND FLOOR, HALLOWELL, ME 04347
Mail Address: PO BOX 140, AUGUSTA, ME 04332-0140 *FAX:* (207) 622-0059
Established: 1899 *Telephone:* (207) 623-2464
Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 291 *Citation:* T0004 *M.R.S.A., Sect.:* 000000801

PURPOSE:
The purpose of the Board of Bar Examiners is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice as attorneys in the several courts of the State. After passing the examination and compliance with the statutes has been accomplished, the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION:
The Board is composed of seven lawyers of the State and two representatives of the public appointed by the Governor. As the terms of the members expire, members of the Board are appointed annually by the Governor on the recommendation of the Supreme Judicial Court, and hold office for terms of 5 years, beginning on the first day of January of the year of appointment and ending on the last day of December of the year of expiration of the appointment.

The Board holds two examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect a chair and a secretary who may, but need not be, the same person, and a treasurer. The Board makes rules and regulations relative to the performance and duties of the Board and to the examinations which the Board conducts. Five members of said Board shall constitute a quorum for the transaction of business.

PROGRAM:
In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:
1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of foreign law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and,
5. the effectiveness of procedures to determine the moral character of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of the other jurisdictions in bar examination matters.

LICENSES:
Certificate:

Certificate of Qualification for Admission to the Bar

PUBLICATIONS:
"Rules of the Board" - (Maine Bar Admission Rules)
Available online at www.mainebarexaminers.org

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE COURT LIBRARY COMMITTEE
HON. ROBERT E. MULLEN, CHAIR

Central Office: , ,
Mail Address: PO BOX 4820, PORTLAND, ME 04112 *FAX:*
Established: 1981 *Telephone:* (207) 822-0718
Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 447 *Citation:* T0004 *M.R.S.A., Sect.:* 000000191

PURPOSE:
The State Court Library Committee serves as the governing body for Maine's 17 county law libraries, to assure access to basic legal materials for the bench, the bar and the public.

ORGANIZATION:
The Committee is made up of nine voting members - three members of the public, two of the judiciary and four attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court, who also appoints the chairperson. The State Court Administrator, the State Law Librarian, and the University of Maine School of Law Librarian are ad hoc members, and one member of the judiciary serves as judicial liaison.

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

PROGRAM:
Under the direction of the State Court Library Committee, the State Court Library Coordinator is charged with overseeing the professional functions of the county law libraries. These duties include periodic visits to the libraries and meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of computer-assisted legal research.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE
DIANE E. KENTY, ESQ., DIRECTOR

Central Office: , ,
Mail Address: PO BOX 4820, PORTLAND, ME 04112 *FAX:* (207) 822-0781
Established: 1996 *Telephone:* (207) 822-0721
Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 589 *Citation:* T0004 *M.R.S.A., Sect.:* 000000018B

PURPOSE:
The purpose and objective of the Court Alternative Dispute Resolution Service (CADRES) is to provide an administrative structure that oversees and provides court-connected Alternative Dispute Resolution (ADR) services in Maine.

ORGANIZATION:
The operation and policies of the Service are overseen by the Court Alternative Resolution Service Committee. Members of the Committee are appointed by the Chief Justice of the Supreme Judicial Court pursuant to 4 MRS Section 18-B. The Director administers statewide rosters and supervises the work of mediators and other ADR neutrals. The neutrals provide services as required in each of the State's District and Superior Court locations.

PROGRAM:
CADRES provides ADR services - including mediation, arbitration and early neutral evaluation - to the parties in court cases in Maine courts in all counties. CADRES selects and maintains statewide rosters of neutrals in various types of cases: small claims, family matters, evictions, land use/environmental and civil litigation. More than 150 neutrals are available statewide to provide ADR services under the auspices of the courts.

In District Court, referral to mediation is mandatory in most contested family matters and is available in other types of cases. In Superior Court, pursuant to Rule 16B of the Maine Rules of Civil Procedure, ADR is required in many types of civil cases. Parties are permitted to choose the type of ADR process, i.e., mediation, arbitration or early neutral evaluation, in which they will participate.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DISTRICT COURT FOR THE STATE OF MAINE
HON. CHARLES C. LAVERDIERE, CHIEF JUDGE

Central Office: 65 STONE STREET, AUGUSTA, ME
Mail Address: 163 STATE HOUSE STATION, AUGUSTA, ME 04333-0163 *FAX:*
Established: 1961 *Telephone:* (207) 287-6950
Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 279 *Citation:* T0004 *M.R.S.A., Sect.:* 000000151

PURPOSE:
The purpose of the District Court is to serve as a court of general jurisdiction in law and equity for the State, excluding jury trials.

ORGANIZATION:
The District Court was originally created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court's jurisdiction has expanded substantially. In criminal matters, it has original jurisdiction in non-felony cases and may conduct initial appearance, probable cause, and bail hearings in felony cases. The District Court also has original jurisdiction over civil

violations. Until March 15, 2001, the Court had concurrent jurisdiction with the Superior Court in divorce and non-equitable civil cases involving not more than $30,000. As of March 15, 2001, the monetary claim limit for civil cases was eliminated, creating concurrent jurisdiction with the Superior Court. The District Court now has exclusive jurisdiction of divorce and family cases. The District Court also may grant equitable relief in a wide variety of cases including unfair trade practices and cases involving environmental law violations. The District Court hears all child protection cases, and protections from abuse and harassment cases.

The District Court is the small claims court (for cases involving not more than $6,000) and the juvenile court. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for the enforcement of money judgments. The District Court also has exclusive jurisdiction over violations bureau matters.

There are 36 judges in the District Court, including the Chief Judge, who is designated by the Chief Justice of the Supreme Judicial Court. In March 2001, the Administrative Court was abolished, and the last remaining judge of the Administrative Court was transferred to the District Court. All District Court judges are appointed by the Governor and confirmed by the Legislature for seven year terms. Pursuant to Administrative Order, District Court judges may also sit in the Superior Court. In the District Court, judges are assigned by the Chief Judge to sit in any District Court in the State.

PROGRAM:

Within the District Court, there are administrative units and systems designed to enable the Court to achieve its purposes.

The Family Division of the District Court was established by the Second Session of the 118th Legislature, which enacted 4 M.R.S.A. section 183 as follows: "There is established within the District Court a Family Division that has jurisdiction over family matters filed in District Court. The Family Division shall provide a system of justice that is responsive to the needs of families and the support of their children." In May of 1998, Family Case Management Officers, renamed Family Law Magistrates in 2005, began to hear and dispose of the following matters as allowed by statute:
(1) Interim orders in actions involving the establishment, modification or enforcement of child support; (2) Interim actions involving divorce, legal separation, paternity or parental rights; (3) Final orders in matters when the proceeding is uncontested; (4) Final orders in a contested proceeding when child support is the only contested issue and (5) Other actions as assigned by the Chief Judge of the District Court.

The District Court Judges, along with Superior Court Justices, preside over Adult Drug Treatment Court proceedings. The Adult Drug Treatment Courts operate in York, Cumberland, Androscoggin, Penobscot, Hancock, and Washington Counties. Adult Drug Treatment Courts hold criminal offenders accountable and increase the likelihood of successful rehabilitation of offenders through early, continuous and intensive judicially supervised substance abuse treatment and other appropriate rehabilitation services.

The Family Treatment Drug Court is operating within the Maine District Court in the Lewiston-Auburn area, the Bangor area and in Central Maine. This federally funded docket works with families in child protection proceedings when substance abuse is a major problem in the family. The family treatment drug court combines frequent judicial supervision of participants with intensive substance abuse treatment and other rehabilitative services.

The District Court also operates Domestic Violence Monitoring Courts in eleven locations throughout the State. This grant funded docket provides ongoing court monitoring of individuals that have admitted to criminal acts of domestic violence.

The Chief Judge of the District Court rosters all Guardians ad Litem (GAL), who are appointed by the Court in part to provide children with a voice in family and child protection matters in the District Court. GAL's must attend a core training program, be a member of the legal or other recognized profession and meet continuing education requirements. Complaints regarding GAL's are processed through the Office of the Chief Judge in completed cases. They are referred to

the presiding judge in pending cases.

The Chief Judge of the District Court also appoints all Bail Commissioners and Justices of the Peace.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

CRAIG A. MCEWEN,, CHAIRMAN
CABANNE HOWARD, ESQ., EXECUTIVE SECRETARY

Central Office: P.O. BOX 8058, PORTLAND, ME 04104-8058
Mail Address: PO BOX 8058, PORTLAND, ME 04104-8058 *FAX:*
Established: 1978 *Telephone:*
Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 276J *Citation:* J1978 *M.R.S.A., Sect.:* SJC-00109

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

ORGANIZATION:
The Committee on Judicial Responsibility consists of seven members appointed by the Supreme Judicial Court. One member is either an active or active retired justice of the Superior Court, and one is an active or active retired judge of the District Court. Two members are attorneys at law admitted to practice in the State of Maine, and three public members are appointed by the Supreme Judicial Court upon the recommendation of the Governor. Four alternate members are also appointed to serve with respect to any matter from which a regular member is excused or otherwise unavailable.

PROGRAM:
Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts involved in the complaint appear to come within its authority, a copy of the complaint is submitted to the judge for a response, unless the allegations or facts available to the Committee show that no disciplinary misconduct is involved. At the time a complaint is submitted to the judge, an investigation is conducted appropriate to the circumstances of the complaint. Based upon its investigation and the judge's response, the Committee determines whether the complaint should be dismissed or whether an evidentiary hearing is necessary.

The Committee cannot itself impose disciplinary sanctions. Unless the complaint is dismissed, the Committee's findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court in any matter in which the Committee finds misconduct warranting formal disciplinary action. Thereafter, the matter is in the hands of the Court. The Committee may also seek informal correction of any judicial conduct or practice that may create an appearance of judicial misconduct.

Upon written request of the Governor, the Legislature's Joint Standing Committee on Judiciary, or an appropriate federal agency or official, in connection with consideration of the appointment of a person who has been a judge, the Committee is directed to provide information on any complaints made against that person and the Committee's disposition thereof. The Committee reports annually to the Supreme Judicial Court a summary of each year's activities.

PUBLICATIONS:
The Committee has available for distribution material describing the Committee's

operation and function, as well as the rules that govern the Committee's jurisdiction and procedure. Copies are available upon request. Copies of the available Annual Reports of the Committee are also distributed upon request. All of this information is also available on the Committee's website: www.jrd.maine.gov

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF OVERSEERS OF THE BAR

JUD KNOX, CHAIR
JACQUELINE M. ROGERS,, EXECUTIVE DIRECTOR

Central Office: 97 WINTHROP STREET, AUGUSTA, ME 04330
Mail Address: PO BOX 527, AUGUSTA, ME 04332-0527 *FAX:* (207) 623-4175
Established: 1978 *Telephone:* (207) 623-1121
Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 276B *Citation:* J1978 *M.R.S.A., Sect.:* 000004890

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

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

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

PUBLICATIONS:
"Legal Fee Arbitration: Rules and Steps to follow in the Fee Arbitration Process" (Free)

"Board of Overseers of the Bar Annual Report." Posted on Boards website at www.mebaroverseers.org

"The Grievance Process: Rules and Steps to Follow in the Grievance Process" (Free)

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

SUPERIOR COURT
HON. THOMAS E. HUMPHREY, CHIEF JUSTICE

Central Office: 205 NEWBURY STREET, PORTLAND, ME
Mail Address: PO BOX 412, PORTLAND, ME 04112 *FAX:*
Established: 1930 *Telephone:* (207) 822-4174
Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 278 *Citation:* T0004 *M.R.S.A., Sect.:* 000000101

PURPOSE:
The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. However, since 2001, the Court no longer has jurisdiction over divorce, family matters, child protection, and protection from abuse and harassment family matters.The Superior Court has exclusive jurisdiction over all felony-level criminal proceedings, medical malpractice cases, civil and criminal jury trials, and administrative appeals from most State and local agencies and boards. It also has limited appellate jurisdiction regarding questions of law and de novo proceedings in certain District Court cases, and it has limited concurrent original jurisdiction with the Supreme Judicial Court over certain proceedings.

ORGANIZATION:
There are 17 justices of the Superior Court who hold sessions of the court in each of the State's 16 counties. The justices are appointed by the Governor for seven year terms, with the consent of the Legislature. A single justice is designated by the Chief Justice of the Supreme Judicial Court to serve as the Chief Justice of the Superior Court.

The Chief Justice of the Superior Court is responsible for establishing the regular and special assignments of the justices, for specifying when the Grand Jury shall be summonsed in each county, and for assigning justices to the Single-Justice program and to other matters throughout the State. The Chief Justice also supervises the Medical Malpractice Pre-Litigation Screening Panel program for all medical malpractice cases in the Superior Court.

PROGRAM:
In 2004, the Superior Court established a statewide Single-Justice system in which an individual justice is assigned for all purposes to each civil and criminal homicide case filed in the State. As a result, only one justice is responsible for all decisions and matters in each of those cases.

The Superior Court also conducts several types of problem-solving courts throughout the State, including the Business and Consumer Docket (aka The Business Court), the Adult Drug Treatment Court and the Co-occurring Disorders Court. The Court also has pioneered the use of judicially assisted settlement conferences, a highly successful form of mediation in which a judge not involved with the case being mediated serves as the neutral. This system is now used throughout the trial court system.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

SUPREME JUDICIAL COURT
HON. LEIGH I. SAUFLEY, CHIEF JUSTICE

Central Office: 205 NEWBURY STREET, PORTLAND, ME
Mail Address: , PORTLAND, ME 04101-4125 *FAX:*
Established: 1920 *Telephone:* (207) 822-4146
Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 276 *Citation:* T0004 *M.R.S.A., Sect.:* 000000001

PURPOSE:
The purpose of the Supreme Judicial Court sitting as the Law Court is to serve as the final appellate tribunal for the State. The Supreme Judicial Court also has

general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations, and orders governing the administration of the Judicial Department.

ORGANIZATION:

The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. As of January 1, 2001, the Law Court hears appeals of civil and criminal cases from District and Superior Courts; appeals from all final judgments, orders and decrees of the Probate Court; appeals of decisions of the Public Utilities Commission and the Workers Compensation Board. A justice of the Supreme Judicial Court may be assigned by the Chief Justice to sit in the Superior Court or the District Court to hear cases of any type, including post-conviction matters and jury trials.

In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court may be called upon to make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Maine Supreme Judicial Court serve as the Sentence Review Panel for the review of sentences of one year or more.

The Supreme Judicial Court has seven members: the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. By statute, the Chief Justice is head of the Judicial Branch, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Branch. Upon retirement, a Supreme Judicial Court Justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

LICENSES:

Admission to Practice - Attorney At Law, 4 M.R.S.A. Sec. 801

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

ROBERT J WINGLASS, COMMISSIONER
JEANNE PAQUETTE, DEPUTY COMMISSIONER

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME 04330
Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX:*
Established: 1971 *Telephone:* (207) 621-5095
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 158 *Citation:* T0026 *M.R.S.A., Sect.:* 000001401A
Average Counts-All Positions: 561.615 *Legislative Count:* 560.00
Units:

OFFICE OF THE COMMISSIONER
DIVISION OF ADMINISTRATIVE HEARINGS
STATE BOARD OF ARBITRATION AND CONCILIATION
DIVISION FOR THE BLIND AND VISUALLY IMPAIRED
DIVISION FOR THE DEAF, HARD OF HEARING AND LATE DEAFENED
COMMISSION FOR THE DEAF, HARD OF HEARING & LATE DEAFENED
BUREAU OF EMPLOYMENT SERVICES
BUREAU OF UNEMPLOYMENT COMPENSATION
MAINE JOBS COUNCIL
BUREAU OF LABOR STANDARDS
MAINE LABOR RELATIONS BOARD
PANEL OF MEDIATORS
BOARD OF OCCUPATIONAL SAFETY AND HEALTH
BUREAU OF REHABILITATION SERVICES
MAINE UNEMPLOYMENT INSURANCE COMMISSION
CENTER FOR WORKFORCE RESEARCH AND INFORMATION

PURPOSE:
The Department of Labor strives to improve business and employment in Maine.

ORGANIZATION:
The Department of Labor is comprised of the units listed above. These units are organized around six core agencies: Employment Services; Labor Relations; Labor Standards; Rehabilitation Services; Unemployment Compensation; and, Workforce Research and Information.

PROGRAM:
The Department seeks to support Maine businesses in their growth and job creation, and to assist Maine workers in their search for sustainable and fulfilling employment. Maine's CareerCenters help match businesses with potential employees, and help workers improve their skills so that they can achieve their employment goals. As part of the CareerCenter network, people with disabilities can also find additional supports to assist in their employment search. To help facilitate growth in Maine, the Department also provides information on subjects such as wages, industries and workforce demographics to aide decision-makers in business, government, as well as to the public.

Strengthening safety and fairness is also an important role of the Department. Improved safety has a positive impact on both business and workers; reducing costs for the former, and supporting the physical well-being of the latter. Supporting a fair work environment provides for a level playing field in which all parties have the same opportunity for growth, advancement and earnings.
During times of unemployment, the Department provides benefits to those who have lost their job for reasons beyond their control. In addition to financial support, the Department also provides reemployment services to help people return to work as quickly as possible.

LICENSES:
None.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	22,325,658	2,185,507	1,260,019		18,841,421	38,711
HEALTH BENEFITS	7,657,617	738,860	443,195		6,464,195	11,367
RETIREMENTS	3,787,650	382,805	197,153		3,202,130	5,562
OTHER FRINGE BENEFITS	398,452	38,812	21,704		337,227	709
COMPUTER SERVICES	4,565,142	325,823	151,676		4,087,625	18
CONTRACTUAL SERVICES	11,393,392	1,017,909	671,539		9,673,057	30,887
RENTS	3,130,531	108,629	148,691		2,873,211	
COMMODITIES	534,997	12,087	60,152		462,116	642
GRANTS, SUBSIDIES, PENSIONS	432,246,208	5,486,826	286,092		220,085,955	206,387,335
EQUIPMENT	80,943				80,943	
TRANSFER TO OTHER FUNDS	633,083		44,930		586,680	1,473
TOTAL EXPENDITURES	486,753,673	10,297,258	3,285,151		266,694,560	206,476,704

OFFICE OF THE COMMISSIONER

ROBERT J WINGLASS, COMMISSIONER
JEANNE PAQUETTE, DEPUTY COMMISSIONER

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME
Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX:* (207) 287-5292
Established: 1983 *Telephone:* (207) 621-5095
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 168 *Citation:* T0026 *M.R.S.A., Sect.:* 000001401A
Average Counts-All Positions: 10.000 *Legislative Count:* 10.00

PURPOSE:
The Office of the Commissioner provides leadership and overall direction for the Department, and is the primary liaison with the Legislature and the public.

ORGANIZATION:
The Commissioner and Deputy Commissioner, along with their support staff, comprise the Office.

PROGRAM:
The Commissioner and his staff work closely with program directors and with both federal and state government administrators. Coordination with these entities is crucial to delivering effective services that are in line with federal and state policy decisions.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	482,845	39,814	32,878		410,153	
HEALTH BENEFITS	102,530	7,007	5,336		90,187	
RETIREMENTS	68,609	4,844	3,453		60,312	
OTHER FRINGE BENEFITS	11,571	918	498		10,155	
COMPUTER SERVICES	75,525				75,525	
CONTRACTUAL SERVICES	409,909	128,441	46,496		234,972	
RENTS	127,516				127,516	
COMMODITIES	56,129		998		55,131	
TRANSFER TO OTHER FUNDS	66,255		5,149		61,106	
TOTAL EXPENDITURES	1,400,889	181,024	94,808		1,125,057	

DIVISION OF ADMINISTRATIVE HEARINGS

LINDA ROGERS-TOMER, CHIEF HEARINGS EXAMINER
LAURA BOYETT, DIRECTOR

Central Office: 45 COMMERCE CENTER DR, AUGUSTA, ME 04330-9477
Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04330-9477 *FAX:* (207) 624-5903
Established: 1988 *Telephone:* (207) 287-5953
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 183 *Citation:* T0026 *M.R.S.A., Sect.:* 000001082

PURPOSE:
The Division of Administrative Hearings conducts hearings on appeals of unemployment benefit eligibility determinations.

ORGANIZATION:
Administrative Hearings, which is led by the Chief Administrative Hearings Officer, is a division within the Bureau of Unemployment Compensation.

PROGRAM:
The Division conducts hearings, either by phone or in person, on benefit eligibility decisions in which one or more of the parties involved disagree with the initial adjudicatory decision. All information is presented de novo, or from the beginning, and is intended to allow all parties to the case a second opportunity to present their concerns. Hearings are held in accordance with Maine's Administrative Procedures Act

LICENSES:
None.

PUBLICATIONS:
The Division provides an informational pamphlet to all parties involved in a hearing. Information in the pamphlet can also be found at www.maine.gov/labor/appeals. Click on the link for "Preparing for a Hearing".

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE BOARD OF ARBITRATION AND CONCILIATION

MARC AYOTTE, EXECUTIVE DIRECTOR, MLRB

Central Office: 2ND FLOOR, ELKINS BLDG, AUGUSTA, ME
Mail Address: 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090 *FAX:* (207) 287-4416
Established: 1909 *Telephone:* (207) 287-2015
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 186 *Citation:* T0026 *M.R.S.A., Sect.:* 000000931

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

A new law enacted last year requires that employers who file for certification with the U.S. Department of Labor to hire a bond worker in a logging occupation must be members and "active participants" in a recruitment clearinghouse that assists in evaluating and referring potential logging occupation workers. The law provides that the Maine Department of Labor must maintain a list of logging contractors who are in compliance with these requirements and must, after notice and hearing, remove from the list any employer found to have violated the requirements of the law or the applicable federal regulations. One may appeal to

the board the placement or removal of an employer on the approved list.

ORGANIZATION:
The Maine Board of Arbitration and Conciliation originally was created in 1909, and experienced major reorganization in 1955 and procedural reform in 1985. The board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the primary positions. All primary and alternate members of the board are appointed by the Governor for terms of three years. Appropriations for the board are included in the budget of the Maine Labor Relations Board.

PROGRAM:
In FY 2011, requests for board services were higher than in FY 2010. In FY 2011, 23 requests for services were received, compared with 22 requests in FY 2010. The variety of employee and employer units requesting service in the past few years reflects the growing perception in the public sector labor relations community of the board's stature in providing quality and professional arbitration and conciliation services.

In addition to the new matters filed in FY 2011, there were 10 cases carried over from the prior year which required hearing and disposition by the board or other action. Of the 23 filings in FY 2011, 21 were grievance arbitration requests; there were two requests for fact finding services. Under the statutes governing public employee collective bargaining, the board is given authority to hear fact finding and interest arbitration matters when there is a mutual submission for such services. In all, the board issued 8 formal Decisions and Awards during FY 2011.

In addition to the matters proceeding to hearing and formal Decision and Award, 1 other dispute was conciliated with the assistance of board panel members and was settled at the hearing. The board convened to hear 18 matters, 8 concluded by formal Decision and Award and 1 resolved at hearing, 4 less than the number of cases disposed of through the hearing process in FY 2010. Several matters were withdrawn or are scheduled for withdrawal. Withdrawals usually indicate settlement on the issues by the parties, often after a hearing has been scheduled.

LICENSES:
None.

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

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

JOHN MCMAHON, DIRECTOR

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME
Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 287-5292
Established: 1994 *Telephone:* (207) 623-7949
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 150 *Citation:* T0026 *M.R.S.A., Sect.:* 000001418A
Average Counts-All Positions: 36.500 *Legislative Count:* 36.50

PURPOSE:
The Bureau of Rehabilitation Services, Division for the Blind and Visually Impaired was established to provide a broad spectrum of services to people who are blind or visually impaired. These services include: the prevention of blindness; the location and registration of people who are blind or visually impaired; the provisions of certain education services to children who are blind

or visually impaired from birth to age 21; provision of vocational rehabilitation services to accomplish job placement; provision of instruction in blindness specific skills in the area of independent living; and the provision of other social services.

ORGANIZATION:
The division was established in 1941 as the Division for the Blind in the Department of Health and Welfare. Since 1996, the division has been part of the Bureau of Rehabilitation Services in the Department of Labor. The division provides services in Career Centers throughout the State.

PROGRAM:
The Division for the Blind and Visually Impaired administers four programs specific to persons in Maine who are blind or visually impaired. The Education Program provides specific instructional services to blind children in assisting local school units to meet their responsibilities for a free appropriate public education under the Individuals with Disabilities Education Act (IDEA). These services (braille instruction, travel training, direct teaching, special materials, personal and family counseling) are provided in part by DBVI staff and in part through contracted Teachers of the Visually Impaired (TVI). This program currently serves up to 300 children per year.

The Independent Living Program provides direct blindness-specific skill instruction and training activities to assist older people in achieving or maintaining independence in their homes and communities and to avoid costly institutionalization. Services are provided in part by DBVI staff and in part by contracted Vision Rehabilitation Therapists. This program serves about 400 adults each year.

The Vocational Rehabilitation Program provides blindness-specific training and other services to enable people who are blind or visually impaired to acquire or retain employment. Through vocational counseling, application of technology, direct blindness-specific instruction and skill training activities and a variety of purchased and contracted services, the Vocational Rehabilitation program currently serves approximately 800 transitioning youth and adult clients. In addition, the Business Enterprise Program (BEP) places individuals in self-employment within the food-service industry in state and federal installations.

LICENSES:
None.

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,333,019	350,678	40,613		941,728	
HEALTH BENEFITS	477,643	109,660	18,175		349,808	
RETIREMENTS	224,972	58,286	6,855		159,831	
OTHER FRINGE BENEFITS	24,067	6,688	813		16,566	
COMPUTER SERVICES	119,850	40,722	1,980		77,148	
CONTRACTUAL SERVICES	626,650	184,352	36,911		405,387	
RENTS	259,336	21,060	65		238,211	
COMMODITIES	86,061	3,676	18,422		63,963	
GRANTS, SUBSIDIES, PENSIONS	3,655,560	1,935,011	24,369		1,696,180	
EQUIPMENT	33,984				33,984	
TRANSFER TO OTHER FUNDS	27,427		1,509		25,918	
TOTAL EXPENDITURES	6,868,569	2,710,133	149,712		4,008,724	

DIVISION FOR THE DEAF, HARD OF HEARING AND LATE DEAFENED

VACANT , DIRECTOR

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME
Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0108 *FAX:* (207) 287-5292
Established: 1994 *Telephone:* (207) 623-7957
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 160 *Citation:* T0026 *M.R.S.A., Sect.:* 000001413

PURPOSE:
Also under the Bureau of Rehabilitation Services. The purpose of the Division for the Deaf, Hard of Hearing and Late Deafened (DDHHLD) is to ensure equal opportunity for people who are deaf, hard of hearing, or late deafened to fully participate in, contribute to, and benefit from Maine's community. This is accomplished through contracts that provide individual and systemic advocacy, as well as the provision of telecommunications equipment. The DDHHLD consults with and offers training to state agencies to assist in making state services fully accessible. The DDHHLD also provides information and referral services and periodicals in support to consumers and providers.

ORGANIZATION:
The Division for the Deaf, Hard of Hearing and Late Deafened was established on November 1, 1982, and was known as the Office of Deafness. In 1985, Governor Joseph E. Brennan signed Public Law Chapter 160 (22 MRSA c. 714) establishing the division as a statutory unit of the Bureau of Rehabilitation Services. The Director of the Division reports directly to the Director of the Bureau of Rehabilitation, and is a member of the bureau leadership team. The division received its present name in July of 2009 as the result of a five year plan goal to make the division more inclusive.

PROGRAM:
The Division maintains a toll-free number and responds to approximately 100-150 calls per month concerning information, referral, training, advocacy and other related services for people who are deaf, hard-of hearing or late deafened. The division also administers the state's telecommunication device program, which provides telecommunications equipment for people with any disability on either a cost-share or loan basis depending on the individual's income. This program was expanded by Public Law Chapter 553 (26 MRSA subsect. 1419) to include equipment that provides or assists in providing emergency alert notification to deaf and hard of hearing persons.

The division administers a state-created fund to provide for American Sign Language interpretation services for deaf persons who are subject to legal proceedings when meeting with an attorney or advocate. Also, the division provides voluntary identification cards for people who are deaf or hard-of-hearing.

LICENSES:
None.

PUBLICATIONS:
1. Resources, A Guide to Deaf Services.
2. Using Your TTY Comfortably.
3. Interpreting Licensure Brochures.
4. Maine-Lines Quarterly Newsletter.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

COMMISSION FOR THE DEAF, HARD OF HEARING & LATE DEAFENED

JONATHON CONNICK, CHAIR
AMY SNEIRSON, VICE CHAIR

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME
Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 287-5292
Established: 1994 *Telephone:* (207) 624-5963
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 161 *Citation:* T0026 *M.R.S.A., Sect.:* 000001413C

PURPOSE:
The Commission for the Deaf, Hard of Hearing and Late Deafened advises the governor on the development and coordination of services to people who are deaf, hard of hearing and late deafened. The commission evaluates the progress toward goals and recommendations and advises the division on implementation plans.

ORGANIZATION:
The commission has 24 members and 3 member-at-large positions. One third of the members are people who are deaf, hard of hearing or late deafened. The commission meets quarterly in Augusta on the second Thursday of January, April, June, and October. The chairperson is elected by the commission and serves a two-year term.

PROGRAM:
Commission activities this past year focused on services for senior citizens, adult education, employment, youth leadership, support for low cost hearing aids and public accessibility for people who are deaf, hard of hearing or late deafened.

LICENSES:
None.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF EMPLOYMENT SERVICES

PETER PARE, DIRECTOR

Central Office: 45 COMMERCE CENTER DR, AUGUSTA, ME 04330
Mail Address: 55 SHS HALLOWELL ANNEX, AUGUSTA, ME 04333 *FAX:* (207) 287-5933
Established: 1996 *Telephone:* (207) 623-7981
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 597 *Citation:* T0026 *M.R.S.A., Sect.:* 000001401A
Average Counts-All Positions: 135.000 *Legislative Count:* 135.00

PURPOSE:
The Bureau of Employment Services (BES) is the state administrative and oversight

entity responsible for Maine Department of Labor employment and training services. BES also is responsible for developing policies, programs and services for the purpose of enhancing economic success through workforce development. The BES provides services to workers and employers through the CareerCenter network statewide, in conjunction with partner organizations; services are accessible in person and through the www.mainecareercenter.com website.

The BES works closely with other MDOL bureaus and divisions, the Maine Jobs Council, four Local Workforce Investment Boards, education and economic development entities, and employer and community groups to ensure that responsive and high quality services are delivered through Maine's CareerCenters. The Bureau's work includes employment and training services to help provide a skilled workforce and increased employment opportunities for workers. This is accomplished through self directed and consultative worker services including job placement, career guidance, education and training, and layoff assistance. Workforce consultation, worker recruitment, direct referral to business resources, layoff assistance, and access to training resources are among services available to businesses. The Bureau offers an internet job bank that matches employers with job openings to job seekers. Occupational information and training are provided to educators, employment training program managers, and policy makers. These services are available through the statewide network of CareerCenters.

ORGANIZATION:
As a bureau within the Maine Department of Labor, services are funded through State General Fund, Federal Workforce Investment Act, Federal Wagner-Peyser, and Trade Act, and other federal funds. The BES, in consultation with the four local workforce boards, the Center for Workforce Research and Information, Bureau of Unemployment Compensation, Bureau of Rehabilitation Services, the Bureau of Labor Standards and other community based service providers including education and economic development partners ensures that workforce services are provided through Maine's CareerCenter network.

PROGRAM:
The Bureau of Employment Services, in consultation with several other organizations, oversees and administers the design and delivery of services aimed at building the workforce of the state and connecting workers with employers. Through the CareerCenter network and on the internet, individuals have access to a library of resources designed to help individuals explore career options, learn about the labor market, search for employment, interview for jobs, explore self employment possibilities, and much more. They may use a variety of electronic equipment to write, copy, e-mail and fax résumés and cover letters, search Maine's Job Bank and other internet resources, and pursue training opportunities. A variety of workshops related to employment and training topics are available to interested parties. For individuals meeting eligibility criteria, assessment services, job counseling, employability enhancement, and occupational skills training are available.

Businesses have access to a library of resources on topics relating to human resources, safety, business incentives, ADA, labor laws, labor market information, licensing, and more. Businesses can list their job openings on the Maine's Job Bank 24 hours a day. CareerCenter rooms are available at no charge for businesses to use for recruiting and interviewing. CareerCenter staff are available for on-site services including developing service strategies, packaging of services, referral, development of job descriptions, and writing job orders. Training assistance is available in the form of apprenticeships as well as new hire worker training resources.

The Rapid Response Team of the bureau provides special on-site information services to laid-off workers. The team gives employees information about training, job opportunities, unemployment benefits, health care, and emergency services.

LICENSES:
None.

PUBLICATIONS:
The Bureau publishes state policy and operational guidelines for the One-Stop

CareerCenter system. Planning instructions for the operation of programs are issued to Maine's four Local Workforce Investment Areas and other contracted providers. Various fiscal reports required for the Maine Legislature and U.S. Department of Labor are routinely published. All publications are public domain and may be obtained by contacting the Bureau.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF EMPLOYMENT SERVICES EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	4,942,407	434,231	143,607		4,325,858	38,711
HEALTH BENEFITS	1,649,213	152,445	40,275		1,445,126	11,367
RETIREMENTS	843,530	79,004	19,707		739,257	5,562
OTHER FRINGE BENEFITS	87,954	8,939	1,979		76,327	709
COMPUTER SERVICES	1,224,776	2	55,478		1,169,278	18
CONTRACTUAL SERVICES	1,134,718	51,984	89,361		962,486	30,887
RENTS	1,094,655	377	75,980		1,018,298	
COMMODITIES	94,931	424	3,598		90,267	642
GRANTS, SUBSIDIES, PENSIONS	25,306,905	1,786,417	255,396		21,230,527	2,034,565
TRANSFER TO OTHER FUNDS	151,880		7,208		143,199	1,473
TOTAL EXPENDITURES	36,530,969	2,513,823	692,589		31,200,623	2,123,934

BUREAU OF UNEMPLOYMENT COMPENSATION

LAURA BOYETT, DIRECTOR
KIMBERLY SMITH, DEPUTY DIRECTOR

Central Office: 45 COMMERCE CENTER DR, AUGUSTA, ME 04332-0259
Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX:* (207) 287-2305
Established: 1980 *Telephone:* (207) 621-5156
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 169 *Citation:* T0026 *M.R.S.A., Sect.:* 000001082
Average Counts-All Positions: 211.115 *Legislative Count:* 209.50

PURPOSE:
The Bureau of Unemployment Compensation administers a benefit program that provides an economic safety net for individuals who are out of work through no fault of their own.

ORGANIZATION:
The Bureau of Unemployment Compensation is organized into four divisions. The largest division is the Unemployment Claims Centers, which is responsible for making determinations on benefits eligibility and processing benefit claims. The Program Integrity and Compliance Division houses the bureau's quality control unit and unemployment fraud investigation units. This Division also includes the field tax unit that ensures Maine workers are properly classified for unemployment insurance coverage and provides technical assistance to employers on unemployment laws and regulations. The Internal Operations Division is responsible for all processes associated with banking and the issuance of benefit payments, records management functions, employer account maintenance, and collections activities. The final division, the Division of Administrative Hearings, is described separately in this report.

PROGRAM:
The Bureau administers a number of unemployment programs with varying eligibility requirements, but all surrounding the loss of employment that was not caused by the individual. The following programs were in effect during the fiscal year: State Unemployment Insurance (UI); Unemployment Compensation for Federal Employees (UCFE); Unemployment Compensation for Ex-Service Members (UCX); the Dislocated Workers Benefit (DWB) program; and, the federal Trade Readjustment Allowances (TRA) program. Additionally, as a result of severe economic downturn experienced over the last three years, the Bureau also administered two temporary

federal benefit programs: Emergency Unemployment Compensation (EUC) and a fully federally funded Extended Benefit program.

LICENSES:
None.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF UNEMPLOYMENT COMPENSATION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	8,798,186		47,837		8,750,349	
HEALTH BENEFITS	3,035,522		12,058		3,023,464	
RETIREMENTS	1,495,283		5,610		1,489,673	
OTHER FRINGE BENEFITS	155,810		650		155,160	
COMPUTER SERVICES	2,212,113		14,150		2,197,963	
CONTRACTUAL SERVICES	6,846,397		11,680		6,834,717	
RENTS	880,256		4,917		875,339	
COMMODITIES	181,919		1,301		180,618	
GRANTS, SUBSIDIES, PENSIONS	395,322,912		136		190,970,006	204,352,770
EQUIPMENT	10,392				10,392	
TRANSFER TO OTHER FUNDS	265,263		1,178		264,085	
TOTAL EXPENDITURES	419,204,053		99,517		214,751,766	204,352,770

MAINE JOBS COUNCIL
GARRET OSWALD, CHAIR

Central Office: 45 COMMERCE CENTER DR, AUGUSTA, ME 04332-0259
Mail Address: 120 STATE HOUSE STATION, AUGUSTA, ME 04333-0120 *FAX:*
Established: 1998 *Telephone:* (207) 612-5087
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 605 *Citation:* T0026 *M.R.S.A., Sect.:* 000002006

PURPOSE:
The Maine Jobs Council was created in 1997 out of the recognition that a more strategic, coordinated approach was needed to cultivate an educated and skilled workforce.

ORGANIZATION:
The council is comprised of representatives from business, labor, education, community organization, and the public. Additionally, seven subcommittees are established to address the workforce development issues related to: people with disabilities, women, apprenticeship, older workers, business & industry, school to work initiatives and CareerCenter service delivery. The Department of Labor and the Department of Education jointly administer the Maine Jobs Council.

PROGRAM:
The council's strategies are to encourage and assist the people of Maine to upgrade their education and skills; encourage employers to invest in the education and training of their workers; ensure cooperation among the State public education and training institutions; and ensure that public resources are targeted to high quality outcomes.

Investment in the education and training of Maine workers is one of the most important issues affecting the quality of economic development. This investment will have long-term impact on the quality of jobs and level of earnings that will be achieved by people living in Maine for years to come.

LICENSES:
None.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF LABOR STANDARDS

RICHARD V SNOW, DIRECTOR
MICHAEL ROLAND, DEPUTY DIRECTOR

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME
Mail Address: 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 *FAX:* (207) 623-7934
Established: 1973 *Telephone:* (207) 623-7925
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 170 *Citation:* T0026 *M.R.S.A., Sect.:* 000000041
Average Counts-All Positions: 47.000 *Legislative Count:* 47.00

PURPOSE:
The Bureau of Labor Standards enforces State laws regulating the employment of minors and the payment of wages; State laws established for the protection of the health and safety of workers; and those enacted for the protection of working people in general. This includes the review and approval of employer substance abuse testing policies. The bureau also has significant resources to encourage and support employers in compliance with state and federal labor laws.

ORGANIZATION:
The Bureau was established in 1873 as an activity under the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, the Bureau of Industrial and Labor Statistics was established by the Legislature. In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children and women, the protection of the physical well-being of factory workers and the payment of wages. The department remained as a separate entity until 1972, when in the reorganization of State government; it became the Bureau of Labor and Industry within the new Department of Manpower Affairs. In 1975, the Bureau's name was changed to the Bureau of Labor. In 1981, when the name of the Department of Manpower Affairs was changed to the Department of Labor, the bureau's name changed to the Bureau of Labor Standards.

PROGRAM:
The Technical Services Division includes two units. The Research and Statistics Unit collects and publishes statistical data concerning labor and industry, and it collects and analyzes data on the prevalence and causes of occupational injuries and illnesses and to evaluate interventions towards lessening their number and effect. Regular data series prepared by this unit include the Census of Fatal Occupational Injuries in Maine, Report on the Substance Abuse Testing Law, the Construction Wage Rate Survey, the Survey of Occupational Injuries and Illnesses, the OSHA Data Initiative, and the Census of Case Characteristics.
The Customer Service Unit, which functions as the bureau's and department's information center, assists callers, distributes brochures, maintains the video library, registers customers for classes, and processes work permits, labor complaints, and statistical surveys.

The Wage and Hour Division enforces State laws relating to employment including, but not limited to, child labor, equal pay, minimum wage, overtime, nonpayment of wages, and severance pay. It investigates all complaints alleging violations of these laws. In addition, the division approves employer drug-testing policies and work permits for minors.

The Workplace Safety and Health Division conducts a variety of programs to assist employers in improving their occupational safety and health performance. Training and on-site consultation are offered through the SafetyWorks! program. State-funded activities are augmented by two federal grants. Under a grant with the federal Occupational Safety and Health Administration the division provides free consultation services to employers whereby they can receive recommendations without penalties. A grant with the Mine Safety and Health Administration supports training in mine safety. The division also has a public sector enforcement program that enforces rules adopted by the Board of Occupational

Safety and Health.

PUBLICATIONS:
Available on-line:
http://www.maine.gov/labor/labor_stats/research.html
http://www.safetyworksmaine.com/

Characteristics of Work-Related Injuries & Illnesses in Maine, annual, free.

Occupational Injuries & Illnesses in Maine, annual, free.

Maine Construction Wage Rates, annual, free.

The Report of Fatal Occupational Injuries in Maine, annual, free.

Report on activities under the Substance Abuse Testing Act, annual, free.

Schedule of SafetyWorks! classes, twice yearly, free.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF LABOR STANDARDS EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,725,852	430,422	957,433		337,997	
HEALTH BENEFITS	610,323	135,348	367,351		107,624	
RETIREMENTS	291,545	72,537	161,529		57,479	
OTHER FRINGE BENEFITS	29,774	5,754	17,765		6,255	
COMPUTER SERVICES	125,630	22,316	80,069		23,245	
CONTRACTUAL SERVICES	436,022	45,762	298,005		92,255	
RENTS	135,374	43,398	67,729		24,247	
COMMODITIES	40,819	1,966	35,834		3,019	
GRANTS, SUBSIDIES, PENSIONS	13,377		13,377			
TRANSFER TO OTHER FUNDS	25,953		19,537		6,416	
TOTAL EXPENDITURES	3,434,669	757,503	2,018,629		658,537	

MAINE LABOR RELATIONS BOARD
MARC P. AYOTTE, EXECUTIVE DIRECTOR

Central Office: 2ND FL, ELKINS BLDG, 19 ELKINS, AUGUSTA, ME
Mail Address: 90 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-4416
Established: 1972 *Telephone:* (207) 287-2015
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 180 *Citation:* T0026 *M.R.S.A., Sect.:* 000000968
Average Counts-All Positions: 5.000 *Legislative Count:* 5.00

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

jurisdiction.

If employers and employee organizations are unable to agree on appropriate bargaining units, they are created through the unit determination process. Once an appropriate unit is constituted, and absent voluntary recognition by the public employer, the board conducts a representation election to determine whether a majority of unit employees wish to be represented by an employee organization for purposes of collective bargaining.

Established bargaining units may be modified by agreement of the public employer and the bargaining agent or through the unit clarification process. Unit employees seeking to change or decertify their bargaining agent may petition the board to conduct a secret ballot election. Board staff conduct unit proceedings and representation elections, subject to review by the board. The board also adjudicates alleged unfair labor practices, referred to as "prohibited acts" under the five labor relations statutes.

The various labor relations statutes administered by the board prohibit public and agricultural employees from engaging in work stoppages, strikes or slowdowns and provide dispute resolution procedures in lieu of the self-help options available to employees and employers in the private sector. The dispute resolution procedures include mediation, fact finding, interest arbitration, and, in the case of judicial employees, an option for mediation-arbitration.

ORGANIZATION:
The Maine Labor Relations Board consists of three primary members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chair. These members, and their alternates (two for each of the primary positions), are appointed by the Governor and serve for terms of four years.

PROGRAM:
The municipal sector continues to be the most diversified and most active of all sectors utilizing the services of the Maine Labor Relations Board. During FY 2011, 36 voluntary or joint agreements relative to bargaining units were received, up from 31 in the prior year. During FY 2011, 16 unit determination or clarification petitions were filed, compared with 12 such filings in FY 2010.

There were 11 election requests received by the board in FY 2011. In addition to this, the board received 19 decertification/certification requests and 2 straight decertification election requests. With respect to election activities, there were 35 election requests in all requiring attention during the fiscal year; this compares with 19 requests in FY 2010 and 22 in FY 2009. In all, board officials conducted 19 elections pursuant to the various petitions filed.

The activities of the Panel of Mediators, regarding the first step of the statutory dispute resolution process, are reported in the Annual Report of the Panel of Mediators. Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Twelve (12) fact-finding requests were filed in FY 2011, down from 14 in FY 2010. The range in fiscal years 2005-2010 has been a low of 2 filings in FY 2008 to a high of 14 in FY 2010.

The Board received 18 prohibited practice complaints in FY 2011. This compares to 15 in FY 2010. The administration and processing of these complaints involves both the board and its staff in the details of docketing, arranging hearings before the board members, processing prehearing conferences, scheduling post-hearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

INTERNET SITE: The board's site may be found at the State of Maine web site and contains a search engine and a substantial data base of the board's decisions. (http://www.maine.gov/mlrb)

LICENSES:
None.

PUBLICATIONS:
The Municipal Public Employees Labor Relations Law

The State Employees Labor Relations Act

The University of Maine System Labor Relations Act

The Judicial Employees Labor Relations Act

The Rules and Procedures of the Maine Labor Relations Board

Index and Abstracts of MLRB Prohibited Practice and Representation Appeals Decisions, 1973-88

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE LABOR RELATIONS BOARD EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	296,397	258,747	37,650			
HEALTH BENEFITS	82,080	82,080				
RETIREMENTS	56,417	56,417				
OTHER FRINGE BENEFITS	3,068	3,068				
COMPUTER SERVICES	8,035	8,035				
CONTRACTUAL SERVICES	27,220	9,305	17,915			
COMMODITIES	3,142	3,142				
TRANSFER TO OTHER FUNDS	8,389		8,389			
TOTAL EXPENDITURES	484,748	420,794	63,954			

PANEL OF MEDIATORS

MARC P. AYOTTE, EXECUTIVE DIRECTOR

Central Office: 2ND FL, ELKINS BLDG, 19 ELKINS, AUGUSTA, ME
Mail Address: 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090 *FAX:* (207) 287-4416
Established: 1976 *Telephone:* (207) 287-2015
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 187 *Citation:* T0026 *M.R.S.A., Sect.:* 000000892

PURPOSE:
The Panel of Mediators was established to implement the public policy of the State of Maine of providing a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. By law, mediation procedures are mandatory, whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION:
The Panel of Mediators was established in 1951 and came under the administrative auspices of the Maine Labor Relations Board in 1973. The law provides that there be no fewer than five nor more than ten impartial mediators nominated by the Maine Labor Relations Board and appointed by the Governor for terms of three years. There are currently ten State Mediators.

PROGRAM:
This fiscal year, the number of new requests for mediation services decreased from the level experienced last year. New mediation requests received during FY 2011 numbered 54 (64 last year). In addition, there were 36 matters carried over from FY 2010 that required mediation activity this year. Thus, the number of matters filed, pending, and requiring attention in FY 2011 reached a total of 90, up from 80 the previous year. The panel achieved a settlement rate of 72.6% for matters concluded this year, including those carried forward from FY 2010. The settlement rate for the past several fiscal years has exceeded 70% of the matters

mediated.

This year, 2 requests for preventive mediation services were received. Upon the joint request of the parties, members of the panel train bargaining team members at the outset of negotiations and then facilitate collaborative, problem-solving bargaining for our client community.

26 MRSA, Sec. 965, Sub-section 2, paragraph C provides that expenditures of this unit are borne by the Maine Labor Relations Board and are included in its financial display.

LICENSES:
None.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

MICHAEL SAUDA, CHAIR
RICHARD V SNOW, DIRECTOR, LABOR STANDARDS

Central Office: 45 COMMERCE DR, AUGUSTA, ME
Mail Address: 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 *FAX:*
Established: 1975 *Telephone:* (207) 623-7922
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 179 *Citation:* T0026 *M.R.S.A., Sect.:* 000000564

PURPOSE:
The board was established to formulate and adopt reasonable rules for safe and healthful working conditions in places of public employment provided by the State, county, municipal corporation, school district or other public corporation or political subdivision. The rules must conform as far as practicable with nationally recognized standards of occupational safety and health. The board also hears appeals of Bureau of Labor Standards enforcement actions by regulated parties.

ORGANIZATION:
The Board of Occupational Safety and Health was created in 1976. It consists of ten members, nine appointed by the Governor and one being the Director of the Bureau of Labor Standards. Appointed members include management and labor representatives from the state, county, and local levels, two public members, and one member from the insurance industry. The Bureau of Labor Standards enforces the rules adopted by the board.

PROGRAM:
The board meets four times to review and propose regulations for adoption and otherwise assist the bureau's enforcement activities. The board held no formal appeal hearings.

LICENSES:
None.

PUBLICATIONS:
Available online at:
http://www.safetyworksmaine.com

Safety and Health Standards (free)

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

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF REHABILITATION SERVICES

BETSY HOPKINS, DIRECTOR

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME
Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 287-5292
Established: 1994 *Telephone:* (207) 623-7942
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 152 *Citation:* T0026 *M.R.S.A., Sect.:* 000001412C
Average Counts-All Positions: 117.000 *Legislative Count:* 117.00

PURPOSE:
The purpose of the Bureau of Rehabilitation Services (BRS) is to help Maine people with disabilities find or maintain employment and achieve full participation in the community.

Working in partnership with the Maine Department of Health and Human Services, and Department of Education, as well as other rehabilitation providers, the Division of Vocational Rehabilitation Services administers state and federal rehabilitation services for people (including students transitioning from High School) with disabilities.

ORGANIZATION:
State administered rehabilitation services originated in 1921 with the creation of the Vocational Rehabilitation Division under the supervision of the State Board of Education. In 1969, the Legislature directed that a functional unit of rehabilitation services be created within the then Department of Health and Welfare to consolidate rehabilitation programs and to administer services under the federal Rehabilitation Act.

The Division of Vocational Rehabilitation Services was created under this legislation. The administration of the Vocational Rehabilitation Division, the Division of Eye Care and Special Services, and the Division of Disability Determination Services were consolidated under this legislation. The Legislature created the Division for the Deaf within the Bureau in 1982. In 1994, the Legislature moved the Division of Rehabilitation Services to the Department of Education, and in 1996, moved the Division to the Department of Labor.

PROGRAM:
The Maine Division of Vocational Rehabilitation Services provides a comprehensive program of vocational rehabilitation and works to bring about full access to employment, independence and community integration for people with disabilities. DVR assists eligible individuals with physical or mental disabilities to prepare for and achieve an employment outcome. "Employment outcome" means entering or retaining full-time employment, or, if appropriate, part-time competitive employment in the integrated labor market, supported-employment, or any other type of employment in an integrated setting, including self-employment, telecommuting, or business ownership, that is consistent with an individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

LICENSES:
None.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REHABILITATION SERVICES EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	4,746,952	671,616			4,075,336	
HEALTH BENEFITS	1,700,306	252,320			1,447,986	
RETIREMENTS	807,295	111,717			695,578	
OTHER FRINGE BENEFITS	86,210	13,446			72,764	
COMPUTER SERVICES	799,213	254,748			544,465	
CONTRACTUAL SERVICES	1,912,475	598,065	171,170		1,143,240	
RENTS	633,395	43,795			589,600	
COMMODITIES	71,994	2,878			69,116	
GRANTS, SUBSIDIES, PENSIONS	7,947,455	1,765,398	-7,185		6,189,242	
EQUIPMENT	36,567				36,567	
TRANSFER TO OTHER FUNDS	87,915		1,960		85,955	
TOTAL EXPENDITURES	18,829,777	3,713,983	165,945		14,949,849	

MAINE UNEMPLOYMENT INSURANCE COMMISSION

JENNIFER DUDDY, CHAIR

Central Office: 45 COMMERCE DRIVE, AUGUSTA, ME
Mail Address: 57 STATE HOUSE STATION, AUGUSTA, ME 04332-0057 *FAX:*
Established: 1936 *Telephone:* (207) 623-6787
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 172 *Citation:* T0026 *M.R.S.A., Sect.:* 000001081

PURPOSE:
The Maine Unemployment Insurance Commission conducts appeal hearings or administrative reviews on determinations made by the Division of Administrative Hearings on benefit eligibility disputes and provides initial hearings on appeals of unemployment tax liability determinations.

ORGANIZATION:
The Maine Unemployment Insurance Commission consists of three Commission members and their support staff. The three members are: a Representative of Labor, a Representative of Employers, and a Representative of the General Public. The General Public member serves as the Chair of the Commission, and by statute, must be an attorney admitted to practice law in Maine. The Chair must remain an impartial member. The Governor appoints the members, subject to review by the joint standing Labor, Commerce, Research & Economic Development Committee and confirmation by the Senate. Each member holds office for a term of six years, or until a successor has been duly appointed and confirmed.

While the Finances for the Commission are included in those of the Bureau of Unemployment Compensation, the Commission and the Bureau are separate entities.

PROGRAM:
The Unemployment Insurance Commission hears initial appeals on employer tax liability decisions and second-level appeals on benefit eligibility decisions. Hearings are conducted either by telephone or in person, depending on the complexity of the case. In addition, the Commission also considers requests for waiver of benefit overpayments, for tax setoffs, and for approval of eligible training programs. The Commission also reviews the Rules Governing the Administration of the Employment Security Law for possible revision

LICENSES:
None.

PUBLICATIONS:
None

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

CENTER FOR WORKFORCE RESEARCH AND INFORMATION

CHRISTOPHER BOUDREAU, DIRECTOR

Central Office: 45 COMMERCE CENTER DR, AUGUSTA, ME 04332-0259
Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX:*
Established: 1996 *Telephone:* (207) 621-5179
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 594 *Citation:* T0026 *M.R.S.A., Sect.:* 000001401A

PURPOSE:
The Center for Workforce Research and Information collects, analyzes and reports on the state and direction of the labor market to assist Maine jobseekers, employers, policymakers, economic developers, education, training planners, and career guidance experts in making key decisions and plans for the future. We provide the department with economic, management, actuarial, and strategic analysis to guide program planning and delivery for unemployment insurance systems and employment and training programs.

ORGANIZATION:
The program activities involve data collection, sophisticated research techniques and detailed analysis. Demographic and economic research activities are conducted using social science disciplines. Results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published and used in functional analyses and studies that support decisions of Maine workers, students, and employers.

PROGRAM:
Labor Force, Industry Employment Statistics: Survey results are processed and estimates developed monthly regarding employment for all workers in manufacturing and non-manufacturing by industry for Maine and the Portland and Bangor Metropolitan Statistical Areas. Wages by industry are estimated for production workers in manufacturing for Maine. Civilian Labor Force estimates, including the number of people employed and unemployed, are developed by month on a current basis for Maine statewide, 31 labor market areas, 16 counties, and over 500 minor civil divisions.

Occupational Statistics: Occupational employment and wage estimates are provided annually for nearly 800 occupations covering the state, five metropolitan areas , two other sub-state regions and 16 counties. Every two years, occupational employment projections are made for the state and seven sub-state areas. In addition, wage surveys are conducted in pulpwood and logging and for selected fruit and vegetables.

Labor Market Information Services: Information is provided concerning Maine labor markets for the state and sub-state areas. Staff provide data and analysis to cover the specific labor market information needs of the department, other public agencies, and a variety of user groups in Maine's 31 labor market areas. Maine employers are assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and business planning. Workforce Information is provided to assist the work search efforts of Maine job seekers. Economic analyses highlighting industry trends and outlook are prepared for Maine educational communities and local workforce investment areas.

Management Information: Analyses and reports are provided to department managers and staff regarding activities within the Bureau of Employment Services and the Bureau of Unemployment Compensation. Economic projections and analyses are made for workload planning and trust fund monitoring. Actuarial research is conducted for various legislative proposals and study commissions. Consumer information regarding training providers is made available to assist individuals receiving federally funded training services.

LICENSES:
None.

PUBLICATIONS:
Monthly Publication and Website: The website www.maine.gov/labor/cwri contains

article and interactive data sets to provide CWRI's customers with data and analysis about Maine's Labormarkets. Our primary publication is the Maine Workforce Review http://www.maine.gov/labor/cwri/mwr.htm and it contains a monthly roundup of articles about Maine and National workforce issues authored by both CWRI staff and external economic journals.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LAW AND LEGISLATIVE REFERENCE LIBRARY

JOHN R. BARDEN, DIRECTOR

Central Office: STATE HOUSE, FLOOR 2, AUGUSTA, ME
Mail Address: 43 STATE HOUSE STATION, AUGUSTA, ME 04333-0043 *FAX:* (207) 287-6467
Established: 1971 *Telephone:* (207) 287-1600
Reference: Policy Area: 00 *Umbrella:* 31 *Unit:* 556 *Citation:* 3MRSA *M.R.S.A., Sect.:* 0000000171
Average Counts-All Positions: 14.000 *Legislative Count:* 14.00

PURPOSE:
The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine. As State Law Librarian, the Director coordinates records management activities within the Legislature, and is an ex officio member of the State Court Library Committee.

ORGANIZATION:
The Library was created by action of the Legislature, with the transfer of functions formerly performed by the law section of the Maine State Library. The nonpartisan Director is appointed by the Legislative Council for a term of 3 years.

PROGRAM:
The Library provides reference, interlibrary loan and circulation services by telephone and TTY, via e-mail, through the postal service and in person. The shared URSUS Internet catalog (http://ursus.maine.edu) gives access to the Library's collection and supports circulation functions. A computer network in the Library gives public access to Maine statutes and cases, citators, legislative bill status, the Internet and a comprehensive legal research service. The Library Internet site includes historical tables and lists, as well as legal research links and a guide to frequently-requested Maine laws. To support research the library staff search a variety of print and electronic resources.

The Library collects all state statutes, selected legal treatises, and resources for non-lawyers. The Library's special resources include biographical information on legislators and members of Maine's legal community and an extensive collection of newspaper clippings on topics of legislative interest. The Library also has the most complete collection of Maine legislative materials available anywhere, including committee files that contain copies of written testimony. The Library staff prepares legislative histories on request and lends compiled histories. The Library participates in state and federal depository programs, receiving documents and providing access to online government information. The Library also participates in the digitization of Maine legal and legislative materials, both directly and through cooperative endeavors with other institutions.

The URSUS system also supports new acquisitions and serials control. The Internet catalog shows items that are on order and issues that have been received for serials such as court reports, codes, journals and updates to topical works. The Library also contributes information about journals and newspapers in the collection to a state-wide online listing.

PUBLICATIONS:
*INTERNET SITE - http://legislature.maine.gov/lawlib/
*Library Briefs (newsletter)
*Legisbrief Cumulative Index
*Maine State Law and Legislative Reference Library (pamphlet)
*Where to Find Our Library Online (pamphlet)
*How to Find Law Review Articles (pamphlet)
*Resource Sharing (pamphlet)
*How to Find Newspapers and Clippings (pamphlet)
*How to Find Books (pamphlet)
*Maine Education Finance Studies (bibliography)
*Maine Economic Development and Policy: Studies and Reports 1929-2008 (bibliography)

*Legal Resources for Non-Lawyers: Disabilities, Discrimination and Rights In the Workplace (bibliography)
*Legal Sources for Non-Lawyers: Divorce and Domestic Relations (bibliography)
*Consolidation and Regionalization Studies and Reports on Maine Schools (bibliography)
*Maine Tax Studies and Reports (bibliography)
*Compiled Legislative Histories (on major issues)

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	721,762	721,762				
HEALTH BENEFITS	196,224	196,224				
RETIREMENTS	121,822	121,822				
OTHER FRINGE BENEFITS	12,348	12,348				
COMPUTER SERVICES	3,330	3,330				
CONTRACTUAL SERVICES	335,187	335,187				
COMMODITIES	19,853	19,853				
TOTAL EXPENDITURES	1,410,526	1,410,526				

LAW AND LEGISLATIVE REFERENCE LIBRARY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	721,762	721,762				
HEALTH BENEFITS	196,224	196,224				
RETIREMENTS	121,822	121,822				
OTHER FRINGE BENEFITS	12,348	12,348				
COMPUTER SERVICES	3,330	3,330				
CONTRACTUAL SERVICES	335,187	335,187				
COMMODITIES	19,853	19,853				
TOTAL EXPENDITURES	1,410,526	1,410,526				

LEGISLATURE

KEVIN L. RAYE, PRESIDENT OF THE SENATE
ROBERT W. NUTTING, SPEAKER OF THE HOUSE

Central Office: STATE HOUSE, AUGUSTA, ME
Mail Address: 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003 *FAX:*
Established: 1820 *Telephone:* (207) 287-1615
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 260 *Citation:* C0004 *M.R.S.A., Sect.:* 001-00001
Average Counts-All Positions: 183.873 *Legislative Count:* 146.50
Units:

OFFICE OF FISCAL AND PROGRAM REVIEW
OFFICE OF POLICY AND LEGAL ANALYSIS
OFFICE OF THE REVISOR OF STATUTES
MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION
STATE HOUSE AND CAPITOL PARK COMMISSION
COMMISSION ON INTERSTATE COOPERATION
COMMISSION ON UNIFORM STATE LAWS
OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY
SENATE
HOUSE OF REPRESENTATIVES
LEGISLATIVE COUNCIL
(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

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

ORGANIZATION:
The organization of the Legislature of Maine is determined by the Constitution of Maine, by Maine Statutes, and by legislative rules. The Senate consists of 35 members, and the House of Representatives consists of 151 members. All members of both chambers are elected from single member districts. The House has two additional non-voting members who are elected by the Penobscot Indian Nation and the Passamaquoddy Tribe, respectively, to represent their tribes at the Legislature. Beginning with the Second Regular Session of the 125th Legislature, a third tribal representative, a member of the Houlton Band of Maliseet Indians, will be elected to represent that Band at the Legislature.

The 125th Legislature is organized into 16 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 125th Legislature are: Agriculture, Conservation and Forestry; Appropriations and Financial Affairs; Criminal Justice and Public Safety; Education and Cultural Affairs; Energy, Utilities and Technology; Environment and Natural Resources; Health and Human Services; Inland Fisheries and Wildlife; Insurance and Financial Services; Judiciary; Labor, Commerce, Research and Economic Development; Marine Resources; State and Local Government; Taxation; Transportation; and Veterans and Legal Affairs. Also, by Joint Rule, the Legislature established the Joint Select Committee on Joint Rules, the Joint Select Committee on Regulatory Fairness and Reform and the Government Oversight Committee.

PROGRAM:
The First Regular Session of the 125th Legislature was convened on December 1, 2010 and adjourned sine die on June 29, 2011.

In the First Regular Session, the Legislature considered 1,588 legislative instruments, including bills, resolves, constitutional resolutions and initiated bills. 482 bills, 113 Resolves and 1 Constitutional Resolution were chaptered into law. Twelve bills were vetoed by the Governor and all 12 vetoes were sustained by the Legislature. 134 items before the First Regular Session of the 125th Legislature were held over to the Second Regular Session.

PUBLICATIONS:
*INTERNET SITE - http://www.maine.gov/legis
*SENATE AND HOUSE REGISTERS - (published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules and Committee Rosters.
*HOUSE AND SENATE ROSTER and Seating Arrangement - (published biennially). Edited by the Clerk of the House and Secretary of the Senate.

Contains photos.
*LEGISLATIVE RECORD - Complete record of legislative action, including floor debates. Available in proof form by mail subscription through Legislative Document Service. Bound copies on loan through the State Library.
*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)
*HISTORY AND FINAL DISPOSIITON OF LEGISLATIVE DOCUMENTS - Summary of the Legislature's action on all legislative documents considered during legislative session. Compiled by the Legislative Information Office.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	11,707,234	11,706,134	1,100			
HEALTH BENEFITS	4,563,561	4,563,561				
RETIREMENTS	1,522,669	1,522,669				
OTHER FRINGE BENEFITS	191,522	191,522				
COMPUTER SERVICES	432,765	432,765				
CONTRACTUAL SERVICES	3,086,646	3,059,430	27,216			
RENTS	38,354	38,354				
COMMODITIES	97,647	97,647				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
EQUIPMENT	7,386	7,386				
INTEREST-DEBT RETIREMENT	30	30				
TRANSFER TO OTHER FUNDS	1,062		1,062			
TOTAL EXPENDITURES	21,848,141	21,818,763	29,378			

OFFICE OF FISCAL AND PROGRAM REVIEW
GRANT T. PENNOYER, DIRECTOR

Central Office: STATE HOUSE - ROOM 226, AUGUSTA, ME 04333-0005
Mail Address: 5 STATE HOUSE STATION, AUGUSTA, ME 04333-0005 *FAX:* (207) 287-6469
Established: 1962 *Telephone:* (207) 287-1635
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 263F *Citation:* T0003 *M.R.S.A., Sect.:* 000000161

PURPOSE:
The Office of Fiscal and Program Review collects, researches and analyzes fiscal and program information related to the finances and operation of State Government for legislators, legislative committees and commissions. As part of this role the Office analyzes the Governor's budget and other appropriation requests, reviews all bills and amendments for their fiscal impacts to provide projections of revenue and expenditures and monitors agency financial activities.

The Office also provides staff support to the Joint Standing Committee on Appropriations and Financial Affairs, the Joint Standing Committee on Taxation, the Joint Standing Committee on Transportation (for fiscal matters only), the Joint Standing Committee on Health and Human Services (for fiscal matters only) and other legislative committees as assigned. The Director of the Office and one of the Office's Principal Analysts represent the Legislature on the Revenue Forecasting Committee, which was established in law (5 MRSA, section 1710-E) to provide policy makers with revenue projections.

ORGANIZATION:
The Office of Fiscal and Program Review is one of several nonpartisan offices operating under the direction of the Legislative Council and its Executive Director. It is led by a director who is appointed by the Legislative Council for a 3-year term and is staffed by eight other professional staff and two administrative positions.

PUBLICATIONS:
*INTERNET SITE - http://www.legislature.maine.gov/ofpr/
"Compendium of State Fiscal Information" (Updated annually; free; available upon request)
"Summary of Major State Funding Disbursed to Municipalities and Counties" (Updated annually; free; available upon request)
"The Budget Process" (Updated biennially; free; available upon request)
"The Fiscal Note Process: An Overview" (Updated biennially; free; available upon request)
*Fiscal News (Posted monthly; free; available upon request)

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF POLICY AND LEGAL ANALYSIS
PATRICK T. NORTON, DIRECTOR

Central Office: 2ND FLOOR, CROSS BLDG, RM 215, AUGUSTA, ME 04333-0013
Mail Address: 13 STATE HOUSE STATION, AUGUSTA, ME 04333-0013 *FAX:* (207) 287-1275
Established: 1973 *Telephone:* (207) 287-1670
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 263P *Citation:* T0003 *M.R.S.A., Sect.:* 000000161

PURPOSE:
The Office of Policy and Legal Analysis provides the Maine State Legislature with information, nonpartisan policy and legal analysis, and assistance in formulating and drafting legislative proposals, reports and recommendations.

The Office provides nonpartisan research, analysis and support services to 15 joint standing committees of the Legislature, select committees, legislative study commissions and individual legislators. Major functions include: analysis of legislation, preparation of research documents, facilitation of committee

decision-making and drafting of committee amendments. The Office also assists the Office of the Revisor of Statutes in drafting initial bills for introduction into each legislative session.

When the Legislature is not in session, the Office provides staff support for legislative studies authorized by the Legislative Council or established by law or joint order. This support to study committees and commissions includes providing policy and legal research and analysis, and preparing final reports and accompanying legislation. The Office also assists the joint standing committees in fulfilling their legislative responsibilities relating to oversight of agency rule-making and the periodic review of agency programs and operations.

ORGANIZATION:
The Office of Policy and Legal Analysis is one of several nonpartisan offices operating under the direction of the Legislative Council and its executive director. The office has a staff of 23, including an office director who is appointed by the Legislative Council for a 3-year term.

PUBLICATIONS:
The following general reference publications are available for no or nominal charge and are available on the office website:

"Legislators' Handbook; A Guide for Maine Legislators," updated at the beginning of each legislative biennium.

"Legislative Digest of Bill Summaries and Enacted Laws", published within 30 days after adjournment of each regular session of the Legislature.

*Legislative Study Reports on various topics, published each year

*INTERNET SITE - http://www.maine.gov/legis/opla

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF THE REVISOR OF STATUTES

SUZANNE M. GRESSER, REVISOR OF STATUTES

Central Office: STATE HOUSE - FIRST FLOOR, AUGUSTA, ME
Mail Address: 7 STATE HOUSE STATION, AUGUSTA, ME 04333-0007 *FAX:*
Established: 1928 *Telephone:* (207) 287-1650
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 263R *Citation:* T0003 *M.R.S.A., Sect.:* 000000161

PURPOSE:
The Office of the Revisor of Statutes was originally created in 1928 and later established as the Office of Legislative Research in 1947. The Office reassumed its original name in 1986. The Office is nonpartisan and performs four primary functions: legislative drafting and editing, engrossing, publication of laws, and maintenance of the statutes and the Constitution of Maine. The Office is the point where legislative instruments, including original bills and floor amendments, are initially filed and then produced in final form for introduction; the office reviews, edits and processes committee amendments and new drafts; it serves as clerk of the Committee on Bills in the Second Reading for both the House and Senate; and it is responsible for examining all bills in Second Reading for both the House and Senate, and for engrossing all bills prior to their enactment. The Office tracks legislation by title and section number to detect potential duplication and conflicts.

The Office publishes all laws enacted during each legislative session as the Laws of Maine and assists the commercial publishers of the Maine Revised Statutes by providing materials for the supplementary pamphlets and pocket parts.

The office may be contacted via e-mail: revisor.office@legislature.maine.gov

PUBLICATIONS:
*INTERNET SITE - http://legislature.maine.gov/ros/publications.htm

"Maine Revised Statutes Annotated" - Available to the public from Thomson/West, 610 Opperman Drive, Eagan, MN 55123, at current price.

"Maine Revised Statutes" - Available at the office's website, http://legislature.maine.gov/statutes/

"Laws of Maine" - Contains all session laws and related documents of each Legislative session. Available at the office's website. Limited hard copies are available from the Revisor's Office at time of publication and through the Law and Legislative Reference Library thereafter.
http://legislature.maine.gov/ros/lom/lomdirectory.htm

Chaptered Laws - Individual hard copies of laws enacted in the current biennium available from the Engrossing Division at (207) 287-1324.

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

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION
ROBERT W. NUTTING, SPEAKER OF THE HOUSE

Central Office: STATEHOUSE, AUGUSTA, ME
Mail Address: 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002 *FAX:*
Established: 1978 *Telephone:* (207) 287-1300
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 300 *Citation:* T0003 *M.R.S.A., Sect.:* 000000227

PURPOSE:
The purpose of the Commission is to advise the Legislature in identifying ways to encourage increased cooperation between Maine and Canada; and, specifically, between the Maine Legislature and the legislative bodies of Canada, and to promote economic, cultural and educational exchanges between Maine and the Canadian provinces.

ORGANIZATION:
Created by statute in February, 1978, the Maine-Canadian Legislative Advisory Commission consists of 8 members, 4 of whom are appointed by the Speaker of the House and 4 of whom are appointed by the President of the Senate. At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House must be fluent in the French language.

Members serve without compensation.

PROGRAM:
The Maine-Canadian Legislative Advisory Commission continues to encourage and support economic, cultural and educational exchanges between Maine and the Canadian provinces, including Franco-American Day activities.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE HOUSE AND CAPITOL PARK COMMISSION

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

Central Office: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115
Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621
Established: 1988 *Telephone:* (207) 287-1615

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

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

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

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

PROGRAM:
The Commission continues to oversee the implementation of the master plan for renovation, repair and restoration projects in the State House and in Capitol Park.

The complete project has involved a general upgrade of all systems including: replacement of all exterior windows and reconditioning of wood frames; installation of mechanical and electrical systems including a sprinkler system; upgrade of electrical systems, heating, ventilation and air conditioning in a manner that both achieves compliance with all relevant codes and preserves the historical and architectural character of the building; renovation of all bathrooms and relocation of the women's bathroom on the first floor; and installation of security devices in selected locations.

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

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE HOUSE AND CAPITOL PARK COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
CONTRACTUAL SERVICES	40,837	15,787	25,050			
TRANSFER TO OTHER FUNDS	939		939			
TOTAL EXPENDITURES	41,776	15,787	25,989			

COMMISSION ON INTERSTATE COOPERATION
DAVID E. BOULTER, EXECUTIVE DIRECTOR

Central Office: STATE HOUSE, AUGUSTA, ME
Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621
Established: 1939 *Telephone:* (207) 287-1615
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 272 *Citation:* T0003 *M.R.S.A., Sect.:* 000000201

PURPOSE:
The Commission on Interstate Cooperation was established in 1939 to carry forward Maine's participation in the Council of State Governments and to advance cooperation between the State of Maine and other units of government. The Commission itself was repealed by Public Law 2001, Chapter 352, effective September 21, 2001.

PROGRAM:
This program includes Maine's annual dues to two national organizations that serve as clearinghouses for information on State programs of national and international interest and provide support to state legislatures: the Council of State Governments and the National Conference of State Legislatures. The Council of State Governments/Eastern Regional Council is a bipartisan organization serving all 3 branches of government and provides a regional network for identifying and sharing ideas with state leaders and monitors activities in the federal government and their impact on state issues and programs. The National Conference of State Legislatures is a bipartisan organization which serves the legislators and legislative staff of the nation's 50 states, its commonwealths and territories with the objectives of improving the quality and effectiveness of state legislatures, fostering interstate communication and cooperation, and ensuring states a strong, cohesive voice in the federal system.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON INTERSTATE COOPERATION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
CONTRACTUAL SERVICES	219,557	219,557				
TOTAL EXPENDITURES	219,557	219,557				

COMMISSION ON UNIFORM STATE LAWS
BRUCE A. COGGESHALL, CHAIRPERSON

Central Office: ONE MONUMENT SQUARE, PORTLAND, ME 04101-1110
Mail Address: ONE MONUMENT SQUARE, PORTLAND, ME 04101-1110 *FAX:* (207) 791-1350
Established: 1955 *Telephone:* (207) 791-1100
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 271 *Citation:* T0003 *M.R.S.A., Sect.:* 000000241

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

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

developed and adopted by the Conference which have great value to the several states, and are among the 59 Uniform Acts adopted by the State of Maine in the last century.

The Commission, like its counterparts in other states, works through appropriate legislative committees, the Maine State Bar Association and others having an interest in the particular uniform act.

PUBLICATIONS:
Copies of any of the Uniform or Model Acts are available upon request or at NCCUSL.ORG.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY

SCOTT W. CLARK, DIRECTOR

Central Office: STATE HOUSE, AUGUSTA, ME 04333
Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-115 *FAX:* (207) 287-2557
Established: 1996 *Telephone:* (207) 287-1625
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 263I *Citation:* T0003 *M.R.S.A., Sect.:* 000000162

PURPOSE:
The Legislative Council's Office of Legislative Information Technology provides support services to all legislative offices in the areas of information technology.

ORGANIZATION:
The Office is responsible for the operation and support of legislative computer systems, as well as for coordinating the design of the major applications that support the legislative process and the operations of individual legislative offices.

PROGRAM:
During Fiscal Year 2011, the Office of Legislative Information Technology (LIT) completed the second phase of server consolidation into a virtual environment. Additional file services, as well as many applications and databases, have been migrated from servers to virtual servers.

Software enhancements and upgrades were made to the Bill Drafting and Bill Status systems. A Fiscal Analysis system was upgraded to provide more detail and better access to fiscal information.

Database changes were designed to allow for the integration of several independent systems and ultimately improve the work flow process of bills and related information. The application changes are expected next fiscal year.

The Office of Information Technology also supported production offices, the House of Representatives, the Senate and individual members, resolving problems and providing instruction in the use of technology throughout the fiscal year.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

SENATE

KEVIN L. RAYE, PRESIDENT OF THE SENATE
JOSEPH G. CARLETON, JR., SECRETARY OF THE SENATE

Central Office: STATE HOUSE, AUGUSTA, ME 04333-0003
Mail Address: 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003 *FAX:*
Established: 1820 *Telephone:* (207) 287-1540
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 261 *Citation:* C0004 *M.R.S.A., Sect.:* 002-00001

PURPOSE:
The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor. Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue. It may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce new raising of revenue.

The Senate is the sole judge of the qualifications of its members. It maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval (formerly confirmed by the Executive Council). Article IV, Part Second, Section 7, empowers the Senate to try all impeachments.

ORGANIZATION:
The Senate has remained constant in its form of organization as a Constitutional body since its establishment in 1820. As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate currently consists of 35 Senators. Each Senator is elected for a term of two years, and limited to four consecutive terms. A Senator must be a citizen of Maine for at least one year, be a resident of the district for at least 3 months prior to the election and continue to reside within the district during the term of office, and be at least 25 years of age at the time of election.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. In 2003, the Maine Supreme Judical Court apportioned the Senate.

The Senate elects a President, who presides over all its proceedings; a Secretary and Assistant Secretary, who serve as chief administrative officers. The major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 MRSA, Section 168), are permitted to hire their own staff assistants, with the approval of the presiding officer.

PROGRAM:
The Second Confirmation Session of the 124th Maine Legislature convened on Wednesday, August 25, 2010. During this session, the Senate considered 75 Gubernatorial Nominations. The Third Confirmation Session of the 124th Maine Legislature convened on Friday, November 19, 2010. During this session, the Senate considered 2 Gubernatorial Nominations. Under Article IV, Part Third, Section 1 of the Constitution of Maine, the First Regular Session of the 125th Maine Legislature convened on Wednesday, December 1, 2010 and met for 66 legislative days.

During this session, the Senate considered 462 Legislative Documents, 58 Senate-sponsored Joint Resolutions/Orders, and 37 Gubernatorial Nominations. The Senators submitted 137 proposed Amendments to the Secretary of the Senate for reproduction prior to consideration by the Senate. After compleeting all of its business, the Senate adjourned sine die at 7:46 p.m. on Wednesday, June 29, 2011.

The Second Regular Session of the 125th Maine Legislature will convene on

Wednesday, January 4, 2012.

PUBLICATIONS:
*SENATE INTERNET SITE - http://www.legislature.maine.gov/senate (most information below is also available at the Legislature web site).
*SENATE ADVANCE JOURNAL AND CALENDAR - http://www.legislature.maine.gov/senate/Documents/calendar/htframe.htm (available daily, free of charge, when the Senate is in session).
*LEGISLATIVE PUBLIC HEARING SCHEDULES - http://www.maine.gov/legis/senate/Hearings.html (available weekly, free of charge, during regular sessions).
*SENATE AND HOUSE REGISTER - (also see listing under "Legislature").
*HOUSE AND SENATE ROSTER AND SEATING ARRANGEMENT - (also see listing under "Legislature").
*LEGISLATIVE RECORD - http://www.maine.gov/legis/senate/125th-Records.html (also see listing under "Legislature").

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

HOUSE OF REPRESENTATIVES

ROBERT W. NUTTING, SPEAKER OF THE HOUSE
HEATHER J.R. PRIEST, CLERK OF THE HOUSE

Central Office: STATE HOUSE, AUGUSTA, ME 04333
Mail Address: 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002 *FAX:*
Established: 1820 *Telephone:* (207) 287-1300
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 262 *Citation:* C0004 *M.R.S.A., Sect.:* 001-00002

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

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

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

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

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

PROGRAM:
The House convened its First Regular Session of the 125th Maine Legislature on Wednesday, December 1, 2010 and adjourned from its First Regular Session on Wednesday, June 29, 2011 at 7:47 p.m. During the First Regular Session there were 1,135 House-sponsored Legislative Documents, 28 House Orders, 28 House-sponsored Joint Orders, and 22 House-sponsored Joint Resolutions considered. House members submitted 137 House Floor Amendments and 540 Committee Amendments to the Clerk for reproduction.

Pursuant to Article IV, Part Third, Section 1 of the Constitution of the State of Maine, the Second Regular Session of the 125th Maine Legislature will convene on Wednesday, January 4, 2012.

PUBLICATIONS:
*HOUSE INTERNET SITE - http://www.maine.gov/legis/house/
*HOUSE ADVANCE JOURNAL AND CALENDAR-Available at the Clerk's Office; or by mail subscription through Legislative Document Service.
*WEEKLY LEGISLATIVE REPORT - (published weekly during sessions). Edited by the Clerk of the House. Lists all bills printed and enacted, and resolves finally passed. Available at the Clerk's Office, and by mail subscription through Legislative Document Service.
*WEEKLY LEGISLATIVE CALENDAR (published weekly). Edited by the Clerk of the House. Lists legislative committee meetings and the subjects committees are considering when not in regular session; meetings of commissions that include legislators as members; and, scheduled meetings of public bodies of interest to legislators. Available at the Clerk's Office or by mail subscription through Legislative Document Service.
*SENATE AND HOUSE REGISTERS; HOUSE AND SENATE ROSTER and Seating Arrangement and LEGISLATIVE RECORD (See "Legislature")

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE COUNCIL

KEVIN L. RAYE, CHAIR
DAVID E. BOULTER, EXECUTIVE DIRECTOR

Central Office: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115
Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621
Established: 1973 *Telephone:* (207) 287-1615
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 263 *Citation:* T0003 *M.R.S.A., Sect.:* 000000161
Average Counts-All Positions: 183.873 *Legislative Count:* 146.50

PURPOSE:
The Legislative Council is responsible for overall administration and management of the Legislative Branch. Its general powers and duties are set out in statute (3 MRSA Section 162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. They include approval of all legislative budgets and provision for financial oversight of legislative funds; establishing salary and benefit schedules for all legislative employees, except as otherwise provided by law; planning and overseeing projects designed to improve the organization, operation, and physical facilities of the Legislature; and allocation of work to legislative committees when the Legislature is not in session.

The Council also appoints the directors of the nonpartisan offices, including the Executive Director of the Legislative Council, the State Law Librarian, the Revisor of Statutes, and the Directors of the Offices of Fiscal and Program Review, Policy and Legal Analysis and Legislative Information Technology. In addition, the Council appoints the nonpartisan director of the Office of Program Evaluation and Government Accountability. The Council has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 MRSA Section 162-B.

ORGANIZATION:
The Legislative Council consists of the ten elected members of leadership: the

President of the Senate, the Speaker of the House, and the Majority and Minority Floor Leaders and Majority and Minority Assistant Floor Leaders for the House and the Democratic and Republican Floor Leaders and Democratic and Republican Assistant Floor Leaders for the Senate. The Council Chair and Vice-Chair are elected by the Legislative Council at the beginning of each legislative biennium and serve for the entire biennium. By tradition, the Council chair alternates every two years between the House and the Senate. Any action by the Legislative Council requires the affirmative votes of a majority of the members.

The Council is supported by an executive director and 6 nonpartisan staff offices.

PROGRAM:
The Legislative Council is responsible by law for providing professional, nonpartisan staff support services to the Legislature and its officers, members, committees and commissions. These services include bill drafting; general policy, legal and fiscal research and analysis; fiscal note preparation; committee staffing; computer support services; public information; library and reference services and support; and general administrative services.

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

PUBLICATIONS:
See Publications listing for each office.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEGISLATIVE COUNCIL EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	11,707,234	11,706,134	1,100			
HEALTH BENEFITS	4,563,561	4,563,561				
RETIREMENTS	1,522,669	1,522,669				
OTHER FRINGE BENEFITS	191,522	191,522				
COMPUTER SERVICES	432,765	432,765				
CONTRACTUAL SERVICES	2,826,252	2,824,086	2,166			
RENTS	38,354	38,354				
COMMODITIES	97,647	97,647				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
EQUIPMENT	7,386	7,386				
INTEREST-DEBT RETIREMENT	30	30				
TRANSFER TO OTHER FUNDS	122		122			
TOTAL EXPENDITURES	21,586,807	21,583,419	3,388			

(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

DAVID E. BOULTER, EXECUTIVE DIRECTOR

Central Office: STATE HOUSE, AUGUSTA, ME
Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621
Established: 1973 *Telephone:* (207) 287-1615
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 264 *Citation:* T0003 *M.R.S.A., Sect.:* 000000162

PURPOSE:
The Executive Director is the executive officer of the Legislature and directs the activities and services of the nonpartisan staff offices consistent with policies established by the Legislative Council. Statutory functions of the office include: agenda preparation and meeting management for the Legislative Council; implementing policy decisions of the council, providing administrative support to the Legislature, including all legislative payroll and benefits administration, legislators' expense reimbursements, accounting and budgeting,

and human resource management. The Executive Director has overall responsibility for improvements, renovations and maintenance of the State House, other legislative facilities and grounds, and is an ex officio member of the State House and Capitol Park Commission.

Within the Office of the Executive Director is the Legislative Information Office which is responsible for providing information to the public and legislators on legislation and other legislative matters, maintaining a computerized database of information relating to legislation considered each biennium, producing the history and final disposition of bills, scheduling committee hearings on gubernatorial nominations, and coordinating the scheduling and work of committee clerks each legislative session.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF MARINE RESOURCES

PATRICK KELIHER, ACTING COMMISSIONER
JOSEPH FESSENDEN, ACTING DEP COMMISSIONER

Central Office: BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME 04347
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 624-6024
Established: 1967 *Telephone:* (207) 624-6550
Reference: Policy Area: 04 *Umbrella:* 13 *Unit:* 188 *Citation:* T0012 *M.R.S.A., Sect.:* 000006021
Average Counts-All Positions: 179.250 *Legislative Count:* 169.50
Units:

ADVISORY COUNCIL (TO MARINE RESOURCES)
DIVISION OF COMMUNITY RESOURCE DEVELOPMENT
OFFICE OF THE COMMISSIONER
BUREAU OF MARINE PATROL
BUREAU OF RESOURCE MANAGEMENT
BUREAU OF SEA RUN FISHERIES AND HABITAT

PURPOSE:
The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. The department has the authority to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to cooperate, consult and advise with other appropriate state agencies on all interrelated matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law.

ORGANIZATION:
The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioner of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and The Atlantic Sea Run Salmon Commission were created in 1947.

In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Advisory councils are established by statute for the Lobster, Scallop, Sea Urchin, Shellfish and Recreational Fisheries, as well as Commercial Fishing Vessel Safety and Aquaculture. In addition, seven lobster policy management councils (Zones) are established with authority to hold referendum regarding lobster fishing regulations.

PROGRAM:
There has been significant effort to put needed management programs in place to assure sustainable fisheries. As management constraints are placed in traditional fisheries, participants in the fishing industry look to find other fisheries to move into; this places additional strain on those fisheries. The department continues to focus on conservation and management of marine resources, on seafood safety, boating safety, and marine education.

Significant fisheries management issues have occupied large amounts of time by the commissioner and staff involving both the New England Fisheries Management Council and the Atlantic States Marine Fisheries Commission. The fisheries involved include: lobster, herring, groundfish, shrimp, striped bass, menhaden,

herring, scallops, mahogany quahogs, and others. The scallop and groundfish plans as put forth by the New England council have caused significant concern with regard to the impact they would have on Maine's fishing fleet. Much energy has gone into guiding the process so that both fisheries management objectives and maintenance of the fleet could be attained. There will be continued demands on agency time to participate in development of federal and interjurisdictional fisheries management plans. The Department has specific regulation authority to place immediate restrictions on emerging new fisheries. The Department gathers both commercial and recreational fishery landings statistics.

Aquaculture is a significant component of the fisheries contribution to the state's economy. Most of the finfish development is concentrated in the eastern portion of the state in the Cobscook Bay area. Shellfish is more evenly distributed with significant concentration in the Damariscotta River area. As the industry develops new techniques, opportunities for economic growth of the industry will continue.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	8,245,893	4,133,365	2,072,191		2,040,337	
HEALTH BENEFITS	2,887,600	1,348,147	800,221		739,232	
RETIREMENTS	1,723,045	954,201	391,420		377,424	
OTHER FRINGE BENEFITS	166,130	89,625	37,327		39,178	
COMPUTER SERVICES	439,622	378,870	19,010		41,742	
CONTRACTUAL SERVICES	3,013,791	1,147,090	897,120		969,581	
RENTS	827,135	616,850	48,903		161,382	
COMMODITIES	1,083,374	355,027	425,513		302,834	
GRANTS, SUBSIDIES, PENSIONS	2,742,468		17,100		2,725,368	
EQUIPMENT	233,668	44,844	37,139		151,685	
TRANSFER TO OTHER FUNDS	294,394		159,863		134,531	
TOTAL EXPENDITURES	21,657,120	9,068,019	4,905,807		7,683,294	

ADVISORY COUNCIL (TO MARINE RESOURCES)

ALTON WEST, CHAIRMAN
PATRICK KELIHER, ACTING COMMISSIONER

Central Office: BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 624-6024
Established: 1947 *Telephone:* (207) 624-6550
Reference: Policy Area: 04 *Umbrella:* 13 *Unit:* 190 *Citation:* T0012 *M.R.S.A., Sect.:* 000006024

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

ORGANIZATION:
The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. The Advisory Council is appointed by the Governor and confirmed by the Legislature. It consists of commercial harvesters and dealers, a public member, a recreational fisherman, an aquaculture member and the chairs of the Lobster, Sea Urchin, Shellfish, and Scallop Advisory Councils.

PROGRAM:
The Council meets monthly to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the Maine fishing industry.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF COMMUNITY RESOURCE DEVELOPMENT

PATRICK KELIHER, ACTING COMMISSIONER
JOSEPH FESSENDEN, ACTING DEP COMMISSIONER

Central Office: 2 BEECH STREET, BAKER BLDG, HALLOWELL, ME 04347
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 624-6024
Established: 1957 *Telephone:* (207) 624-6550
Reference: Policy Area: 04 *Umbrella:* 13 *Unit:* 188D *Citation:* T0012 *M.R.S.A., Sect.:* 000006051
Average Counts-All Positions: 5.000 *Legislative Count:* 5.00

PURPOSE:
The purpose of the Division is establish and maintain communication with constituent communities to include harvesters, processors and municipalities with regard to anticipating problems and opportunities which may be addressed by the agency.

ORGANIZATION:
The Division is staffed with Resource Management Coordinators (who work closely with the fishing industry), and an aquaculture policy advisor.

PROGRAM:
RESOURCE MANAGEMENT COORDINATORS: The Resource Management Coordinators work very closely with fishing organizations, individuals and companies to identify problems and opportunities in the fisheries. The objective is to deal with both in a timely manner, to prevent problems from becoming conflicts and to take advantage of the opportunities. The coordinators are poised to get department assistance in the form of expertise from throughout the agency in order to deal with any particular issue.

AQUACULTURE POLICY: The coordinator manages the aquaculture leasing and pathology programs for both shellfish and finfish. The coordinator also works closely with industry groups, federal and state officials, and the public, and anticipates and responds to policy issues, legislation, and requests for information or public presentations.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF COMMUNITY RESOURCE DEVELOPMENT **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	217,720	52,569	165,151			
HEALTH BENEFITS	70,733	14,487	56,246			
RETIREMENTS	36,733	8,879	27,854			
OTHER FRINGE BENEFITS	4,827	1,855	2,972			
CONTRACTUAL SERVICES	3,242	2,640	602			
RENTS	558	558				
COMMODITIES	57	53	4			
TRANSFER TO OTHER FUNDS	7,281		7,281			
TOTAL EXPENDITURES	341,151	81,041	260,110			

OFFICE OF THE COMMISSIONER

PATRICK KELIHER, ACTING COMMISSIONER
JOSEPH FESSENDEN, ACTING DEP COMMISSIONER

Central Office: BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 624-6024
Established: 1978 *Telephone:* (207) 624-6550
Reference: Policy Area: 04 *Umbrella:* 13 *Unit:* 188A *Citation:* T0012 *M.R.S.A., Sect.:* 000006021
Average Counts-All Positions: 18.000 *Legislative Count:* 18.00

PURPOSE:
The Office of the Commissioner performs the administrative functions of the Department of Marine Resources (DMR) and advises other governmental agencies concerned with development or activity in coastal waters. Its responsibilities include receiving fees from approximately thirty-seven types of licenses and permits. Detailed records are maintained on all licenses, statistics on landings, management, special information and federal/state programs.

Duties include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; statistics; and contact with central service agencies.

ORGANIZATION:
The Office of the Commissioner provides service to the Department in equipment, purchasing, processing of license applications and revenues, and assists in the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings & aquaculture leases. Liaison with the New England Fishery Management Council and the Atlantic States Marine Fisheries Commission is provided by Division personnel. The Licensing section handles license sales and eligibility, statistics, information processing, and inquiries from the public. The Division administers the department's financial records and provides liaison with the Legislature and various types of communications for the marine fishing industry.

PROGRAM:
The Office carries out directives of the Commissioner of Marine Resources in performing his/her statutory responsibilities. The Office provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, and assists in preparing strategic plans, licensure, and processes of the Department.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	885,059	371,268	451,631		62,160	
HEALTH BENEFITS	281,823	91,597	180,530		9,696	
RETIREMENTS	132,532	52,653	79,879			
OTHER FRINGE BENEFITS	19,652	10,168	8,130		1,354	
COMPUTER SERVICES	387,847	376,553	11,294			
CONTRACTUAL SERVICES	990,725	671,062	331,895		-12,232	
RENTS	10,221	10,626	-405			
COMMODITIES	14,316	12,735	1,581			
TRANSFER TO OTHER FUNDS	32,410		30,654		1,756	
TOTAL EXPENDITURES	2,754,585	1,596,662	1,095,189		62,734	

BUREAU OF MARINE PATROL

JOSEPH FESSENDEN, CHIEF
ALAN TALBOT, DEPUTY CHIEF

Central Office: 2 BEECH ST., BAKER BLDG, HALLOWELL, ME 04347
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 624-6024
Established: 1978 *Telephone:* (207) 624-6550
Reference: Policy Area: 04 *Umbrella:* 13 *Unit:* 188P *Citation:* T0012 *M.R.S.A., Sect.:* 000006025
Average Counts-All Positions: 58.000 *Legislative Count:* 57.00

PURPOSE:
The Bureau of Marine Patrol (BMP) is the enforcement arm of the Department of Marine Resources. Marine Patrol Officers are responsible to enforce all marine commercial and recreational fishing laws and rules. This includes the enforcement of all shellfish harvesting, closed areas, processing, and interstate shipment laws and rules that are required by the National Shellfish Sanitation Program (NSSP). Under the NSSP Model Ordinance, the BMP is required to record and monitor over 230 closed areas, not to mention Red Tide and Flood Closures up and down the coast of Maine. The enforcement and monitoring of public safety and health laws have always been a high priority within patrol. Recently the Bureau has been given additional authority from the Maine Legislature to assist the United States Coast Guard with homeland security as warranted. Maine has 5,337 miles of coastline with some of the most productive fishing grounds in the world. Industry voluntary compliance and stringent enforcement of Marine Resources laws help to protect all natural resources. BMP enforces recreational fishing and boating laws. Maine has 125,000 state registered vessels.

ORGANIZATION:
The Warden Service, so named in 1947, was originally established as Fish Wardens in 1843, and was appointed by the Governor and Council. In 1917 the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the department throughout its existence. Division offices are located in Boothbay Harbor and Lamoine

PROGRAM:
The Bureau enforces the state's marine fisheries laws, federal regulations under a joint enforcement agreement, boating registration and safety laws, and environmental laws in cooperation with the Department of Environmental Protection; assist the United States Coast Guard with search and rescue operations on coastal waters; enforces all marine-related criminal laws; and, serves as a general service agency to coastal residents and visitors. The BMP partners with the Maine Emergency Management Agency for emergencies resulting from natural disasters, technological hazards and national security incidents.

PUBLICATIONS:
A pamphlet containing marine resource laws is published biannually following adjournment of the first regular session of each legislature.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE PATROL **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	2,677,890	2,034,681	372,130		271,079	
HEALTH BENEFITS	872,561	629,914	136,861		105,786	
RETIREMENTS	794,304	601,750	103,202		89,352	
OTHER FRINGE BENEFITS	64,142	46,906	9,599		7,637	
COMPUTER SERVICES	12,184	316	1,333		10,535	
CONTRACTUAL SERVICES	568,849	48,495	222,658		297,696	
RENTS	415,011	397,552	4,642		12,817	
COMMODITIES	491,865	45,531	387,395		58,939	
EQUIPMENT	104,082		15,315		88,767	
TRANSFER TO OTHER FUNDS	60,233		35,645		24,588	
TOTAL EXPENDITURES	6,061,121	3,805,145	1,288,780		967,196	

BUREAU OF RESOURCE MANAGEMENT

LINDA MERCER, DIRECTOR
JOSEPH FESSENDEN, ACTING DEP COMMISSIONER

Central Office: MCKOWN POINT, WEST BOOTHBAY, ME 04575
Mail Address: PO BOX 8, WEST BOOTHBAY, ME 04575 *FAX:* (207) 633-9579
Established: 1946 *Telephone:* (207) 633-9500
Reference: Policy Area: 04 *Umbrella:* 13 *Unit:* 188S *Citation:* T0012 *M.R.S.A., Sect.:* 000006021
Average Counts-All Positions: 68.500 *Legislative Count:* 65.50

PURPOSE:
The Bureau of Resource Management conducts scientific research and monitoring to conserve, restore, and manage the marine and estuarine fishery resources of the State of Maine; assures public health through sanitation of shellfish harvesting areas, harvesting, and processing, and distribution under the National Shellfish Sanitation Program standards; and conducts educational programs on marine resources. Long-term fishery monitoring programs and research are conducted to provide information on stock levels and environments of commercially and recreationally valuable marine organisms, and to provide scientific information, services and assistance to the public, industry and governments. The Bureau conducts water quality monitoring and pollution source identification for the classification of shellfish growing areas and biotoxin monitoring to ensure shellfish are safe for human consumption, and works with municipalities that are involved in municipal shellfish management programs. Approximately 71 towns of the 90 along the coast participate in shellfish management. The Bureau also assesses the impacts of construction and dredging projects proposed by individuals, municipal and federal governments, conducts oil spill response activities, and marine education programs for students and the general public.

The Bureau of Resource Management is engaged in interstate management of commercially and recreationally important species including American lobster, northern shrimp, Atlantic herring, striped bass, Atlantic menhaden, bluefish, horseshoe crab, and winter flounder through the Atlantic States Marine Fisheries Commission. The Bureau participates in the Atlantic Coastal Cooperative Statistics Program, a coast wide initiative to improve the collection of commercial and recreational statistics. Scientific staff participates in data collection, stock assessment, and management plan development for species including groundfish, monkfish, sea scallops, ocean quahogs, and Atlantic herring that are managed by the New England and Mid-Atlantic Fishery Management Councils and National Marine Fisheries Service.

ORGANIZATION:
The Bureau of Resource Management was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine with a laboratory at McKown Point in Boothbay Harbor that includes fishery, microbiology and biotoxin laboratories; GIS mapping facilities; wet lab; scientific and fishermen's library; and the Maine State Aquarium. A microbiology and biotoxin laboratory located at Lamoine State Park serves the eastern section of the coast. The Bureau is comprised of four divisions: Biological Monitoring and Assessment, Ecology, Public Health, and Marine Education.

PROGRAM:
The Biological Monitoring and Assessment Division collects detailed catch, effort, and biological data from the fisheries for American lobster, Atlantic herring, northern shrimp, green sea urchin, groundfish, sea scallop, and sea cucumber. Samples are processed for length, weight, sex, state of maturity, gonad weight, and age composition for use in stock assessments and management. Fishery-independent surveys are conducted for sea urchin, juvenile lobster, ocean quahog, shrimp and sea scallop for assessment and management decisions. Commercial landings data are collected from seafood dealers and fishermen, and provided to the National Marine Fisheries Service and Atlantic Coastal Cooperative Statistics Program. Tagging studies are conducted on selected species such as Atlantic halibut and winter flounder. Scientists participate in stock assessments and fishery management plan development through the Atlantic States Marine Fisheries Commission and New England Fishery Management Councils.

The Ecology Division conducts spring and fall surveys of marine resources along

the coasts of Maine and New Hampshire; monitors the distribution of juvenile fish and their habitats in shallow coastal waters; surveys rainbow smelt spawning areas and develops conservation programs for finfish species of concern; reviews aquaculture lease applications; coordinates volunteer-assisted horseshoe crab spawning area survey; monitors fisheries for rockweed, blue mussels, and periwinkles; and conducts submerged aquatic vegetation mapping. Saltwater angler catches are sampled along the coast for the National Marine Fisheries Service Marine Recreational Fishery Statistics and Large Pelagics surveys. Long-term monitoring of atmospheric and oceanographic conditions in Boothbay Harbor is conducted. Bay management plan development and implementation is conducted with a focus on Taunton Bay in collaboration with local stakeholders.

The Public Health Division evaluates shellfish growing areas and conducts a wholesale dealer evaluation and certification program to protect public health under the National Shellfish Sanitation Program. Staff and volunteers conduct water quality monitoring of shellfish growing areas and shoreline surveys to identify pollution sources with the goal of increasing the amount of shellfish-producing areas open to harvesting. Biotoxin sampling is conducted to monitor the occurrence of Paralytic Shellfish Poisoning from "Red Tides" and close shellfish harvest areas as necessary to protect public health. Volunteers monitor phytoplankton in coastal waters to determine the presence of harmful algae. Area biologists work with municipalities with shellfish management programs.

The Marine Education Program operates the Maine State Aquarium from May through September and provides education programs for numerous school groups and others throughout the year. Educational and living history programs are conducted at the Burnt Island Lighthouse Station Resource Center. Educational materials are provided to schools throughout the year and presentations of living marine organisms are made at sportsman shows and other events throughout the year.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE MANAGEMENT **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	3,251,234	1,409,824	881,429		959,981	
HEALTH BENEFITS	1,237,519	528,476	354,006		355,037	
RETIREMENTS	553,153	242,478	148,117		162,558	
OTHER FRINGE BENEFITS	56,138	24,910	14,433		16,795	
COMPUTER SERVICES	39,396	1,806	6,384		31,206	
CONTRACTUAL SERVICES	1,243,498	396,799	311,555		535,144	
RENTS	292,382	148,737	42,412		101,233	
COMMODITIES	546,298	290,373	30,574		225,351	
GRANTS, SUBSIDIES, PENSIONS	2,545,268		17,100		2,528,168	
EQUIPMENT	71,744	44,844			26,900	
TRANSFER TO OTHER FUNDS	145,019		76,272		68,747	
TOTAL EXPENDITURES	9,981,649	3,088,247	1,882,282		5,011,120	

BUREAU OF SEA RUN FISHERIES AND HABITAT

PATRICK KELIHER, DIRECTOR
JOSEPH FESSENDEN, ACTING DEP COMMISSIONER

Central Office: 6 BEECH STREET, HALLOWELL, ME 04347
Mail Address: 172 SHS, AUGUSTA, ME 04333 *FAX:*
Established: 2007 *Telephone:* (207) 287-9973
Reference: Policy Area: 04 *Umbrella:* 13 *Unit:* 188R *Citation:* *M.R.S.A., Sect.:*
Average Counts-All Positions: 29.750 *Legislative Count:* 24.00

PURPOSE:
The Bureau of Sea Run Fisheries and Habitat was created in 2007 when the Maine Atlantic Salmon Commission (Commission) was consolidated with DMR's Division of Stock Enhancement. The Bureau has the management responsibility for twelve diadromous species and is engaged in interstate management as it relates to their commercial and recreational importance.

The Bureau's overall mission is to conserve, manage restore and enhance

Until 2010 the Maine Atlantic Salmon Commission remained as a policy board for

The Bureau remains very active in the management of Atlantic salmon. Because this

There are eleven other species of native diadromous fishes, each of which has

ORGANIZATION:
The Bureau's main office is in Hallowell with a field office in Bangor and another in Jonesboro. Because of Maine's larger river systems and the nature of diadromous fishes life cycle, staff work in all counties of the state.

The Bureau Director with the oversight of the Commissioner and Deputy Commissioner oversees management activities.

PROGRAM:
The Bureau has several major recovery areas:

Atlantic salmon focus areas are historic salmon rivers including the Aroostook, Penobscot, Kennebec, Androscoggin, Saco River, Dennys, East Machias, Machias, Pleasant, Narraguagus, Cove Brook, Duck Trap, and Sheepscot. This program involves stocking salmon at various life stages, enumerating and tagging wild salmon parr, identifying and restoring salmon habitat and access to the habitat, and water quality monitoring studies.

The Kennebec and Androscoggin Rivers are the focus of the most intense shad and river herring restoration on the east coast. This program is funded by the hydropower owners on the river who settled with the State and many NGOs at the time the Edwards Dam was removed. Beginning in 2010 the Bureau has begun a new effort on the Penobscot to restore river herring and shad. This effort is made possible by the success of the Penobscot River Restoration Program and the State of Maine's Penobscot River Multi Species Management Plan developed by DMR, IF&W, federal fisheries agencies and other NGO partners.

A major focus for diadromous fish restoration is the Federal Energy Regulatory Commission's (FERC) licensing process for hydropower dams. This provides the best opportunity for state agencies to obtain fish passage. The re-licensing process often leads to comprehensive settlement agreements that encompass multiple projects, provide for sequential fish passage, eliminate the need for extensive litigation, and sometimes provide funding for restoration programs. State fisheries agencies expend considerable time and effort in the development of these agreements. Obtaining passage at hydropower projects within historic diadromous fish habitat remains a priority for DMR, because these dams are located on the mainstem of large rivers and impact the greatest number of diadromous fishes.

Habitat restoration and access to historic habitat remains has become a higher priority focus over the past 3 years. Aside from FERC re-licensing the Bureau has also refocused on the connectivity of smaller rivers and streams. Non hydro dams as well as road crossings continue to impact the passage of fish to historic habitat. The Bureau has organized a Stream Connectivity Working Group to prioritize barriers state wide and to secure funding to address passage needs.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF SEA RUN FISHERIES AND HABITAT **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,213,991	265,023	201,851		747,117	
HEALTH BENEFITS	424,964	83,673	72,578		268,713	
RETIREMENTS	206,324	48,442	32,368		125,514	
OTHER FRINGE BENEFITS	21,371	5,786	2,192		13,393	
COMPUTER SERVICES	195	194			1	
CONTRACTUAL SERVICES	207,476	28,094	30,410		148,972	
RENTS	108,963	59,377	2,254		47,332	
COMMODITIES	30,838	6,335	5,959		18,544	
GRANTS, SUBSIDIES, PENSIONS	197,200				197,200	
EQUIPMENT	57,842		21,824		36,018	
TRANSFER TO OTHER FUNDS	49,450		10,010		39,440	
TOTAL EXPENDITURES	2,518,614	496,924	379,446		1,642,244	

MAINE MARITIME ACADEMY
DR. WILLIAM J. BRENNAN, PRESIDENT

Central Office: , CASTINE, ME 04420
Mail Address: , CASTINE, ME 04420 *FAX:* (207) 326-2218
Established: 1941 *Telephone:* (207) 326-4311
Reference: Policy Area: 02 *Umbrella:* 75 *Unit:* 370 *Citation:* S1941 *M.R.S.A., Sect.:* 000000037

PURPOSE:
Maine Maritime Academy is a college specializing in ocean and marine oriented programs at the undergraduate and graduate level, with emphasis on engineering, transportation, management, and ocean studies, as well as preparing officers for the merchant marine and the uniformed services of the United States. The mission of the college is to provide an educational environment which stimulates intellectual curiosity, fosters professional competency, encourages rigorous self-discipline, and develops leadership potential through a learning environment which emphasizes active student involvement in both the curricular and co-curricular educational process. The college provides public service to the state while perpetuating Maine's heritage of the sea.

ORGANIZATION:
The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its charter. This is accomplished through the following four divisions: Academic Affairs; Administrative, Advancement; and Student Services. Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by four division heads, each of whom oversees the respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy from the Maritime Administration. The training ship 'State of Maine' is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide facilities and support services; to hire instructors and other employees; to determine compensation and dispose of property; arrange for actual experience for its students; to borrow money not in excess of $10,000,000 in aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM:
Academy headcount enrollment continues to average approximately 900 students. Students from the State of Maine typically represent about two thirds of this total. Over 95 percent of the year's graduating class is now professionally employed in a wide range of marine and non-marine related professions.

At the Bachelor of Science degree level, Power Engineering Technology supplements the traditional marine engineering majors. This course of study prepares graduates for positions as plant engineers, operating engineers, and plant managers in the shoreside power production industry. Additional majors are Marine Transportation Operations, Small Vessel Operations, International Business and Logistics and Marine Sciences. The Academy has also instituted a program which will enable graduates in certain majors to earn certification as teachers of science and mathematics in Maine.

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

LICENSES:
Bachelor of Science degree.

Master of Science degree.
Associate in Science degree.

PUBLICATIONS:
Maine Maritime Academy Catalog
Maine Maritime Academy View Book

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	9,149,094	8,467,428			393,725	287,941
TOTAL EXPENDITURES	9,149,094	8,467,428			393,725	287,941

MAINE MARITIME ACADEMY

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	9,149,094	8,467,428			393,725	287,941
TOTAL EXPENDITURES	9,149,094	8,467,428			393,725	287,941

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

ANNE L. HEAD, COMMISSIONER

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345
Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 *FAX:* (207) 624-8595
Established: 1973 *Telephone:* (207) 624-8511
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 027 *Citation:* T0010 *M.R.S.A., Sect.:* 000008001
Average Counts-All Positions: 223.708 *Legislative Count:* 222.50
Units:

DIVISION OF ADMINISTRATIVE SERVICES
BUREAU OF CONSUMER CREDIT PROTECTION
BOARD OF DENTAL EXAMINERS
STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS
BUREAU OF FINANCIAL INSTITUTIONS
BUREAU OF INSURANCE
OFFICE OF LICENSING AND REGISTRATION
BOARD OF LICENSURE IN MEDICINE
STATE BOARD OF NURSING
STATE BOARD OF OPTOMETRY
BOARD OF OSTEOPATHIC LICENSURE
OFFICE OF SECURITIES

PURPOSE:
The Department of Professional and Financial Regulation serves and protects the public through a broad range of responsibilities and activities, such as examining and overseeing state-chartered financial institutions; regulating bank holding companies; regulating insurance companies, agencies and producers; regulating grantors of consumer credit; administering and enforcing the Maine Uniform Securities Act; and by licensing and regulating numerous professions and occupations.

The Department protects Maine consumers through its licensing, examining and auditing activities. It conducts programs aimed at increasing voluntary compliance with State laws, investigates possible violations of law and undertakes enforcement actions. The Department responds to consumer complaints and requests for information and conducts educational and outreach programs to make consumers aware of their rights under Maine laws.

ORGANIZATION:
The Department of Business Regulation was created in October 1973 as part of State government reorganization designed to consolidate related agencies along functional lines and strengthen executive direction. Some of the agencies originally placed under the jurisdiction of the Department were the Bureau of Banking, the Bureau of Insurance, and the Real Estate Commission.

The Special Session of the 106th Legislature established the Bureau of Consumer Protection (eventually renamed the Bureau of Consumer Credit Protection) to enforce the Maine Consumer Credit Code, which became effective January 1, 1975. In 1987 the name of the Department was changed to Professional and Financial Regulation.

The special session of the 107th Legislature established a central licensing division, now called the Office of Licensing and Registration (OLR). Since that time, several new state licensing programs have been created and placed within OLR. Licensing programs have also been transferred to OLR from other departments, and existing independent agencies have been moved into OLR. Today, the Office oversees 31 professional and occupational licensing boards and directly administers 6 licensing programs without boards.

Today, the Department consists of a centralized Administrative Services Division, which includes the Commissioner's Office, and 5 agencies: the Bureau of Financial Institutions (formerly the Bureau of Banking), the Bureau of Insurance, the Bureau of Consumer Credit Protection (formerly the Office of Consumer Credit Regulation), the Maine Office of Securities, and the Office of Licensing and Registration.

In addition to the 31 licensing boards and 6 licensing programs directly administered by OLR, 6 professional licensing boards are also affiliated with the Department: the Board of Licensure in Medicine, the Maine State Board of Nursing, the Board of Dental Examiners, the Board of Registration for Professional Engineers, the Maine State Board of Optometry and the Board of Osteopathic Licensure.

PROGRAM:
The Commissioner is the administrative head of the Department. In this capacity, the Commissioner provides centralized budgeting coordination, initiates and monitors all policy implementation and strategic planning, and directs the day-to-day management of the Department. The Commissioner develops the Department's legislative program and coordinates it within the Department and with the Administration.

The Commissioner is responsible for reviewing the policy and operation of agencies within the Department to insure that each complies with its statutory and public service responsibilities. The Commissioner may not interfere with the exercise of discretionary regulatory or licensing authority vested by statute directly in the bureaus, offices, boards and commissions of the Department.

In the case of affiliated boards, the Commissioner acts as a liaison with the Governor and with other units of state government. Affiliated boards submit their budgets through the Department.

Internet Address: http://www.maine.gov/pfr

LICENSES:
See individual agencies.

PUBLICATIONS:
See reports of component units.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	9,729,178		9,729,178			
HEALTH BENEFITS	3,004,138		3,004,138			
RETIREMENTS	1,661,442		1,661,442			
OTHER FRINGE BENEFITS	177,250		177,250			
COMPUTER SERVICES	2,501,199		2,501,199			
CONTRACTUAL SERVICES	6,291,833		6,079,550		212,283	
RENTS	940,705		934,911		5,794	
COMMODITIES	146,175		146,175			
GRANTS, SUBSIDIES, PENSIONS	214,037		214,037			
TRANSFER TO OTHER FUNDS	214,117		212,438		1,679	
TOTAL EXPENDITURES	24,880,074		24,660,318		219,756	

DIVISION OF ADMINISTRATIVE SERVICES

ANNE L. HEAD, COMMISSIONER
RACHEL H HENDSBEE, DIRECTOR ADMIN SERVICES

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345
Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 *FAX:* (207) 624-8595
Established: 1974 *Telephone:* (207) 624-8511
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 028 *Citation:* T0010 *M.R.S.A., Sect.:* 000008003
Average Counts-All Positions: 8.000 *Legislative Count:* 8.00

PURPOSE:
The Administrative Services Division provides administrative, information technology, and legislative support for all bureaus, offices, boards and commissions within the Department. Its centralized support covers such functions as budget development, contract review, purchases, cash receipts, computer services, legislative support, public relations, reception and facility management.

ORGANIZATION:
There are distinct functional units within the Division. The first is the Office of Commissioner, which serves as the central point of leadership within PFR--coordinating Department-wide strategic planning and policy development, serving as the primary contact for the Governor's office, the Legislature and other governmental agencies, facilitating communications with the public and media, and ensuring intra-agency cooperation and collaboration.

The Administrative Unit provides centralized fiscal and facility management for the Department.

The Information Systems Support Services Unit procures services in support of the Department's automation and electronic communication objectives.

PROGRAM:
The Administrative Services Division provides the services described above for the entire Department of Professional and Financial Regulation. Additionally, the Division is responsible for ordering and arranging for the services provided to all units by outside staff agencies, including the Department of Administrative and Financial Services - Service Centers, the building owner and by private parties and vendors. The Division manages and administers the Department's centralized licensing database. Technical support for all Department computer services is provided by or procured through the Office of Information Technology.

Internet Address: http://www.maine.gov/pfr/index.shtml

LICENSES:
None

PUBLICATIONS:
None

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ADMINISTRATIVE SERVICES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	273,620		273,620			
HEALTH BENEFITS	73,633		73,633			
RETIREMENTS	39,840		39,840			
OTHER FRINGE BENEFITS	5,502		5,502			
COMPUTER SERVICES	2,324,318		2,324,318			
CONTRACTUAL SERVICES	1,224,745		1,224,745			
RENTS	48,160		48,160			
COMMODITIES	13,918		13,918			
TRANSFER TO OTHER FUNDS	11,588		11,588			
TOTAL EXPENDITURES	4,015,324		4,015,324			

BUREAU OF CONSUMER CREDIT PROTECTION
WILLIAM N LUND, SUPERINTENDENT

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345
Mail Address: 35 STATEHOUSE STA, AUGUSTA, ME 04333-0035 *FAX:* (207) 582-7699
Established: 1975 *Telephone:* (207) 624-8527
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 030 *Citation:* T0009A *M.R.S.A., Sect.:* 006-00103
Average Counts-All Positions: 16.500 *Legislative Count:* 16.50

PURPOSE:
The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer loans, credit sales and debt collection. A primary responsibility of the agency is to protect Maine consumers through implementation of the Maine Consumer Credit Code.

The Code requires the agency to promote the development of equitable consumer credit practices; encourage competition among credit grantors; and ensure that the regulation of consumer credit transactions in Maine conforms to the policies of the federal Truth-in-Lending Act.

In addition, the agency is responsible for administration of consumer-related state laws regulating retail creditors, mortgage companies, collection agencies, "plain language" consumer loan contracts, credit reporting agencies, loan brokers, mortgage loan originators, rent-to-own companies, pawnbrokers, personal finance companies, money order issuers, check cashers, foreign currency exchangers, non-bank ATM operators, debt management and debt settlement companies, repossession companies, payroll processors, credit and loan servicers, foreclosure purchasers, litigation funding companies, I.R.S. Code Section 1031 exchange facilitators, real estate transaction settlement agents, bad check diversion program providers, refund anticipation loan facilitators, insurance premium finance companies and payday lenders.

The agency is also responsible for facilitating the state's foreclosure prevention and education program, receiving information from mortgage lenders and servicers relating to consumers in default on their loans, and providing those consumers with information detailing the availability of counseling, mediation and legal defense resources. The agency administers and staffs a mortgage foreclosure prevention hotline (1-888-NO-4-CLOZ), providing financial counseling and referral services for consumers.

ORGANIZATION:

The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection.

The 110th Legislature changed the name of the agency to the Bureau of Consumer Credit Protection. Public Law 390 (1995) again changed the name of the agency, to the Office of Consumer Credit Regulation, effective January 1, 1996. This legislation also shifted responsibility for Consumer Credit Code compliance by banks and credit unions to the Bureau of Financial Institutions. The 123rd Legislature re-designated the agency as the Bureau of Consumer Credit Protection, effective September 20, 2007.

PROGRAM:

During FY '11, the agency's Complaint Division responded to 5,130 consumer grievances, including 2,731 formal written complaints. Many were resolved through direct communications with creditors and lenders, while others required conferences or formal resolutions. As a result of the efforts of the Complaint Division, $215,283.55 was credited or refunded to consumers.

The Bureau's Compliance Examination Division conducted examinations of 253 companies, including 37 creditors, 10 collection agencies, 24 loan brokers and 68 payroll processors, 1 credit reporting agency, 28 supervised lenders, 60 auto dealers, 1 payday lender, 1 litigation funding provider, 3 refund loan anticipation providers, 9 sales finance companies, 8 money transmitters and 3 debt management service providers. After reviewing 14,270 transactions, the Bureau cited creditors for 310 violations of Truth-in-Lending laws and 428 Consumer Credit Code violations. The number of serious violations discovered was reduced from previous years, and the majority of disclosure violations did not require restitution to Maine consumers. Examination violations resulted in $41,274.84 in refunds or credits to Maine consumers.

During FY '11 the Bureau's foreclosure prevention and education staff mailed informational packages to more than 50,000 addresses of homeowners in default on their home loans; received 2,400 calls on the foreclosure hotline, and made over 2,300 referrals to housing counselors under contract with the Bureau.

The agency licensed or registered the following number of creditors and businesses in FY '11: Supervised Lenders (275 main offices, 304 branches): 579; Other Creditors (excluding branches): 853*; Sales Finance Companies: 128; Insurance Premium Finance Companies: 4; Collection Agencies (795 main offices, 751 branches): 1,546; Loan Brokers: 208; Mortgage Loan Originators: 1,712; Credit Reporting Agencies: 23; Money Order Issuers: 43; Non-bank ATM Machine

Operators: 1,109; Debt Management Service Providers (debt adjusters): 51; Check Cashers: 2; Payday Lenders: 11; Refund Anticipation Loan Providers: 68; Exchange Facilitators: 13; Bad Check Diversion Companies: 1; Repossession Companies: 34; Litigation Funding Providers: 4; Foreclosure Purchasers: 1; and Payroll Processors: 168. The Bureau provided regulatory oversight with respect to a total of 6,558 licensees and registrants.

*This year's "Other Creditor" tally includes the following categories: Loan Servicers: 146; Mobile Home Dealers: 13; New Car Dealers: 127; Used Car Dealers: 174; Rent-to-Own Merchants: 50; Pawnbrokers: 55; and Miscellaneous Retail Creditors: 288.

Internet Address: www.Credit.Maine.gov

LICENSES:
Licenses: Collection Agencies, Supervised Lenders, Loan Brokers, Repossession Companies, Money Order Issuers/Money Transmitters, Foreclosure Purchasers, Bad Check Diversion Companies, Escrow Exchange Facilitators, Insurance Premium Finance Companies, Payday Lenders, Payroll Processors, Refund Anticipation Loan Facilitators and Mortgage Loan Originators.

REGISTRATIONS: Consumer Credit Code Annual Notification, Credit Reporting Agencies, Rent-to-Own Companies, Pawnbrokers, Non-bank ATM Operators, Debt Management Service Providers, Check Cashers, Foreign Currency Exchangers, Loan Servicers, Litigation Funding Companies, Mobile Home Dealers, Used Car Dealers, New Car Dealers, Sales Finance Companies, General Creditors and Real Estate Settlement Agencies.

PUBLICATIONS:
Downeaster's Pocket Credit Guide, Cut Rate Auto Financing, Downeaster Consumer Guide to Credit Bureaus and Credit Reports, Downeaster Guide to Debt Collections and Repossession, Downeaster Guide to Consumer Credit 101, and Downeaster Guide to Elder Financial Protection (all free to Maine residents). Maine Creditor Update--Periodic Newsletter for businesses (free to interested parties).

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CONSUMER CREDIT PROTECTION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	657,775		657,775			
HEALTH BENEFITS	197,126		197,126			
RETIREMENTS	118,220		118,220			
OTHER FRINGE BENEFITS	10,965		10,965			
COMPUTER SERVICES	10		10			
CONTRACTUAL SERVICES	872,750		872,750			
RENTS	34,284		34,284			
COMMODITIES	9,930		9,930			
TRANSFER TO OTHER FUNDS	19,005		19,005			
TOTAL EXPENDITURES	1,920,065		1,920,065			

BOARD OF DENTAL EXAMINERS

PHILIP W. HIGGINS, JR., DMD, BOARD PRESIDENT

Central Office: 161 CAPITOL STREET, AUGUSTA, ME 04333
Mail Address: 143 STATEHOUSE STATION, AUGUSTA, ME 04333-0143 *FAX:*
Established: 1891 *Telephone:* (207) 287-3333
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 313 *Citation:* T0032 *M.R.S.A., Sect.:* 000001071
Average Counts-All Positions: 3.000 *Legislative Count:* 3.00

PURPOSE:
The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to license qualified applicants for a certificate to practice dentistry, dental hygiene, denturism, dental radiography, expanded function dental assisting, or independent practice of dental hygiene in Maine; collect payment of specified fees to register dentists, dental hygienists, denturists and IPDH's biannually, and radiographers and EFDA's every five years who are practicing in the State; to make such rules, not contrary to law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with, or violations of, the provisions of laws relating to all licensees and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Boards as an active member.

ORGANIZATION:
The Board of Dental Examiners originally established in 1891 as the Board of Examiners for dentists, consists of five dentists, two dental hygiene members, a denturist member and one public member, all appointed by the Governor for a term of five years. Dentist members must be graduates of an accredited dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. Dental hygienist members must be graduates of an accredited dental hygiene college and have been practicing dental hygiene in the State for at least 6 years immediately preceding appointment. Likewise, the denturist member must also be a graduate of a program approved by the Board. The Board, at its annual meeting, elects from its members a president, vice president and secretary-treasurer. The National Board and the Northeast Regional Board serve as examinations for licensure. As members of the Northeast Regional Boards, each year Board members are assigned schools at which they administer the exam.

PROGRAM:
During fiscal year 2011, the Board of Dental Examiners met at least monthly with lengthy agendas, including interviews for licensure, consumer and licensee complaints, informal conferences, and adjudicatory hearings with licensees, consumers, and their attorneys.

Forty dentists became newly licensed in the State of Maine for a total of 867 dentists currently registered for the biennium. Of these, 154 list an out of state residence and/or practice. The Board issued 63 new licenses to hygienists totaling 1332 licensees, 91 of which are out-of-state. The Board issued no new denturists licenses this fiscal year, making the total number of Maine licensed denturists 43. Of these, 18 list an out of state residence and/or practice. Registered dental radiographers now total 1356. There are 102 dentists who hold permits to administer moderate sedation or general anesthesia/deep sedation.

The Board issued 49 new local anesthesia permits to Maine-licensed hygienists this fiscal year, which brings the total number to 461. Twenty-three new nitrous oxide permits were issued to licensed hygienists this fiscal year, which brings the total number to 178. The Board also issued six new certificates to practice as an expanded function dental assistant bringing the total number to twenty-four. In addition, the Board issued fourteen independent practice dental hygiene licenses during fiscal year 2011 which now brings the total to thirty-five. The Board also employs Public Health Supervision Status for dental hygienists, which allows them to provide services in settings outside a dental office (as well as in the dental office outside the normal office hours) under the general supervision of a licensed dentist, upon notification to the Board.

LICENSES:
Dentistry

Dental Hygiene

Independent Practice Dental Hygienists

Denturism

Dental Radiography

Moderate Sedation and General Anesthesia/Deep Sedation Permits (Dentists)

Local Anesthesia Permits (Dental Hygienists)

Nitrous Oxide Permits (Dental Hygienists)

Expanded Function Dental Assistant (Certified Dental Assistants and/or Dental Hygienists)

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

Newsletter/Bulletin

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF DENTAL EXAMINERS EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	102,480		102,480			
HEALTH BENEFITS	39,928		39,928			
RETIREMENTS	16,109		16,109			
OTHER FRINGE BENEFITS	1,994		1,994			
COMPUTER SERVICES	10,328		10,328			
CONTRACTUAL SERVICES	77,919		77,919			
RENTS	17,108		17,108			
COMMODITIES	2,238		2,238			
GRANTS, SUBSIDIES, PENSIONS	22,500		22,500			
TRANSFER TO OTHER FUNDS	3,299		3,299			
TOTAL EXPENDITURES	293,903		293,903			

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS

DR DONALD A. GRANT, PH.D, PE, CHAIR

Central Office: 295 WATER ST., STE 207, AUGUSTA, ME 04330
Mail Address: 92 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 626-2309
Established: 1935 *Telephone:* (207) 287-3236
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 322 *Citation:* T0032 *M.R.S.A., Sect.:* 000001301
Average Counts-All Positions: 1.438 *Legislative Count:* 1.00

PURPOSE:
The State Board of Licensure for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify, and grant licenses to applicants who satisfactorily qualify as Professional Engineers or Engineer-Interns in the State, upon payment of specified fees; to publish and distribute a roster of all licensed professional engineers; to make rules not inconsistent with state laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION:
The State Board of Licensure for Professional Engineers, established in 1935, is composed of 7 members. Six members are appointed by the Governor, of which 5 must be Professional Engineers, and one must be a public member. The 7th member is the

Chief Engineer of the Department of Transportation who shall serve as an ex officio voting member. Members serve for terms of five years. The Board annually elects from its membership a Chair and Vice-Chair.

The Board maintains membership in the National Council of Examiners for Engineering and Surveying (NCEES). Members participate in the activities of the Council, with serving on Council Committees. Individual members of the Board also maintain membership in state and national engineering societies. These efforts help in keeping abreast of the activities of the engineering profession. The Board uses the Uniform Written Examination as provided by the NCEES for both the Fundamental (FE) and Principles and Practice (PE) examinations. Boards of all 50 states, the District of Columbia and 4 territorial jurisdictions use the NCEES examinations. This helps in attaining better uniformity in conducting comity among the States and assures minimum competence to practice.

PROGRAM:

During FY 2011, 370 candidates successfully completed the requirements for licensure as Professional Engineers. Of that number, 75 qualified through written examination, 290 by Comity with other jurisdictions, and 4 by oral examination. Comity candidates are rapidly licensed as their credentials have been previously gathered and verified. As of June 30, 2011, a total of 5,970 engineers were licensed. Approximately 65% reside out of state. During FY 2011, 280 applicants were examined for certification as Engineer-Interns. Of those examined, 145 passed.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. Fall examinations were given at Orono on October 29, 2010 for 53 Professional Engineer candidates and on October 30, 2010 for 111 Engineer-Intern candidates. Of those taking the PE exam, 32 passed. Of those taking the FE exam, 63 passed. Spring examinations were given at Orono, on April 8, 2011. 60 candidates sat for the PE exam in Orono. Also on April 9, 2011, 169 candidates sat for the FE exam Orono. Of those taking the PE exam, 44 passed. Of those taking the FE exam, 82 passed. There were 4 oral exam candidates in FY 2011. The Board held 5 meetings during FY 2011. These were held August 12, 2010, November 18, 2010, January 20, 2011, March 24, 2011 and June 16, 2011.

LICENSES:

Licensure:

Professional Engineer License

Engineer-Intern Certification

PUBLICATIONS:

Supplement to the Fifty-Ninth Report with Roster of Professional Engineers" ($10.00)

"Title 32, Revised Statutes of Maine, Chapter 19, Professional Engineers Board of Licensure"

"Newsletters" - Fall and Spring

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	50,713		50,713			
HEALTH BENEFITS	13,502		13,502			
RETIREMENTS	7,740		7,740			
OTHER FRINGE BENEFITS	974		974			
COMPUTER SERVICES						
CONTRACTUAL SERVICES	112,152		112,152			
RENTS	15,534		15,534			
COMMODITIES	2,289		2,289			
TRANSFER TO OTHER FUNDS	1,771		1,771			
TOTAL EXPENDITURES	204,675		204,675			

BUREAU OF FINANCIAL INSTITUTIONS

LLOYD P. LAFOUNTAIN III, SUPERINTENDENT

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345
Mail Address: 36 STATEHOUSE STATION, AUGUSTA, ME 04333-0036 *FAX:* (207) 624-8590
Established: 1927 *Telephone:* (207) 624-8570
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 029 *Citation:* T0009B *M.R.S.A., Sect.:* 000000121
Average Counts-All Positions: 21.000 *Legislative Count:* 21.00

PURPOSE:

The Bureau of Financial Institutions was established to supervise all financial institutions chartered by the State to maintain and promote: safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare.

The Bureau has been given the authority and responsibility to: promulgate rules and regulations to govern the activities, operations and procedures of financial institutions; conduct an on-site examination of each financial institution supervised by the Bureau at least every 36 months; require reports and information necessary for proper supervision; summon persons and subpoena witnesses in connection with Bureau matters; order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; and approve or deny applications for new charters and applications by existing financial institutions to merge, acquire, consolidate, close offices or convert to another charter. In January, 1996, the Bureau assumed the responsibility for enforcing Title 9-A M.R.S.A., the Maine Consumer Credit Code, with respect to financial institutions. In 2004, the Bureau assumed the responsibility for licensing payroll processors that are financial institutions or subsidiaries of financial institutions.

ORGANIZATION:

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

The Bureau of Financial Institutions is an agency within the Department of Professional and Financial Regulation and divided into two functional groups with the responsibility for coordination and development of each area delegated to a senior manager. The Deputy Superintendent, Examinations, supervises the Bureau's field examination staff, coordinates and monitors examinations and provides close supervision of problem institutions. The Deputy Superintendent, Research and Administration, is responsible for the development of the Bureau's database, bank monitoring systems, legislative and rulemaking activities, financial analyses, applications processing, consumer complaint resolutions, consumer outreach activities, and management of the office staff.

PROGRAM:
The Examination Division is responsible for examining in the areas of safety and soundness, information systems, bank holding companies, trust services and compliance. During Fiscal Year 2011, 17 safety and soundness examinations and 37 specialized examinations (i.e., trust, compliance and information technology) were completed. In addition, 2 joint examinations were conducted with the FDIC. A computer-based system also monitors bank performance between on-site visits.

In Fiscal Year 2011, the Bureau received and processed (a) 14 notifications from Maine financial institutions to establish, close or relocate one or more branches in Maine and (b) one notification from a Maine financial institution to establish a branch in New Hampshire. The Bureau also processed and approved an application from two out-of-state banking organizations to establish a joint nondepository trust company.

The Consumer Outreach Program provides a source of information for users of financial services in Maine. Through this program, the Bureau mediates disputes and interacts with the regulated community to resolve individual situations. In Fiscal Year 2011, the Bureau responded to 774 consumer complaints and inquiries and assisted Maine consumers in obtaining $17,085 in restitution and other projected savings. The Bureau maintains a Consumer Information Web site, an Internet-based resource where consumers can learn about identity theft, computer scams, foreclosure assistance tools, and a variety of other topics related to financial products and services. In addition, Bureau Outreach Staff makes presentations to various consumer groups.

LICENSES:
Payroll Processors

PUBLICATIONS:
Annual Report from the Superintendent to the Legislature for 2011. (Back issues 1996-2010 available.)

Consumer brochures available to the public: Bureau of Financial Institution's Consumer Outreach Program; Credit Reports and Identify Theft; Debit Card Holds; Save and Protect Your Money.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCIAL INSTITUTIONS **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	963,825		963,825			
HEALTH BENEFITS	290,679		290,679			
RETIREMENTS	169,810		169,810			
OTHER FRINGE BENEFITS	17,452		17,452			
COMPUTER SERVICES	590		590			
CONTRACTUAL SERVICES	227,083		227,083			
RENTS	61,056		61,056			
COMMODITIES	9,052		9,052			
TRANSFER TO OTHER FUNDS	11,963		11,963			
TOTAL EXPENDITURES	1,751,510		1,751,510			

BUREAU OF INSURANCE
ERIC A. CIOPPA, ACTING SUPERINTENDENT

Central Office: 76 NORTHERN AVE., GARDINER,, ME 04345
Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 624-8599
Established: 1970 *Telephone:* (207) 624-8475
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 031 *Citation:* T0024A *M.R.S.A., Sect.:* 000000200
Average Counts-All Positions: 81.500 *Legislative Count:* 81.50

PURPOSE:
To regulate all insurance entities and persons authorized to transact the business of insurance in Maine for the purpose of protecting the public interest. To accomplish this purpose the Bureau is empowered to license insurance companies, non-profit hospital, medical or other health service organizations, health maintenance organizations, medical utilization review entities, third-party administrators, advisory organizations, captive insurance companies, multiple employer welfare arrangements, and reinsurance intermediaries/managers. The Bureau registers preferred provider organizations, risk purchasing groups, risk retention groups, managing general agents, employee leasing plans, pharmacy benefits managers and service contract providers.
The Bureau examines domestic insurers not less than once every five years to assess the soundness of the insurer's financial position. In addition, the Bureau has certain limited responsibilities for the examination of foreign insurers authorized to do business in the state. The Bureau also reviews the annual financial statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance producers, consultants, adjusters and corporations. The Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms, contracts, illustrations, and the advertising/marketing materials for several lines of business used in Maine which must be filed by insurance companies for approval by the Bureau. The Bureau is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may seek suspension or revocation of licenses, or impose financial penalties in instances where insurance companies, producers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A. Such enforcement action may result from a complaint or other investigation or a market conduct examination undertaken by the Bureau.

ORGANIZATION:
In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959. Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Professional and Financial Regulation, effective October 3, 1973.

PROGRAM:
The programs of the Bureau are implemented through various work units.
The Property and Casualty Unit provides consumer assistance, analyzes and regulates policy forms and rates for property and casualty insurance. The Property and Casualty Unit also receives and resolves complaints and disputes involving workers' compensation rating and reviews all workers' compensation rate, rule, and form filings. The unit conducts consumer education and outreach throughout the year, including producing a number of brochures and attending outreach events.
The Administrative Unit is responsible for the organization and maintenance of administrative and legislative files.
The Licensing Unit processes licenses for producers, adjusters, consultants and agencies.
The Examination Unit examines domestic insurance companies. The Alternative Risk Markets Unit, part of the Examination Unit, reviews and evaluates applications for workers' compensation self-insurance authority, captive insurance companies, multiple employer welfare arrangements, continuing care retirement communities, health alliances and reinsurance arrangements.
The Financial Analysis Unit is responsible for the licensing and ongoing monitoring of the financial solvency of insurers transacting business in Maine. Insurance companies seeking licensure submit financial and operational information for review. Once the Bureau grants authority the level of ongoing financial review and analysis is determined by the entity's status as a domestic or foreign insurance company. Maine domestic insurance companies are reviewed quarterly and foreign insurance companies are reviewed as needed.

The Financial Analysis Unit also reviews the following applicants: Health

Maintenance Organizations, surplus lines companies, risk retention groups, risk purchasing groups, managing general agents, reinsurance intermediaries, accredited reinsurers, fraternal benefit societies, third party administrators, professional employee organizations and service contract providers.
The Financial Analysis Unit also has responsibility for oversight of the individuals performing Market Analysis as well as the Market Conduct Unit. The Market Analysis function involves reviewing year-end market/complaint data and basic financial results to determine companies that need market reviews.

The Market Conduct Unit is responsible for ongoing surveillance of the Maine insurance marketplace to identify companies that may be operating in a manner that is not consistent with Maine laws, rules and regulations. Once identified, action is taken to bring the company into compliance, protect Maine consumers and ensure a level playing field for insurance companies operating in Maine.
The Consumer Health Care Division reviews health, long-term care disability and annuity policy forms and processes license applications for medical utilization review entities, preferred provider organizations and viatical settlement entities. The Consumer Health Care Division reviews managed care networks, and provides information to consumers regarding health care plans, assists enrollees to understand their rights and responsibilities under health care plans, and assists consumers with plan complaints. The unit conducts consumer education and outreach throughout the year, including producing a number of brochures and attending outreach events.
The Life and Health Actuarial Unit reviews rates and maintains databases for and evaluates mandated

LICENSES:
License: Insurance Producers (Resident & Nonresident); Insurance Adjusters (Resident & Nonresident); Insurance Consultants (Resident & Nonresident); Insurance Agencies (Resident & Nonresident); Insurance Companies; Fraternal Companies; Inter-Insurers; Health Maintenance Organizations; Non-profit Hospital Medical Assoc.; Medical Utilization Review Entities; Third-party Administrators; Advisory Organizations; Reinsurance Intermediary - Broker; Reinsurance Intermediary Manager; Captive Insurers; Multiple Employer Welfare Arrangements.
Authority: Workers' compensation self-insurance; Surplus Lines Insurance Companies.
Approvals: Reinsurance arrangements for workers' compensation self-insured groups.
Registration: Preferred Provider Organizations; Risk Purchasing Groups; Risk Retention Groups; Third-Party Prescription Programs; Employee Leasing; Managing General Agents; Structured Settlement Transferees, Pharmacy Benefits Managers and Service Contract Providers.

PUBLICATIONS:
Consumer Guide to Long Term Care Insurance; Medicare Supplement Ins. Comparison Chart; Medicare Supplement Filed Rates Comparison Chart; Choosing a Medigap policy; Are you Eligible for or do you have Medicare?; Guide to Health Ins. for People with Medicare; Senior Brochure: Do You Have Questions With New or Existing Health Insurance; Consumer Guide to Individual Health Insurance; What Maine Small Employers Should Know About Health Insurance; Health Insurance Complaint Comparison; The Maine Bureau of Insurance Consumer Health Care Division; Guide to Requesting an Independent External Review for Health Insurance; Consumer Guide to Auto Ins.; Auto Insurance, Making the Claims Process Easier; Consumer Guide to Youthful Drivers; Consumer Guide to Cancellation or Nonrenewal of Personal Automobile and Property Ins.; Personal Auto Insurance Complaint Comparison; Consumer Guide to Homeowners Ins.; Homeowners Insurance, Making the Claims Process Easier; Insuring your Home Business; Consumer Guide to Day Care Liability; An Employers' Guide to Workers' Compensation Insurance in Maine; Homeowner Insurance Complaint Comparison; Homeowner's Inventory Checklist; Pet Insurance; Insuring your Farm - the Basics of Property & Liability Coverage; Insuring Your Business - the Basics of Property & Liability Coverage; Consumer's Guide to Understanding How Insurers Use Credit Information for Personal Auto and Homeowners Insurance. The Bureau also provides information to the public and regulated parties through its website, www.maine.gov/pfr/insurance. The following publications are available only through the website: Long Term Care Insurance - Maine Tax Qualified and Tax Certified Policies; Health Insurance Tips; Resolving Health Care Insurance Disputes; What should I look for when I buy Health Insurance?; History of Mandated Health Insurance Benefits; Market

Snapshots for Individual and Small Group Health Insurance; Financial Results for Health Insurance Companies in Maine Life; Insurance Information for Military Personnel; What you should know about Viatical and Life Settlements; From Homeowner to Renter; Opting Out: A Workers' Compensation Insurance Summary for Executive Officers of Corporations.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF INSURANCE EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	3,810,353		3,810,353			
HEALTH BENEFITS	1,114,739		1,114,739			
RETIREMENTS	648,413		648,413			
OTHER FRINGE BENEFITS	70,802		70,802			
COMPUTER SERVICES	11,039		11,039			
CONTRACTUAL SERVICES	1,747,724		1,550,020		197,704	
RENTS	219,269		219,269			
COMMODITIES	34,847		34,847			
TRANSFER TO OTHER FUNDS	54,434		53,029		1,405	
TOTAL EXPENDITURES	7,711,620		7,512,511		199,109	

OFFICE OF LICENSING AND REGISTRATION

ANNE L HEAD, DIRECTOR

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345
Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 624-8637
Established: 1976 *Telephone:* (207) 624-8603
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 041 *Citation:* T0010 *M.R.S.A., Sect.:* 000008003
Average Counts-All Positions: 61.500 *Legislative Count:* 61.50

PURPOSE:
As of September 28, 2011, the Office Licensing and Registration (OLR) changed to the Office of Professional and Occupational Regulation (OPOR).

The Office of Professional and Occupational Regulation (OPOR) administers 37 professional and occupational licensing programs. The statutory mission of the Office is to ensure that the public is served by competent and honest practitioners who have demonstrated a minimum level of proficiency in their field. OPOR staff implements legislatively set qualifications for licensure, sets standards of practice and ethical behavior in conjunction with licensing boards, and assists in conducting disciplinary proceedings.

ORGANIZATION:
The Office is comprised of 61 employees, including program administrators, investigators, inspectors, and support staff, organized into administrative units. Reporting to the Director are the Executive Director of the Manufactured Housing Board, Director of the Real Estate Commission, staff attorney, and four program administrators. OPOR staff members are responsible for ensuring that licensing programs meet statutory mandates.

PROGRAM:
Licensing: The Office of Professional and Occupational Regulation is an umbrella state agency that administers 37 licensing programs.

Complaints: During FY 11 (July 1, 2010 - June 30, 2011), 1464 complaints were active. 815 new complaints were opened, 884 were closed.

Internet Address: http://www.maine.gov/professionallicensing

LICENSES:
During FY11, the Office of Professional and Occupational Regulation maintained

more than 104,000 active and inactive licenses for professions ranging from Accountancy to Veterinary Medicine.

PUBLICATIONS:
The Office of Professional and Occupational Regulation maintains a comprehensive website that offers on-line license renewal for most professions, as well as information on license requirements, continuing education requirements and disciplinary actions taken by boards and commissions. In addition, several licensing programs periodically post newsletters on the web to convey information specific to their areas of regulation.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF LICENSING AND REGISTRATION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	2,306,006		2,306,006			
HEALTH BENEFITS	795,255		795,255			
RETIREMENTS	391,740		391,740			
OTHER FRINGE BENEFITS	41,313		41,313			
COMPUTER SERVICES	75,628		75,628			
CONTRACTUAL SERVICES	1,063,300		1,048,721		14,579	
RENTS	339,186		333,392		5,794	
COMMODITIES	44,037		44,037			
TRANSFER TO OTHER FUNDS	67,868		67,595		273	
TOTAL EXPENDITURES	5,124,333		5,103,687		20,646	

BOARD OF LICENSURE IN MEDICINE

SHERIDAN OLDHAM, MD, CHAIRWOMAN
RANDAL MANNING, EXECUTIVE DIRECTOR

Central Office: 161 CAPITOL ST., AUGUSTA, ME 04330
Mail Address: 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137 *FAX:*
Established: 1995 *Telephone:* (207) 287-3601
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 373 *Citation:* T0032 *M.R.S.A., Sect.:* 000003263
Average Counts-All Positions: 9.770 *Legislative Count:* 9.00

PURPOSE:
The Board of Licensure in Medicine was established in 1895 to safeguard the lives and health of the people of Maine, and through regulation to maintain high professional standards and quality of medical practice. To accomplish this duty to protect the public, the Board was authorized to license, educate, monitor, and discipline physicians and physician assistants and to establish appropriate rules and standards for medical practice.

The responsibilities of the Board are to: 1) LICENSE - by determining the qualifications for licensure by examining and/or certifying candidates desiring admission to medical practice in Maine; registering physician supervision and delegation relationships; biennially re-licensing physicians and surgeons based upon documentation of standards of practice for physicians and surgeons; promulgating rules and regulations deemed necessary; 2) EDUCATE - by directing medical education programs; notifying the public of a licensee's status and of disciplines taken by the Board; 3) DISCIPLINE - by investigating complaints and allegations of non-compliance with the laws, rules, and regulations relating to physicians and physician assistants; holding hearings and taking disciplinary action as appropriate (i.e. probation, warning, censure, reprimand, fine, suspension or revocation).

The Board is also authorized to: 1) approve training programs for physician assistants and to determine the qualifications for licensure; and 2) biennially renew licenses of qualified physician assistants. Physician assistants must enter into a registered delegated relationship with a licensed Maine physician, allowing the physician to significantly extend the physician assistant's scope of practice, and making access to patient care more available and less costly.

ORGANIZATION:
When established in 1895, the Board of Registration of Physicians and Surgeons consisted of 6 physicians appointed by the Governor, with the consent of the Council, for terms of 6 years. The Board began licensure in January 1896. Today, members are appointed by the Governor only. In 1975 the Legislature increased membership to 7 by authorizing the appointment of a public member. In 1983 the Board was enlarged by 1 physician and 1 public member to total of 9. A third public member position was created by the Legislature effective in 1991. Legislation in 1994 changed the name to the Board of Licensure in Medicine. In 1998 the Legislature reduced membership to 9, by eliminating 1 physician member. It also created the function of "consumer assistant" to help citizens understand the complaint and disciplinary process. Currently the Board is composed of 6 physicians and 3 public members appointed by the Governor to staggered 6 year terms.

In July of odd-numbered years the Board meets and elects a chairman and a secretary-treasurer. Regular meetings as required by law are held each March, July, and November. Other meetings are held as necessary. The Board held 11 meetings during the last year. Meetings are open to the public and are announced in newspapers and in the "Weekly Legislative Calendar." Any person may receive a public agenda in advance of any meeting by visiting the Board's Internet Address: http://www.maine.gov/md or by telephone request to the Board office.

The Board became an affiliate of the Dept. of Professional and Financial Regulation in 1991, while retaining operational management and decision-making autonomy.

Physician appointees to the Board must be graduates of legally chartered colleges or universities which confer allopathic medicine degrees and must have actively engaged in the licensed practice of medicine in Maine for at least 5 years

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

To aid in the formulation of rules and regulations governing Physician Assistants, the Board appointed a Physician Assistant Advisory Committee, and participates in a Joint Conference Committee with the Maine Board of Nursing to exchange views regarding overlaps in the practice of medicine and nursing. The 1995 Legislature created the Advanced Practice Nursing Joint Advisory Council, on which the Board had a seat, to help guide the development of regulation and scope of independent practice of Advanced Practice Nurses. This Council was dissolved by the 119th Legislature. The 124th Legislature repealed a provision in the laws governing registered nurses relating to delegated medical procedures that are already within the scope of practice of certain advanced practice registered nurses, thus ending physician delegation of Advanced Practice Registered Nurses (APRN).

Organizations in which the Board participates include the Eastern Region Medical Boards, the Federation of State Medical Boards, and Administrators In Medicine.

PROGRAM:

LICENSURE: The Board uses the nationally recognized United States Medical Licensing Examination, a series of three exams, to evaluate basic science, clinical knowledge, and practice skills. A written examination of Maine laws and Board rules, policies and guidelines must be passed by every applicant before permanent licensure is granted.

COMPLAINTS, INVESTIGATIONS, AND DISCIPLINE: The Board receives allegations of unprofessional conduct or incompetence from the public, hospital governing bodies, the profession, other state and national agencies, and law enforcement agencies. If grounds for discipline are found by the Board, it may, after holding a due-process public hearing, suspend or revoke a license, or for less serious offenses issue warnings, censures, reprimands or impose fines. The Board may order license suspensions of up to 90 days in situations of imminent danger to the public. Disciplines are reported to the National Practitioner Databank, the Health Improvement Protection Act Databank and the Federation of State Medical Boards' Databank.

License and discipline information is available at no cost at the Board office, by telephone, and at the Board's Internet Address: http//www.maine.gov/md

LICENSES:

M.D. License to Practice Medicine and Surgery

M.D. License to Practice Medicine and Surgery as a Camp Physician

Temporary M.D. License to Practice Medicine and Surgery

M.D. Emergency License

M.D. Administrative License

Temporary M.D. Educational Certificate

Physician Assistant License

Physician Assistant Certificate of Registration

PUBLICATIONS:

"What You Should Know about the Licensing, Regulation, and Discipline of Physicians in Maine" is a free brochure co-produced with the Maine Board of Osteopathic Licensure which explains to the public the authority and procedures of the two Boards in regulating the practice of medicine by physicians and also describes how to register a complaint.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF LICENSURE IN MEDICINE EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	511,292		511,292			
HEALTH BENEFITS	161,787		161,787			
RETIREMENTS	84,559		84,559			
OTHER FRINGE BENEFITS	9,841		9,841			
COMPUTER SERVICES	51,171		51,171			
CONTRACTUAL SERVICES	420,650		420,650			
RENTS	101,960		101,960			
COMMODITIES	14,029		14,029			
GRANTS, SUBSIDIES, PENSIONS	81,537		81,537			
TRANSFER TO OTHER FUNDS	17,224		17,224			
TOTAL EXPENDITURES	1,454,050		1,454,050			

STATE BOARD OF NURSING

MYRA A BROADWAY, JD, MS, RN, EXECUTIVE DIRECTOR

Central Office: 161 CAPITOL ST., AUGUSTA, ME 04330
Mail Address: 158 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1915 *Telephone:* (207) 287-1133
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 380 *Citation:* T0032 *M.R.S.A., Sect.:* 000002151
Average Counts-All Positions: 7.000 *Legislative Count:* 7.00

PURPOSE:
The State Board of Nursing was established to protect the public through regulation of nursing practice in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered nurses, licensed practical nurses or as advanced practice nurses; to renew the licenses of all qualified registered nurses, practical nurses and advanced practice nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to approve programs of training that prepare certified nursing assistants to perform selected nursing services when such services are delegated by a registered nurse.

Additional responsibilities of the Board are to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered nurses or as licensed practical nurses; to approve nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw approval from such nursing educational programs for failure to meet requirements; and to approve the credentials of registered nurses who have completed an educational program that prepares the registered nurse to function as an advanced practice registered nurse. An advanced practice registered nurse includes the following: certified nurse practitioner, certified nurse-midwife, certified registered nurse anesthetist and certified clinical nurse specialist.

ORGANIZATION:
The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

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

In 1995, an advanced practice registered nurse member was added to the Board of

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

PROGRAM:

During fiscal year 2011, the Board met in four regular sessions for a total of eight days; the Board met in nine subcommittee sessions for a total of nine days; the Board met in twelve adjudicatory hearing sessions for a total of nine days. In addition, Board members participated in committee meetings; served as visitors on site visits to educational programs in nursing; served on committees of the National Council of State Boards of Nursing; and represented the Board at conferences or meetings with individuals or groups on matters pertinent to Board business. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. On July 1, 2001, Maine implemented the Interstate Compact which allows for recognition of the registered professional nurse's license and licensed practical (or vocational) nurse's license if the nurse is from another Compact state.

A second major responsibility of the Board of Nursing is approval of all basic nursing programs that prepare persons for licensure in Maine, either as registered nurses or as licensed practical nurses. Maine has 19 Board-approved nursing programs: 13 to prepare registered nurses and five to prepare practical nurses. The names of these programs follow: Baccalaureate Degree Nursing Programs: University of Southern Maine; St. Joseph's College; Husson University/ E.M.M.C.; University of Maine; and University of Maine at Fort Kent. Associate Degree Nursing Programs: Central Maine Medical Center; University of Maine at Augusta; Kennebec Valley Community College; University of New England; Northern Maine Community College; Central Maine Community College; Eastern Maine Community College; and Southern Maine Community College. In addition, the University of Southern Maine has a generic Masters in Nursing Program for Non-Nurses. Practical nursing programs are approved to be offered at the community colleges and currently, Intercoast Career Institute has an initial approval to offer a practical nursing program.

A third major responsibility of the Board of Nursing is to impose sanctions on licensees who violate the law through the exercise of its legal, investigative and disciplinary program. During fiscal year 2011, the Board received 282 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in FY 2011: revocation of license (4); suspended license (16); accepted voluntary surrender of license (21); placed license on probation (20); warned, censured, reprimanded or fined (14); terminated probation (3); took no action/dismissed complaint (123); license renewal denied (0); fined for unlicensed practice (126); denied licensure by endorsement (0); denied licensure by examination (1); denied reinstatement (2); letters of concern were issued (59).

In November, 2005, the Board successfully launched its online licensure renewal program with an average utilization rate of 95%.

LICENSES:

Nurses licensed by Endorsement during Fiscal Year 2011:
Registered Professional Nurses from other states: (715), from Canada: (6), from other countries: (11)
Licensed Practical Nurses: from other states: (59), from Canada: (1), from other countries (0).

Nurses licensed by Examination during Fiscal Year 2011:
Registered Professional Nurses (669)
Licensed Practical Nurses (103)

Nurses licensed by Renewal and Reinstatement during Fiscal Year 2011:
Registered Professional Nurses licensed by: Renewal (9,641), Reinstatement (481)
Licensed Practical Nurses licensed by: Renewal (1,130), Reinstatement (82)

TOTAL ACTIVE LICENSES:
Registered Professional Nurses: 21,973 (including 1,649 APRN)
Licensed Practical Nurses: 2,664

PUBLICATIONS:
Law Regulating the Practice of Nursing (available on website)
Rules and Regulations of the Maine State Board of Nursing (available on website)
Prescribed Curriculum for Nursing Assistant Training Programs ($10.00)
Standardized Medication Course for Certified Nursing Assistants ($10.00)

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF NURSING EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	359,540		359,540			
HEALTH BENEFITS	104,211		104,211			
RETIREMENTS	62,501		62,501			
OTHER FRINGE BENEFITS	6,042		6,042			
COMPUTER SERVICES	26,520		26,520			
CONTRACTUAL SERVICES	194,695		194,695			
RENTS	52,258		52,258			
COMMODITIES	6,337		6,337			
GRANTS, SUBSIDIES, PENSIONS	110,000		110,000			
TRANSFER TO OTHER FUNDS	11,483		11,483			
TOTAL EXPENDITURES	933,587		933,587			

STATE BOARD OF OPTOMETRY
JAMES P. SAVAGE, O.D., PRESIDENT

Central Office: GARDINER ANNEX, GARDINER, ME 04345
Mail Address: 113 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 624-8692
Established: 1909 *Telephone:* (207) 624-8691
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 382 *Citation:* T0032 *M.R.S.A., Sect.:* 000002415
Average Counts-All Positions: 1.000 *Legislative Count:* 1.00

PURPOSE:
The Maine State Board of Optometry was established to protect the people of Maine through regulation to maintain high professional standards in the practice of optometry. The primary responsibilities of the Board are to examine and license qualified applicants to practice the profession of optometry, to renew all licenses annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program approved by the Board; and to revoke, refuse or suspend any license for violation of the laws relating to optometry.

The Board investigates all complaints and cases of non-compliance with optometry law and rules, and makes recommendations for disposition. It also enforces standards established by law and makes such other reasonable rules, consistent with the law, as the Board deems necessary.

ORGANIZATION:
The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October 1973. The Board consists of 6 members appointed by the Governor for terms of 5 years. Five of the members must be resident optometrists engaged in active practice for a period of at least 5 years prior to their appointment. The sixth member must be a consumer member having no pecuniary interest in optometry or optical products. Annually, the Board elects a president, secretary-treasurer, and complaint officer.

PROGRAM:
The Board meets six times a year. The Board administers, yearly, a written exam in February and in August.

LICENSES:
All licensees must renew their license on or before April 1st of each year. Before a license can be renewed, licensees must submit to the Board a completed renewal application, $350 renewal fee, and attendance certificates of completing 25 hours of continuing education.

Licensees who graduated after 1996 were upgraded to the authority level of Therapeutic Advanced Glaucoma which allows them to independently treat patients with glaucoma. Licensees who graduated before 1996 and are licensed at the Therapeutic Advanced authority level must satisfy Section 2430-B (2) of Maine Optometry Law before their license can be upgraded to Therapeutic Advanced Glaucoma.

COMPLAINTS

The Board received nine complaints in 2011. The Board voted to dismiss eight complaints and administered a letter of guidance.

PUBLICATIONS:
The Maine Optometry Law

Rules of Practice

Complaint Procedure

You may also view information about the Board, download forms, view disciplinary actions, search for a licensee, and more at the Board's website: http://www.maine.gov/pfr/auxboards/optometry

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF OPTOMETRY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	26,765		26,765			
HEALTH BENEFITS	13,988		13,988			
RETIREMENTS	4,375		4,375			
OTHER FRINGE BENEFITS	450		450			
COMPUTER SERVICES	1,145		1,145			
CONTRACTUAL SERVICES	9,161		9,161			
COMMODITIES	16		16			
TRANSFER TO OTHER FUNDS	157		157			
TOTAL EXPENDITURES	56,057		56,057			

BOARD OF OSTEOPATHIC LICENSURE

DAVID J. RYDELL, D.O., CHAIR

Central Office: 161 CAPITOL ST., AUGUSTA, ME 04330
Mail Address: 142 STATE HOUSE STATION, AUGUSTA, ME 04333-0142 *FAX:*
Established: 1916 *Telephone:* (207) 287-2480
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 383 *Citation:* T0032 *M.R.S.A., Sect.:* 000002561
Average Counts-All Positions: 1.000 *Legislative Count:* 1.00

PURPOSE:
The Board of Osteopathic Licensure was established to protect the public through regulation of the practice of osteopathic medicine so as to maintain high professional standards. Its primary responsibilities are to determine the eligibility of, certify and license qualified applicants to practice osteopathic medicine in Maine. The Comprehensive Osteopathic Medical Licensing Examination-USA (COMLEX-USA) is the accepted exam for licensure in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or seek revocation of all licenses. Furthermore, the Board has the power to make rules it considers necessary for the successful enforcement of its authority and the performance of its duties. As part of the biennial renewal process, the Board prepares and distributes its rules relative to continuing medical education and its code of ethics to each osteopathic physician licensed to practice in Maine.

ORGANIZATION:
The Board of Osteopathic Licensure, when it was established in 1919, consisted of 5 members appointed by the Governor with the advice of the Council, for terms of 5 years. In 1976, the Legislature increased the Board to 6 members, all to be appointed by the Governor. Currently, the Board consists of 9 members appointed by the Governor. 6 of these members must be graduates of a legally chartered college of osteopathic medicine and must be, at the time of appointment, actively engaged in the practice of the profession of osteopathic medicine in the State for a period of at least 5 years, and 3 of these members must be public members. A chair, vice-chair, and secretary-treasurer, elected annually, are chosen by and from the members of the Board.

PROGRAM:
Revision of statutes relating to the Board of Osteopathic Licensure in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in the June, 1982 meeting to become effective January, 1983. The Board, at its meeting on July 8, l987, made plans for increasing the registration fee to increase the revenue to meet expenses. Currently, licensees renew biennially on their birth month with the renewal fee capped at $600. Statutes specify one annual meeting with special meetings authorized by the Chair of the Board. Currently, the Board meets monthly.

Continuing medical education requirements have been increased to 100 hours biennially. The Board statute and rules require that at least forty percent of the credit hours must be Category 1 hours as approved in the rules established by the Board. Each licensee must furnish to the Board satisfactory evidence of attendance in the 2 preceding years at education programs sponsored by recognized associations, colleges or universities, hospitals, institutes or groups approved by the Board. This provides the public with the assurance that osteopathic physicians remain current with advances in osteopathic medicine as well as medicine at large.
Election of officers at the Board's October meeting in Augusta, Maine: David J. Rydell, D.O., Chair, Marty W. McIntyre, Public Member, Vice Chair; Scott Thomas, D. O., Board Secretary

LICENSES:
License to Practice Osteopathic Medicine

License to Practice Osteopathic Medicine as Locum Tenens

License to Practice as Camp Physician

Temporary Educational Permits (Interns & Residents)

Physician Assistant Certificate of Registration

Physician Assistant Certificate of Qualification

PUBLICATIONS:
"What You Should Know About the Licensing, Regulation and Discipline of Physicians in Maine" was co-produced with the Board of Licensure in Medicine and is available at no cost. The Pamphlet explains to members of the public the

procedures and authority of both Boards in regulating each profession. It also explains the procedure for filing a complaint against a physician licensed in Maine.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF OSTEOPATHIC LICENSURE

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	46,034		46,034			
HEALTH BENEFITS	12,966		12,966			
RETIREMENTS	7,241		7,241			
OTHER FRINGE BENEFITS	612		612			
CONTRACTUAL SERVICES	138,785		138,785			
RENTS	12,420		12,420			
COMMODITIES	939		939			
TRANSFER TO OTHER FUNDS	2,045		2,045			
TOTAL EXPENDITURES	221,042		221,042			

OFFICE OF SECURITIES

JUDITH M. SHAW, SECURITIES ADMINISTRATOR

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345
Mail Address: 121 STATEHOUSE STATION, AUGUSTA, ME 04333-0121 *FAX:* (207) 624-8590
Established: 1973 *Telephone:* (207) 624-8551
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 032 *Citation:* T00032 *M.R.S.A., Sect.:* 000016601
Average Counts-All Positions: 12.000 *Legislative Count:* 12.00

PURPOSE:
The principal mission of the Office of Securities is to protect Maine investors. To accomplish this mission, the Office administers and enforces the Maine Uniform Securities Act. The Office reviews applications to register securities for sale in Maine and filings for exemptions from registration; licenses broker-dealers, agents, investment advisers, and investment adviser representatives doing business in Maine; suspends or revokes those licenses for misconduct, as defined in the Act; conducts on-site examinations of the operations of licensees; administers an investor education program; responds to consumer complaints; investigates possible violations of the securities laws; and, when warranted by the circumstances, issues cease and desist and other administrative orders or refers matters to the Attorney General for civil or criminal action. The Office also enforces the State Commodity Code and the Regulations of the Sale of Business Opportunities.

ORGANIZATION:
In 1913, two years after Kansas adopted the first "blue sky" law, Maine enacted a statute relating to "Dealers in Securities," to be administered by the Bank Commissioner. Over the years, that law was the subject of numerous changes, including the creation of a Securities Division, the establishment of a requirement for the registration of securities offerings, and the addition of antifraud and civil liability provisions. In 1986, legislation was passed giving the Securities Division enforcement powers over the sale of certain types of business opportunities and commodity contracts. In 1989, the Legislature transferred from the Bank Superintendent to the Securities Administrator the responsibility for administering and enforcing the securities laws, and, in 2001, the Securities Division was separated from the Bureau of Banking, becoming the Office of Securities.

In 2005, the Legislature approved the Maine Uniform Securities Act (MUSA) which became effective on December 31, 2005. MUSA represented the first major overhaul of the state's securities laws since 1985. Maine adopted MUSA as part of a national effort to increase uniformity in state securities law, thus eliminating unnecessary burdens on the regulated industry, while still maintaining strong investor protection.

PROGRAM:
In fiscal year 2011, the Office received and processed 29,390 applications to register securities or notice filings for federally covered securities (decrease of .3% over fiscal year 2010), and 237 private placement filings (decrease of 16%). As of June 2011, there were 1,311 broker-dealers licensed to do business in Maine (.15% decrease over June 2010), 91,929 licensed agents of broker-dealers (increase of 12%), 963 investment adviser licensees or notice filers (increase of 2%), and 2,023 licensed investment adviser representatives (11% increase). In connection with the Office's review of licensing applications, the Office processed 80 broker-dealer applications (31% decrease), 25,888 agent applications (19% increase), 13 investment adviser license applications (44% increase), and 311 investment adviser representative applications (7% increase). The Office now receives and processes most securities filings and license applications electronically.

In fiscal year 2011, the Office conducted 5 examinations of licensee offices.

In fiscal year 2011, through its enforcement efforts, the Office sanctioned 13 respondents. The Office ordered or obtained a judgment ordering the payment of restitution to investors in the amount of $2,357,657.00 and assessed $312,186.74 in penalties for violations of Maine's securities and business opportunity laws. The Office entered into 5 consent agreements, 8 consent orders, and 2 cease and desist orders. The Office referred 5 cases for civil or criminal prosecution and has 5 criminal cases awaiting trial. With assistance from the Office of the Attorney General, the Office of Securities successfully prosecuted 1 criminal case, which resulted in a prison sentence.

In fiscal year 2011 the Office collected $25,118,044.67 for the General Fund through its filing fees (registration, licensing, and notice filing fees) and penalties.

Internet Address: http://www.investors.maine.gov

LICENSES:
Broker-Dealer; Agent; Investment Adviser; Investment Adviser Representative

PUBLICATIONS:
Five Keys to Investing Success; Getting Help With Your Investments; Maximize Your Retirement Investments; Capitalizing Your Business With SCOR; So You Want to Go Public?; What Every Investor Needs to Know; Resources For Maine Investors Approaching or In Retirement. Also, available electronically: The Basics for Investing in Stocks; A Primer for Investing in Bonds; and Mutual Funds and ETF's: Maybe All You'll Ever Need.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SECURITIES EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	620,775		620,775			
HEALTH BENEFITS	186,324		186,324			
RETIREMENTS	110,895		110,895			
OTHER FRINGE BENEFITS	11,303		11,303			
COMPUTER SERVICES	450		450			
CONTRACTUAL SERVICES	202,868		202,868			
RENTS	39,470		39,470			
COMMODITIES	8,544		8,544			
TRANSFER TO OTHER FUNDS	13,280		13,280			
TOTAL EXPENDITURES	1,193,909		1,193,909			

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

BETH ASHCROFT, DIRECTOR

Central Office: RM 107, CROSS STATE OFF. BLDG, AUGUSTA, ME 04333-0082
Mail Address: 82 STATE HOUSE STATION, AUGUSTA, ME 04333-0082 *FAX:* (207) 287-1906
Established: 2002 *Telephone:* (207) 287-1901
Reference: Policy Area: 00 *Umbrella:* 33 *Unit:* 628 *Citation:* T0003 *M.R.S.A., Sect.:* 000000991
Average Counts-All Positions: 7.000 *Legislative Count:* 7.00

PURPOSE:
The Office of Program Evaluation and Government Accountability assists the Legislature in ensuring that public funds are expended in the most effective, efficient and economical manner possible. It also aids the Legislature in ensuring that such funds are used to support activities and functions that produce satisfactory results and comply with State and Federal mandates.

ORGANIZATION:
The Legislature created this non-partisan office by statute, PL 2001, chapter 702, with an effective date of July 25, 2002, but the start-up of the office did not occur until the Director was hired in January 2005. The Director is appointed by the Legislative Council for a term of 5 years. By Joint Rule, the Legislature established the 12-member, bi-partisan and bi-cameral Government Oversight Committee which oversees the activities of the office.

PROGRAM:
The Office of Program Evaluation and Government Accountability conducts independent and objective performance audits and evaluations of state agencies, programs and functions. As necessary, OPEGA also conducts reviews of other entities receiving public funds administered by the State, or which expend private monies for public purposes. Such other entities include: local and county governments, special districts, utility districts, regional development agencies, municipal or nonprofit corporations, state contractors and any public official or public employee.

Performance audit and evaluation topics are selected by the Government Oversight Committee according to an established process. The Office defines the scope of each project in conjunction with the Committee, but then performs the review without any further direction from the Committee. The work of the Office is normally guided by the GAO Government Auditing Standards and follows an established process that provides for on-going communication with the entity under review.

The Office produces a final report on each review discussing the work performed, the conclusions reached, and any identified areas for improvement with related recommendations. The report is released and orally-presented to the Committee during a public meeting and is then distributed as a public record.

PUBLICATIONS:
Internet Site - http://www.maine.gov/legis/opega
FAQ - General Information about the Government Oversight Committee and OPEGA
FAQ - Requesting an OPEGA Review
Reports and Information Briefs from Completed Reviews and Studies
OPEGA Annual Reports for 2006 - 2010

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	414,813	414,813				
HEALTH BENEFITS	94,530	94,530				
RETIREMENTS	69,166	69,166				
OTHER FRINGE BENEFITS	8,644	8,644				
COMPUTER SERVICES	14,718	14,718				
CONTRACTUAL SERVICES	177,589	177,589				
COMMODITIES	714	714				
TOTAL EXPENDITURES	780,174	780,174				

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	414,813	414,813				
HEALTH BENEFITS	94,530	94,530				
RETIREMENTS	69,166	69,166				
OTHER FRINGE BENEFITS	8,644	8,644				
COMPUTER SERVICES	14,718	14,718				
CONTRACTUAL SERVICES	177,589	177,589				
COMMODITIES	714	714				
TOTAL EXPENDITURES	780,174	780,174				

DEPARTMENT OF PUBLIC SAFETY

JOHN E. MORRIS, COMMISSIONER
GREG COUTURE, ASST TO THE COMMISSIONER

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX:* (207) 287-3042
Established: 1971 *Telephone:* (207) 626-3803
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 219 *Citation:* T0025 *M.R.S.A., Sect.:* 000002901
Average Counts-All Positions: 637.500 *Legislative Count:* 637.50
Units:

BUREAU OF BUILDING CODES AND STANDARDS
BUREAU OF CAPITOL POLICE
MISSING CHILDREN INFORMATION CLEARINGHOUSE
MAINE CRIMINAL JUSTICE ACADEMY
BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY
MAINE DRUG ENFORCEMENT AGENCY
CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU
EMERGENCY MEDICAL SERVICES BOARD
OFFICE OF THE STATE FIRE MARSHAL
GAMBLING CONTROL BOARD
BUREAU OF HIGHWAY SAFETY
STATE BUREAU OF IDENTIFICATION
BUREAU OF STATE POLICE

PURPOSE:
The Department of Public Safety was established to serve the people by providing, coordinating and leading a responsive and comprehensive public safety system to protect their lives, rights and properties.

Employees of the Maine Department of Public Safety will continue to serve the public to the best of their ability by being dedicated and accountable and by managing resources effectively and efficiently. The Maine Department of Public Safety seeks to preserve the public order and to protect the persons, property, rights and privileges of all people in the State through ethical leadership and the development of employees, while upholding and respecting the constitutional rights of all persons to liberty, equity and justice.

ORGANIZATION:
The Department of Public Safety was created in 1971, consolidating the former Department of State Police, the Enforcement Division of the State Liquor Commission, the employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. In 1978, the Bureau of Capitol Police was added to the organization of the Department. The responsibility for the administration of the Highway Safety Program from the Department of Transportation was added and in 1990 the Legislature changed the name to the Bureau of Highway Safety.

The Maine Drug Enforcement Agency and the Maine Drug Enforcement Agency Advisory Board were created by the 113th Legislature to develop and carry out a Statewide Drug Enforcement Program.
Chapter 588, P.L. 1991, transferred the responsibility for Emergency Medical Services from the Department of Human Services to Public Safety.

During 1993, the 116th Legislature created the Missing Children Information Clearinghouse requiring the Department to collect and disseminate complete information related to missing children. In 2003, the Maine Bureau of Liquor Enforcement was abolished by the Legislature. Public Safety now has jurisdiction over liquor licensing and liquor administrative matters.

The 121st Legislature passed LD 1683, An Act Relating to the Establishment of a Maine Communications System Policy Board, as Public Law Chapter 678. Historically, emergency communications dispatch has been the responsibility of the Bureau of State Police within the Department of Public Safety. The State Police ran four dispatch centers in Houlton, Orono, Augusta and Gray which provided services not only for State Police, but for several other state agencies, some municipalities, the Maine Turnpike Authority and for Aroostook County. The Policy Board legislation called for a separate communications unit within the Department. This administrative change was achieved in FY07. Fifty-four existing Emergency Communications Specialist positions and six Emergency Communications Supervisor positions were transferred from the Bureau of State Police into the new Consolidated Emergency Communications Bureau. In addition, to provide the unit with a civilian director, the position of Director,

Bureau of Consolidated Emergency Communications was created. The new Director began on October 25, 2006.

The 121st Legislature passed as Public Law Chapter 687, An Act to Establish the Gambling Control Board whose responsibilities are to establish rules and policies as well as licensing for slot machine operators and slot machine distributors. The 125th legislature passed as Public Law Chapter 418, An Act to Allow Table Games at a Facility Licensed to Operate Slot Machines to include the licensing of Slot Machine operators to operate table games.

The Bureau of Building Codes and Standards was established within the Department of Public Safety to provide administrative support and technical assistance to the Codes and Standards Board, established in Title 5, section 12004-G, subsection 5-A.

PROGRAM:
Other than Administration of the Department, the activities during 2011 are discussed in the individual reports of its Bureaus. During FY2006, all financial and human resources functions were consolidated into the Department of Administrative and Financial Services.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	34,550,936	11,060,860	6,117,768	12,364,111	1,357,276	3,650,921
HEALTH BENEFITS	10,771,172	3,488,642	1,880,213	4,004,539	356,586	1,041,192
RETIREMENTS	8,945,891	3,032,453	1,534,534	3,467,585	310,861	600,458
OTHER FRINGE BENEFITS	1,168,927	426,134	163,581	499,587	16,889	62,736
COMPUTER SERVICES	4,175,208	1,691,478	322,411	1,562,464	371,250	227,605
CONTRACTUAL SERVICES	17,012,521	6,336,172	2,107,966	5,246,586	2,980,767	341,030
RENTS	1,519,375	903,437	277,919	259,664	9,394	68,961
COMMODITIES	1,741,276	567,062	501,882	543,670	108,503	20,159
GRANTS, SUBSIDIES, PENSIONS	4,538,018	72,749	657,796	66,399	3,741,074	
EQUIPMENT	824,131		398,984	96,952	328,195	
INTEREST-DEBT RETIREMENT	1,362,016	694,628		667,388		
TRANSFER TO OTHER FUNDS	1,008,327	2,703	360,896	483,520	59,241	101,967
TOTAL EXPENDITURES	87,617,798	28,276,318	14,323,950	29,262,465	9,640,036	6,115,029

DEPARTMENT OF PUBLIC SAFETY

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	700,595	366,567	139,944	69,075	125,009	
HEALTH BENEFITS	196,431	86,389	38,763	24,187	47,092	
RETIREMENTS	104,095	44,383	25,307	13,344	21,061	
OTHER FRINGE BENEFITS	13,750	7,651	2,503	866	2,730	
COMPUTER SERVICES	63,898	23,734	23,214	7,514	9,436	
CONTRACTUAL SERVICES	1,743,843	546,511	132,727	624,581	197,274	242,750
RENTS	81,922	44,429	1,131	28,643	7,719	
COMMODITIES	32,240	7,954	14,263	329	9,694	
GRANTS, SUBSIDIES, PENSIONS	2,071,973	29,181	49,437		1,993,355	
EQUIPMENT	77,885		77,885			
TRANSFER TO OTHER FUNDS	26,623		6,671	13,582	6,370	
TOTAL EXPENDITURES	5,113,255	1,156,799	511,845	782,121	2,419,740	242,750

BUREAU OF BUILDING CODES AND STANDARDS

RICHARD MCCARTHY, PS LIC/INSP SUPERVISOR

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX:* (207) 287-6251
Established: 2008 *Telephone:* (207) 626-3886
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 642 *Citation:* T00025 *M.R.S.A., Sect.:* 000002371
Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

PURPOSE:
The Bureau of Building Codes and Standards was established within the Department of Public Safety to provide administrative support and technical assistance to the board in executing its duties pursuant to Title 10, section 9722, subsection 6.

The Technical Building Codes and Standards Board, established in Title 5, section 12004-G, subsection 5-A was established to adopt, amend and maintain the Maine Uniform Building and Energy Code, to resolve conflicts between the Maine Uniform Building and Energy Code and the fire and life safety codes in Title 25, sections 2452 and 2465 and to provide for training for municipal building officials, local code enforcement officers and 3rd-party inspectors.

ORGANIZATION:
The board consists of 11 voting members, appointed by the Governor.

A technical codes coordinator certified in building standards serves as the bureau director and principal administrative and supervisory employee of the board. The bureau director supervises the staff employed to carry out the duties of the board, including but not limited to providing technical support and public outreach for the adoption of the code, amendments, conflict resolutions and interpretations. The bureau and board will provide nonbinding interpretation of the code for professionals and the general public and will establish and maintain a publicly accessible website to publish general technical assistance, code updates and interpretations and post-training course schedules.

PROGRAM:
The board will adopt rules necessary to carry out its duties under this chapter. The board will adopt, amend and maintain the Maine Uniform Building and Energy Code and identify and resolve conflicts between the Maine Uniform Building and Energy Code and the fire safety codes and standards.

On January 31st of each calendar year beginning in 2011, the board will report to the joint standing committee of the Legislature having jurisdiction over business, research and economic development matters any proposals for conflict resolutions for codes and standards, proposals to improve the efficiency and effectiveness of those codes and standards; and alternative methods of funding for the board to create an equitable source of revenue.

The board will develop technical advisory groups of experts and interest group representatives as needed to provide the board with detailed information and recommendations on amendments to the Maine Uniform Building and Energy Code, national model codes revisions and conflict resolution with other building-related codes and standards adopted in the State. The board may direct the technical advisory groups to identify economic impacts on small businesses, housing affordability, construction costs, life-cycle costs or code enforcement costs of proposed changes to the code.

The board will ensure that training and certification regarding the Maine Uniform Building and Energy Code is readily available, affordable and accessible to municipal building officials and make historic preservation a policy priority in the adoption and amendment of the Maine Uniform Building and Energy Code.

The board will approve methods of energy performance rating for use in generating any consumer information labels that may be required in the marketing and sale of residential and commercial buildings.

LICENSES:
none

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF BUILDING CODES AND STANDARDS EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	79,522		40,795		38,727	
HEALTH BENEFITS	18,538		4,749		13,789	
RETIREMENTS	10,799		4,262		6,537	
OTHER FRINGE BENEFITS	845		592		253	
COMPUTER SERVICES	2,063		1,045		1,018	
CONTRACTUAL SERVICES	159,286		4,406		154,880	
RENTS	7,947		7,472		475	
COMMODITIES	3,646		889		2,757	
TOTAL EXPENDITURES	282,646		64,210		218,436	

BUREAU OF CAPITOL POLICE

RUSSELL GAUVIN, CHIEF

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333
Mail Address: 68 STATEHOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-6212
Established: 2009 *Telephone:* (207) 287-4357
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 656 *Citation:* T000025 *M.R.S.A., Sect.:* 00002902
Average Counts-All Positions: 9.500 *Legislative Count:* 9.50

PURPOSE:
The Bureau of Capitol Police is a law enforcement agency responsible for the safety of the people and the security of the buildings that make up Maine's seat of government. Areas of responsibility include the State House, the other State buildings within the Capitol Area campus, and the properties on the eastside of the river within the old Augusta Mental Health campus. The Bureau patrols the State owned or controlled property in Augusta, enforces laws, including parking and traffic regulations, and responds to alarms and other calls for help or assistance on the two campuses. The Bureau's night watchpersons check the security of approximately 50 State owned buildings and properties in Augusta and Hallowell at night and on weekends.

ORGANIZATION:
The Capitol Security Police Force was created by the legislature in 1977 as a branch of the Department of Public Safety. So as to better reflect the Bureau's law enforcement role; in 2009 the Legislature changed the name of the former Bureau of Capitol Security to the Bureau of Capitol Police. There currently is a staff of ten: The Capitol Police Chief, a sergeant, five police officers, two night watchpersons, and one part-time administrative assistant. Prior to 1977, the functions of the Bureau were the responsibility of the Bureau of Public Improvements.

PROGRAM:
During Fiscal Year 2011, the police officers and watchpersons within the Bureau found, initiated or responded to 30,558 documented events, incidents or activities. Sixty of these incidents resulted in criminal investigations being initiated. These range from thefts of property to assaults or criminal threatening. Officers investigated a number of threatening communications aimed at legislators or state employees. Bureau officers also investigated 30 motor vehicle crashes, issued 385 traffic summonses or warnings, and issued 1,033 parking tickets. Officers also kept the peace at numerous controversial public hearings, rallies and protests. The major objectives of the Bureau are ensuring the safety of members of the legislature, staff, employees and visitors; and the security of the State buildings and property for the complexes to which we provide service.

LICENSES:
The Bureau of Capitol Police issues Capitol Area Activity Permits. Sixty-seven permits were issued during Fiscal Year 2011 for activities around the State House, in Capitol Park, and in the Capitol Area.

PUBLICATIONS:
Capitol Area Security Regulations

Rules and Regulations Relating to Parking on State property in the Capitol Area

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CAPITOL POLICE EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	354,161	354,161				
HEALTH BENEFITS	127,617	127,617				
RETIREMENTS	74,511	74,511				
OTHER FRINGE BENEFITS	11,140	11,140				
COMPUTER SERVICES	12,226	12,226				
CONTRACTUAL SERVICES	10,696	10,696				
RENTS	19,762	19,762				
COMMODITIES	5,977	5,977				
TOTAL EXPENDITURES	616,090	616,090				

MISSING CHILDREN INFORMATION CLEARINGHOUSE

JOHN E. MORRIS, COMMISSIONER
ROBERT A. WILLIAMS, CHIEF, MAINE STATE POLICE

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX:* (207) 287-3042
Established: 1993 *Telephone:* (204) 626-3803
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 562 *Citation:* T0025 *M.R.S.A., Sect.:* 000002155

PURPOSE:
The Missing Children Information Clearinghouse was established as an operating unit of the Maine State Police and central repository of information for missing and exploited children.

ORGANIZATION:
The Missing Children Information Clearinghouse, by law, is the responsibility of the Commissioner of Public Safety.

PROGRAM:
The purpose of the Clearinghouse is to establish a system for communication of information related to children who are determined missing by their parents, guardians, legal custodians, or by a law enforcement agency, and to provide a centralized file for missing children within the state.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE CRIMINAL JUSTICE ACADEMY

JOHN ROGERS, DIRECTOR

Central Office: 15 OAK GROVE ROAD, VASSALBORO, ME 04989
Mail Address: 15 OAK GROVE ROAD, VASSALBORO, ME 04989 *FAX:* (207) 877-8027
Established: 1973 *Telephone:* (207) 877-8000
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 228 *Citation:* T0025 *M.R.S.A., Sect.:* 000002801A
Average Counts-All Positions: 11.000 *Legislative Count:* 11.00

PURPOSE:

The Maine Criminal Justice Academy was established to provide a central training facility for state, county and municipal law enforcement and corrections officers. The campus is located at the former Oak Grove-Coburn School in Vassalboro, Maine. From 1972 until December 28, 2000, the Academy was located at 93 Silver Street in Waterville, at the former Thomas College facility. The Academy has eleven (11) classrooms, four (4) conference rooms, a full cafeteria and can house 130 students. The building has a state of the art special training center, an indoor running track and formal parade grounds.

The mission of the Maine Criminal Justice Academy is to provide the highest level of training, within given resources, to law enforcement and correctional officers in the State. By statute, the Academy is required to provide a basic training program for all full-time law enforcement officers, pre-service training for all part time law enforcement officers, basic court security, capitol police officers and basic corrections training for all county and state correctional officers. The Academy also coordinates the eight (8) Regional Training Districts across the state, which provides in-service training to officers in remote areas.

ORGANIZATION:

The Academy has a staff of eleven (11) full-time people and operates with an annual budget of $1,941,578 from Special Revenues, plus a $200,000 from Federal Funds because of the American Recovery and Reinvestment Act. In addition to the full-time staff, the Academy relies heavily on volunteer instructors from state, county and municipal law enforcement agencies, county and state corrections agencies and other criminal justice fields. The Academy provides many instructor development classes in order that these students can be the future volunteer instructors. This partnership philosophy has been supported by the Police Chiefs and Sheriffs in Maine to provide very cost effective training to their respective agencies. In 2010, the Academy had 15,788 hours of donated instructor time.

PROGRAM:

During the year, the MCJA Board of Trustees certified 89 full-time State, County and Municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 132 corrections officers who graduated from the Basic Corrections Training Program, and 177 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 8 law enforcement officers from the Basic Law Enforcement Training Program and 0 corrections officer from the Basic Corrections Training Program. The Board awarded 81 Instructor Certificates, 4 Executive Certificates, and 14 Canine Handler Certificates. During the training year, 126 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board decertified 19 for criminal conduct/convictions, waived 2 for criminal conduction/convictions and gave 13 consent agreements and /or suspensions for criminal conduct/convictions. The Academy also provided four classes online during FY 2011 through JPMA.

LICENSES:

1. 89 - Basic Law Enforcement Officer certifications
2. 177 - Part Time Law Enforcement Officer certifications
3. 132 - Basic Correctional Officer certifications
4. 4 - Law Enforcement Executive certifications
5. 0 - Corrections Executive certifications
6. 81 - Instructor certifications
7. 6 - Law Enforcement Intermediate certifications
8. 2 - Law Enforcement Advanced certifications
9. 1 - Correction Officer Intermediate certifications
10. 0 - Correction Officer Advanced certifications
11. 26 - Municipal Ordinance Prosecutor's certifications
12. 22 - Court Security Officer certifications
13. 17 - Accident Reconstruction Specialist certifications
14. 147 - Canine Handler Team certifications
15. 1 - Canine Trainer certifications
16. 0 - Capitol Police Officer certifications
17. 1 - Drug Recognition Expert certifications
18. 0 - Federal Law Enforcement Officer Limited Authority certifications
19. 0 - Law Enforcement Chaplain certifications

PUBLICATIONS:
Annual Report to the Joint Standing Committee on Criminal Justice and Public Safety
Annual Training Catalog
Annual Media Catalog

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CRIMINAL JUSTICE ACADEMY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	457,011		457,011			
HEALTH BENEFITS	168,540		168,540			
RETIREMENTS	80,467		80,467			
OTHER FRINGE BENEFITS	9,424		9,424			
COMPUTER SERVICES	91,485		28,901		62,584	
CONTRACTUAL SERVICES	537,764		537,764			
RENTS	20,404		20,404			
COMMODITIES	96,538		96,538			
TRANSFER TO OTHER FUNDS	208,766		208,766			
TOTAL EXPENDITURES	1,670,399		1,607,815		62,584	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

BRIAN MACMASTER, CHAIRPERSON

Central Office: 15 OAK GROVE ROAD, VASSALBORO, ME 04989
Mail Address: 15 OAK GROVE ROAD, VASSALBORO, ME 04989 *FAX:* (207) 877-8027
Established: 1969 *Telephone:* (207) 877-8000
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 227 *Citation:* T0025 *M.R.S.A., Sect.:* 000002802

PURPOSE:
The primary responsibilities of the Board of Trustees are to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and to prescribe the content of the curriculum. The Board of Trustees is empowered to certify and set standards for the certification and decertification of law enforcement executives, law enforcement officers, corrections officers, court security, capitol security officers, canine handler teams, instructors, harbor masters, and others.

ORGANIZATION:
The Academy Board of Trustees currently consists of 17 members: the Commissioner of Public Safety, the Attorney General, the Game Warden Colonel, the Chief of the State Police, and the Commissioner of Corrections, are all ex officio. The following members are appointed by the Governor: a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, three citizens, a municipal official and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve three year terms, except ex officio members who remain on the board during their term of office.

PROGRAM:
During the year, the MCJA Board of Trustees certified 89 full-time State, County and Municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 132 corrections officers who graduated from the Basic Corrections Training Program, and 177 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 8 law enforcement officers from the Basic Law Enforcement Training Program and 0 corrections officer from the Basic Corrections Training Program. The Board awarded 81 Instructor Certificates, 4 Executive Certificates, and 14 Canine Handler Certificates. During the training year, 126 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board

decertified 19 for criminal conduct/convictions, waived 2 for criminal conduction/convictions and gave 13 consent agreements and /or suspensions for criminal conduct/convictions. The Academy also provided four classes online during FY 2011 through JPMA.

LICENSES:
See the Maine Criminal Justice Academy

PUBLICATIONS:
See the Maine Criminal Justice Academy

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE DRUG ENFORCEMENT AGENCY
ROY MCKINNEY, DIRECTOR

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 166 STATE HOUSE STATION, AUGUSTA, ME 04333-0166 *FAX:* (207) 287-3042
Established: 1987 *Telephone:* (207) 626-5850
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 230 *Citation:* T0025 *M.R.S.A., Sect.:* 000002955
Average Counts-All Positions: 3.000 *Legislative Count:* 3.00

PURPOSE:
The purpose is to provide a central administrative structure for the establishment, coordination, and oversight of specialized narcotics and narcotics-related investigative units within the State of Maine through a multi-jurisdictional drug task force approach. The task force concept brings together the resources of adjoining and overlapping enforcement entities, particularly in situations in which sparse resources are spread over great distances. This approach has proven to be one of the most effective tools in proactively addressing the proliferation of illegal drug activity through the pooling of skills, enhanced intelligence sharing, increased personnel resources, more equipment available, concentration of effort on a clear goal, and reduced jurisdictional boundary problems. In addition to the consolidation of investigatory resources, the Maine Drug Enforcement Agency also integrates prosecuting personnel with the day-to-day case work investigators.

ORGANIZATION:
The Bureau of Intergovernmental Drug Enforcement was created by the 113th Legislature by passage of 25 M.R.S.A., Chapter 353. Funding of the Agency was established by the Anti-Drug Abuse Act of 1986. In 1991 the Legislature changed the Agency name to the Maine Drug Enforcement Agency. This Agency has been placed within the organizational structure of the Department of Public Safety and is managed by a Director who reports to the Commissioner of Public Safety. The Maine Drug Enforcement Agency is a statewide multi-jurisdictional task force, and its personnel are assigned to the task force by municipal, county, state and tribal law enforcement agencies.

PROGRAM:
MDEA's mission is to disrupt the drug market, thereby undermining the ability of drug suppliers to meet, expand, and profit from drug demand while supporting prevention efforts and contributing to treatment efforts. Its goals are to: reduce the availability of drugs; protect the State's borders by stemming the flow of drugs into and through Maine; strengthen the State's drug law enforcement infrastructure; strengthen intelligence and information sharing; enhance collaboration and coordination with all law enforcement agencies; and establish effective partnerships with the State Legislature and other State agencies.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DRUG ENFORCEMENT AGENCY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	138,738	138,738				
HEALTH BENEFITS	36,428	36,428				
RETIREMENTS	10,001	10,001				
OTHER FRINGE BENEFITS	2,449	2,449				
COMPUTER SERVICES	120,165	105,742	2,479		11,944	
CONTRACTUAL SERVICES	3,573,848	1,551,965	357,814		1,664,069	
RENTS	615,192	535,417	79,775			
COMMODITIES	240,189	30,730	160,077		49,382	
GRANTS, SUBSIDIES, PENSIONS	90,671		90,671			
TRANSFER TO OTHER FUNDS	7,087		2,707		4,380	
TOTAL EXPENDITURES	4,834,768	2,411,470	693,523		1,729,775	

CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU

CLIFFORD S. WELLS, DIRECTOR

Central Office: 45 COMMERCE DRIVE, AUGUSTA, ME 04330
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX:* (207) 287-3430
Established: 2006 *Telephone:* (207) 624-7001
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 219E *Citation:* 2005 PL 519 *M.R.S.A., Sect.:* 00519-OO
Average Counts-All Positions: 77.000 *Legislative Count:* 77.00

PURPOSE:
The Consolidated Emergency Communications Bureau shall carry out the policies, procedures, and standards as established by the Maine Communications System Policy Board for the cooperative use of the Department of Public Safety's communications systems by municipal, county, and state government entities.

ORGANIZATION:
The 121st Legislature passed LD 1683, An Act Relating to the Establishment of a Central Maine Regional Public Safety Communication Center, as Public Law Chapter 678.

Historically, emergency communications dispatch has been the responsibility of the Bureau of State Police within the Department of Public Safety. The State Police ran four dispatch centers in Houlton, Orono, Augusta and Gray which provided services not only for themselves, but for several other state agencies, some municipalities, the Maine Turnpike Authority and for Aroostook County. The Policy Board legislation called for a separate communications unit within the Department. This administrative change was achieved in FY07. Fifty-four existing Emergency Communications Specialist positions and six Emergency Communications Supervisor positions were transferred from the Bureau of State Police into the new Consolidated Emergency Communications Bureau. In addition, to provide the unit with a civilian director, the position of Director, Bureau of Consolidated Emergency Communications was created. The new Director began on October 25, 2006.

The 121st Legislature also passed LD 1423, An Act To Facilitate the Implementation, Maintenance and Operations of the E-9-1-1 Emergency System, which directed the Emergency Services Communications Bureau at the Public Utilities Commission to seek reduction of the number of Public Safety Answering Points (PSAP) to between 16 and 24. This resulted in the closing of a number of local PSAPs and in some cases caused not only emergency call-taking to be relocated, but also emergency dispatch may have been moved. The 123rd Legislature, passed 2008 Public Law Chapter 622, which required that this Bureau submit to a rate setting case through the Maine Public Utilities Commission (PUC). The resulting Order on Docket 2008-225 would be the rates that the Bureau can charge to all it's State and Local partners for Public Safety Answering Point (PSAP) call-taking and public safety dispatching services. With the issuing of that Order, several jurisdictions did not renew contracts and went to agencies that provided services for a lesser rate. The 124th Legislature passed Public Law,

Chapter 617, LD 1813, which in part removed the requirement that the Maine Public Utilities Commission hold a rate case for the setting of the Communications Bureau's user fees. This ability was returned to the Communications System Policy Board.

PROGRAM:
These Communications Centers provide emergency and non-emergency call taking and dispatching for seven state agencies, one county Sheriff's Office and eighteen municipal fire and/or emergency medical services. They also provide backup Public Safety Answering Point (PSAP) capabilities for local and county PSAPs and receive almost all the cellular 911 calls in the state.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	3,650,921					3,650,921
HEALTH BENEFITS	1,041,192					1,041,192
RETIREMENTS	600,458					600,458
OTHER FRINGE BENEFITS	62,736					62,736
COMPUTER SERVICES	227,605					227,605
CONTRACTUAL SERVICES	98,280					98,280
RENTS	68,961					68,961
COMMODITIES	20,159					20,159
TRANSFER TO OTHER FUNDS	101,967					101,967
TOTAL EXPENDITURES	5,872,279					5,872,279

EMERGENCY MEDICAL SERVICES BOARD
JOHN BRADSHAW, JR., DIRECTOR

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 152 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-6251
Established: 1981 *Telephone:* (207) 626-3860
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 163 *Citation:* T0032 *M.R.S.A., Sect.:* 000000088

PURPOSE:
Maine Emergency Medical Services is responsible for the training, licensing and coordination of all ambulance services and the emergency medical technicians who staff them. MEMS is also responsible for licensing Public Safety Answering Points, Emergency Medical Dispatch Centers and Emergency Medical Dispatchers. Currently, training for EMD is conducted by the Emergency Services Communications Bureau (Public Utilities Commission).

ORGANIZATION:
The 17 member Maine Emergency Medical Services Board is the sole EMS rulemaking authority and provides policy direction for Maine EMS. Daily responsibilities are assigned to the central office staff (7). There are also six independent (non-state) regional councils that have a contract for services to coordinate education, and assist local EMS services with quality assurance, medical control, and mutual aid planning.

Maine has 285 ambulance and first responder services providing emergency medical care through Paramedic levels, special air medical and rescue transportation services, 6,500 licensed EMS personnel (including Emergency Medical Dispatchers), 37 acute care hospitals (including 3 designated Trauma Centers), 500 EMS vehicles, and 1,500 emergency physicians, nurses, and ambulance vehicle operators.

Maine EMS is also responsible for providing quality improvement assistance to the dispatch centers.

PROGRAM:
The Maine EMS system conducts hundreds of training programs for ambulance services, emergency medical services providers (4 different levels), and EMS service managers. MEMS is also responsible for management of the electronic run report data system, which brings data responsibilities within Maine EMS that were previously contracted to an outside agency.
All of the activities support a system which responded to over 250,000 calls in 2011, a number which continues to increase steadily each year.

LICENSES:
Ambulance Vehicle Licenses
Emergency Medical Service Vehicle Authorization
Ambulance and First Responder Service Licenses and Permits
First Responder, Emergency Medical Technician, EMT-Intermediate, EMT-Critical Care, and Paramedic Licensure
EMS Training Center
EMS Instructor-Coordinator Certification
Air Ambulance Licenses
Emergency Medical Dispatcher
Emergency Medical Dispatch Center

PUBLICATIONS:
Laws and Regulations - Maine EMS System
Maine EMS Trauma System Plan
Maine EMS Health & Safety Manual
Journal of Maine EMS
Maine EMS Prehospital Treatment Protocols
Clinical Behavioral Objectives for EMS Education
Maine EMS Run Report Manual
Prehospital "Comfort Care/Do Not Resuscitate"
Maine EMS Paramedic Interfacility Transfer Program
Maine EMS Training Curricula (First Responder through Paramedic)
Brochure "What To Do In An Emergency"
Maine EMS "Comfort Care/Do Not Resuscitate" patient/provider information kit
Spine Injury Management

All of the above documents are available through the Maine EMS web site:
www.maine.gov/dps/ems

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF THE STATE FIRE MARSHAL

JOHN C. DEAN, STATE FIRE MARSHAL
JOSEPH THOMAS, ASST. STATE FIRE MARSHAL

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052 *FAX:* (207) 287-6251
Established: 1973 *Telephone:* (207) 626-3870
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 224 *Citation:* T0025 *M.R.S.A., Sect.:* 000002396
Average Counts-All Positions: 42.000 *Legislative Count:* 42.00

PURPOSE:
The primary function of the State Fire Marshal is to protect lives and property from fire. It is the duty of the State Fire Marshal to enforce all laws, ordinances and rules directed toward and concerned with the prevention and containment of fire and the protection of life and property; the suppression of arson and investigation of cause, origin and circumstances of fires, the storage, sale and use of combustibles, flammables and explosives; the installation, maintenance or sale of automatic and other fire alarm systems and fire extinguishing systems; the construction, maintenance and regulation of fire escapes; the adequacy of means of egress, in case of fire, from buildings; and

other such duties as may be conferred or imposed by law.

ORGANIZATION:

The Division of State Fire Prevention was created in 1937 to combat an increasing number of fraudulent insurance claims resulting from set fires. Since then, there has been a substantial growth in the areas of responsibility of the Office of the State Fire Marshal, which replaced the Division of State Fire Prevention in 1972. The scope of statutory authority has broadened to include a number of activities related to life safety as well as fire prevention.

PROGRAM:

The programs of the State Fire Marshal have primary goals of 1) Investigation of the origin and cause of fires and explosions; 2) Arson investigation, evidence gathering and case preparation for possible prosecution; 3) Regulate, permit and inspect for the use of explosives, fireworks, and certain flammable liquids; 4) Inspect approximately 25 different types of buildings and facilities with the primary focus to enforce life safety codes and standards; 5) Review plans to issue permits for construction and alteration of public buildings, handicap accessibility, installation of fire alarm and fire sprinkler systems, installation of above ground fuel storage tanks, amusement rides, and new self-service gas stations; 6) Conduct and offer specialized training for trade professionals, care givers, code enforcement officials, and fire and law enforcement professionals; 7) Coordinate efforts of specialty subject areas such as the Juvenile Firesetter Intervention Task Force; 8) Implement, manage, and report on Maine's Reduced Ignition Propensity Cigarette law; 9) Develop and deliver public education and awareness programs on fire prevention and safety to Maine's most vulnerable populations; and 10) Conduct research and analysis of the state fire burden for use in the development, implementation, and improvement of new and existing programs.

LICENSES:

Fire Safety Technician Certification
Permits:
Explosive Transportation
Explosive Storage
Construction Permit and Plan Review
Explosive User
Flammable Liquids, Aboveground
Fire Sprinkler System Permit and Plan Review
Barrier-Free Construction Permit and Plan Review
Fireworks Display Permit
Licenses:
Fire Sprinkler System Contractor License
Traveling Circus, Carnival, Amusement Show, and Mechanical Rides
Theater and Motion Picture Houses
Motor Vehicle Racing
Fireworks Display
Fireworks Technician
Dance Facilities
Registrations:
Fire Sprinkler Inspection Technician

PUBLICATIONS:

Maine Safety Rules for Amusement Devices and Midways
Rules and Regulations Governing the Tents and Equipment of Circuses and Traveling Amusements
Rules and Regulations Relating to Structures Used by the Public as Spectators During Motor Vehicle Racing

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE STATE FIRE MARSHAL EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	2,359,677		2,359,677			
HEALTH BENEFITS	809,535		809,535			
RETIREMENTS	495,829		495,829			
OTHER FRINGE BENEFITS	47,045		47,045			
COMPUTER SERVICES	97,715		97,715			
CONTRACTUAL SERVICES	575,444		497,366		78,078	
RENTS	133,536		133,536			
COMMODITIES	36,164		33,231		2,933	
EQUIPMENT	84,064		84,064			
TRANSFER TO OTHER FUNDS	41,505		40,767		738	
TOTAL EXPENDITURES	4,680,514		4,598,765		81,749	

GAMBLING CONTROL BOARD

PATRICK J. FLEMING, EXECUTIVE DIRECTOR

Central Office: 45 COMMERCE DRIVE SUITE 3, AUGUSTA, ME 04330
Mail Address: 87 STATE HOUSE STATION, AUGUSTA, ME 04333-0087 *FAX:* (207) 287-4356
Established: 2004 *Telephone:* (207) 626-3901
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 633 *Citation:* T0008 *M.R.S.A., Sect.:* 000001001
Average Counts-All Positions: 8.000 *Legislative Count:* 8.00

PURPOSE:
The Gambling Control Board is responsible for the inspection, monitoring and investigating of the companies and individuals that are associated with any slot machine or casino facility in the State. Further, the Gambling Control Board oversees the collection of funds that are generated from the slot and casino operations.

ORGANIZATION:
The Executive Director serves as the day-to-day supervisor for the activities of the Gambling Control Unit and reports to the Gambling Control Board. In addition to the Executive Director, the Gambling Control Unit has 7.0 employees assigned to it. A Maine State Police detective performs the investigative functions associated with licensing and any criminal matters. Three civilian inspectors are located at the gaming facility to observe operations. An auditor insures proper accounting and distribution of funds generated from the gaming facility. An Office Specialist I is assigned to the unit to assist with the administrative duties of the Board and the Unit. The seventh position is located in the State Bureau of Identification but is funded by the Gambling Control Board due to the number of fingerprints that are submitted from people seeking licensure.

PROGRAM:
The Gambling Unit assists the Gambling Control Board providing oversight of regulatory matters related to slot machine and casino facilities. The Unit insures rigorous inspection of all facets of the operation. All persons working at the facility that are directly associated with the slot or table games are investigated for eligibility and suitability by the Maine State Police. The Gambling Control Board utilizes a central sight monitoring system to gather data and insure the complete accounting of the slot machine operation. The auditor assigned to the Gambling Control Board (unit) works with the private central monitoring system provider and the gaming licensees to insure accuracy of reports.

LICENSES:
Slot and Casino Operators
Slot Machine and Table Game Distributors
Gambling Services Vendors
Slot and Casino Facility Employees

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GAMBLING CONTROL BOARD EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	258,433	258,433				
HEALTH BENEFITS	77,455	77,455				
RETIREMENTS	48,498	48,498				
OTHER FRINGE BENEFITS	7,295	7,295				
COMPUTER SERVICES	11,166	10,582	584			
CONTRACTUAL SERVICES	352,902	352,902				
RENTS	38,041	38,041				
COMMODITIES	1,080	1,080				
GRANTS, SUBSIDIES, PENSIONS	517,688		517,688			
TRANSFER TO OTHER FUNDS	4		4			
TOTAL EXPENDITURES	1,312,562	794,286	518,276			

BUREAU OF HIGHWAY SAFETY

LAUREN V. STEWART, DIRECTOR

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 164 STATE HOUSE STATION, AUGUSTA, ME 04333-0164 *FAX:* (207) 287-3430
Established: 1980 *Telephone:* (207) 626-3840
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 221 *Citation:* T0025 *M.R.S.A., Sect.:* 000002902
Average Counts-All Positions: 6.000 *Legislative Count:* 6.00

PURPOSE:
The Bureau of Highway Safety is responsible for the state's highway safety programs and the Bureau is authorized: to develop and implement a process for obtaining information about highway safety programs of other state and local agencies; to provide technical assistance to other agencies and political subdivisions for development of highway safety programs; and to provide financial and technical assistance to other state agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION:
The Bureau of Safety was established under the Department of Public Safety in December 1980. In 1990, the Legislature changed the name to the Bureau of Highway Safety.

PROGRAM:
The Highway Safety component consists of the planning, development, implementation, and evaluation of Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. The Bureau is involved in motor vehicle occupant restraint, child restraint, speed enforcement, enforcement training programs, alcohol and other drug countermeasures, emergency medical services, driver training, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, and traffic records systems. The Bureau also directs the Defensive Driving program (MDD) and administers the Fatality Analysis Reporting System (FARS) and the Child Safety Seating Fitting Station program in Maine. The Bureau provides technical and financial assistance to agencies participating in these programs.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HIGHWAY SAFETY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	218,162		12,416	31,450	174,296	
HEALTH BENEFITS	80,545		5,025	14,254	61,266	
RETIREMENTS	39,753		2,095	5,303	32,355	
OTHER FRINGE BENEFITS	3,839		253	635	2,951	
COMPUTER SERVICES	16,035		1,370	5,580	9,085	
CONTRACTUAL SERVICES	792,246		14,641	344,317	433,288	
RENTS	22,468			21,268	1,200	
COMMODITIES	6,459			5,806	653	
GRANTS, SUBSIDIES, PENSIONS	1,747,719				1,747,719	
TRANSFER TO OTHER FUNDS	32,621		990	11,854	19,777	
TOTAL EXPENDITURES	2,959,847		36,790	440,467	2,482,590	

STATE BUREAU OF IDENTIFICATION

ROBERT A. WILLIAMS, CHIEF, MAINE STATE POLICE
MATTHEW R. RUEL, DIRECTOR

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 *FAX:* (207) 287-3042
Established: 1937 *Telephone:* (207) 624-7200
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 223 *Citation:* T0025 *M.R.S.A., Sect.:* 000001541

PURPOSE:
The State Bureau of Identification, a Division of the Maine State Police, is the central repository of criminal history record information for the State of Maine. The Bureau provides criminal history and sex offender registry information to agencies and persons authorized by law to receive such information, serves as the repository of fingerprint images provided by local agencies, and serves as the single point of transmission to the FBI of all criminal history and fingerprint images.

ORGANIZATION:
The Bureau was created in 1937 as the central repository of criminal history record information.

PROGRAM:
The Bureau is developing and implementing software to computerize its record systems, and improve its biometric systems to better provide information to law enforcement agencies. This is achieved by developing and enhancing automated information sharing with local law enforcement, the prosecutorial districts, and the court system. The automated Fingerprint Identification System went on-line in August 1998. These systems serve as a major component in law enforcement information sharing, not just at the state level but on the federal level also. The agency provides information to its law enforcement partners in a 24/7 environment through an automated response. The agency also provides public criminal history information to the public as a fee based service. Along with criminal history records information, the Bureau operates and maintains the sex offender registry. The registry staff work with local law enforcement agencies to refer new offenders and update verification information. In addition they maintain all the information that is posted on the state Sex Offender Registry website.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF STATE POLICE

ROBERT A. WILLIAMS, CHIEF, MAINE STATE POLICE
RAYMOND A. BESSETTE, DEPUTY CHIEF

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 *FAX:* (207) 287-3042
Established: 1925 *Telephone:* (207) 624-7200
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 222 *Citation:* T0025 *M.R.S.A., Sect.:* 000001501
Average Counts-All Positions: 465.000 *Legislative Count:* 465.00

PURPOSE:
The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and crisis. The Bureau was established to patrol the highways, especially outside the compact portion of cities and towns without local law enforcement agencies. The Bureau also provides security for the Governor and family on a twenty-four hour basis.

ORGANIZATION:
The State Police was established as an independent branch of State government in 1925. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. In 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State Police into six districts. Because of the increased demands for State Police services, the Bureau was reorganized several times during the 1950s and 1960s. In 1971 the Legislature incorporated the State Police into the Department of Public Safety.

In June of 2003, the State Police assumed responsibility for the oversight of Liquor Licensing, which previously had been a separate bureau. The compliment of Public Safety Inspectors to inspect licensees or applicants for suitability and compliance grew to a total of 5, with a supervisor overseeing the unit.

PROGRAM:
The programs of the Maine State Police have primary goals of 1) Patrolling rural areas of Maine without organized police departments for the purpose of preventing and investigating criminal activity; 2) Enforcing traffic safety laws in rural areas, Maine Turnpike and Interstate System; 3) Overseeing the Motor Vehicle Inspection Program and enforcing the Commercial Motor Vehicle laws and rules; 4) Investigating homicides that occur outside Portland and Bangor; 5) Investigating child abuse cases; 6) Providing crime laboratory services to all law enforcement agencies; 7) Providing a repository for criminal history and records information; 8) Provide specialized administrative, licensing, and enforcement services.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF STATE POLICE **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	26,333,715	9,942,961	3,107,925	12,263,585	1,019,244	
HEALTH BENEFITS	8,214,891	3,160,753	853,601	3,966,098	234,439	
RETIREMENTS	7,481,481	2,855,060	926,574	3,448,938	250,909	
OTHER FRINGE BENEFITS	1,010,406	397,600	103,764	498,087	10,955	
COMPUTER SERVICES	3,532,851	1,539,195	167,103	1,549,370	277,183	
CONTRACTUAL SERVICES	9,168,214	3,874,099	563,249	4,277,688	453,178	
RENTS	511,140	265,788	35,600	209,752		
COMMODITIES	1,298,824	521,321	196,884	537,535	43,084	
GRANTS, SUBSIDIES, PENSIONS	109,967	43,568		66,399		
EQUIPMENT	662,182		237,035	96,952	328,195	
INTEREST-DEBT RETIREMENT	1,362,016	694,628		667,388		
TRANSFER TO OTHER FUNDS	589,755	2,703	100,992	458,084	27,976	
TOTAL EXPENDITURES	60,275,442	23,297,676	6,292,727	28,039,876	2,645,163	

PUBLIC UTILITIES COMMISSION

KAREN GERAGHTY, ADMIN DIR PUC
NANCY GOODWIN, ASST ADMIN DIR PUC

Central Office: 101 SECOND STREET, HALLOWELL, ME 04347
Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-1039
Established: 1913 *Telephone:* (207) 287-3831
Reference: Policy Area: 07 *Umbrella:* 65 *Unit:* 407 *Citation:* T0035A *M.R.S.A., Sect.:* 000000103
Average Counts-All Positions: 61.250 *Legislative Count:* 61.00
Units:
EMERGENCY SERVICES COMMUNICATION BUREAU *E-9-1-1 COUNCIL*

PURPOSE:
The Public Utilities Commission's purpose is to protect the public by ensuring that utilities in the State of Maine provide adequate and reliable service to the public at rates that are reasonable and just. The Commission acts as a quasi-judicial body which decides cases involving rates, service, financing, and other activities of the utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over approximately 155 water utilities, 15 electric utilities, 5 gas utilities, 24 local telephone utilities, 1 water carrier, 167 competitive electricity providers, and 224 competitive local and interchange carriers. The Commission is divided into five operating divisions with respective powers and duties as follows:

The ADMINISTRATIVE DIVISION is responsible for fiscal, personnel, contract and docket management, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The CONSUMER ASSISTANCE DIVISION (CAD) receives, analyzes and responds to complaints from Maine utility customers. The LEGAL DIVISION represents the Commission before Federal and State appellate and trial courts and agencies. It provides hearings examiners and staff attorneys in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals. The TELEPHONE AND WATER DIVISION is responsible for financial, technical, and policy related investigations and analyses conducted by the Commission on telephone and water utilities. The DIVISION provides expert advice to the Commission on such matters as revenues, expenses, engineering, economics, technology and other technical aspects related to the telephone and water industries. The ELECTRIC AND GAS DIVISION is responsible for financial, technical, and policy related investigations and analyses conducted by the Commission on electric and gas utilities. The DIVISION provides expert advice to the Commission on such matters as revenues, expenses, engineering, economics, technology and other technical aspects related to the electric and gas industries.

ORGANIZATION:
The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and conferred upon the Public Utilities Commission all powers vested in that Board, as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. The Commission also acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motorbuses or trucks transporting passengers or freight for-hire over any street or highway in Maine. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under Chapter 174 of the Private and Special Laws of 1963. Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. PL 1987, ch. 141 conferred to the Commission jurisdiction over cable television systems providing service like telephone companies and pole attachment charges for cable television systems. Public Laws 1991, chapter 342 exempted cellular telephone providers, from regulation as public utilities, as long as one provider does not "exclusively

control" the assigned service area and unless the Commission determines that the cellular provider is engaged in providing basic exchange telephone service. P.L. 1999, ch. 718 gave the Commission enforcement authority over the Dig Safe damage prevention statute. PL 2001, ch. 624, which required the Commission to develop and administer conservation programs funded through assessments on Transmission and Distribution utilities, became effective on April 5, 2002. PL 2003, ch. 359 moved the Emergency Services Communication Bureau to the Commission giving it oversight responsibility for the E-911 program.

The present Public Utilities Commission consists of three Commissioners appointed by the Governor subject to review by the legislative committee having jurisdiction over public utilities and to confirmation by the Senate, for terms of six years. The Governor designates one Commissioner as Chairman and all three Commissioners devote full time to their duties.

PROGRAM:

The Commission regulates the State's electric transmission and distribution companies, telephone, gas, and water utilities, as well as water carriers. The basic purpose of this regulatory system is to assure safe, reasonable and adequate service at rates that are just and reasonable to customers and public utilities. During the 12 months ending June 30, 2011, 424 cases were filed with the Commission and the Commission closed 432 cases.

The Commission's Consumer Assistance Division (CAD) is charged with ensuring that consumers and utilities receive fair and equitable service through CAD educational and complaint resolution programs. During the 12 months ending December 2010, CAD handled 6,417 consumer contacts, including 4,816 information requests and 1,344 complaints. The vast majority of complaints (89%) were related to the electric and telephone utilities with 35% attributable to telephone utilities and 54% attributable to electric utilities, 4% attributable to gas utilities, and 7% attributable to water utilities. In addition, the CAD ordered $370,060 to be abated to 106 customers. The CAD received 25 utility exemption requests during 2010. Finally, CAD received 227 requests from utilities to disconnect customers from service during the winter of 2010.

LICENSES:

LICENSES, PERMITS ETC: The Commission issues orders approving schedules of rates, terms and conditions; certificates of public convenience and necessity to construct, own, or contract for major transmission facilities or to rebuild or relocate major transmission facilities; applications by providers of telephone, electric or gas utility services to provide telephone, electric or gas service in a municipality in which an existing utility is furnishing or authorized to furnish service, upon declaration by the Commission that the public convenience and necessity requires a second public utility; and issues certificates of convenience and necessity to provide service to carriers of passengers and freight by water in Casco Bay.

PUBLICATIONS:

Annual Report to Joint Standing Committee on Utilities of the Maine Legislature. (No Charge)
Rules (No Charge)
Various consumer information publications (No Charge)
There is no charge to receive electronic copies of documents from the Commission such as orders, briefs, and recommendations and the like, for parties or interested persons in cases, others will be charged printing costs. All Commission reports, orders, rules and docket information can be found on the Commission's website at: www.maine.gov/mpuc/

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	3,674,343		3,582,513		91,830	
HEALTH BENEFITS	960,378		931,701		28,677	
RETIREMENTS	706,862		686,733		20,129	
OTHER FRINGE BENEFITS	64,213		62,395		1,818	
COMPUTER SERVICES	1,123,224		962,088		161,136	
CONTRACTUAL SERVICES	8,737,419		8,734,268		3,151	
RENTS	512,449		512,449			
COMMODITIES	49,918		48,861		1,057	
GRANTS, SUBSIDIES, PENSIONS	12,000		12,000			
TRANSFER TO OTHER FUNDS	12,933		12,933			
TOTAL EXPENDITURES	15,853,739		15,545,941		307,798	

PUBLIC UTILITIES COMMISSION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	3,389,653		3,297,823		91,830	
HEALTH BENEFITS	865,335		836,658		28,677	
RETIREMENTS	652,698		632,569		20,129	
OTHER FRINGE BENEFITS	59,028		57,210		1,818	
COMPUTER SERVICES	759,107		597,971		161,136	
CONTRACTUAL SERVICES	971,054		967,903		3,151	
RENTS	502,389		502,389			
COMMODITIES	45,800		44,743		1,057	
GRANTS, SUBSIDIES, PENSIONS	12,000		12,000			
TRANSFER TO OTHER FUNDS	6,512		6,512			
TOTAL EXPENDITURES	7,263,576		6,955,778		307,798	

EMERGENCY SERVICES COMMUNICATION BUREAU

KAREN GERAGHTY, ADMIN DIR PUC
MARIA JACQUES, DIR EMERGENCY SVCS COMMUN

Central Office: 101 SECOND STREET, HALLOWELL, ME 04347
Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-1039
Established: 2003 *Telephone:* (207) 287-3831
Reference: Policy Area: 07 *Umbrella:* 65 *Unit:* 625 *Citation:* T0025 *M.R.S.A., Sect.:* 000002926
Average Counts-All Positions: 5.000 *Legislative Count:* 5.00

PURPOSE:
The Emergency Services Communication Bureau, established in 1994, has been part of the Maine Public Utilities Commission since September 13, 2003. The Bureau is responsible for the implementation and management of the Enhanced 9-1-1 system. The Bureau, in consultation with the E9-1-1 Council, will develop all system elements, standards and cost estimates necessary to provide for the installation and operation of a statewide E9-1-1 system.

PROGRAM:
In December of 2006, the Bureau started implementation of a second generation system hardware and software PSAP replacement upgrade to address Federal Communications Commission wireless cellular and voice over internet protocol (VoIP) requirements. The technology upgrade was completed in February 2008. Concurrent with the PSAP upgrade the Bureau implemented a legislative requirement for PSAP consolidation reducing the number of PSAPs from 48 to 26. Currently 100% of the population of Maine has E9-1-1 access from their home, business, wireless, or VoIP telephones. The Bureau is currently planning for the third generation of 9-1-1, known as NextGen 9-1-1, that will allow alternative methods of communication access to 9-1-1.

In 2010-2011, the Bureau began planning for Next Gen 9-1-1, the next step in emergency communications that will allow access to 9-1-1 from non-voice services

such as text messaging, and automated crash notification systems. This dramatic change will also allow call takers to receive and recognize the location of 9-1-1 requests from any of these devices.

Through a cooperative agreement with the Maine Office of Geographic Information Systems, local municipalities and counties are receiving technical assistance in the naming and numbering of all streets and road networks. Statewide, 99% of addresses are numbered within the 9-1-1 database, with most municipalities working within a road maintenance mode.

PUBLICATIONS:
Maine Enhanced 9-1-1 Addressing Officers Manual, fourth edition
Web Page www.maine911.com
PSAP Training Manual

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EMERGENCY SERVICES COMMUNICATION BUREAU **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	284,691		284,691			
HEALTH BENEFITS	95,043		95,043			
RETIREMENTS	54,164		54,164			
OTHER FRINGE BENEFITS	5,184		5,184			
COMPUTER SERVICES	364,117		364,117			
CONTRACTUAL SERVICES	7,766,365		7,766,365			
RENTS	10,060		10,060			
COMMODITIES	4,118		4,118			
TRANSFER TO OTHER FUNDS	6,421		6,421			
TOTAL EXPENDITURES	8,590,163		8,590,163			

E-9-1-1 COUNCIL

THOMAS L. WELCH, CHAIRMAN - PUC

Central Office: 101 SECOND STREET, HALLOWELL, ME 04347
Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-1039
Established: 2003 *Telephone:* (207) 287-3831
Reference: Policy Area: 07 *Umbrella:* 65 *Unit:* 634 *Citation:* T0025 *M.R.S.A., Sect.:* 000002925

PURPOSE:
The E9-1-1 Council is composed of 17 members and was established to advise the Emergency Services Communication Bureau on the activities relating to the establishment of an E9-1-1 system, review and comment on rules proposed by the Bureau, and assist the Bureau in providing public information about implementation and operation of the E9-1-1 system.

ORGANIZATION:
The membership of the council is: one person appointed by the Public Utilities Commission, one person appointed by the Commissioner of Public Safety, and 15 persons appointed by the Governor from nominations as detailed in 25 MRSA, Section 2925.

PROGRAM:
The Council shall advise and assist the Emergency Services Communication Bureau in the implementation of the E9-1-1 system.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

CHARLES E. SUMMERS, JR., SECRETARY OF STATE
BARBARA REDMOND, DEPUTY SECRETARY OF STATE

Central Office: NASH SCHOOL, FLOOR 2, AUGUSTA, ME 04333-0148
Mail Address: 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX:* (207) 287-8598
Established: 1920 *Telephone:* (207) 626-8400
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250 *Citation:* T0005 *M.R.S.A., Sect.:* 000000081
Average Counts-All Positions: 423.000 *Legislative Count:* 423.00
Units:

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)
MAINE STATE ARCHIVES
DIVISION OF ARCHIVES SERVICES
DIVISION OF CORPORATIONS, UCC AND COMMISSIONS
BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS
DIVISION OF DRIVER LICENSE SERVICES
DIVISION OF ELECTIONS AND APA
DIVISION OF INFORMATION TECHNOLOGY
OFFICE OF INVESTIGATION
DIVISION OF LEGAL AFFAIRS
MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)
BUREAU OF MOTOR VEHICLES
DIVISION OF PUBLIC SERVICES
DIVISION OF RECORDS MANAGEMENT SERVICES
REGULATORY FAIRNESS BOARD
BUREAU OF THE SPECIAL ADVOCATE
DIVISION OF VEHICLE SERVICES

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

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

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

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

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

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

PROGRAM:
In fiscal year 2011, the Legislature passed regulatory reform (LD 1) which included the position of Special Advocate to assist businesses when established agency procedures fail to resolve problems or disputes. The Special Advocate and Regulatory Fairness Board was created within the Department of the Secretary of State.

The Election Division conducted three special elections and certified two citizens initiatives. The initiatives met the Constitutional threshold and were transmitted to the Legislature.

The Bureau of Motor Vehicles completed work on the final module of the computer migration project; vehicle registrations. The Gold Star Family registration plate approved by the legislature was made available to the public as was a newly designed driver license that contains enhanced security features to better protect against security threats.

The department worked closely with InforME to simplify and enhance the online absentee ballot request service to comply with the Federal Military and Overseas Voter Empowerment (MOVE) Act. Additionally, the online Organ Donation website was developed and made available to all driver license and ID card holders. The Rapid Renewal service expanded to include 152 municipalities offering vehicle registration online.

LICENSES:
See Bureau information for specific listings.

PUBLICATIONS:
http://www.maine.gov/sos/

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	14,754,384	1,505,417	147,773	13,018,901	82,293	
HEALTH BENEFITS	5,718,216	568,380	65,155	5,051,754	32,927	
RETIREMENTS	2,552,776	258,255	27,692	2,252,870	13,959	
OTHER FRINGE BENEFITS	286,058	25,299	2,961	256,175	1,623	
COMPUTER SERVICES	3,054,815	71,224	51,298	1,878,119	1,054,174	
CONTRACTUAL SERVICES	4,365,356	649,670	28,425	3,566,788	120,473	
RENTS	1,479,210	2,540	1,514	1,442,702	32,454	
COMMODITIES	1,700,401	37,190	136,150	1,501,016	26,045	
GRANTS, SUBSIDIES, PENSIONS	880,883		851,929		28,954	
INTEREST-DEBT RETIREMENT	34,450			34,450		
TRANSFER TO OTHER FUNDS	1,770,350		19,425	1,694,487	56,438	
TOTAL EXPENDITURES	36,596,899	3,117,975	1,332,322	30,697,262	1,449,340	

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)
DAVID LACHANCE, DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9013
Established: 1943 *Telephone:* (207) 624-9005
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250D *Citation:* T0029 *M.R.S.A., Sect.:* 000000051

PURPOSE:
The Division of Administrative Services provides services for the bureaus, divisions and sections within the Department of the Secretary of State. This includes the Bureau of Corporations, Elections and Commissions (CEC), the Maine Archives, Information Services and the Bureau of Motor Vehicles (BMV). The divisions within the BMV consist of Driver License Services, Legal Affairs, Adjudications & Hearings, Office of Investigations, Public Services and Vehicle

Services. The Administrative Services division provides financial and management support services including accounting, audit, budgeting/payroll, inventory management, personnel management, plate manufacturing, revenue collection, central stores and supply, mail handling, and facilities management for the main office, 13 branch offices, 24 Outreach locations operated by 2 our mobile units, Archives, CEC and Secretary of State's office.

ORGANIZATION:
In an effort to maximize efficiencies, consolidate functions and realize savings, the administrative functions of the Bureau of Corporations, Elections and Commissions and the Maine Archives were merged with the Bureau of Motor Vehicles Administrative Services division as part of a cost savings measure in Public Law 2009, chapter 413.

PROGRAM:
The primary functions and activities of the Division include providing General Fund and Highway Fund revenue projections to the Revenue Forecasting Committee, Federal grant management, manufacturing and issuing regular and new specialty license plates, completing contracts, monitoring encumbrances and expenditures and ongoing human resources support to employees and supervisors. Audit services conducts reviews of municipalities and audits vendor systems to ensure software upgrades reflect recent law changes.

PUBLICATIONS:
World Wide Web: http://www.maine.gov/sos/bmv

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE STATE ARCHIVES
DAVID CHEEVER, STATE ARCHIVIST

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0084
Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-6035
Established: 1965 *Telephone:* (207) 287-5790
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 255 *Citation:* T0005 *M.R.S.A., Sect.:* 000000094
Average Counts-All Positions: 13.000 *Legislative Count:* 13.00

PURPOSE:
The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation, and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government, as well as county and municipal government agencies, in making their operations more efficient and economical by applying modern records management techniques, including establishing disposition schedules under which agencies may destroy records having exhausted their value to the State; providing technical assistance in specialized fields such as files, forms, general paperwork and electronic records procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized technology and techniques designed to make such records readily accessible for use by the government and public. These efforts include identifying and arranging records, developing finding aids (e.g.,inventories, indexes, and guides) to record groups or series, assisting in-person users, responding to mail and electronic mail requests, publishing by microfilm, printing selected records in high demand by the public, and posting databases and electronic documents on the Internet.

The Division of Records Management Services audits State microfilm and other

imaging applications for feasibility and economy to ensure that all State filming and other production and preservation of records meets standards of quality established by Maine State Archives rules.

ORGANIZATION:

The Maine Legislature created the State Archives in 1965 and in 1973 designated the Archives as a central staff agency extending its jurisdiction to the counties and municipalities.

Two operating divisions comprise the Maine State Archives: the Division of Records Management Services and the Division of Archives Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibilities and exercises general control over publications and agency participation in intergovernmental and public activities.

The State Archivist and the Archives Advisory Board are responsible for authorizing the destruction of government records.

The Archives works with the Maine Historical Records Advisory Board to serve historical records repositories throughout Maine. The State Archivist serves as chairman of that Board.

PROGRAM:

The Archives distributes microfilm or electronic copies of records to selected repositories across the state, including, vital records (births, deaths, and marriages up to 1955.)

Records management consulting is available to all government agencies including counties and municipalities.

A comprehensive data base system encompassing Archival and Records Center holdings allows rapid retrieval of records by keyword searches. Special projects included refilming of vital records whose microfilm copies were in poor condition and deploying searchable databases in the Research Room. The databases are accessible via the Internet. The Archives makes financial grants available for archival preservation and access projects.

PUBLICATIONS:

The Archives has an internet site which includes information about collections, related cultural organizations, databases and e-mail contacts. The address is: www.maine.gov/sos/arc/.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE ARCHIVES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	458,124	437,286	411		20,427	
HEALTH BENEFITS	167,453	160,474			6,979	
RETIREMENTS	77,327	73,810			3,517	
OTHER FRINGE BENEFITS	6,091	5,708			383	
COMPUTER SERVICES	18,236	18,236				
CONTRACTUAL SERVICES	46,040	39,761	689		5,590	
RENTS	2,540	2,540				
COMMODITIES	15,954	12,836	3,118			
GRANTS, SUBSIDIES, PENSIONS	53,954		25,000		28,954	
TOTAL EXPENDITURES	845,719	750,651	29,218		65,850	

DIVISION OF ARCHIVES SERVICES
DAVID CHEEVER, STATE ARCHIVIST

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0084
Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-5739
Established: 1971 *Telephone:* (207) 287-5795
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 255A *Citation:* T0005 *M.R.S.A., Sect.:* 000000095

PURPOSE:
The Division of Archives Services is established under the authority of the State Archives to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION:
The Division became fully operational upon construction of the Maine State Archives in 1971.

PROGRAM:
The number of in-person visits by customers remains constant. With new technologies, requests for information by e-mail, regular mail and telephone increases annually. The creation of finding aids in the form of computerized indexes has continued with many now available online and further online access has become available as the agency's databases have been incorporated into the State's InforME system.

Service to Research Room patrons includes digital microfilm reader-printers which enhance the readability of images, scan them onto disks, and make them available on the Internet.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF CORPORATIONS, UCC AND COMMISSIONS
CATHY BEAUDOIN, DIRECTOR

Central Office: CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0101
Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5874
Established: 1989 *Telephone:* (207) 624-7736
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250Q *Citation:* T0005 *M.R.S.A., Sect.:* 000000081

PURPOSE:
The purpose of the Division of Corporations, UCC and Commissions is to serve as a repository for all records relating to over 81,000 business entities and nonprofit corporations operating in the State and over 185,000 liens filed on personal property under the Uniform Commercial Code. The Division also administers the appointment, renewal and continuing education of over 25,000 Notaries Public, administers the application process for nominees for the office of Dedimus Justice for the Governor's office; records and maintains appointments and information for over 265 boards and commissions listed in Title 5, chapter 379; serves as the secretariat to the Governor's office as well as files and maintains all documents relating to Executive Clemency and processes requests for authentications, Apostilles and other certifications on the acts of public officials.

ORGANIZATION:
The director is responsible for the programs of the Division, including the selection, supervision, rating and discipline of personnel. The director reports to the deputy secretary of state responsible for all programs and activities of the Bureau of Corporations, Elections and Commissions.

PROGRAM:
The Division files all originating documents, amendments and cancellations relating to business and nonprofit corporations, limited partnerships, limited liability companies, limited liability partnerships and reviews proposed entity names against those on file for availability prior to filing; files over 75,000 annual reports disclosing officer information for all entities on file; assesses penalties for late filing of annual reports; and administratively dissolves or revokes entities which fail to file annual reports, pay penalties, maintain a contact person or do not maintain workers' compensation insurance. The Division maintains over 9,800 service and trade marks on file and reviews the design and text of the proposed marks against those on file for availability prior to filing. The Division annually files over 50,000 original records, amendments and renewals of security interests in personal property under the Uniform Commercial Code and the Federal Food Security Act. The Division also maintains signature and oath records for Notaries Public, various State officials and appointees to boards and commissions. These records are maintained both as an official record and for authenticating official acts. The Division annually reports to the Governor and the Legislature on the activities of boards and commissions and of potential vacancies on boards and commissions. The Division issues commissions for Notaries Public and provides continuing education for Notaries Public

The Division maintains public access in the Bureau's reception area to allow walk-in users direct access to corporate and UCC information. The Division works with the business and legal community and other stakeholders to review and consider adoption of uniform or model state filing laws and procedures that are under the responsibility of the Division. Over the last 10 years, the Division has implemented a number of online services to provide 24/7 access to filing systems or view information contained on the Division's databases.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

JULIE FLYNN, DEPUTY SECRETARY OF STATE

Central Office: CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0101
Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5428
Established: 1989 *Telephone:* (207) 624-7736
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250P *Citation:* T0005 *M.R.S.A., Sect.:* 000000081
Average Counts-All Positions: 36.000 *Legislative Count:* 36.00

PURPOSE:
The Bureau of Corporations, Elections, and Commissions is the portion of the Department of the Secretary of State responsible for elections, corporations, and a variety of central filing activities. The Bureau has significant contact with the public in many areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code (UCC) filings; oversight of the Administrative Procedure Act (state agency rule-making); recording of appointments to state offices, boards and commissions; and commissioning of Notaries Public. In addition, the Bureau provides administrative support to the Maine State Archives and the Office of the Secretary of State.

ORGANIZATION:
The Bureau executes its responsibilities through a Divisional structure. The Deputy Secretary of State is the Administrative head of the Bureau and the Directors of the two Divisions report directly to the Deputy. Each Division has an Assistant Director who is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel. Overall operational responsibility for the Bureau rests with the Deputy.

PROGRAM:
Annual customer contact includes inquiries in person, over the phone, by mail and by email to individuals or through email drop boxes. Customers also obtain significant information through the Bureau's web pages. The Bureau also has one public access workstation in the Reception area to allow walk-in users direct

access to the data or information in many of the program areas of the Bureau.

The Bureau continues to administer the requirements of the Help America Vote Act of 2002.

LICENSES:

Filings and Commissions
- Administrative Rules and Regulations
- Business Corporations
- Candidate Petitions
- Initiative and People's Veto Petitions
- Limited Liability Companies
- Limited Liability Partnerships
- Limited Partnerships
- Marks
- Miscellaneous Filings Required by Law
- Nonprofit Corporations
- Notary Public Commissions
- Uniform Commercial Code Liens

PUBLICATIONS:
- A Guide to Absentee Voting in Maine
- All Agency Rules on the Web
- Board and Commission Vacancies
- Candidate's Guide to Ballot Access
- Candidate Lists for Current Election; Tabulations; Officeholders
- Citizen's Guide to the Referendum Election
- Constitution of the State of Maine
- Guide to the Rulemaking Process for State Agencies
- House, Senate & Congressional District Maps; Voting Districts by Municipality
- Corporate Filing Requirements Reminders
- Information on the Citizen Initiative & People's Veto Petition Processes
- Maine Voter Information Guide
- Notary Public Guide
- Registered and Enrolled Voters Listing
- Internet: www.maine.gov/sos/cec/

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,217,695	1,068,131	87,698		61,866	
HEALTH BENEFITS	478,477	407,907	44,621		25,949	
RETIREMENTS	209,524	184,444	14,638		10,442	
OTHER FRINGE BENEFITS	22,592	19,592	1,760		1,240	
COMPUTER SERVICES	1,043,321	52,988	49,809		940,524	
CONTRACTUAL SERVICES	680,758	609,909	26,016		44,833	
RENTS	32,583		129		32,454	
COMMODITIES	34,256	24,354	255		9,647	
TRANSFER TO OTHER FUNDS	57,494		9,566		47,928	
TOTAL EXPENDITURES	3,776,700	2,367,325	234,492		1,174,883	

DIVISION OF DRIVER LICENSE SERVICES

PATTY MORNEAULT, DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9339
Established: 1920 *Telephone:* (207) 624-9124
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250L *Citation:* T0029 *M.R.S.A., Sect.:* 000000531

PURPOSE:

The Division of Driver License Services was established with an ultimate objective of assuring the safety of the licensee and other users of the highways

through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; regulation of driver education programs; issuance of operators licenses, including the photo license and identification card program; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement.

ORGANIZATION:

The Division was established as a result of a reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into the Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examinations was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division. In 1991 the Examination Section was transferred to the Division. In 1996 regulatory responsibility for driver education programs was transferred to the division. In 1999, as the result of Bureau reorganization, the Division came to be known as the Division of Driver License Services.

PROGRAM:

The primary functions and activities of the Driver License Services Division are ensuring that motor vehicles are properly insured, the regulation of driver education programs, examination of drivers for licensure; processing abstracts of convictions or adjudications of violations of the motor vehicle laws as transmitted from the District or Superior Courts, and applying those convictions or adjudications to driver history records. Case review of individual driver records for appropriate action against repeat violators under the point system or suspending the license or registration as mandated by law; reviewing individual report of traffic accidents and invoking the provisions of the Financial Responsibility Law against motorists involved.

The Division also suspends licenses based on administrative determination that a person operated a motor vehicle with an excessive alcohol level or was under the legal drinking age and was operating a motor vehicle with any amount of alcohol. The Division revised the Maine Point System with an effective date of 7/1/90.

In FY08 the division implemented the residency law which requires holders of a driver's license or identification card to provide a residential address before obtaining or renewing a credential.

In FY09 the division implemented the legal presence law which requires holders of a driver's license or identification card to provide legal presence in the United States before obtaining or renewing a credential.

In FY09 Ignition Interlock was implemented allowing us the ability to reinstate the driving privileges of a person convicted of a second or subsequent alcohol related offense if that person satisfies all other conditions for license reinstatement and installs an approved ignition interlock device. Installation of the device is voluntary for a second or third offense.

LICENSES:

Driver Education School & Instructors Licenses
Motor Vehicle Operator's License; Class A, B, & C
Motor Vehicle Learner's Permits

PUBLICATIONS:

All Rules are provided at no fee.

Rules & Regulation
The Maine Point System and Administrative License Suspension
Driver License Examination Rules
Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle
Rules for the Suspension of Commercial Drivers License

Rules for the Suspension of Licenses for Failure to Comply with Child Support Orders
Rules Governing Motorcycle Rider Education
Rules Governing Driver Education
Rules Governing Driver License Restrictions
Rules Governing The Sale of Records and Database Related to Driver History, Driver Licensing and Motor Vehicles
Rules for Ignition Interlock Devices

World Wide Web: http://www.maine.gov/sos/bmv

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF ELECTIONS AND APA

MELISSA PACKARD, DIRECTOR
TINA MEANS, ASSISTANT DIRECTOR

Central Office: CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0101
Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-6545
Established: 1996 *Telephone:* (207) 624-7650
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250M *Citation:* *M.R.S.A., Sect.:*

PURPOSE:
The purpose of this Division is to supervise and administer all elections for federal, state and county offices and statewide referenda, and in that capacity advise election officials from 500 municipalities, 600 candidates and the general public regarding election laws and procedures; conduct training sessions for municipal election officials; prepare, proofread and distribute 2,000 separate ballot types and other election materials; tabulate official election results; supervise recounts of contested races; oversee the application of the State's laws pertaining to candidate and citizen initiative petitions; and coordinate the statewide implementation of the National Voter Registration Act (NVRA), the Help America Vote Act (HAVA), the Uniformed Service and Overseas Citizen Absentee Voting Act (UOCAVA), and the Military and Overseas Voters Empowerment Act (MOVE), four federally mandated programs.

Additionally, the Division maintains records of approximately 2,050 rules filed under the Administrative Procedure Act for all State agencies and arranges for the publication of rule-making notices.

ORGANIZATION:
The Director is responsible for the functions of the division, including the selection, supervision, rating and discipline of personnel. The Assistant Director of Elections reports directly to the Director who reports directly to the Deputy Secretary of State assigned to the Bureau of Corporations, Elections and Commissions.

PROGRAM:
The Division provides municipalities with extensive assistance in election practices, and strives for the best possible procedures to ensure fair and efficient elections. The division trains local election officials at an annual conference, and conducts regional workshops in conjunction with the Maine Town and City Clerks Association. The Secretary of State convenes groups of stakeholders, as needed, to advise the Department on election issues, including the wording of citizen initiatives and implementation of new state and federal laws and procedures.

Under the Administrative Procedure Act (A.P.A.), the Division ensures that A.P.A. rulemaking procedures mandated by statute are followed by state agencies and makes rules accessible to the public through newspaper advertising and through promulgation by electronic formatting on the Division's website.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF INFORMATION TECHNOLOGY
DONNA GRANT, DEP SEC. OF STATE

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333
Mail Address: STATION #29, AUGUSTA, ME 04333 *FAX:* (207) 624-9291
Established: 2007 *Telephone:* (207) 624-9279
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250I *Citation:* *M.R.S.A., Sect.:*

PURPOSE:
Information Services is made up of three units that provide services and support to the Bureau of Motor Vehicles, the Bureau of Corporations Elections, and Commissions, and the Maine State Archives. The three units are Operations, Application Development and Maintenance, and the Migration Project.

ORGANIZATION:
The Office of Information Services was established in August of 2006 and provides IT support to the bureaus and offices within the Department of the Secretary of State.

PROGRAM:
In FY11, the office continued work on the Bureau of Motor Vehicle computer migration project; completing the final phase of the project; the registration module. The Operations team continued desktop and server modernization and has replaced most of the old servers. Remediation of the Drivers Licenses System continues. In addition the office continued to provide support for the Central Voter Registration system, Uniform Commercial Code, and Corporations hardware and software. The office continues to gather requirements for the modernization of the Uniform Commercial Code software. The office continues to provide desktop and server support for all Secretary of State users.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF INVESTIGATION
DAVID GUILMETTE, DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9258
Established: 1980 *Telephone:* (207) 624-9257
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250E *Citation:* T0029 *M.R.S.A., Sect.:* 000000081

PURPOSE:
The Office of Investigations was established to provide for the law enforcement functions of the Bureau. Such operations include regulation and enforcement of laws concerning various types of vehicle dealer, title fraud, odometer fraud, auto theft investigations, registration evasion, insurance fraud, driver license and state identification card fraud and consumer complaints.

ORGANIZATION:
The Office was established by the reorganization of the Bureau in 1999. Previous to the reorganization, the Investigations Unit was part of the Division of Enforcement & Regulation created in 1983 and dissolved in 1999 with its title and dealer functions being transferred to the Vehicle Services Division.

PROGRAM:
The office continues to investigate and enforce violations of motor vehicle,

criminal, and civil statutes, focusing in the areas of consumer protection and public safety.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF LEGAL AFFAIRS

ROBERT O'CONNELL, DIRECTOR
SUSAN COOKSON, ASSISTANT DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9113
Established: 2009 *Telephone:* (207) 624-9091
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250F *Citation:* *M.R.S.A., Sect.:*

PURPOSE:
The Division of Legal Affairs, Adjudications and Hearings was established to manage and administer the adjudicatory hearings program and the Motor Vehicle Franchise Board and to provide legal advice, research and direction and guidance to the Bureau.

ORGANIZATION:
The director is responsible for oversight of a legal staff who conducts administrative hearings, chairs the Motor Vehicle Franchise board and conducts Board hearings and performs legal research.

PROGRAM:
The division schedules and conducts all administrative and Motor Vehicle Franchise board hearings involving the suspension and restoration of driver's licenses, business dealer licenses and vehicle registrations and titles, and disputes between motor vehicle manufacturers and automobile dealers. The division also performs legal research and training for the Bureau and provides legal advice, guidance and direction to staff in the administration and interpretation of state and federal law governing motor vehicles and drivers.

PUBLICATIONS:
Rules for Administrative Hearings
Rules of the Maine Motor Vehicle Franchise Board

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

PETER KEEBLER M.D., CHAIRMAN

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9319
Established: 1981 *Telephone:* (207) 624-0985
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 259 *Citation:* T0029 *M.R.S.A., Sect.:* 000001258

PURPOSE:
The Medical Advisory Board was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Board. The Board

formulates its advice from records and report or may cause an examiniation and confidential report to be made by one or more members of the board or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the board by a physician of his choice, which must be given due consideration by the Board.

ORGANIZATION:
The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State. To date, there are board members representing the specialties of cardiology, gerontology, internal medicine, neurology or neurological surgery, ophthalmology, psychiatry, family practice and rehabilitative medicine.

PROGRAM:
The Medical Advisory Board did not meet in fiscal year 2010. A meeting is planned for November 2011.

PUBLICATIONS:
World Wide Web: http://www.maine.gov/sos/bmv

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF MOTOR VEHICLES

THOMAS ARNOLD, DEPUTY SECRETARY OF STATE
JAMES FOSSEL, ADMINISTRATIVE ASSISTANT

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9013
Established: 1905 *Telephone:* (207) 624-9023
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250A *Citation:* T0029 *M.R.S.A., Sect.:* 000000051A
Average Counts-All Positions: 374.000 *Legislative Count:* 374.00

PURPOSE:
The Bureau of Motor Vehicles was established to provide public safety and better regulation of traffic through administration of the laws of the State relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Bureau provides the general public with a main office and thirteen branch office locations throughout the state, where motor vehicle registration and operator's licenses may be obtained.

The Bureau insures that applicants applying for operators licenses have the ability, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of motor vehicle laws to determine if the individual's privilege to operate or register a vehicle should be suspended, withheld or revoked and also determines when reinstatement is permissible.

The Bureau provides a method of titling motor vehicles and collects sales tax due when a vehicle purchased from other than a dealer is registered. In FY97 the Bureau began regulating driver education programs.

ORGANIZATION:
The Bureau was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Bureau had grown to the extent that it was headed by a Chief Clerk, had a Registration and Licensing Section and a Court Records Section. In 1935, the requirements for semi-annual inspection of motor vehicles became a responsibility of the Bureau and in 1939 an Examination Section was added to administer the required rule on new licenses.

In 1942 the Bureau was reorganized and placed under the direction of the Director

of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Bureau was reorganized into four bureaus; Public Services, Finance and Administration, Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Bureau was reorganized into the Executive Section and three Bureaus. Duties and responsibilities were added and the Bureau evolved into an Office of the Deputy and six divisions; Administrative Services, Commercial Vehicles and Reciprocity, Driver Licensing and Control, Enforcement and Regulation, Information Services and Public Services.

In 1999 the Bureau of Motor Vehicles was reorganized once more into the Office of the Deputy, The Office of Investigations and three divisions; Division of Administrative Services, Division of Driver License Services, and the Division of Vehicle Services. In FY01, the functions of the Planning Office were transfered to the Administrative Services Division. In 2007 the Division of Public Services was created to focus on customer service. In 2009 the Division of Driver License Services was reorganized resulting in the creation of the new Division of Legal Affairs, Adjudications, and Hearings.

PROGRAM:
The Bureau provides licensing, registration, and title services through 13 branch office locations, 25 outreach stations operated by 2 mobile units ,and the main office in Augusta, and 461 municipal agents.

The Bureau continues to expand its online services to include driver license and ID card renewals and replacements, address changes, driving records, trailer registration renewals, over-limit permits and vanity plate search and order.

LICENSES:
Operators License/Learners Permit - See Division of Driver License Services
Driver Education School & Instructor Licenses - See Division of Driver License Services
Commercial Registrations/Permits - See Division of Vehicle Services
All Other Registrations/Permits - See Division of Vehicle Services
State Identification Cards - See Division of Driver License Services
Car Dealer Licensing - See Division of Vehicle Services

PUBLICATIONS:
Title 29A - Motor Vehicle Laws
For copies contact: Swan Island Press
402 Pork Point Rd
Bowdoinham, Maine 04008
Tel: 207-666-8291

On the Internet: http://www.maine.gov/sos/bmv/

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MOTOR VEHICLES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	13,078,565		59,664	13,018,901		
HEALTH BENEFITS	5,072,288		20,534	5,051,754		
RETIREMENTS	2,265,924		13,054	2,252,870		
OTHER FRINGE BENEFITS	257,376		1,201	256,175		
COMPUTER SERVICES	1,993,258		1,489	1,878,119	113,650	
CONTRACTUAL SERVICES	3,638,559		1,720	3,566,788	70,051	
RENTS	1,444,087		1,385	1,442,702		
COMMODITIES	1,650,191		132,777	1,501,016	16,398	
GRANTS, SUBSIDIES, PENSIONS	826,929		826,929			
INTEREST-DEBT RETIREMENT	34,450			34,450		
TRANSFER TO OTHER FUNDS	1,712,856		9,859	1,694,487	8,510	
TOTAL EXPENDITURES	31,974,483		1,068,612	30,697,262	208,609	

DIVISION OF PUBLIC SERVICES
RICHARD DESJARDINS, DIR OF PUBLIC SERVICES

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333
Mail Address: STATION # 29, AUGUSTA, ME 04333 *FAX:* (207) 624-9013
Established: 2007 *Telephone:* (207) 624-9215
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250N *Citation:* *M.R.S.A., Sect.:*

PURPOSE:
The Division of Public Services is made up of 3 units; each unit strives to provide excellent customer services that support our philosophy and demonstrates a commitment to customer service through personal contact or through online services of the Bureau of Motor Vehicles.

The Field Operations unit provides a wide range of licensing and motor vehicle services to the general public. Our Field Operations unit has worked to connect with the public with both 13 fixed branch office locations statewide as well as 2 mobile units that visit 24 temporary sites throughout Maine communities on a regular basis.

The Records Manangement and Retention unit for the Bureau consists of data entry for vehicle and driver history, records retrieval, central files, numerics, microfilming, scanning and archiving. These groups provide operational support for numerous agencies and offer important customer service and statutorily requirements.

The Online Services unit for the Bureau provides main office telephone switchboard services and online licensing and vehicle registration services. This unit works closely with our customers with emerging technology and supports existing processes.

ORGANIZATION:
The Division of Public Services operates under the direction of the deputy secretary of state for Motor Vehicles. The unit is comprised of a director, senior section managers, managers, supervisors and staff that provide statewide motor vehicle services to citizens and businesses. Divisions within BMV work closely to follow changing requirements and address operational needs.

PROGRAM:
The primary functions and activities of the Division are to improve customer service commitments and relationships and to increase the integrity between the Bureau and the citizens of Maine. Efforts include improving and creating new online services, improving main office telephone services, improving and/or creating new data entry software platform, providing a more user friendly lobby management system as well as improving internal customer service relationships.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF RECORDS MANAGEMENT SERVICES
NINA OSIER, DIRECTOR

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0084
Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-5739
Established: 1971 *Telephone:* (207) 287-5790
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 255R *Citation:* T0005 *M.R.S.A., Sect.:* 000000095

PURPOSE:
The Division of Records Management Services, established under the authority of the State Archivist, assists State Agencies in managing their records by means of retention-disposition schedules, technical assistance to improve procedures for maintaining, storing, and servicing records, and providing preservation imaging

services.

ORGANIZATION:
The Division became operational upon construction of the Maine State Archives in 1971. It includes the State Records Center and Imaging Center.

PROGRAM:
During Fiscal Year 2010, the State Records Center provided nearly 45,000 records to State agencies. The Center provides safe, cost effective, environmentally controlled storage for records (including computer media and microfilm records as well as paper files). The Division works with the Office of Information Technology to ensure the preservation of permanently valuable electronic records throughout State government.

By law, the Maine State Archives furnishes copies of archival materials in its possession. The Imaging Center provides this service and microfilms paper records that are deemed too fragile to be handled. A microfilm copy is generated for safe Research Room use and for preservation. The Imaging Center duplicates and preserves thousands of images in Archives holdings and provides large format preservation scanning and image reproduction for records such as maps, muster rolls and charts.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

REGULATORY FAIRNESS BOARD

Central Office: , ,
Mail Address: , , *FAX:*
Established: 2011 *Telephone:*
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 666 *Citation:* T00005 *M.R.S.A., Sect.:* 00000090-T

PURPOSE:
The Regulatory Fairness Board exists to hear testimony and to report to the Legislature and Governor at least annually on regulatory and statutory changes necessary to enhance the State's business climate.

ORGANIZATION:
The Regulatory Fairness Board was created in Public Law, Chapter 304 (2011) and consists of the Secretary of State, who serves as chair, and 4 public members appointed as follows: 1 member appointed by the President of the Senate, 1 member appointed by the Speaker of the House, and 2 members appointed by the Governor.

PROGRAM:
No activity in FY11

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF THE SPECIAL ADVOCATE

Central Office: , ,
Mail Address: , , *FAX:*
Established: 2011 *Telephone:*
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 665 *Citation:* T00005 *M.R.S.A., Sect.:* 00000090-N

PURPOSE:
The Bureau of the Special Advocate exists to assist in resolving regulatory enforcement actions affecting small businesses that, if taken, are likely to result in significant economic hardship and to advocate for small business interests in other regulatory matters.

ORGANIZATION:
The Bureau of the Special Advocate was created in Public Law Chapter 304 (2011) and reports directly to the Secretary of State.

PROGRAM:
No activity in FY2011

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF VEHICLE SERVICES
GARRY HINKLEY, DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9204
Established: 1970 *Telephone:* (207) 624-9191
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250S *Citation:* T0029 *M.R.S.A., Sect.:* 000000051A

PURPOSE:
The purpose of the Division of Vehicle Services is to administer those motor vehicle laws pertaining to the titling and registration of all classes of motor vehicles and trailers. Vehicle Services also administers the commercial vehicle laws. Programs administered include titling and registration requirements, disability parking placards and plates, the municipal excise tax reimbursement program, the International Registration Plan (IRP), short term gross weight increase permits, Long Term Trailers, and fuel use programs including the International Fuel Tax Agreement (IFTA). Further the division administers the federal heavy vehicle use tax program, other tax programs, the Uniform Carrier Registry (UCR), and over dimensional permits, including the New England Transportation Consortium. The division also establishes and maintains motor vehicle reciprocity agreements between the State of Maine and other jurisdictions.

The Division of Vehicle Services also administers vehicle dealer and salvage yard licensing. The Division also is responsible for training municipal registration agents.

The Division's Motor Carrier Services Office staffs the Motor Carrier Review Board. In 1996, the Board developed and adopted its rules for conducting carrier reviews. The Motor Carrier Services Office also participates in the Federal Motor Carrier Safety Administration's Performance and Registration Information Systems Management (PRISM) program and the Commercial Vehicle Information Systems and Networks (CVISN) program. These programs are designed to improve motor carrier safety and
efficiency.

ORGANIZATION:
This division, formerly named the Division of Public Services, was established as one of four Bureaus in 1970 and reorganized into a division in 1978.

With the reorganization in 1999 this division became the Division of Vehicle Services and took on the Commercial Vehicle programs, Dealer Licensing, and the Title and Anti-Theft unit.

PROGRAM:
The division continues to provide a single point of contact for the trucking industry and oversees the issuance of various commercial vehicle credentials. The

effort to increase administrative efficiency and improve the database on commercial vehicles is ongoing. The division also oversees the administration of laws pertaining to vehicle dealer licensing, titling of motor vehicles and certain trailers, and the registration of all classes of motor vehicles with passenger cars being the largest class. The division also trains and oversees the municipalities in the registration and titling processes for the residents of their municipality.

The division oversees Rapid Renewal, a web-based registration renewal program. The division oversees several online motor vehicle-related applications.

In FY01, the online service to check vanity plate availability was introduced. In FY05, online over dimensional permits became available. Also in FY 05, the vanity plate website was expanded to allow Maine citizens to order their vanity plate choice, using the online service. IFTA E-file and online UCR registration were introduced in 2007. In 2008, Rapid Renewal was expanded to include certain non-resident military renewals, and bulk annual trailers.

The division oversees various specialty and recognition registration plate programs. In 2011, the division introduced two new registration plates.

LICENSES:
Fuel Use Identification Decals
Highway Crossing Permits (golf carts, etc.)
Island Use Only Registrations
Short Term Gross Weight Permit (booster)
Special Gross Weight Increase
Transit Plate (allows one-way trip of unregistered vehicle)
Vehicle Registrations (all classes)
Certificates of Title
New and Used Car Dealer
Equipment Dealer
Motorcycle Dealer
Trailer Transit
Boat and Snowmobile Trailer Dealer
Heavy Trailer
Loaner
Transporter
Recycler
Vehicle Auction
International Fuel Tax Agreement Licenses
Long Term Trailer Registrations
Commercial Vehicle Registrations; IRP Registrations and Trip Permits
Operating Authority Permits, including UCR
Over dimensional Permits

PUBLICATIONS:
Brochures covering registration requirements
Rules and Regulations
Title Manual
Laws for the Operation of Commercial Vehicles
International Registration Plan Manual
Fuel Tax Licensing Procedures
Motor Carrier Manual

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE

DAVID E. BOULTER, EXECUTIVE DIRECTOR

Central Office: ROOM 103, STATE HOUSE, AUGUSTA, ME 04333-0115
Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621
Established: 1997 *Telephone:* (207) 287-1615
Reference: Policy Area: 00 *Umbrella:* 32 *Unit:* 627 *Citation:* T0003 *M.R.S.A., Sect.:* 000000162

PURPOSE:
The Reserve Fund for State House Preservation and Maintenance was established to provide funds for major repairs and renovations to the State House in accordance with 3 M.R.S.A., section 162, sub-section 12-A. In May 2011, upon the unanimous recommendation of the State House Facilities Committee, the Legislative Council authorized maintenance and improvements to the State House and grounds in accordance with the Multi Year Plan for Maintenance and Improvements, 2011 Revision. Key projects include interior plaster repair and paint, roofing and safety equipment inspections, repairs to the west entry stairs, north parking lot, sidewalk and crosswalk improvements, pedestrian paths and restoration in Capitol Park, and installation of an additional member desk in the House Chamber.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
CONTRACTUAL SERVICES	606,407	606,407				
TOTAL EXPENDITURES	606,407	606,407				

RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
CONTRACTUAL SERVICES	606,407	606,407				
TOTAL EXPENDITURES	606,407	606,407				

DEPARTMENT OF TRANSPORTATION
DAVID BERNHARDT, COMMISSIONER

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3001
Established: 1972 *Telephone:* (207) 624-3000
Reference: Policy Area: 08 *Umbrella:* 17 *Unit:* 229 *Citation:* T0023 *M.R.S.A., Sect.:* 000004205
Average Counts-All Positions: 2123.245 *Legislative Count:* 870.50
Units:

BUREAU OF FINANCE AND ADMINISTRATION
MAINE AERONAUTICAL ADVISORY BOARD
MAINE STATE FERRY ADVISORY BOARD
BUREAU OF MAINTENANCE AND OPERATIONS
MAINE PILOTAGE COMMISSION
BUREAU OF PLANNING
BUREAU OF PROJECT DEVELOPMENT
BUREAU OF TRANSPORTATION SERVICES

PURPOSE:
The Maine Department of Transportation was established to plan and develop transportation facilities and services designed to contribute to the economic growth of the State of Maine and the well-being of its people. The department plans for future transportation needs, and assists in the development, operation, and maintenance of services and facilities, while promoting transportation safety. Key links in the transportation network are a highway system developed to promote safety, personal mobility, economic considerations, community values, and environmental conservation; port and water transportation facilities that support development of coastal resources; freight- and passenger-rail facilities to serve commerce and provide transportation alternatives; transit services for inter- and intra-city travel, and for elderly and disabled populations; and an aviation infrastructure developed with the assistance of the department. The department, on behalf of the state, also administers all federal or other monies intended for transportation uses.

ORGANIZATION:
Maine Department of Transportation had its origin in 1905, when a Commissioner of Highways was appointed by the governor and charged with compiling statistics, disseminating information, working for better highways, and advising local officials on the best means of building and maintaining roads and sidewalks. In 1907, the Commissioner became head of a new State Highway Department, which was created to apportion money to political subdivisions, plan road improvements, and let contracts for road construction. In 1913, both the department and the office of Commissioner of Highways were abolished and replaced by a State Highway Commission, which consisted of three members whom the governor appointed.

When the state highway system began to grow and state responsibility for highway construction and maintenance increased, the State Highway Commission expanded to include a central office in Augusta and seven offices located throughout the state. During the state government reorganization of 1972, the Commission was dissolved, and all of its functions were transferred to a newly established Department of Transportation headed by a commissioner appointed by the governor.

At the same time, several independent, transportation-related agencies such as the Maine Port Authority were integrated into the department. Major changes occurred once again in 1981 when the commissioner was authorized to organize the department into bureaus and other units.

PROGRAM:
The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	79,634,792		2,583,092	55,306,517	11,758,409	9,986,774
HEALTH BENEFITS	30,805,131		1,113,132	21,573,755	4,215,263	3,902,981
RETIREMENTS	13,640,836		631,820	9,228,086	2,105,992	1,674,938
OTHER FRINGE BENEFITS	1,764,026		64,726	1,242,440	198,157	258,703
COMPUTER SERVICES	6,322,841		940	5,599,801	256,067	466,033
CONTRACTUAL SERVICES	71,310,817		3,623,021	27,212,496	20,450,864	20,024,436
RENTS	36,867,904		477,051	33,559,829	1,027,621	1,803,403
COMMODITIES	25,325,483		738,628	16,380,690	5,297,618	2,908,547
GRANTS, SUBSIDIES, PENSIONS	41,591,773		5,100,790	19,309,931	12,437,893	4,743,159
BUILDING IMPROVEMENTS	75,000			75,000		
EQUIPMENT	338,631,149	7,000,000	75,442,769	42,605,759	153,547,525	60,035,096
INTEREST-DEBT RETIREMENT	31,482,296			20,179,563	11,191,092	111,641
TRANSFER TO OTHER FUNDS	5,841,760		98,262	5,521,292		222,206
TOTAL EXPENDITURES	683,293,808	7,000,000	89,874,231	257,795,159	222,486,501	106,137,917

BUREAU OF FINANCE AND ADMINISTRATION

KAREN S. DOYLE, DIRECTOR

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3201
Established: 1972 *Telephone:* (207) 624-3200
Reference: Policy Area: 08 *Umbrella:* 17 *Unit:* 231 *Citation:* T0023 *M.R.S.A., Sect.:* 000004206
Average Counts-All Positions: 91.000 *Legislative Count:* 91.00

PURPOSE:
The Bureau of Finance and Administration was established to provide administrative and financial management support and services essential to the successful accomplishment of the goals and responsibilities of the Department of Transportation.

ORGANIZATION:
The Bureau of Finance and Administration originated as the Bureau of Accounts and Administration of the former State Highway Commission, established in 1913. During the State Government reorganization of 1972, the Commission was abolished, and the functions of the Bureau were transferred to the new Department of Transportation's Bureau of Administrative Services, which in February of 1981 was renamed "Bureau of Finance and Administration." Later the bureau was reorganized to include the Divisions of Financial Planning & Analysis; Accounting, Administrative Services, and Information Systems. During calendar year 2004, the Bureau of Finance and Administration was the subject of a year long intensive unit review. The results of the unit review were published in January of 2005. Significant organizational changes were recommended and have been implemented.

PROGRAM:
The Bureau's current focus is on enhancing the accuracy of financial forecasting and promoting complete accountability in the administration of transportation programs and funds.

Financial information and position counts for other units are also included in this program.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCE AND ADMINISTRATION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	3,791,703		68,790	3,722,913		
HEALTH BENEFITS	1,321,640		27,740	1,293,900		
RETIREMENTS	674,021		12,519	661,502		
OTHER FRINGE BENEFITS	65,742		1,239	64,503		
COMPUTER SERVICES	932,247			932,247		
CONTRACTUAL SERVICES	3,555,835		322,115	3,233,720		
RENTS	251,682		19,537	232,145		
COMMODITIES	378,005		2,796	375,209		
GRANTS, SUBSIDIES, PENSIONS	-1,267			-1,267		
BUILDING IMPROVEMENTS	75,000			75,000		
EQUIPMENT	2,000		2,000			
TRANSFER TO OTHER FUNDS	437,783		1,085	436,698		
TOTAL EXPENDITURES	11,484,391		457,821	11,026,570		

MAINE AERONAUTICAL ADVISORY BOARD

HERB THOMSON, BUREAU DIRECTOR, BTSP

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3099
Established: 1978 *Telephone:* (207) 624-3300
Reference: Policy Area: 08 *Umbrella:* 17 *Unit:* 245 *Citation:* T0006 *M.R.S.A., Sect.:* 000000302

PURPOSE:
The board was established to advise the Department on matters relating to aeronautics and to submit to the Commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION:
The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of at least 7 members; one person from an airport association in the state; one person from a pilot's association in the state; and the remaining members appointed by the Commissioner of Transportation. The members representing the aviation organizations are appointed by their respective board of directors and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The Bureau Director of Transportation Systems Planning or Designee is an ex officio member of the board. The board meets at the call of the chairman, or at the call of at least 3 members of the board. Members serve without compensation or expenses.

PROGRAM:
The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and improving the State's role in state-wide aviation matters. The Board makes recommendations and proposes initiatives to improve the air transportation system and will make recommendations on potential legislation.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE STATE FERRY ADVISORY BOARD
RICK DUBOIS, MULTIMODAL MAINT ENGINEER

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-2526
Established: 1975 *Telephone:* (207) 624-3312
Reference: Policy Area: 08 *Umbrella:* 17 *Unit:* 325 *Citation:* T0023 *M.R.S.A., Sect.:* 000004301

PURPOSE:
The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION:
The Maine State Ferry Advisory Board shall consist of one member and one alternate member from each of the island municipalities and plantations served by the Maine State Ferry Service and three members appointed by the Commissioner of Transportation.

PROGRAM:
Throughout the year, the Board met bimonthly and dealt with a number of challenging issues. In FY 2011the Board advised MSFS management on the following key issues: Ferry Service Five Year Business Plan/Options for the Future, which was completed in August 2010; Capital projects at Lincolnville/ Islesboro & Bass Harbor; Ferry maintenance issues; Ferry schedules; Ferry Service bridge & pier maintenance issues; Ferry Service biennial budget, an expansion of the excursion ticket program, a round trip schedule for Frenchboro, the Vinalhaven Telephone queuing project, and the Gov. Curtis Replacement Project. The Board serves a critical role in providing sound, well-reasoned advice to the Department.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF MAINTENANCE AND OPERATIONS
DALE DOUGHTY, DIRECTOR

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 623-2526
Established: 1980 *Telephone:* (207) 624-3600
Reference: Policy Area: 08 *Umbrella:* 17 *Unit:* 234 *Citation:* T0023 *M.R.S.A., Sect.:* 000004206
Average Counts-All Positions: 1416.381 *Legislative Count:* 195.00

PURPOSE:
To sustain the transportation network, the Bureau of Maintenance and Operations performs work under three primary areas: Maintenance, Operations, and Production support. Each of these areas has several work activities that the Bureau tracks to benchmark yearly accomplishments in order to measure levels of service. Equipment used by the Bureau includes heavy and medium trucks, with associated heavy equipment managed through an enterprise account. A blended work force from different subject areas performs this work in a streamlined effort along with contractors to meet targeted accomplishment goals.

ORGANIZATION:
The Bureau of Maintenance and Operations consists of five geographic Regions, the Maine State Ferry Service and a headquarters unit.

PROGRAM:
MaineDOT's Bureau of Maintenance and Operations (M&O) is the backbone of Maine's transportation system. M&O is ultimately responsible for snow and ice control on Maine's 8,882 lane miles of state highways, although roughly 400 of these lane miles are contracted to both contractors and municipalities. Additionally M&O provides emergency response services 24 hours a day, 365 days a year. The scope of the Bureau's work is much broader than winter work activities alone. It also includes summer highway maintenance on 8,882 lane miles of state and state aid highways, and maintenance of over 2,900 bridges and minor spans. The Maine State Ferry Service (MSFS) provides a vital link between the mainland and the island communities of Islesboro, North Haven, Swan's Island, Vinalhaven, Frenchboro and Matinicus. Additionally, M&O is charged with the maintenance of over 478 miles of state owned railroad lines. M&O also manages highway access and signing, as well as providing various services such as maintaining rest areas and Maine's 511 Traveler Information System. To perform this work, M&O's operating resources include:

==> Augusta headquarters, along with five regional offices and, within the regions, 150 smaller crew maintenance facilities;
==> 778 pieces of heavy equipment;
==> Allocation of 1480 full-time employees (FTE's), including 80 FTE's in the Maine State Ferry Service

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MAINTENANCE AND OPERATIONS EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	45,886,174		7,036	37,970,989	1,502,222	6,405,927
HEALTH BENEFITS	19,460,150		2,478	16,298,389	536,186	2,623,097
RETIREMENTS	7,797,256		1,231	6,484,276	227,745	1,084,004
OTHER FRINGE BENEFITS	1,152,343		118	949,735	23,444	179,046
COMPUTER SERVICES	2,559,122		940	2,229,865	21,757	306,560
CONTRACTUAL SERVICES	22,985,124		22,893	12,612,294	545,174	9,804,763
RENTS	32,769,804		255,628	30,660,957	722,747	1,130,472
COMMODITIES	19,310,593		592,190	14,189,010	2,366,132	2,163,261
GRANTS, SUBSIDIES, PENSIONS	23,632,652		5,000,000	18,632,652		
EQUIPMENT	289,494			289,494		
INTEREST-DEBT RETIREMENT	111,641					111,641
TRANSFER TO OTHER FUNDS	712,475		4,085	598,739		109,651
TOTAL EXPENDITURES	176,666,828		5,886,599	140,916,400	5,945,407	23,918,422

MAINE PILOTAGE COMMISSION

KEVIN ROUSSEAU, ADMINISTRATOR

Central Office: TRANSPORTATION BLDG., AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3099
Established: 1969 *Telephone:* (207) 624-3565
Reference: Policy Area: 08 *Umbrella:* 17 *Unit:* 387 *Citation:* T0038 *M.R.S.A., Sect.:* 000000089

PURPOSE:
The Maine Pilotage Commission was established to provide for a system of state pilotage devoted to the preservation and protection of lives, property, the environment and vessels entering or leaving state waters. It also acts to ensure the highest standard of efficiency and the availability of pilots that are well-qualified for the discharge of their duties in the aid of commerce and navigation.

ORGANIZATION:
The Maine Pilotage Commission is made up of seven (7) members appointed by the Governor for three-year staggered terms. These members represent the three major pilotage areas of the state, businesses that use the services of pilots, and public members. An Administrator is appointed by the Commissioner of the Department of Transportation. Typically, the Commission meets three times a year for non-emergency business.

PROGRAM:
The Commission establishes the rules, policies, and procedures that govern the licensing, training, and discipline of marine pilots in the state waters under the jurisdiction of the Commission. The Commission also approves the rates which pilots may charge for services and generally oversees the operational and safety requirements of deep draft ship movements. Administrative responsibility for the Maine Pilotage Commission was transferred to the Department of Transportation in July 1998. Since that time the Office of Freight and Business Services has served as the administrator of the Commission.

LICENSES:
During Fiscal Year 2011, one new license was issued and two five-year renewal licenses were issued. There are eleven (10) active and three (3) inactive Maine Pilotage Commission pilots.

PUBLICATIONS:
www.mainepilotage.com

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF PLANNING
HERB THOMSON, DIRECTOR

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3301
Established: 1972 *Telephone:* (207) 624-3300
Reference: Policy Area: 08 *Umbrella:* 17 *Unit:* 232 *Citation:* T0023 *M.R.S.A., Sect.:* 000004206

PURPOSE:
The Bureau of Transportation Systems Planning is responsible for conducting systematic and comprehensive transportation planning and policy development, capital improvement program development and management, and research, with the mission of "responsibly providing our customers the safest and most reliable transportation system possible, given available resources." In addition to responding to requests for professional and technical assistance in transportation planning and research from State and regional agencies, municipalities and the general public, the Bureau provides guidance to the Department's top management in addressing immediate action or response to transportation issues as they arise.

ORGANIZATION:
In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. In 1996, the Bureau revised its organizational structure to be consistent with the transportation planning requirements contained in federal and state laws such as the federal Intermodal Surface Transportation Efficiency Act, the federal Clean Air Act Amendment and the State's Sensible Transportation Policy Act.

The Bureau of Transportation Systems Planning reports to the Chief Engineer, and is comprised of four operating Divisions: Asset Services, Mobility Management, Program Development and Management, and Statewide Multimodal Planning. The Bureau also provides planning and administrative support to the Office of Freight and Business Services, which reports to the Deputy Commissioner.* In addition, the Bureau provides contractual support for MaineDOT's Research Division, which also reports to the Chief Engineer.

PROGRAM:
The Asset Services Division is responsible for monitoring the condition of Maine's transportation assets and is essential to making informed investment decisions. It provides bridge, highway, and multimodal management services to the Department through various systems management tools and processes. This Division has an asset-based mission and is the lead unit for development of the Department's capital bridge and paving programs.

The Mobility Management Division is comprised of the Traffic Analysis Section and the Engineering Services Section. These units conduct major studies and are responsible for Intelligent Transportation System Planning, and both sections provide services to the Bureaus of Maintenance and Operations and Project Development. The Division also works closely with the Bureau's Statewide Multimodal Planning Division.

The Program Development and Management Division is responsible for capital improvement programming, and develops the Department's Biennial Capital Work Plan. The Division is also responsible for the preparation of project scoping and location studies consistent with the requirements of Maine's Sensible Transportation Policy Act and the National Environmental Policy Act. This work unit is also responsible for air quality conformity and analysis of traffic noise monitoring.

The Statewide Multimodal Planning Division is responsible for coordinating development of Department policy as proposed by the Executive Office. The Division is also responsible for long-range transportation planning, mid-range planning, regional and corridor planning, public outreach, and coordination with regional and metropolitan transportation planning organizations (RPOs and MPOs). The Division focuses on urban and rural planning for highways and bridges,

transit planning and operations, ferry systems planning, passenger rail planning and state aviation systems planning. The Division is also responsible for municipal comprehensive-planning program review, and for management of the Department's Quality Communities Program.

*The Office of Freight and Business Services is responsible for motor carrier, freight rail, and marine and ports policy and planning activities. The Maine Port Authority is staffed by the Office of Freight and Business Services.

PUBLICATIONS:
Biennial Capital Work Plan - Free
Mid-Range Transportation Improvement Plan - Free
Long-Range Statewide Transportation Plan - Free
Sensible Transportation - A Municipal Official's Handbook for linking transportation and land use - Free
Numerous publications/resources on a wide variety of technical subjects

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF PROJECT DEVELOPMENT

JOYCE TAYLOR, DIRECTOR
WILLIAM PULVER, ASSISTANT DIRECTOR

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3401
Established: 1972 *Telephone:* (207) 624-3400
Reference: Policy Area: 08 *Umbrella:* 17 *Unit:* 246 *Citation:* T0023 *M.R.S.A., Sect.:* 000004206
Average Counts-All Positions: 530.538 *Legislative Count:* 507.00

PURPOSE:
The Bureau of Project Development's mission is to deliver safe, cost effective, high quality transportation projects and services to Bureau customers on schedule. This entails development of transportation improvement projects from approval of funding through to construction completion, as well as delivery of certain non-project related engineering and technical services.

ORGANIZATION:
The Bureau of Project Development was formed as a result of the Ernst & Whinney Management Study completed in the early 1980's. Its internal organization has evolved over the years to a new form that now combines functions into 3 Programs: Bridge, Highway, and Multimodal. Each Program is composed of multi-functional project teams each having full responsibility for delivery of a specified collection of projects. The Bureau's organization also includes 3 support units: Contracts, Property Office and Materials Testing & Exploration. Each of these units provides program wide assistance and support for development of projects, as well as external non-project services appropriate to their expertise.

PROGRAM:
The Department's overall transportation improvement program continues to emphasize improvement of the existing transportation network and facilities. Projects are developed through an inclusive process that is centered on minimizing and avoiding impacts during construction to the surrounding natural environment, to abutting property owners and to the traveling public. Available Federal funding, application of innovative financing techniques, and the willingness of the Legislature and Maine voters to provide matching dollars, have allowed transportation improvements. This past year the Bureau continued high production levels with delivery of roadway improvements, bridge projects, and other transportation improvements.

LICENSES:
Standard Specifications for Construction
Various policy & procedural Manuals

PUBLICATIONS:
Standard Specifications for Construction
Various policy & procedural Manuals

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PROJECT DEVELOPMENT EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	25,866,204		2,507,265	13,612,615	9,746,324	
HEALTH BENEFITS	8,576,249		1,082,915	3,981,466	3,511,868	
RETIREMENTS	4,496,208		618,070	2,082,308	1,795,830	
OTHER FRINGE BENEFITS	458,035		63,369	228,203	166,463	
COMPUTER SERVICES	2,671,979			2,437,689	234,290	
CONTRACTUAL SERVICES	36,133,723		2,991,099	11,366,481	19,062,788	2,713,355
RENTS	3,814,308		201,885	2,666,728	300,055	645,640
COMMODITIES	5,256,875		143,642	1,816,471	2,931,435	365,327
GRANTS, SUBSIDIES, PENSIONS	663,637		100,790	74,947	487,900	
EQUIPMENT	282,435,036		74,822,495	42,316,265	128,996,276	36,300,000
INTEREST-DEBT RETIREMENT	31,370,655			20,179,563	11,191,092	
TRANSFER TO OTHER FUNDS	976,531		90,676	885,855		
TOTAL EXPENDITURES	402,719,440		82,622,206	101,648,591	178,424,321	40,024,322

BUREAU OF TRANSPORTATION SERVICES

ROBERT D ELDER, DIRECTOR, FREIGHT TRANS.

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3251
Established: 1981 *Telephone:* (207) 624-3560
Reference: Policy Area: 08 *Umbrella:* 17 *Unit:* 243 *Citation:* T0023 *M.R.S.A., Sect.:* 000004206
Average Counts-All Positions: 85.326 *Legislative Count:* 77.50

PURPOSE:
The Office of Freight Transportation was created in 1996 from the Bureau of Transportation Services. In 2007, the Office was renamed to the Office of Freight and Business Services; and in 2009, the Office was merged with the Bureau of Transportation Systems Planning (Unit 232). It is charged with planning for a free-flowing intermodal freight network that offers Maine shippers greater choice among modes, increased productivity, improved environmental and safety benefits and reduced transportation costs.

The Office of Passenger Transportation (OPT) was merged with the Bureau of Planning in 2007 to become the Bureau of Transportation Systems Planning.

ORGANIZATION:
The Office of Freight and Business Services does freight planning, program management and manages special projects and operations, such as the Maine Port Authority and rail operations and development/marketing. It advocates new freight ideas and technologies and implements economic development strategies in partnership with Maine businesses.

PROGRAM:
The OFBS is responsible for promoting freight transportation on Maine's highways, railroads, ports and harbors, and in the air. OFBS has representation on the NASTO Highway Transport Subcommittee, which is implementing a regional oversize-overweight permitting system. The office is involved in several initiatives with the Bureau of Motor Vehicles and the Maine State Police to

utilize intelligent transportation systems technology in commercial vehicle regulation and operations. OFBS works with the State's railroad companies on key freight issues, provides rail inspection services, advises on state rail policy, undertakes rail rehabilitation projects and coordinates the implementation of Intermodal facilities. The OFBS is also responsible for implementing the Industrial Rail Access Program (IRAP) to extend or improve rail access to businesses in an effort to reduce congestion on highways and provide transportation options.

OFBS promotes maritime commerce, and has worked to secure funding and provide project oversight for developments at the state's three commercial cargo ports. In particular, the Maine Port Auth works as an arm of the OFBS. The OFBS manages the Small Harbors Improvement Program (SHIP) and the federally funded Boating Infrastructure Grant (BIG) Program which focus on improving coastal public marine facilities. The OFBS provides coordination for the prioritizing of dredging needs for federally maintained navigation projects in the State, and also provides administrative support to the Maine Pilotage Commission and the Maine Port Authority. OFBS works in cooperation with the State's major airports to promote the efficient movement of air freight. OFBS's planning document, the Integrated Freight Strategy, provides policy and project guidelines for the office. The OFBS coordinates and develops MaineDOT initiatives with Canadian trade and transportation entities, including improvements to border crossings such as the one at Calais/St. Stephen.

PUBLICATIONS:
The Office of Freight Transportation has the following publications available:
Integrated Freight Strategy, Free;
Port Development Strategic Plan
Intelligent Transportation Systems - Commercial Vehicle Operations Business Plan, Free;
Study of Impacts Carried by Exempting Currently Non-Exempt Maine Interstate Highways from Federal Truck weight limits
Maine State Rail Plan

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF TRANSPORTATION SERVICES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	4,090,710				509,863	3,580,847
HEALTH BENEFITS	1,447,093				167,209	1,279,884
RETIREMENTS	673,351				82,417	590,934
OTHER FRINGE BENEFITS	87,907				8,250	79,657
COMPUTER SERVICES	159,493				20	159,473
CONTRACTUAL SERVICES	8,636,133		286,913		842,902	7,506,318
RENTS	32,110				4,819	27,291
COMMODITIES	380,011				51	379,960
GRANTS, SUBSIDIES, PENSIONS	17,296,751			603,599	11,949,993	4,743,159
EQUIPMENT	55,904,620	7,000,000	618,275		24,551,249	23,735,096
TRANSFER TO OTHER FUNDS	3,714,971		2,416	3,600,000		112,555
TOTAL EXPENDITURES	92,423,150	7,000,000	907,604	4,203,599	38,116,773	42,195,174

(OFFICE OF) TREASURER OF STATE

BRUCE L. POLIQUIN, TREASURER OF STATE
BARBARA RATHS, DEPUTY TREASURER

Central Office: CROSS BUILDING, 3RD FLOOR, AUGUSTA, ME 04333-0039
Mail Address: 39 STATE HOUSE STATION, AUGUSTA, ME 04333-0039 *FAX:* (207) 287-2367
Established: 1820 *Telephone:* (207) 624-7477
Reference: Policy Area: 00 *Umbrella:* 28 *Unit:* 248 *Citation:* T0005 *M.R.S.A., Sect.:* 000000121
Average Counts-All Positions: 15.000 *Legislative Count:* 15.00

PURPOSE:
The Office of the Treasurer of State manages the State's cash and general obligation debt, unclaimed property program, municipal revenue sharing distributions and State held trust investments. The Treasurer also serves on the boards of the Maine Municipal Bond Bank, MaineHousing, Maine Public Employees Retirement System, Finance Authority of Maine, Adaptive Equipment Loan Board, Maine Health and Higher Education Facilities Authority, Maine Governmental Facilities Authority, Maine Educational Loan Authority, the Maine Public Utility Financing Bank, Dirigo Health Agency Board of Trustees, Indian Housing Mortgage Insurance Committee, Maine Vaccine Board, and chairs the NextGen College Investing Plan Advisory Committee.

ORGANIZATION:
The Office of the Treasurer of State was established by the Constitution of the State of Maine in 1820 with the Treasurer being elected biennially by both Houses of the Legislature sitting jointly. The Deputy Treasurer of State is designated by law as the chief clerk of the Office of the Treasurer and performs the duties of the Treasurer in the event of a vacancy or other absence.

PROGRAM:
The Office of the Treasurer processes all Cash Receipt Statements from all state departments. In Fiscal Year 2011, more than 125,670 were processed; more than 1.284 million checks were distributed, as well as 534,251 electronic funds transfer vendor payments. Banking services provided to State departments are coordinated by the Treasurer's Office--including deposit access to 33 Maine bank accounts, check stop payments and/or reissues, wire transfer services, and more. Cash flow is monitored. Funds not needed to pay state expenses may be invested through the Treasurer's Cash Pool in obligations of the U.S. Government, repurchase agreements, CDs in Maine banks, money market mutual funds, corporate bonds, and commercial paper. The Cash Pool includes 97 funds, averaged more than $616 million in FY 2011, and was managed for safety and liquidity with yield in mind. In FY 2011 the Cash Pool earned more than $1.28 million in earnings from investments, including more than $277,000 to the General Fund.

The Office of the Treasurer of State issues all general obligation notes and bonds of the State. This responsibility includes the preparation of Official Statements, acquisition of credit ratings and the engagement of any auction processes, underwriters and other entities needed to accomplish the issuance. Transaction closing details and money transfers are also managed by the Treasurer, as are debt service payments and distribution requests. At the close of Fiscal Year 2011 the State of Maine's outstanding general obligation bond principal was $520.23 million.

Four long-term investments--the Governor Baxter Trust, Lands Reserved Trust, Permanent School Trust and the Several Trust--are managed by the Office of the State Treasurer through contracts with a third parties. A trust investment advisory committee led by the Treasurer provides policy advice and authorization for investment transactions. At the close of Fiscal Year 2011 the value of the trust funds was $27.4 million.

The Unclaimed Property Program is administered by the Office of the State Treasurer. Nearly $23.9 million in unclaimed property was identified during FY 2011. A total of 19,200 claims were paid, reuniting citizens with over $12.5 million of lost property.

The Office of the State Treasurer annually projects and monthly distributes Municipal Revenue Sharing monthly to 493 municipalities and territories. Revenue

sharing distributions are based on a portion of the sales tax, corporate tax, and personal income tax revenues. Population, State Valuation, and Tax Assessment statistics are updated annually and used to calculate the pro rata distribution for each municipality. Approximately $93.15 million was distributed during FY 2011.

PUBLICATIONS:
Official Statements prior to sales of State bonds and notes; Annual list of Maine Citizen's Unclaimed Property; Website www.maine.gov/treasurer.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	678,831	678,831				
HEALTH BENEFITS	209,462	209,462				
RETIREMENTS	119,140	119,140				
OTHER FRINGE BENEFITS	14,264	14,264				
COMPUTER SERVICES	100,778	40,389	680			59,709
CONTRACTUAL SERVICES	717,616	564,169	1,907			151,540
COMMODITIES	36,889	36,270				619
GRANTS, SUBSIDIES, PENSIONS	93,162,329	6,877	93,155,452			
INTEREST-DEBT RETIREMENT	87,917,340	87,623,247			294,093	
TRANSFER TO OTHER FUNDS	52		52			
TOTAL EXPENDITURES	182,956,701	89,292,649	93,158,091		294,093	211,868

(OFFICE OF) TREASURER OF STATE

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	678,831	678,831				
HEALTH BENEFITS	209,462	209,462				
RETIREMENTS	119,140	119,140				
OTHER FRINGE BENEFITS	14,264	14,264				
COMPUTER SERVICES	100,778	40,389	680			59,709
CONTRACTUAL SERVICES	717,616	564,169	1,907			151,540
COMMODITIES	36,889	36,270				619
GRANTS, SUBSIDIES, PENSIONS	93,162,329	6,877	93,155,452			
INTEREST-DEBT RETIREMENT	87,917,340	87,623,247			294,093	
TRANSFER TO OTHER FUNDS	52		52			
TOTAL EXPENDITURES	182,956,701	89,292,649	93,158,091		294,093	211,868

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

RICHARD L. PATTENAUDE, CHANCELLOR
M. MICHELLE HOOD, CHAIR OF THE BOARD

Central Office: 16 CENTRAL STREET, BANGOR, ME 04401
Mail Address: 16 CENTRAL STREET, BANGOR, ME 04401 *FAX:*
Established: 1968 *Telephone:* (207) 973-3201
Reference: Policy Area: 02 *Umbrella:* 78 *Unit:* 421 *Citation:* S1967 *M.R.S.A., Sect.:* 000000229

PURPOSE:
The University of Maine System is the coordinating, policy, and planning entity for Maine's seven public universities and nine educational outreach centers. In that role, it provides undergraduate, graduate, and professional education in a variety of fields, conducts research and performs public service for the people of the State. The System was established to "develop, maintain, and support a structure of public higher education in the State which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20-A, subsection 10902).

The University of Maine System Board of Trustees is authorized to provide, through its institutions, an organized program of instruction, research, and service and award academic degrees; establish mechanisms for review and approval of system programs; review the current method of distributing state resources in light of distinctive missions, enrollment shifts, program priorities, changing program costs, demographic patterns and emerging needs of the State; review and evaluate existing programs to identify which programs best address future educational and economic priorities of citizens of the State and ensure that the needs of the State's nontraditional students are met in a more equitable manner.

Further, the Board of Trustees is empowered by its charter to appoint a Chancellor of the University System to serve as chief administrative and education officer and, on the nomination of the Chancellor, appoint university Presidents. The Board of Trustees, in consultation with the Chancellor, is the governing and planning body of the university and in addition has responsibility for preparing and approving the operating and capital budgets of the university; support and enhance the system and the mission of the system; provide sound financial management of the system; exercise prudent stewardship of the assets of the system; plan strategies for programs and allocation of resources that most effectively serve the educational needs of the citizens of the State; develop and maintain a strong system of accountability to the public for performance results of the system; visibly advocate higher education as a means to strengthen the economy and communities of the State; and authorize contracts with the State of Maine or any department or agency. .

ORGANIZATION:
The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine the former State colleges and OPAL - Orono, Portland, Augusta, Law School - into a consolidated University of Maine, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono university's administrative umbrella at the time of the 1968 merger. In 1970, the State Colleges changed their names to reflect the campuses of the University of Maine System. Portland and Gorham were made a single institution in 1970 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

In 1986 the combined university was renamed the University of Maine System, reflecting its structure as a system of universities operating under a single governance structure. At the same time, the University of Maine at Orono's name was changed back to the University of Maine.

The University System is organized into the following units:

> Board of Trustees
> Office of the Chancellor and Systemwide Services (centralized statewide administrative operations)
> University of Maine
> University of Maine at Augusta (Includes University College, which consists of

9 academic outreach centers located around the state)
> University of Maine at Farmington
University of Maine at Presque Isle
> University of Maine at Fort Kent
University of Southern Maine
> University of Maine at Machias

PROGRAM:
INSTRUCTION. The universities of the University of Maine System offer the associate, baccalaureate, master's, and doctoral degrees plus the certificate for advanced study and the professional degree in law. Academic programs include the arts and sciences, agriculture, forestry, technology, business, education, life sciences, marine sciences, engineering, law, and nursing. Specific responsibilities are assigned to each of the seven universities based on such goals as: 1) assuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the particular cultural, agricultural, and industrial needs of regions. Fall 2010 enrollment totaled 32,009, including many part-time and adult learners. Maine's seven public universities awarded 5,484 degrees in 2009/10.

PUBLIC SERVICE. In addition to its instructional programs, the University System uses its university facilities, research capabilities, and faculty talent in direct support of community and individual needs throughout the State. A major example: University of Maine Cooperative Extension, supported by federal, state, and county governments, provides education and information directly to families, farmers, businesses, organizations, communities and individuals. Public service activities are encouraged at each university and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies, and the communication of information of importance to the citizens of Maine.

RESEARCH. The research mission of the University System includes expanding faculty skills and teaching competence, increasing knowledge of Maine resources and improving their practical use, and assisting the state and regional economies. Research is encouraged at all universities but is emphasized more at the University of Maine and the University of Southern Maine, which have been designated major centers for basic and applied research within the System. Contributions have been particularly strong in pulp and paper technology, forestry, engineering, law, applied science, public policy, and quaternary studies. University research unquestionably has benefited Maine's business, natural resources and government. As the result of recent State investment in university-based research, more than $250 million in federal and private grants and contracts were received by UMaine and USM in the past 5 years, creating several hundred full-time equivalent jobs funded annually in Maine. In addition, all seven of Maine universities generated additional millions through grants and contracts that did not involve direct State investment.

PUBLICATIONS:
(1) Financial Report, University of Maine System:
http://www.maine.edu/system/oft/AnnualFinancialReports.php

(2) UMS World-Wide Web Site: http://www.maine.edu/

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
CONTRACTUAL SERVICES	2,415,780					2,415,780
GRANTS, SUBSIDIES, PENSIONS	201,945,372	193,611,274	1,809,808		6,524,290	
TOTAL EXPENDITURES	204,361,152	193,611,274	1,809,808		6,524,290	2,415,780

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
CONTRACTUAL SERVICES	2,415,780					2,415,780
GRANTS, SUBSIDIES, PENSIONS	201,945,372	193,611,274	1,809,808		6,524,290	
TOTAL EXPENDITURES	204,361,152	193,611,274	1,809,808		6,524,290	2,415,780

STATE BOARD OF EDUCATION

JAMES BANKS, SR., CHAIR

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6618
Established: 1949 *Telephone:* (207) 624-6616
Reference: Policy Area: 02 *Umbrella:* 90 *Unit:* 077 *Citation:* T0020A *M.R.S.A., Sect.:* 000000401

PURPOSE:
The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Education in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to approve the formation of Community School Districts; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of career and technical education centers; to approve standards for school construction; to approve school construction projects for State aid; to work as a partner with the Department of Education regarding the Essential Programs and Services school finance process; to obtain information regarding applications for granting degrees; to accredit programs at institutions of higher education that train educators; to set the standards for educator's certification, authorization, and approval; to approve applications for out-of -state institutions who wish to offer degree granting programs in Maine; to review the applications for initial degree granting and make recommendations to the Legislature.

The State Board of Education also serves as the State agency for administering Carl Perkins Federal funds.

ORGANIZATION:
The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education.

The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Board.

Effective July 1, 1972, the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and Cultural Affairs and to confirmation by the Legislature.

In 2007 the Legislature passed LD 151, allowing student representation on the State Board of Education. As a result, in 2008 the Board's membership expanded from nine to eleven as it added two high school students (non-voting) who are also appointed by the governor.

PROGRAM:
In addition to fulfilling its statutory obligations, the State Board continues to lead Maine's effort to establish results-based initial teacher certification program; plays a leadership role in policy development and implementation of technology; and supports the Maine Teacher of the Year Program.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF EDUCATION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	21,175	21,175				
CONTRACTUAL SERVICES	74,597	74,597				
RENTS	250	250				
COMMODITIES	2,518	2,518				
TOTAL EXPENDITURES	98,540	98,540				

FUND INSURANCE REVIEW BOARD

MICHAEL BONZAGNI, CHAIR
MICHELLE A. MACKENZIE, CLERK, FAME

Central Office: C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949
Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949 *FAX:* (207) 623-0095
Established: 1993 *Telephone:* (207) 623-3263
Reference: Policy Area: 04 *Umbrella:* 90 *Unit:* 564 *Citation:* T0038 *M.R.S.A., Sect.:* 000000568B

PURPOSE:
The Fund Insurance Review Board (FIRB) was created for the purposes of hearing appeals from insurance claims-related decisions by the Commissioner of the Department of Environmental Protection, adopting rules, monitoring funds, and ensuring the solvency of certain designated funds for groundwater oil clean-up.

ORGANIZATION:
FIRB is a ten-member board. The Governor appoints eight members as follows: three persons representing the petroleum industry, one of whom is nominated by the Maine Oil Dealers Association, one of whom is a retailer who owns fewer than five retail outlets, and one of whom is a retailer who owns five or more retail outlets; and five members of the public who are not employed in the petroleum industry and who do not have a direct and substantial financial interest in the petroleum industry. Also serving on the board is the Commissioner of the Department of Environmental Protection, or the Commissioner's designee, and the State Fire Marshal or the Marshal's designee.

PROGRAM:
FIRB is responsible for a number of activities, including: (1) hearing appeals from Groundwater Oil Clean-up Fund insurance claims-related decisions by the Commissioner of the Department of Environmental Protection or the State Fire Marshal; (2) adopting rules establishing criteria for determining substantial compliance for above-ground oil storage facilities; (3) contracting with the Finance Authority of Maine (FAME) for such assistance in fulfilling FIRB's duties as the board may require; (4) monitoring income and disbursements from the Groundwater Oil Clean-up Fund and adjusting fees as required to avoid a shortfall in the Fund; and (5) consulting with FAME at such times as are necessary, but no less than annually, to review income and disbursements from the Wells Waste Oil Clean-up Fund. The board, at such times and in such amounts as it determines necessary, and in consultation with FAME, shall direct the transfer of funds from the Underground Oil Storage Replacement Fund to the Groundwater Oil Clean-up Fund.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HEALTH DATA ORGANIZATION

ALAN M. PRYSUNKA, EXECUTIVE DIRECTOR

Central Office: 151 CAPITOL STREET, AUGUSTA, ME 04333-0102
Mail Address: 102 STATE HOUSE STATION, AUGUSTA, ME 04333-0102 *FAX:* (207) 287-6732
Established: 1996 *Telephone:* (207) 287-6722
Reference: Policy Area: 05 *Umbrella:* 90 *Unit:* 590 *Citation:* T0022 *M.R.S.A., Sect.:* 000008703
Average Counts-All Positions: 6.000 *Legislative Count:* 6.00

PURPOSE:
The Maine Health Data Organization (MHDO) was established by the 117th Legislature to create and maintain a useful, objective, reliable and comprehensive health information database to improve the health of Maine citizens. This database is made publicly accessible while protecting patient confidentiality and respecting providers of care.

ORGANIZATION:
The MHDO was created in 1996 as an independent executive agency to maintain and expand the health information database of its predecessor agency, the Maine Health Care Finance Commission. The MHDO implements policies and procedures for the collection, processing, storage, and analysis of clinical, financial, restructuring, quality, and health claims data.

The MHDO is governed by a stakeholder Board of Directors comprised of 21 members representing the following interests: one member is an employee of the Department of Human Services and one member is a representative of Dirigo Health; four members represent consumers; three members represent employers, with one being a representative of a health management coalition, and one a representative of a statewide chamber of commerce; two members represent third-party payers; nine members represent providers (two represent hospitals, two represent physicians, one represents chiropractic services, one represents pharmacists, one represents federally qualified health centers, one represents a home health care organization, and one represents mental health organizations). One member is an employee of the Department of Professional and Financial Regulation and serves in a nonvoting, consultative capacity.

PROGRAM:
The MHDO has available for release, in accordance with its confidentiality rules, hospital discharge and outpatient data; emergency department data; Maine hospital financial and organizational data; quality data; and all-payer/all-provider health care claims data. Maine is one of the first states in the country to develop a database of hospital inpatient records, which cover 100 percent of all patients discharged from its private hospitals. Maine is also the only state in the nation to collect complete hospital outpatient services data, and the first to release such data. Maine also has the first all payer/all provider claims database, with data publicly available from January of 2003.

The MHDO also continues it efforts in working with the National Association of Health Data Organizations to advocate for uniformity of health data among the states. The MHDO provides data to the Agency for Healthcare Research and Quality as part of the Health Care Utilization Project national database, which provides information on characteristics of inpatients discharged from non-federal, short-stay hospitals in the United States.

The organization maintains three interactive web sites. HealthData of Maine contains hospital inpatient, outpatient, emergency department interactive modules; hospital quality and financial modules; a public health module; and links to other state and federal health data. Maine HealthCost provides total payments for selected health care services for the top ten commercial health plans in the State and for Medicare, as well as estimates of what the uninsured will pay. HealthCost enables the public to access information on prices at Maine hospitals and other health care facilities to help patients and employers make more informed health care decisions. MONAHRQ website analyzes, summarizes, and presents information on the quality of care and health care utilization using the hospital inpatient data. It also enables visitors to identify preventable hospitalizations and rates of conditions and procedures by county and by hospital service areas.

PUBLICATIONS:
Annual Report to the Maine Joint Standing Committee on Health and Human Services. (no charge)

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HEALTH DATA ORGANIZATION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	307,338		307,338			
HEALTH BENEFITS	82,757		82,757			
RETIREMENTS	58,080		58,080			
OTHER FRINGE BENEFITS	4,482		4,482			
COMPUTER SERVICES	610,311		610,311			
CONTRACTUAL SERVICES	599,062		599,062			
RENTS	42,343		42,343			
COMMODITIES	7,664		7,664			
TRANSFER TO OTHER FUNDS	6,033		6,033			
TOTAL EXPENDITURES	1,718,070		1,718,070			

WORKERS' COMPENSATION BOARD

PAUL H SIGHINOLFI, EXEC DIR/CHAIR
TERRIE MCLAUGHLIN, DD BUSINESS SERVICES

Central Office: 90 BLOSSOM LANE, AMHI, AUGUSTA, ME 04333-0027
Mail Address: 27 STATE HOUSE STATION, AUGUSTA, ME 04333-0027 *FAX:* (207) 287-7198
Established: 1992 *Telephone:* (207) 287-3751
Reference: Policy Area: 07 *Umbrella:* 90 *Unit:* 351 *Citation:* T0039A *M.R.S.A., Sect.:* 000000151
Average Counts-All Positions: 112.000 *Legislative Count:* 112.00

PURPOSE:
The board's mission is to serve the employees and employers of the State fairly and expeditiously by ensuring compliance with the workers' compensation laws, ensuring the prompt delivery of benefits legally due, promoting the prevention of disputes, utilizing dispute resolution to reduce litigation and facilitating labor-management cooperation.

ORGANIZATION:
Policy is established by a seven-member board having three labor representatives, three management representatives and an Executive Director who is Chair of the Board. The Governor appoints the labor members from nominees submitted by the AFL-CIO and the management members nominated by the Maine Chamber of Commerce and Industry. The Governor also appoints the Executive Director who serves at the pleasure of the Governor. These appointments are subject to review by the Joint Standing Committee on Labor with confirmation by the Senate.

The agency is administered by the Executive Director, Paul H. Sighinolfi. Regional Offices are located in Augusta, Bangor, Caribou, Lewiston and Portland. A Central Office is in Augusta. Mediation and formal hearings are conducted at these and other offices. Some hearings are held at locations closer to the residence of the injured worker. The 118th Legislature, 1st Regular Session, enacted legislation providing for a Worker Advocate Program to assist unrepresented employees through the mediation and formal hearing phases of dispute resolution. The legislation also provides for a MAE Program to track and regulate compliance with the statute by carriers and self insurers. These programs continue to have a very positive impact on the system.

PROGRAM:
The board exists to prevent and resolve disputes between employers and employees over work-related injuries since timely, fair and efficient resolution of disputes enhances Maine workplaces for all Maine's people and to insure compliance with the Workers' Compensation laws. To ensure the efficient implementation of the Workers' Compensation Act, the board is engaged in the

promulgation of rules; the resolution of disputes through formal and informal means; the monitoring of payments to injured workers; the monitoring and enforcement of insurance coverage; the supervision of medical protocols, utilization review, medical fee schedules and enforcement guidelines; the implementation of an independent medical examiner system; the investigation and prosecution of complaints of fraud and misrepresentation. The objectives are accomplished through the dispute resolution process, the Worker Advocate Program, the Monitoring, Auditing and Enforcement (MAE) Program, the Abuse Investigation Unit and support staff.

The board meets on a monthly basis to set policy pursuant to the mandates of the Act. The board has three standing subcommittees: Budget, Personnel and Independent Medical Examiners (IME). The Budget Subcommittee considers all budgetary matters, performance budgeting and determines the assessment. The Personnel Subcommittee maintains the table of organization and prepares personnel policy. The IME Committee deals with the implementation of the Independent Medical Examiner Program. The board has adopted standard operating procedures for all levels of dispute resolution that have eliminated backlogs and significantly reduced the length of time a case is in the system. The Board requires the use of EDI for First Reports of Injury and Notices of Controversy. Interpreter services are provided by the board at its expense. Notification of the availability of services is clearly displayed in all regional offices and is printed in an employee pamphlet.

The board approved the establishment of the Monitoring, Audit and Enforcement Program as mandated under Chapter 486. The goals of the MAE Program are as follows: (1) to provide the Board, Legislature and Governor with timely and reliable data; (2) to monitor and audit payment and filing requirements; (3) to detect those insurers, self-insurers and third-party administrators that are not in compliance; and (4) to ensure that all filing and compliance obligations under the Act are met. (Monitoring, Audit and Enforcement reports are issued quarterly and annually.) The board's information technology projects include: board system rewrite; DHCP routing; late filed forms tracking; advocate case management module; abuse unit module; electronic data submission; NOC/MOP measurement; web based HO decision repository; ad-hoc reporting and infrastructure upgrade/maintenance.

PUBLICATIONS:

Annual Report on the Status of the Maine Workers' Compensation System, published annually in February (free)
Facts About Maine Workers' Compensation Laws, pamphlet, 50 cents each
Maine Workers' Compensation Act of 1992, updated through the Second Special Session of the 123rd Legislature, booklet, $5.00 per copy
Medical Fee Schedule, booklet, $25.00 each
Workers' Compensation Board Rules and Regulations, booklet, $10.00 each
Workers' Compensation Board Minutes, $100.00 per year for minutes or $150.00 per year for minutes and cumulative index
Most Board publications are available at www.maine.gov

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WORKERS' COMPENSATION BOARD **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	4,931,571		4,931,571			
HEALTH BENEFITS	1,585,351		1,585,351			
RETIREMENTS	866,030		866,030			
OTHER FRINGE BENEFITS	94,049		94,049			
COMPUTER SERVICES	357,948		357,948			
CONTRACTUAL SERVICES	770,664		770,664			
RENTS	468,465		468,465			
COMMODITIES	123,219		123,219			
GRANTS, SUBSIDIES, PENSIONS	20,167		20,167			
TRANSFER TO OTHER FUNDS	217,202		217,202			
TOTAL EXPENDITURES	9,434,666		9,434,666			

ALLAGASH WILDERNESS WATERWAY ADVISORY COUNCIL
W. DONALD HUDSON JR., CHAIR

Central Office: 18 ELKINS LANE, AUGUSTA, ME 04333-0022
Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-6170
Established: 2007 *Telephone:* (207) 287-3821
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 640 *Citation:* T0012 *M.R.S.A., Sect.:* 000001891

PURPOSE:
The Allagash Wilderness Waterway Advisory Council was established under PL 2007, c. 146 to work with the manager of the waterway in developing and maintaining a strategic plan for the waterway and advancing the mission and goals of the waterway.

ORGANIZATION:
The 123rd Legislature created the Allagash Wilderness Waterway Advisory Council in 2007, assigning it to the Bureau of Parks & Lands, under 12 MRSA, Section 1891. The council consists of 7 members, 6 appointed by the Governor and 1 appointed by the Northeast Regional Director of the National Park Service. Members annually elect a chair from among the 7 members and serve terms of 5 years and not more than 2 terms. The Department of Conservation shall administer and manage the Allagash Wilderness Waterway as a separate region within the Bureau of Parks and Lands.

PROGRAM:
The Allagash Wilderness Waterway Advisory Council represents the public interest in the Allagash Wilderness Waterway and provides counsel to the superintendentof the waterway and the Director of the Bureau of Parks & Lands within the Department of Conservation. It also creates an endowment fund to support capital acquisitions and improvements, historic, cultural, and educational programs and facilities. The commissioner shall annually report to the joint standing committee of the Legislature having jurisdiction over conservation matters.

The Council met three times in 2010 and continued its focus on the responsibility to develop a strategic plan for the Waterway. Members organized into subgroups, identified priority issues, prepared goals and objectives for further research, and completed work on a mission statement. The strategic plan was completed in FY 2011.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ANIMAL WELFARE ADVISORY COUNCIL
LIAM HUGHES, DIRECTOR

Central Office: AMHI-DEERING, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1992 *Telephone:* (207) 287-3846
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 651 *Citation:* T0007 *M.R.S.A., Sect.:* 00003906-C

PURPOSE:
The Animal Welfare Advisory Council, was established in 2002 in accordance with Title 5, section 12004-I, subsection 2-C. The membership of the Council, terms of office and duties are listed in Title 7, section 3906-C.

ORGANIZATION:
The council consists of 14 members appointed by the Governor as specified in Maine Revised Statutes, Title 7, §3906-C.

Except for initial appointees , each member serves for a term of 3 years or until the member's successor has been appointed. A member may not serve more than 2

consecutive terms. In the case of a vacancy for any reason, the Governor shall appoint a member representing the same interest to fill the unexpired term. Initially, 4 appointed members serve for one year, 4 members serve for 2 years and 3 members serve for 3 years.

The council shall elect one of its members as chair. The chair serves for a 2-year period and may not serve as chair for consecutive 2-year periods. The council shall hold regular public meetings every other month but may waive by majority vote a succeeding meeting. The chair shall call special meetings of the council whenever requested in writing by 2 or more members. The council shall send notice and minutes of the meetings to the joint standing committee of the Legislature having jurisdiction over animal welfare matters.

PROGRAM:
The council shall perform the following duties:
A. Review and advise the commissioner on proposed revisions to the animal welfare laws and rules; [2001, c. 399, §3 (NEW).]
B. Assist the commissioner in the continuing implementation and evaluation of the animal welfare laws and rules; [2001, c. 399, §3 (NEW).]
C. Review training programs for humane agents and animal control officers and make recommendations for training appropriate to the duties of the humane agents and animal control officers; [2001, c. 399, §3 (NEW).]
D. Research options for increasing revenue to the Animal Welfare Fund to ensure funding for the implementation and enforcement of the animal welfare laws and rules, periodically evaluate the adequacy of funding for those laws and rules and make recommendations to the commissioner; and [2001, c. 399, §3 (NEW).]
E. Advise the commissioner on other matters related to the animal welfare laws and rules. [2001, c. 399, §3 (NEW).]
[2001, c. 399, §3 (NEW) .]

The council met six times during Fiscal Year 2011 and discussed a wide range of topics including a review of staffing and training, using volunteers for the Help Fix Me program and pending legislative initiatives.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ARCHIVES ADVISORY BOARD
SUMNER WEBER, CHAIRMAN

Central Office: CULTURAL BUILDING, AUGUSTA, ME 04333-0084
Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:*
Established: 1965 *Telephone:* (207) 287-5790
Reference: Policy Area: 00 *Umbrella:* 92 *Unit:* 257 *Citation:* T0005 *M.R.S.A., Sect.:* 000000096

PURPOSE:
The Archives Advisory Board's primary function is to advise the State Archivist in administering the law pertaining to archives and to perform other such duties as may be prescribed by law.

ORGANIZATION:
The board consists of 9 public members approved by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment, and thereafter until his/her successor is appointed and qualified. In case of a termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM:
The Archives Advisory Board meets periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules, and on administrative matters of concern. Two members of the Board serve on the Maine State Cultural Affairs Council.

The Archives Advisory Board, with the State Archivist, is responsible for

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNC

DALE DENNO, DIRECTOR

Central Office: 442 CIVIC CENTER DRIVE, AUGUSTA, ME 04333
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5096
Established: 1997 *Telephone:* (207) 287-5083
Reference: Policy Area: 05 *Umbrella:* 92 *Unit:* 601 *Citation:* T0022 *M.R.S.A., Sect.:* 000003789D

PURPOSE:
The Maine Temporary Assistance for Needy Families Council shall advise the Commissioner or the Commissioner's designee regarding education, training, job opportunities, quality employment and business ownership opportunities, the operation of any postsecondary education programs administered by the Department and other matters affecting TANF recipients.

ORGANIZATION:
Members of the council are appointed by the Commissioner and include recipients of TANF benefits and representatives of employers within the State, organized labor, womens' interests, higher education and organizations or agencies having experience in addressing the training, education and job needs of low-income women.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ACQUIRED BRAIN INJURY ADVISORY COUNCIL

KELLEY MCTAGUE, CO-CHAIR
RICHARD BROWN, CO-CHAIR

Central Office: , ,
Mail Address: , , *FAX:*
Established: 2007 *Telephone:* (207) 341-1225
Reference: Policy Area: 05 *Umbrella:* 92 *Unit:* 652 *Citation:* T00034B *M.R.S.A., Sect.:* 00019001

PURPOSE:
The Acquired Brain Injury Advisory Council was established by PL 2007, chapter 239 to provide independent oversight and advice and to make recommendations to the Commissioner of the Department of Health and Human Services, the Director of the Office of Adults with Cognitive and Physical Disability Services, the Director of the Maine Center for Disease Control and Prevention and the Director of the Office of MaineCare Services.

ORGANIZATION:
The Commissioner of the Department of Health and Human Services appoints the 16-member board to two year terms. Two members with acquired brain injuries must represent persons with acquired brain injuries; two members must represent families of persons with acquired brain injuries; two members must represent advocates for persons with acquired brain injuries; five members must represent providers of services to persons with acquired brain injuries; and five members must represent state agencies with expertise in the areas of education, employment, prevention of brain injuries, homelessness, corrections and services to veterans.

PROGRAM:
The council is required to: identify issues related to brain injury, including

prevention and the needs of individuals with disabilities due to brain injuries and the needs of their families; recommend methods that will enhance health and well-being, promote independence and self-sufficiency, protect and care for those at risk and provide effective and efficient methods of prevention, service and support; seek information from the broadest range of stakeholders, including persons with brain injuries, their families, rehabilitation experts, providers of services and the public, and hold at least 2 public hearings annually, in different regions of the State, to generate input on unmet needs; review the status and effectiveness of the array of brain injury programs, services and prevention efforts provided in this State and recommend to the commissioner priorities and criteria for disbursement of available appropriations; and meet at least 4 times per year and by January 15th of each year submit a report of its activities and recommendations to the commissioner and to the Legislature.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE CHILDREN'S GROWTH COUNCIL

SHERYL PEAVEY, DIRECTOR

Central Office: OFFICE OF CHILD & FAMILY SVS., ,
Mail Address: 2 ANTHONY AVENUE, AUGUSTA, ME 04333-0011 *FAX:*
Established: 2008 *Telephone:* (207) 624-7992
Reference: Policy Area: 05 *Umbrella:* 92 *Unit:* 653 *Citation:* T0005 *M.R.S.A., Sect.:* 000024001

PURPOSE:
The Maine Children's Growth Council was created in PL 2007, chapter 683 to develop, maintain and evaluate a plan for sustainable social and financial investment in the healthy development of the State's young children and their families. The Children's Growth Council works with a broad group of stakeholders to implement the plan for a unified, statewide early childhood services system.

ORGANIZATION:
All members of the Council are appointed for three-year terms by the Governor, the Senate President, or the Speaker of the House and must have a strong interest in early learning and development. There are 34 seats representing a diverse group of legislators, business leaders, providers, parents, researchers, community leaders, and government officials. Members who are Legislators are appointed for the duration of the legislative terms in which they were appointed. Members who are not Legislators may serve beyond their designated terms until their successors are appointed.

PROGRAM:
The council is charged with reviewing and addressing recommendations of legislative studies and advisory committees regarding young children, adopting and updating a long-term plan for investment in the healthy development of young children that will achieve sustainable social and financial investment in the healthy development of young children and their families; reporting every 2 years to the leadership in the executive and legislative branches on the activities and accomplishments of the council, its long-term plan for investment in the healthy development of young children, and issuing such other relevant, data-driven reports.

PUBLICATIONS:
* Maine Children's Growth Council 2010 Report, a statutorily required report to the Legislature on activities and priorities every two years.
* Maine Children's Growth Council Report on School Readiness, a baseline data report on early childhood indicators (published 2010 and 2011).
* Strong Foundations for a Prosperous Maine Future-A Public Policy Campaign (2010, 2011)
* All publications, Council records, Committee records, data, and other information is available on the Council website, www.mainecgc.org

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

CONTINUING EDUCATION ADVISORY COMMITTEE
PAMALA L ROYBALL, INSURANCE DIV. SUPERVISOR

Central Office: 76 NORTHERN AVE, GARDINER, ME 04345
Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 624-8599
Established: 1995 *Telephone:* (207) 624-8408
Reference: Policy Area: 02 *Umbrella:* 92 *Unit:* 518 *Citation:* T0024A *M.R.S.A., Sect.:* 000001481

PURPOSE:
The purposes of the Continuing Education Advisory Committee are to review and recommend courses submitted to the Bureau by Course Providers for the use of producers and consultants in the fulfillment of the Continuing Education Requirements as a prerequisite to license continuation.

ORGANIZATION:
The board consists of 6 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless that person is active, full-time insurance producer or consultant, and is a resident of this State. No person may be reappointed to the board for more than one consecutive 3-year term.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality, education and nature of the services performed by producers and consultants.

Lastly, the members of the board may serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM:
During Fiscal Year 2011, the Continuing Education Advisory Committee met monthly to review courses and recommend approval or disapproval of courses.

LICENSES:
This board issues no licenses itself, but participates in the review of and recommendations for continuing education courses used as a basis for renewing licenses by the Bureau of Insurance.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

CRIMINAL LAW ADVISORY COMMISSION
JOHN PELLETIER, CHAIR

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME 04333
Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-3120
Established: 1989 *Telephone:* (207) 626-8800
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 139 *Citation:* T0017A *M.R.S.A., Sect.:* 000001351

PURPOSE:
To study Maine criminal and juvenile crime laws and submit proposed changes to the Legislature.

ORGANIZATION:
The Commission consists of 9 members appointed by the Attorney General who serve without salary. At least two must have knowledge of juvenile laws and all members must have knowledge of the criminal law or experience in the prosecution or defense of criminal cases.17-A M.R.S.A. Section 1352.

PROGRAM:
The Commission meets as a body numerous times a year. In FY 2011, the Commission met 11 times. The Commission consults with members of the Legislature and the Judiciary in evaluating Maine's criminal laws and reviewing proposed criminal legislation.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS

JOYCE ORESKOVICH, CO-CHAIR
STEVEN KEATEN, CO-CHAIR

Central Office: 220 CAPITOL STREET, AUGUSTA, ME 04333
Mail Address: 114 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1973 *Telephone:* (207) 287-6780
Reference: Policy Area: 00 *Umbrella:* 92 *Unit:* 311 *Citation:* T0005 *M.R.S.A., Sect.:* 000000884

PURPOSE:
Administration of the Deferred Compensation Plan (the Plan) for the State is the responsibility of the Bureau of Human Resources, Division of Employee Health and Benefits staff within the Department of Administrative and Financial Services. The Advisory Council on Tax-deferred Arrangements was established to work with the Plan providers, Plan participants, and potential participants. The Council is a Labor/Management group made up of 12 members consisting of 4 from MSEA, 1 from the MSLEA , 1 from the MSTA , 1 from AFSCME, 1 from the Legislative Branch, 1 from the Judicial Branch, and 3 management members. One representative each from Labor and Management serve as co-chairs of the Council, each with one vote on behalf of labor and management members. Goals of the Council include keeping the Plan document and the vendor contracts up to date, maintaining a reasonable investment policy, and increasing the Plan participation significantly. Towards these goals, Buck Consultants, an actuarial and human resource consulting firm, serves as a performance and educational monitor.

ORGANIZATION:
The original Plan Council was established in 1973, however, subsequent legislation created the Advisory Council on Tax-deferred Arrangements. Members include the Commissioner of Administrative and Financial Services as Chair, the Insurance Superintendent and the Superintendent of Financial Institutions or their designees, and 9 labor employees recommended to the Governor by their particular labor unions as follows: 4 from MSEA, 1 from the MSLEA, 1 from AFSCME, 1 from the MSTA, and one representitive each from the Legislative and Judicial Branches. Employee representatives are appointed for terms of 3 years. The Council meets as needed, but at least three times each year.

PROGRAM:
Enrollment in the Plan is open at all times to permanent state employees. The Council hired Buck Consultants, an actuarial and human resource consulting firm, to assist with modernizing all features of the Plan. They have negotiated lower provider fees, selected fewer and better performing investment options, and legally reviewed the original Plan document and provider contracts. Buck Consultants remains the performance monitor and educational source for the

State's Plan. Publications by Buck Consultants help employees understand this important benefit.

Three financial service organizations (FSOs) offer services to eligible employees: ING, Hartford, and Valic.

PUBLICATIONS:
Full disclosure may be found on the Bureau of Accounts and Control web site.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ADVISORY COMMITTEE ON DENTAL EDUCATION

MARTHA JOHNSTON, CHAIR
JANEEN VIOLETTE, FINANCE AUTHORITY OF ME

Central Office: C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949
Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949 *FAX:* (207) 623-0095
Established: 1999 *Telephone:* (207) 623-3263
Reference: Policy Area: 02 *Umbrella:* 92 *Unit:* 604 *Citation:* T0020A *M.R.S.A., Sect.:* 000012304

PURPOSE:
To provide funds for forgivable loans to Maine residents enrolled in a school of dental education and also repayment of dental education loans for certain eligible dental service providers.

ORGANIZATION:
The twelve-member Advisory Committee consists of: Ten voting members appointed by the President of the Senate and the Speaker of the House as follows: one member representing a major statewide organization representing dentists; one member representing a major statewide coalition dedicated to issues concerning ambulatory care; one member representing a major statewide alliance dedicated to children's issues; one member representing the Department of Health and Human Services, Bureau of Health, Oral Health Program; two members of the House of Representatives; one Senator; one member representing a major statewide organization of consumers dedicated to the cause of affordable health care; one member representing a major statewide organization dedicated to ensuring equal justice; one member representing the Department of Health and Human Services, Bureau of Medical Services. Additionally, two nonvoting members participate on the Committee, one of whom represents FAME and one who represents an office of primary health care.

PROGRAM:
The Maine Dental Education Loan and Loan Repayment Programs provide funds for forgivable loans to Maine residents enrolled in a school of dental education and also repayment of dental education loans for certain eligible dental service providers.

The Advisory Committee on Dental Education advises the Finance Authority of Maine on the development of rules and policies to evaluate and improve the programs. The Committee also assists FAME in prioritizing loan repayment applications and allocating funds between loans for dental students and loan repayment.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE COMMISSION ON DOMESTIC AND SEXUAL ABUSE

JOHN E. MORRIS, COMMISSIONER

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-3042
Established: 1990 *Telephone:* (207) 626-3803
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 539 *Citation:* T0019A *M.R.S.A., Sect.:* 000004013

PURPOSE:
The Maine Commission on Domestic Abuse advises and assists the executive, legislative and judicial branches of State Government on issues related to domestic and sexual abuse. The commission may make recommendations on legislative policy actions, including training of various law enforcement officers, prosecutors and judicial officers responsible for enforcing and carrying out the statutory provisions relating to domestic and sexual abuse.

ORGANIZATION:
The Commission is composed of up to 28 members appointed by the Governor and 8 other members designated by statute.

PROGRAM:
The Commission undertakes activities in the areas of criminal justice, legislation and medical education and strongly believes that it is essential to educate the public and policy makers on the negative effects of domestic and sexual abuse or violence.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DOMESTIC ABUSE HOMICIDE REVIEW PANEL

JOHN E. MORRIS, COMMISSIONER

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-3042
Established: 1997 *Telephone:* (207) 626-3803
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 600 *Citation:* T0019A *M.R.S.A., Sect.:* 000004013

PURPOSE:
The Domestic Abuse Homicide Review Panel was established to review the deaths of persons who are killed by family or household members. The "Panel" is composed of members who have experience in providing services to victims of domestic abuse. It will make recommendations to State and local agencies regarding methods of improving the system for protecting persons from domestic abuse, including modifications of laws, rules, policies and procedures following completion of adjudication.

ORGANIZATION:
The Panel is composed of approximately seventeen members appointed by the Chair, Maine Commission on Domestic and Sexual Abuse.

PROGRAM:
The Panel collects and compiles data related to domestic abuse. It will review domestic homicide cases for the purpose of offering suggestions for improvements to the entire system charged with protecting persons from domestic abuse.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ADVISORY COMM ON FAIR COMPETITION WITH PRIVATE ENTERPRISE

DOMNA GIATAS, DEPUTY DAFS COMMISSIONER

Central Office: BURTON M. CROSS BLDG., 3RD FL., AUGUSTA, ME 04333-0078
Mail Address: 78 STATE HOUSE STATION, AUGUSTA, ME 04333-0078 *FAX:* (207) 624-7804
Established: 2000 *Telephone:* (207) 624-7800
Reference: Policy Area: 00 *Umbrella:* 92 *Unit:* 612 *Citation:* T0005 *M.R.S.A., Sect.:* 000000055

PURPOSE:
Government entities provide a wide variety of services to its constituency. From time to time, some of those functions may adversely affect private enterprise. The 119th Legislature created the Advisory Committee on Fair Competition with Private Enterprise to review complaints where competition with private enterprise is potentially unfair.

The 121st Maine Legislature expanded the Advisory committee's duties in Title 5, Section 55-A. These responsibilities are to approve services and goods provided by state agencies that are not otherwise allowed by law, and may compete with private enterprise.

ORGANIZATION:
The Advisory Committee consists of members appointed from government agencies, private sector representatives and members of the public who meet to review complaints on government competition with private enterprise. The Committee meets as necessary.

PROGRAM:
Complaint forms are available for businesses to complete about potentially unfair competition. Once submitted to the Committee, notification of the complaint is forwarded to the government agency identified in the complaint to obtain additional information.

The Committee reviews this information and allows direct presentation by the person(s) making the complaint and the government agency. The presentations are limited to factual information by any number of persons. The Committee may follow up with questions to any of the individuals.

The Committee makes, when appropriate, recommendations to the Maine State Legislature and Governor based upon its review of a complaint.

The Advisory Committee has also developed a Request Form for agencies to use in seeking approval for services and goods to be provided by state agencies that are not otherwise allowed by law, and may compete with private enterprise. It has also developed a process for evaluating these requests.

An annual report of the Committee's activities is available upon request.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

FAMILY LAW ADVISORY COMMISSION

HON. WAYNE R. DOUGLAS, CHAIR

Central Office: 25 ADAMS STREET, BIDDEFORD, ME 04005
Mail Address: 25 ADAMS STREET, BIDDEFORD, ME 04005 *FAX:*
Established: 1996 *Telephone:* (207) 283-1199
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 595 *Citation:* T0019A *M.R.S.A., Sect.:* 000000351

PURPOSE:
The Commission was created for the purpose of conducting a continuing study of

the family laws of Maine and to make recommendations to the Maine Legislature.

ORGANIZATION:
The Commission is composed of eleven members experienced in family law. They include: an active Superior Court Justice, an active District Court Judge, an active Family Law Magistrate, a current Probate Court Judge, two members of the family law section of the Maine State Bar Association, a representative of a legal services organization, a representative of the Department of Human Services, a representative of the Court Alternative Dispute Resolution Service, and two public members, at least one of whom is experienced in providing mental health services. All members are appointed by the Chief Justice of the Maine Supreme Judicial Court.

PROGRAM:
The Commission meets regularly and issues written reports to the Legislature regarding family related legislation. The Commission operates without a budget.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE FIRE PROTECTION SERVICES COMMISSION

JOHN DEAN, STATE FIRE MARSHAL

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052 *FAX:* (207) 287-6251
Established: 2000 *Telephone:* (207) 626-3871
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 609 *Citation:* *M.R.S.A., Sect.:*

PURPOSE:
The Commission is established to monitor and evaluate the State's fire protection services system on a continuing basis and to provide recommendations to the appropriate State agencies and to the Legislature regarding necessary changes in the fire protection service system.

ORGANIZATION:
The Commission consists to 23 members appointed as follows: two members of the Senate and three members of the House who are members of the joint standing committee of the Legislature having jurisdiction over fire protection matters; the State Fire Marshal or designee; Director of the Forest Fire Control division or designee; Director Bureau of Labor Standards or designee; one municipal fire chief who is full-time; one municipal fire chief who is on call; one municipal fire chief who is a volunteer; six firefighters (two full-time, two on call, and two volunteer); the administrator of the Maine Fire Training and Education Program; one member representing the Governor's Office; one public member; one member representing the insurance industry; the Director of Maine Emergency Medical Services or the director's designee and the Director of the Maine Emergency Management Agency or the director's designee.

PROGRAM:
The Commission has met on a regular basis and filed a report.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE FOOD POLICY COUNCIL
MICHAEL MARCHETTI, DIRECTOR

Central Office: DEPT OF AGR FOOD & RURAL RES, AUGUSTA, ME 04333-0028
Mail Address: STATE HOUSE STATION #28, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 2006 *Telephone:* (207) 287-9072
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 637 *Citation:* T0007 *M.R.S.A., Sect.:* 000000216

PURPOSE:
The Maine Food Policy Council was established to oversee implementation of the state's food policy. It is charged with the responsibility for developing a strategic planning process that is data driven and outcome oriented and with ensuring effective interagency coordination of the State's policies, programs and activities regarding Maine's food system.

ORGANIZATION:
The Council consists of 11 appointed members. This includes a representative from the Maine Department of Agriculture, Food and Rural Resources; the Department of Marine Resources; the Department of Health and Human Services; and the State Planning Office. Three members represent consumers, including at least one representing an organization that provides food assistance and one receiving food assistance. Three members represent the food industry, including producers, distributors, processors or retailers. One representative from the University of Maine System who is from the Cooperative Extension or the University of Maine, Department of Food Science and Human Nutrition.

PROGRAM:
The council has developed a food policy for the state. The strategic plan is being developed and the benchmarks and criteria for the measurement progress in achieving the food policy objectives are being reviewed. Currently research is underway to determine if progress in meeting objectives has been made. The council will continue to research and analyze issues of state significance relating to food production, distribution, consumption and food security. It will review state programs, practices and regulatory systems to improve the efficiency, security, and productivity of the states multifaceted food system.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HISTORICAL RECORDS ADVISORY BOARD
DAVID CHEEVER, STATE ARCHIVIST

Central Office: CULTURAL BUILDING, AUGUSTA, ME 04333-0084
Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-6035
Established: 1989 *Telephone:* (207) 287-5790
Reference: Policy Area: 00 *Umbrella:* 92 *Unit:* 533 *Citation:* GFY89 *M.R.S.A., Sect.:* 000000007

PURPOSE:
The Maine Historical Records Advisory Board (MHRAB) was created by Executive Order in 1989, in accordance with the National Historical Publication and Records Commission (NHPRC) statutes and regulations to address historical records issues of statewide concern. The MHRAB was established in Statute in 2002. The Board has responsibility for promoting NHPRC grant programs including assisting applicants, developing proposals and reviewing grant applications; monitoring legislation concerning public or historical records administration; providing leadership and coordination among existing archives and records management institutions; sponsoring and encouraging educational and public awareness programs relating to historical records; and promoting the publication of historical records.

ORGANIZATION:
The Maine Historical Records Advisory Board provides advice for state historical

records projects and makes funding recommendations to the National Historical Publication and Records Commission.

The MHRAB consists of seven to eleven members appointed by the Governor for three years with renewable terms. The majority of the members shall have experience in the administration of historical records or in a field of research or activity which makes extensive use of historical records. The Maine State Archivist and the Director of the Maine Historical Society shall be members, and, as required by NHPRC regulation, one of them is appointed by the Governor to act as MHRAB State Coordinator serving a renewable four year term. The Maine State Archives serves as fiscal agent for the MHRAB. Board members serve without compensation.

PROGRAM:
The Maine Historical Records Advisory Board applies for grants from the National Historical Publication and Records Commission to continue providing small grants to Maine repositories to preserve and provide access to valued historical records. Grants are awarded to archives, historical societies, libraries, museums and others. The MHRAB also makes recommendations to the NHPRC regarding Maine grant proposals to the Commission.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATEWIDE HOMELESS COUNCIL
CLINTON WESLEY PHINNEY, JR., CHAIR

Central Office: 353 WATER STREET, AUGUSTA, ME 04330-4633
Mail Address: 353 WATER STREET, AUGUSTA, ME 04330-4633 *FAX:*
Established: 2005 *Telephone:*
Reference: Policy Area: 05 *Umbrella:* 92 *Unit:* 635 *Citation:* T0030A *M.R.S.A., Sect.:* 000005046

PURPOSE:
The Statewide Homeless Council was established in 2005, replacing the Interagency Task Force on Homelessness and Housing Opportunities. The authorizing legislation was amended in 2008 to expand the council's advisory role and to add additional members to the council.

The purpose of the Homeless Council is to serve as an advisory committee to the Maine State Housing Authority, the Governor, the Legislature, The Maine Department of Health and Human Services (DHHS), and the Maine Department of Corrections (DOC) on homeless matters. The Council is charged with providing leadership to end homelessness and providing support to the regional homeless councils; educating people on homeless issues; serving as coordinator of information; assessing statewide needs; identifying potential resources; providing assistance to people who are homeless by identifying resources and improving access to them; and reviewing, monitoring, and implementing plans to end homelessness.

ORGANIZATION:
The Council consists of 13 members. The Governor appoints six members, two from each of the state's three regional homeless councils, based on nomination provided by the three councils. The director of the Maine State Housing Authority is a member. Three members are appointed jointly by the President of the Senate and the Speaker of the House, one from each of the three homeless councils. The Commissioners of DHHS and DOC, or their designees, also are members. The Chair of the Council is a representative from the Governor's Office. Members serve until their successors are appointed and qualified. The Maine State Housing Authority provides staff support to the Council.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

HOMELAND SECURITY ADVISORY COUNCIL

WILLIAM DELONG, DIRECTOR

Central Office: 45 COMMERCE CENTER, AUGUSTA, ME 04333
Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 2006 *Telephone:* (207) 624-4470
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 636 *Citation:* T00037B *M.R.S.A., Sect.:* 000000708

PURPOSE:
The Homeland Security Advisory Council advises the Governor on all matters related to Homeland Security, including terrorism and bio-terrorism issues. The Council provides a forum for the top officials in the State to collaborate, share essential information, and develop a unified strategy to address Homeland Security issues in Maine.

ORGANIZATION:
The Maine Homeland Security Advisory Council (HSAC) was established by Executive Order of the Governor in the summer of 2005. The HSAC was later formally adopted by the Maine State Legislature in the spring of 2006.
Statutory reference is 37-B MRSA §708

The HSAC is comprised of the following:

o The Director of Maine Emergency Management Agency
o The Commissioner of Defense, Veterans, and Emergency Management
o The Commissioner of Public Safety
o The Director of the Maine Center for Disease Control, within the Department of Health and Human Services
o The Chief of the Maine State Police within the Department of Public Safety
o A representative of the Governor

PROGRAM:
The HSAC meets regularly to complete the functions identified above as well as to assist in determining spending priorities for federal homeland security grants. Currently the HSAC is considering adding representatives from the Maine Warden Service and Maine Marine Patrol to the council, since those two agencies have significant homeland security responsibilities. The Council will vote on this measure in October 2011.

LICENSES:
n/a

PUBLICATIONS:
n/a

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DISPLACED HOMEMAKERS ADVISORY COUNCIL

GILDA E. NARDONE, EXECUTIVE DIRECTOR
ELOISE VITELLI, DIR, PROG & POLICY DEV

Central Office: , ,
Mail Address: 46 UNIVERSITY DRIVE, UMA, AUGUSTA, ME 04330-9410 *FAX:* (207) 621-3429
Established: 1977 *Telephone:* (207) 621-3437
Reference: Policy Area: 01 *Umbrella:* 92 *Unit:* 390 *Citation:* T0026 *M.R.S.A., Sect.:* 000001604

PURPOSE:
To help displaced homemakers and other disadvantaged individuals achieve success in the Maine economy by providing training and individual support that leads to employment, self-employment, access to higher education, asset and leadership

development.

ORGANIZATION:
The Maine Centers for Women, Work, and Community operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine System, University of Maine Augusta. A statewide Advisory Council, appointed by the Governor, supports the work of Program staff.

PROGRAM:
In FY 2011, the Maine Centers for Women, Work, and Community continued to offer a full range of employability, life skills,and self-employment services through a toll-free resource phone line, ten regional Resource Centers, and eight community-based outreach sites.

MCWWC served a total of 1,636 individuals through workforce, entrepreneurship, or financial literacy training courses and workshops; individual technical assistance and/or information and referral services; placement assistance; and follow up services. Linkages with employers continued to focus on non-traditional and technical occupations, while partnerships with other education and training providers continued to play a significant role in expanding access to postsecondary education for adult learners.

The program worked cooperatively with a wide range of human service, education and training, employment, economic and business development, and advocacy organizations at all levels. Partners in providing self-employment technical assistance and training activities included the Departments of Labor, Human Services, Transportation, Economic and Community Development, and the University of Maine System through the Maine Small Business Development Centers; financial management activities are offered in partnership with Community Action Agencies and local and statewide financial institutions.

LICENSES:
None.

PUBLICATIONS:
Single copies of "Venturing Forth: A Guide for Women Considering Starting a Small Business"; "Diversity on the Job: Your Guide to a Career in Highway & Bridge Construction"; the Program's Annual Report, and bi-annual newsletters are available free of charge.

The General Fund Budget Allocation for FY 2011 was $880,342 through a contract with the Maine Centers for Women, Work, and Community, UMA/UMS.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF LICENSURE OF WATER SYSTEM OPERATORS

TERESA L. TROTT, SECRETARY
TREVOR HUNT, CHAIR

Central Office: 286 WATER STREET 3RD FLOOR, AUGUSTA, ME 04333
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-4172
Established: 1975 *Telephone:* (207) 287-7485
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 429 *Citation:* T0022 *M.R.S.A., Sect.:* 000002624A

PURPOSE:
The board regulates the licensing of water treatment and distribution operators to assure that community and non-transient non-community water systems are

operated by qualified persons who have the experience, knowledge and ability to maintain the drinking water systems to protect public health.

ORGANIZATION:
The Board consists of 9 members appointed by the Governor as follows: 3 water treatment or water distribution system operators, one holding a Class II license, one holding a Class III license and one holding a Class IV license; one member of the public who is a registered professional engineer; one person who is an educator in the field of water supply or service; one person who is a water management representative; one person who represents a "very small water system," as that term is defined in rules of the board; one person who is an owner or manager of a non-transient, non-community public water system; and one person from the department, as the commissioner may recommend, subject to appointment by the Governor.

PROGRAM:
The Board meets four times per year. The Board offers two exam cycles per year. In 2011 the Board amended the governing statute to allow for third party testing. The Rules will be amended as of January 2012 to develop a structure for third party testing. This will allow individuals to test as frequently as needed and expedite the exam result process through computer based testing. In SFY 2011, 170 exams were processed with 82 exams successfully passed this accomplished 35 persons to initially become a water operator and another and 25 persons to advance in the profession. The Board strongly supports the professionalism of water operators. The Board reviews professional development courses for required training to renew licenses biennially. The Board promotes initial and upper level training for operators. There are 1100 licensed operators providing public health protection to consumers of public water systems statewide. The Board is concerned about the availability of post secondary educational preparation and recruitment of the future workforce. The general public holds high expectations for the quality of their drinking water and place a high level of trust in the professionals responsible for producing and delivering quality drinking water.

LICENSES:
All levels offer full and Operator-in-Training licensure
Very Small Water System Operator
Class I Water Treatment
Class II Water Treatment
Class III Water Treatment
Class IV Water Treatment
Class I Water Distribution
Class II Water Distribution
Class III Water Distribution
Class IV Water Distribution

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF LICENSURE OF WATER SYSTEM OPERATORS **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
CONTRACTUAL SERVICES	20,675		20,675			
RENTS	2,817		2,817			
COMMODITIES	15		15			
TRANSFER TO OTHER FUNDS	476		476			
TOTAL EXPENDITURES	23,983		23,983			

LOBSTER ADVISORY COUNCIL

ROBERT BAINES, CHAIR

Central Office: 2 BEECH ST., BAKER BLDG., HALLOWELL, ME 04347
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 624-6024
Established: 1979 *Telephone:* (207) 624-6550
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 340 *Citation:* T0012 *M.R.S.A., Sect.:* 000006462A

PURPOSE:
The Lobster Advisory Council advises the Commissioner on activities of the Department that relate to the lobster industry. The Council may investigate problems affecting the lobster industry and make recommendations to the Commissioner and the Marine Resources Advisory Council concerning its investigations. The Council may review research programs and make recommendations to the Commissioner. The Council may consider issues or disputes brought to the Council by Lobster Zone Management Councils and make recommendations to the Commissioner. The Council provides advice to the Commissioner with regard to expenditures made from the Seed Lobster Fund.

ORGANIZATION:
The Lobster Advisory Council consists of: one person from each of the seven lobster Zone Councils; two persons who hold wholesale seafood licenses that are primarily dealers in lobsters; one person who is a member of the general public and three persons who hold lobster and crab licenses that are not members of any Zone Council, each of which must be from a different county. The terms on the Lobster Advisory Council of those from the Lobster Zone Councils are conterminous with terms on the latter council. Terms of other individuals are three years. The Chair of the Lobster Advisory Council is ex-officio to the Department of Marine Resources Advisory Council.

PROGRAM:
The Lobster Advisory Council met 7 times during the fiscal year of 2010. They addressed a variety of topics, including effort in the Lobster Fishery, Whale Rules, Marine Stewardship Council certification and economic sustainability of Maine's lobster industry. The Lobster Advisory Council is an integral partner in Maine's lobster co-management system. The Council provides feedback on lobster related items before the Marine Resources Committee.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OIL SPILL ADVISORY COMMITTEE

WYMAN BRIGGS, CHAIR
BARBARA PARKER, DIRECTOR OF RESPONSE SVCS

Central Office: AMHI RAY BUILDING, AUGUSTA, ME 04330
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1992 *Telephone:* (207) 287-2651
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 567 *Citation:* T0038 *M.R.S.A., Sect.:* 000000551A

PURPOSE:
The Oil Spill Advisory Committee was established to advise the Department of Environmental Protection on carrying out its responsibilities under Maine's Oil Discharge Prevention and Pollution Control laws. See 38 MRSA 551-A.

ORGANIZATION:
The Committee consists of nine members appointed for staggered terms of three years including: two members representing marine fisheries interest; two members representing the general public; two members representing the petroleum industry; one member familiar with oil spill technology; one member with expertise in coastal geology, fisheries biology or coastal wildlife habitat; and one member

who is a licensed state pilot or merchant marine officer. The Department of Environment Protection provides staff support to the Committee.

PROGRAM:

The Committee is charged with: tracking implementation of and regulations related to the Federal Oil Pollution Act of 1990 and recommending any appropriate statutory changes to the Legislature or any appropriate regulatory changes to the Board; monitoring the adequacy of the federal Oil Spill Liability Trust Fund; monitoring the effects of the State's oil spill liability laws on oil spill prevention; reviewing expenditures and spending priorities of the Maine Coastal and Inland Surface Oil Clean-up Fund; making recommendations to the commissioner on how the fund should be allocated; reviewing the commissioner's program for identifying areas sensitive to oil spills in the marine environment; and the development of resource protection priorities.

The Committee is also charged with: reviewing and commenting on the State's marine oil spill contingency plan; monitoring the oil spill planning and prevention activities of industry, oil spill response organizations and the United States Coast Guard; monitoring the commissioner's assessment of adequate oil spill response equipment and vessels for the state; reviewing implementation of a plan for rehabilitating wildlife resources, including training programs and opportunities for volunteers and state and federal personnel and any preliminary agreements or identification of treatment centers or facilities; monitoring scientific, engineering and technical advances in oil spill response and prevention techniques and making recommendations on their use; and reviewing and monitoring issues for oil spill prevention and response and recommending any appropriate statutory changes to the Legislature or any appropriate regulatory changes to the Board of Environmental Protection.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ORGAN DONATION ADVISORY COUNCIL

Central Office: , ,
Mail Address: , , *FAX:*
Established: 2011 *Telephone:*
Reference: Policy Area: 05 *Umbrella:* 92 *Unit:* 660 *Citation:* T00029-A *M.R.S.A., Sect.:* 00001402-B

PURPOSE:

The Organ Donation Advisory Council was established to increase the rates of organ and tissue available to individuals with life-threatening conditions.

ORGANIZATION:

The Organ Donation Advisory Council is comprised of 10 members. The Secretary of State, The Commissioner of Health and Human Services, a representative from the Secretary of State, the president of a statewide medical society, a representative of a federally designated organ procurement organization, and five members of the public with experience in the field of organ and tissue donation.

PROGRAM:

The Organ Donation Advisory Council meets four times per year and convenes special meetings at the call of the chair.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE POET LAUREATE SELECTION ADVISORY PANEL

DONNA MCNEIL, ARTS COMMISSION DIRECTOR
ALISON FERRIS, ARTS COMMISSION, ASST DIR

Central Office: 25 STATE HOUSE STATION, AUGUSTA, ME 04333-0025
Mail Address: 193 STATE STREET, AUGUSTA, ME 04333-0025 *FAX:* (207) 287-2725
Established: 1995 *Telephone:* (207) 287-2726
Reference: Policy Area: 03 *Umbrella:* 92 *Unit:* 581 *Citation:* T0027 *M.R.S.A., Sect.:* 000000421

PURPOSE:
This law seeks to honor some of the most noteworthy and numerous in our artistic life; our poets. From our historical past to the lively literary community of the present, Maine stands apart in its depth and breadth of literary genius. This Law creates an honorary office of State Poet Laureate to be appointed by the Governor of the state of Maine for a 5-year term. The state of Maine's current State Poet Laureate is Wesley McNair.

ORGANIZATION:
The Maine Arts Commission works in conjunction with the State Poet Laureate Selection Advisory Panel to select the State Poet Laureate. The Advisory Panel is composed of the State Librarian, the director of the Maine Arts Commission and their designees. The Poet Laureate must be a poet of recognized merit.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

POLLUTION PREVENTION AND SMALL BUS ASSISTANCE ADVISORY PANEL

DEBORAH ROY, CHAIR
PETER COOKE, ES IV

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-2814
Established: 1992 *Telephone:*
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 557 *Citation:* T0038 *M.R.S.A., Sect.:* 000000343D

PURPOSE:
The Pollution Prevention and Small Business Assistance Advisory Panel serves as a review body to assess the progress in the reduction of toxics use, toxics release and hazardous waste and implementation of the provisions of chapter 26, the Office of Pollution Prevention and the Technical and Environmental Assistance Program and may render advisory opinions to the commissioner on the effectiveness of each.

ORGANIZATION:
The Panel consists of 16 voting members. The Governor appoints two representatives from the business community; two elected or appointed municipal officials who are not owners or representatives of owners of small business stationary sources, two representatives of organized labor and 2 representatives from the department.

The President of the Senate and Speaker of the House each appoints one member from a public health organization, one member from an environmental organization, and one member from a small business stationary source. The Senate Minority Leader and House Minority Leader each appoint a member from a small business stationary source. The Commissioner of Labor and the Director of the Maine Emergency Management Agency serve as ex officio members and do not vote on Panel matters.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

RIVER FLOW ADVISORY COMMISSION

MG JOHN W. LIBBY, COMMISSIONER, DVEM
ROBERT MCALEER, DIRECTOR, MEMA

Central Office: CAMP KEYES, AUGUSTA, ME 04333
Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 626-4509
Established: 1997 *Telephone:* (207) 430-6000
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 593 *Citation:* T0037B *M.R.S.A., Sect.:* 000001131

PURPOSE:
The River Flow Advisory Commission's purpose is to act as a technical advisory commission to the Department of Defense, Veterans and Emergency Management and the Governor's office on issues of flow of the state's rivers and streams. The commission also facilitates communication of river flow data between dam operators, river basin managers, state agencies, the United States Geological Survey and the National Weather Service during floods and droughts and administers the State's hydrological monitoring program in cooperation with the USGS.

ORGANIZATION:
The Commission consists of the following members:
The Director of the Maine Emergency Management Agency , or designee; The State Geologist, or designee; The Commissioner of Agriculture, Food and Rural Resources, or designee; The Commissioner of Inland Fisheries and Wildlife, or designee; The Commissioner of Marine Resources, or designee; The Director of the State Planning Office, or designee; The Commissioner of Transportation, or designee; The Commissioner of Health and Human Services, or designee; The District Chief of the USGS Water Resources Division, Maine District Office; The Meteorologist-in-Charge, NWS Forecast Office, Maine, or designee; Representatives from the major hydroelectric power generators, as determined by co-chairs of the Commission; and a representative of the public, appointed by the Governor.

The District Chief of the United States Geological Survey Water Resources Division Maine District Office and the Director of the Maine Emergency Management Agency, or the Director's designee shall act as co-chairs of the Commission. The term of office for the public member and the representative from the major hydroelectric generators is five years. The public member may be removed from office for cause by the Governor. Members from State Government or Federal Government shall serve a term coincident with their governmental position.

PROGRAM:
The Commission facilitates communications of river flow data between dam operators, river basin managers, State agencies, the United States Geological Survey, and the National Weather Service during periods of both flood and drought. It reports on data collected from stream flow gauges jointly funded by the State and the USGS (a 50/50 match program), information gathered in an annual survey of snow pack conditions in the late winter and early spring, and other information gathered and exchanged amoung its members. The data is also used by the Department of Transprotation in highway and bridge design as well as tthe Departments of Conservation and inland Fisheries and Wildlife when assessing the impact or irrigation on aquatic habitat and monitorint river flow for recreational uses.

The origin of the Commission was the Flow Management Advisory Committee, formed by Executive Order in 1983 as a result of heavy flooding on the Kennebec River, It operated under the Land and Water Resources Council of the State Planning Office. Its mission was to evaluate whether Maine's rivers were being responsibly managed to protect health and safety of Maine citizens as well as to facilitate communications of river flow data. This committee issued a final report stating a need for information flow and mitigation measures since flood prevention on Maine's rivers is not possible.

The River Flow Advisory Committee was redesignated the River Flow Advisory Commission in 1997 and organized within the Department of Defense, Veterans and Emergency Management. This provides the Commission with stability and visibility within the Department that is the major user of its hydrologic network data during periods of flood and drought when the public's health and safety is

threatened.

PUBLICATIONS:
When The Rivers Rise: Flood Awareness for Maine Public Officials
Annual Flood Forecast News Release

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

SHELLFISH ADVISORY COUNCIL

Central Office: BAKER BLDG, 2 BEECH ST., HALLOWELL, ME 04347
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:*
Established: 2008 *Telephone:* (207) 624-6550
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 645 *Citation:* T0012 *M.R.S.A., Sect.:* 00006038

PURPOSE:
The council shall make recommendations to the commissioner and the joint standing committee of the Legislature having jurisdiction over marine resources matters concerning:
A. How best to utilize state agencies, municipal governments, the shellfish industry and citizen groups to make improvements to and maintain the quality of the State's coastal waters and to expedite the opening of closed shellfish flats; and
B. Matters of interest to the State's shellfish industry, including, but not limited to, shellfish resource management, public health protection and the activities and recommendations of a multistate organization that promotes shellfish sanitation.
The council is responsible for bringing forward to the commissioner matters of concern to the shellfish industry and for assisting the commissioner with the dissemination of information to members of the shellfish industry.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ADVISORY BOARD FOR THE LICENSING OF TAXIDERMISTS
BILL SWAN, DIR OF LICENSING

Central Office: 284 STATE STREET, AUGUSTA, ME 04333-0041
Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094
Established: 1990 *Telephone:* (207) 287-3614
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 540 *Citation:* T0012 *M.R.S.A., Sect.:* 000007355

PURPOSE:
The Advisory Board for the Licensing of Taxidermists was established to advise the Commissioner regarding implementation of Section 7354, 7355, 7356, and 7357, and any related rules and assist in the development of and in conducting examinations.

ORGANIZATION:
The Advisory Board for the Licensing of Taxidermists, established by Title 12, subsection 10155, shall consist of the following five residents of Maine:
A. Two employees of the Department, appointed by the Commissioner;
B. Two licensed taxidermists with expertise in the art of taxidermy appointed by the Governor; and
C. One member of the general public with no affiliation to the art of taxidermy

appointed by the Governor.

All members, except State employees, are entitled to receive compensation as provided in Title 5, Chapter 379.

LICENSES:
General Taxidermy License
Mammal & Head Taxidermy License
Bird Taxidermy License
Fish Taxidermy License

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

TRAVEL INFORMATION ADVISORY COUNCIL

ROBERT SINCLAIR,
LISA HUGHES,

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:*
Established: 1977 *Telephone:* (207) 624-3611
Reference: Policy Area: 08 *Umbrella:* 92 *Unit:* 379 *Citation:* T0023 *M.R.S.A., Sect.:* 000001904

PURPOSE:
The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the implementation of new sign systems and new means to provide tourist and traveler information along highways in the State of Maine.

ORGANIZATION:
The Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: one representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing garden clubs, one representing agriculture, one representing environmental organizations, one representing nonprofit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

PROGRAM:
The Advisory Council will continue to be involved in implementing the program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, and annotated maps.

LICENSES:
Official Business Directional Sign Permits

PUBLICATIONS:
The Department of Transportation, in conjunction with the Advisory Council, has prepared regulations for off-premise business signs which are available from the Right of Way Maintenance Control, Bureau of Maintenance & Operations of MaineDOT or the web page at http://www.state.me.us/mdot/traffic/obds/homepage.htm.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF VISITORS - MAINE CORRECTIONAL CENTER

CAROL KONTOS, CHAIRMAN
JOSEPH PONTE, COMMISSIONER

Central Office: 17 MALLISON FALLS ROAD, WINDHAM, ME 04062
Mail Address: 17 MALLISON FALLS ROAD, WINDHAM, ME 04062 *FAX:* (207) 893-7001
Established: 1982 *Telephone:* (207) 893-7030
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 449 *Citation:* T0034A *M.R.S.A., Sect.:* 00003002

PURPOSE:
To visit the Maine Correctional Center and provide the appropriate comments, advice and recommendations to the Governor, Commissioner and appropriate Legislative Committees.

ORGANIZATION:
A Chairman and four members are appointed by the Governor.

PROGRAM:
During the year, the Board of Visitors meets at a minimum on a quarterly basis to review programs and issues at the Maine Correctional Center. The members of the board visit the facility as a committee and also individually. The board is particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding and results of new legislation.

The Board of Visitors will continue to provide periodic review. As overcrowding problems ease, board members will be interested in program improvements.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF VISITORS - MAINE STATE PRISON

JON WILSON, CHAIRPERSON
JOSEPH PONTE, COMMISSIONER

Central Office: PO BOX A, THOMASTON, ME 04861
Mail Address: PO BOX A, THOMASTON, ME 04861 *FAX:* (207) 273-5320
Established: 1982 *Telephone:* (207) 354-3000
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 450 *Citation:* T0034A *M.R.S.A., Sect.:* 000003002

PURPOSE:
The Board of Visitors is an oversight and advisory committee of citizens appointed by the Governor of the State of Maine to represent the interests of the people of Maine in prison matters.

ORGANIZATION:
The five-person board is approved by the Governor for a term of one year and shall be eligible for reappointment. Chosen for their varied orientations, interests, and experience in corrections and rehabilitation issues, board members attend to questions and concerns about public safety and security, prison staff safety and well-being, inmate health and safety, prison industries and programs.

PROGRAM:
Through prisoner meetings, written correspondence or phone, the Maine State Prison Board of Visitors works to identify and discuss issues such as inmate mail, grievances, advocacy, good time policies, recreational and educational programs, scheduling and funding, high risk and mental health units, and issues concerning prisoner benefits in order to help ensure that concerns are heard. The board may conference with the Commissioner or Associate Commissioner of Corrections and with the Department Counsel to discuss issues that may be of importance during the year. The board meets with program staff from many areas

to discuss their specific areas of operation and help to ensure their concerns are being heard. The board also feels that it is important to tour areas of the Maine State Prison and Bolduc Correctional Facility to allow for a better understanding of the management of these complex facilities and also to discuss issues that may arise at the community level.

Routinely the board meets with the Warden and Senior Staff of Maine State Prison to discuss current issues and concerns and identify, when appropriate, ways the Board can be of support and assistance in the effective operation of the Maine State Prison.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF VISITORS - LONG CREEK YOUTH DEVELOPMENT CENTER

TANYA DIMILLO, CHAIRPERSON
JOSEPH PONTE, COMMISSIONER

Central Office: 675 WESTBROOK ST., SOUTH PORTLAND, ME 04106
Mail Address: 674 WESTBROOK ST., SOUTH PARTLAND, ME 04106 *FAX:* (207) 822-2773
Established: 1982 *Telephone:* (207) 822-2618
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 448 *Citation:* T0034A *M.R.S.A., Sect.:* 000003002

PURPOSE:
To monitor program, rights, and administrative issues concerned with the Long Creek Youth Development Center, and to report to the Commissioner and appropriate Legislative Committees, as well as the Governor's Office.

ORGANIZATION:
The Chairman and committee members are appointed by the Governor.

PROGRAM:
1. Visitations to Long Creek Youth Development Center;
2. Meeting with appropriate members of the staff as well as residents;
3. Written reports, including observations and recommendations to the Commissioner and Superintendent; and,
4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the department and/or institutions.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE ARTS COMMISSION

DARRELL BULMER, ACTING DIRECTOR
, ASSISTANT DIRECTOR

Central Office: 193 STATE ST., AUGUSTA, ME 04333-0025
Mail Address: STATEHOUSE STA# 25, AUGUSTA, ME 04333-0025 *FAX:* (207) 287-2725
Established: 1966 *Telephone:* (207) 287-2724
Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 088 *Citation:* T0027 *M.R.S.A., Sect.:* 000000401
Average Counts-All Positions: 9.000 *Legislative Count:* 9.00

PURPOSE:
The Maine Arts Commission was established by the Legislature to "encourage and stimulate public interest and participation in the cultural heritage and cultural programs of our state; to expand the state's cultural resources; and to encourage and assist freedom of artistic expression for the well being of the arts, to meet the needs and aspirations of persons in all parts of the state."

ORGANIZATION:
The Maine Arts Commission, an independent state agency, is governed by a board appointed by the Governor for their interest in the arts and related fields. The Maine Arts Commission works to advance the arts by supplying services and results-oriented funding to artists, arts organizations, communities and schools, and helpful resources about the arts to the general public.

Guiding Principles: The actions of the Maine Arts Commission are guided by the following basic principles. In all of its programs, the Maine Arts Commission will: (1) Value artistic quality and cultural diversity, which may be represented in many forms and achieved in many ways; (2) Engage widely and deeply the public it seeks to reach, recognizing that access and impact of the kind that changes lives are both immediate and long-term goals; (3) Act locally, because it is at the local level that access and impact are most readily achieved and sustained; and (4) Work collaboratively and promote collaboration in order to increase the impact of the Maine Arts Commission's resources, and to foster relationships and commitments that build infrastructure beyond the Maine Arts Commission's involvement.

In acting on these principles, the Maine Arts Commission will look for evidence that the public is a clear beneficiary; that available resources are being used efficiently; that additional resources are being leveraged to ensure success, sustainability, and commitment; and that the local capacity to carry on the work begun becomes greater as a result of these efforts.

PROGRAM:
FOR COMMUNITIES
CREATIVE COMMUNITIES = ECONOMIC DEVELOPMENT: Encourages cultural, economic and governmental sectors to work together to effect community revitalization.

NEW CENTURY COMMUNITY PROGRAM: Provides grants and services to Maine's cultural community through a collaboration of agencies under the Maine Cultural Affairs Council. This includes Arts and Humanities Grants, a joint program between the Maine Arts Commission and Maine Humanities Council.

CELEBRATING TRADITIONAL ARTS: Supports traditional arts statewide by providing presentations in a range of community settings including festivals, gatherings, fairs, museums, tours and community events.

FOR SCHOOLS/ARTS IN EDUCATION
SMART: Assists schools, arts organizations/institutions and community based teaching artists to collaborate on the design and delivery of high quality arts learning experiences for K-12 students.

EARLY STARTS: Provides artist residencies in pre-school settings through a joint effort between the Maine Arts Commission and the Department of Health and Human Resources and Roads for Quality at the Muskie School, University of Southern Maine.

TICKET TO RIDE: Provides funding to defray the cost of travel for Maine K-12

schools wishing to visit Maine arts based venues and events as a part of a well rounded curriculum.

MAINE YOUTH EXCELLENCE IN ARTS: Utilizes the Maine State Capitol Complex as a gallery for exhibiting exemplary two-dimensional visual art created by K-12 students from all regions of the state.

CONGRESSIONAL ARTS COMPETITION: Connects high school student artists with congressional representatives by displaying work from each Congressional District in the U.S. Capitol Building.

POETRY OUT LOUD: Encourages the nation's youth to learn about great poetry through memorization and performance as part of a national contest.

FOR ARTISTS
ARTS IN THE CAPITOL: Provides exhibitions in Maine's Capitol complex and highlights the work of contemporary Maine artists.

GOOD IDEA GRANTS/CONTEMPORARY/: Fosters the growth of Maine's artists by supporting the creation of new works that may creatively engage or innovatively incorporate new or emerging technologies for means of artistic expression or professional development.

INDIVIDUAL ARTIST AND TRADITIONAL ARTS FELLOWSHIPS: Provides four fellowships annually one in each category: visual arts, performing/new media arts, literary arts and traditional arts. Artistic excellence is the sole selection criteria.

PERCENT FOR ART PROGRAM: Provides funds for the acquisition of new works of art for newly constructed or renovated state-funded buildings and all state buildings.

TRADITIONAL ARTS APPRENTICESHIP GRANTS: Provides an opportunity for master traditional artists to pass on their skills to qualified apprentices.

FOR ORGANIZATIONS
GREAT WORKS: Assists professional Maine arts organizations who present significant and innovative projects such as exhibitions, performances, films or residencies.

ARTISTS IN MAINE COMMUNITIES: Assists arts organizations to develop collaborative projects with other community/civic groups to employ Maine artists and provide cultural programming for Maine citizens.

ARTS VISIBILITY: Assists Maine's artists and arts organizations by providing marketing support for specific projects.

THE INNOVATIVE PRODUCTION GRANT: Supports artistic innovation in the production and presentation of media and/or performance work.

PUBLICATIONS:
Maine Arts Magazine, summer 2011
Maine Performs promotional booklet (with Maine Office of Tourism)
Memorandum of Understanding (Between Maine and New Brunswick)
Maine Museums An Economic Impact Study

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE ARTS COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	423,094	284,324			138,770	
HEALTH BENEFITS	126,701	77,855			48,846	
RETIREMENTS	79,021	51,686			27,335	
OTHER FRINGE BENEFITS	8,729	5,964			2,765	
COMPUTER SERVICES	11,923	1,026			9,499	1,398
CONTRACTUAL SERVICES	261,622	162,525	35,611		63,486	
RENTS	3,703	1,071	100		2,532	
COMMODITIES	7,240	5,503	1,135		149	453
GRANTS, SUBSIDIES, PENSIONS	526,763	15,750	5,230		505,783	
TRANSFER TO OTHER FUNDS	29,698		3,500		26,198	
TOTAL EXPENDITURES	1,478,494	605,704	45,576		825,363	1,851

ATLANTIC SALMON COMMISSION

PATRICK KELIHER, DIRECTOR

Central Office: 6 BEECH STREET, HALLOWELL, ME 04347
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 287-9975
Established: 1995 *Telephone:* (207) 287-9972
Reference: Policy Area: 04 *Umbrella:* 94 *Unit:* 289 *Citation:* T0012 *M.R.S.A., Sect.:* 000006137

PURPOSE:
ATLANTIC SALMON COMMISSION IS NOW WITHIN THE BUREAU OF SEA RUN FISHERIES AND HABITAT IN THE DEPARTMENT OF MARINE RESOURCES

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BAXTER STATE PARK AUTHORITY

DOUG DENICO, CHAIRMAN
D. JENSEN BISSELL, DIRECTOR

Central Office: 64 BALSAM DRIVE, MILLINOCKET, ME 04462
Mail Address: 64 BALSAM DRIVE, MILLINOCKET, ME 04462 *FAX:* (207) 723-6381
Established: 1933 *Telephone:* (207) 723-9616
Reference: Policy Area: 04 *Umbrella:* 94 *Unit:* 293 *Citation:* T0012 *M.R.S.A., Sect.:* 000000901
Average Counts-All Positions: 41.134 *Legislative Count:* 22.00

PURPOSE:
The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds."

The primary responsibilities of the Authority are to protect the wildlife, fauna and flora within the Park for the enjoyment of present and future generations; to operate and maintain various hiking trails, campgrounds, campsites and rustic log cabins within the 209,501 acre Park; to conduct exemplary forest management operations on the 29,537 acre Scientific Forest Management Area; to receive and expend monies from the trusts and other income for the maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION:
Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until his final acquisition in 1962 brought the Park's area to 201,018 acres. Since then, the Authority has purchased and been gifted additional lands bringing the Park to its current size of 209,501 acres. In addition to the various gifts of land, Governor Baxter also left two sizable trust funds to carry out the operation and maintenance of the park without the need of state funding.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three person authority consisting of the Maine Attorney General, the Director of Maine Forest Service and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations. Responsibility for the operation and management of Baxter State Park is delegated from the Baxter State Park Authority to the Park Director who supervises: Chief Ranger (Operations); Resource Manager (Scientific Forest Management); Park Naturalist (Information and Education); and the Business

Manager.

Approximately 35% of the cost of Park operations is financed from a combination of use fees, entrance fees and wood products revenues with the remaining 65% provided by revenues from trusts established by Percival Baxter in 1945 and again through his will after his death in 1969 to provide funds for the care and maintenance of Baxter State Park.

PROGRAM:
Both the forever wild and forest management portions of Baxter State Park are managed according to the wishes of the donor, Percival Baxter, as expressed in the Trust Deed Communications. As a large wilderness area, Baxter State Park faces many issues unique to the management of such an area. In all policy issues, the preservation and protection of Park resources is considered above recreational needs. The process of policy and decision making of the Authority is assisted by Park staff and several Advisory Committees.

Within the 209,501 acres of the Park are ten campgrounds and numerous out-lying sites providing an overnight capacity of slightly over 1,000 campers with a seasonal capacity of 145,000. All campground and many day-use facilities include disability friendly sites. During peak summer use months of July and August, the Park is often filled to capacity. The seasonal average use over the six months from May 15 to October 15 is usually around 50% of capacity.

LICENSES:
* Non-resident fishing licenses.
* Entrance Permits for day use, overnight use, and seasonal use.
* Advance reservations for all overnight facilities in the Baxter State Park.
* Permits to allow individuals to carry out research activities and media production activities.
* Award of Certificates of Appreciation for Park volunteers.
* Contracts for the following services:
  1. Rubbish Removal, Septic and Janitorial.
  2. Fuel.
  3. Road Maintenance.
  4. Firewood Bundle Preparations.
  5. Various Forest Management Operations.
  6. Student Conservation Association and Maine Conservation Corp.

PUBLICATIONS:
Annual Report - Baxter State Park - free
Baxter State Park Management Plan - free
Baxter State Park Maps - fee
Numerous books and guides on Nature, Recreation, Ecology, etc. - various fees
Available at Baxter State Park Headquarters.
Baxter Park Trail Guide - fee
Baxter Park Newspaper "Wildnotes" - free

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BAXTER STATE PARK AUTHORITY **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	1,454,897		1,454,897			
HEALTH BENEFITS	501,676		501,676			
RETIREMENTS	276,358		276,358			
OTHER FRINGE BENEFITS	27,034		27,034			
COMPUTER SERVICES	2,188		2,188			
CONTRACTUAL SERVICES	674,163		674,163			
RENTS	1,325		1,325			
COMMODITIES	135,738		135,738			
BUILDING IMPROVEMENTS	8,218		8,218			
EQUIPMENT	36,127		36,127			
TRANSFER TO OTHER FUNDS	31,465		31,465			
TOTAL EXPENDITURES	3,149,189		3,149,189			

MAINE BIOMEDICAL RESEARCH BOARD

JANE SHEEHAN, CHAIR

Central Office: 405 WATER ST, SUITE 300, GARDINER, ME 04345
Mail Address: 405 WATER ST, SUITE 300, GARDINER, ME 04345 *FAX:* (207) 582-4772
Established: 2001 *Telephone:* (207) 582-4790
Reference: Policy Area: 01 *Umbrella:* 94 *Unit:* 630 *Citation:* T005 *M.R.S.A., Sect.:* 000013104

PURPOSE:
The Maine Biomedical Research Program is established to promote economic development and jobs in the State primarily by making state investments in organizations with successful results in attracting biomedical research funds from specified grant sources. As a secondary purpose, the Maine Biomedical Research Program is intended to provide incentives for small eligible institutions to grow. The program shall disburse program funds from the Maine Biomedical Research Fund to eligible institutions. An eligible institution receiving program funds under this program may use those funds for any of the following purposes: project funding; facilities funding, including debt service; equipment used in research, including debt service; or ancillary support.

ORGANIZATION:
The Maine Biomedical Research Program is overseen by the Maine Biomedical Research Board. The Board consists of 7 members appointed as follows: four persons appointed by the Governor and nominated by a statewide biomedical research coalition; two members appointed by the Governor who are distinguished and credentialed in the type of biomedical research that is performed by eligible institutions; the Commissioner of the Department of Economic and Community Development or his/her designee. The Maine Biomedical Research Board is assisted in its oversight of the Program by Maine Technology Institute, which provides administrative services for the Program.

PROGRAM:
The Board did not meet in 2010.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE CIVIL SERVICE APPEALS BOARD

TRACY B. BIGNEY, CHAIR

Central Office: 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074
Mail Address: 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074 *FAX:*
Established: 1986 *Telephone:* (207) 624-7400
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 388 *Citation:* T0005 *M.R.S.A., Sect.:* 000007081

PURPOSE:
The State Civil Service Appeals Board is established to mediate grievances and disputes and to hear and resolve classification appeals which are filed by employees of the State who are excluded from the collective bargaining process pursuant to 26 MRSA, 979 and 1021 to 1034.

ORGANIZATION:
On July 1, 1986, the State Civil Service Appeals Board was established to perform grievance and appeal functions formerly performed by the State Personnel Board. The Board consists of 5 members of the public who have experience in personnel management or labor relations. Appointments to the Board are made by the Governor with review by the Joint Standing Committee on State and Local Government with confirmation by the Legislature. One member of the Board is designated by the Board as a chair. Each appointment is for a term of four years until a successor has been appointed and qualified.

PROGRAM:
The Board meets as required to hear appeals.

PUBLICATIONS:
State Civil Service Appeals Board Procedures for Appeal - Free
May be obtained through the Office of the Commissioner of the Department of Administrative and Financial Services.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE COMMISSION FOR COMMUNITY SERVICE
MARYALICE CROFTON, EXECUTIVE DIRECTOR

Central Office: 19 UNION STREET, AUGUSTA, ME 04333
Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333-0038 *FAX:*
Established: 1995 *Telephone:* (207) 624-6237
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 578 *Citation:* T0005 *M.R.S.A., Sect.:* 000007501

PURPOSE:
The Maine Commission for Community Service was established by Executive Order in 1994 to link the Corporation for National Service to the State of Maine. In 1995, the Commission's purpose and duties were codified in state statute, broadening the responsibilities beyond merely responding to federal initiatives. The Commission's statutory mission is to "foster community service and volunteerism to meet human and environmental needs" in Maine. It is co-chair of the State Emergency Response Donations Coordination Team. Among the 14 assigned duties are these: identifying the priority needs to be met by service; developing a comprehensive plan for volunteer service in Maine; providing technical assistance and training to Maine's national service programs; and increasing collaboration among public and private sector community service and volunteer organizations.

The Commission awards grants according to provisions of the federal National and Community Service Trust Act of 1993(USC 42, Section 12502 et seq.) and advises the federal agency on State priorities for programs that receive direct federal grants under the Domestic Volunteer Act of 1973. The Commission administers funds for AmeriCorps State programs, school-based service-learning, VISTA, and Volunteer Generation grants. It coordinates activities with the regional office of the Corporation for National Service, which directly funds Senior Companions, Foster Grandparents, and Retired Senior Volunteer Programs (RSVP). In CY2010, the agencies oversaw just over $7.3 million federal funds invested in Maine's volunteer service sector. Added to this was $785,483 in financial aid for higher education that AmeriCorps members earned through service.

ORGANIZATION:
The Commission is comprised of no fewer than 15 and no more than 25 voting-members appointed by the Governor. Representation is directed by Statute. Members are appointed to serve in staggered three-year terms. Voting members of the Commission elect a chair from their ranks. Ex-officio members are the Commissioner of the Maine Department of Education or his/her designee and the State Director for the Corporation for National Service. The Commission is directed to report annually to the Governor and the Joint Standing Committee on State and Local Government. The Commission is located at the State Planning Office.

PROGRAM:
During 2010, the Commission managed $1.8 million from the Corporation for National and Community Service. Included was $300,000 from the Volunteer Generation Fund to build capacity in the volunteer sector. Service-learning funds were distributed in grants to four school districts undertaking systemic adoption of this pedagogy. The balance helped administer grants for AmeriCorps program and planning grants. Each program contributes to fulfilling an objective in the

Commission's 2010-2013 strategic plan.

PUBLICATIONS:
These reports and more are located on the Maine Commission for Community Service website at: http://www.maineservicecommission.gov/publications/

-2008 Annual Report

-MCCS Strategic Plan for 2006-2009

-Volunteering in America: Profile of Maine's Volunteer Sector (Corporation for National and Community Service 2009)

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE BOARD OF CORRECTIONS

MARK WESTRUM, CHAIR
PONTE JOSEPH, COMMISSIONER

Central Office: 75 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4370
Established: 2008 *Telephone:* (207) 287-4360
Reference: Policy Area: 06 *Umbrella:* 94 *Unit:* 644 *Citation:* T0034A *M.R.S.A., Sect.:* 00001801

PURPOSE:
The purpose of the State Board of Corrections is to develop and implement a unified correctional system that demonstrates sound fiscal management, achieves efficiencies, reduces recidivism and ensures the safety and security of correctional staff, inmates, visitors, volunteers and surrounding communities.

ORGANIZATION:
The Board consists of 9 members who are appointed by the Governor. Each appointment is subject to review by the joint standing committee of the Legislature having jurisdiction over criminal justice and public safety matters and to confirmation by the Senate, except the two members that represent the executive branch.

PROGRAM:
The Board responsibilities and duties include: 1. manage the cost of corrections; 2. determine correctional facility use and purpose; 3. adopt treatment standards and policies; and 4. review and approve public and private construction projects through a certificate of need process. Additional duties and responsibilities are detailed in Public Law 2007, chapter 653.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF CORRECTIONS **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	27,864		27,864			
HEALTH BENEFITS	10,838		10,838			
RETIREMENTS	4,715		4,715			
OTHER FRINGE BENEFITS	359		359			
COMPUTER SERVICES	2,460	292	2,168			
CONTRACTUAL SERVICES	84,294	15,670	68,624			
RENTS	294	294				
COMMODITIES	608	497	111			
GRANTS, SUBSIDIES, PENSIONS	11,677,812	9,323,762	2,354,050			
TOTAL EXPENDITURES	11,809,244	9,340,515	2,468,729			

MAINE STATE CULTURAL AFFAIRS COUNCIL

BETH EDMONDS, CHAIRPERSON

Central Office: C/O MAINE STATE LIBRARY, AUGUSTA, ME 04333-0064
Mail Address: 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX:*
Established: 1990 *Telephone:*
Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 546 *Citation:* T0027 *M.R.S.A., Sect.:* 000000552

PURPOSE:
The Maine State Cultural Affairs Council ensures a coordinated, integrated system of cultural resource programs and projects, and shall ensure the support of cultural heritage institutions and activities of the State. (Title 5, section 12004-G, subsection 7-A.)

ORGANIZATION:
In 1990, the Maine Cultural Affairs Council was established to coordinate the resources, programs and projects of the cultural agencies with statewide responsibilities. The Maine State Cultural Affairs Council consists of the chairman of the State Cultural Affairs Council, the chair and vice-chair from the Maine Arts Commission, the Maine Historic Preservation Commission, the Maine Library Commission, the Maine State Museum Commission, Maine State Archives Advisory Board, Maine Humanities Council, and the Maine Historical Society. Nonvoting members include a staff member from the Office of the Governor and the directors of the seven cultural agencies.

PROGRAM:
The Cultural Affairs Council continues to implement the charge given in 27 MRSA Sect. 552 by: 1) Meeting on a regular basis to coordinate the broader programs and projects of state cultural agencies, 2) Planning for coordinated budget requests for the State Cultural Agencies, and 3) Publishing useful information concerning statewide cultural issues.

In FY 2011, the Cultural Affairs Council worked in coordination with Maine's locally based organizations to distribute bond funds through the New Century Community Program. In addition, the Council worked with Maine's locally based organizations to promote coordinated cultural activities, the creative economy and community revitalization.

PUBLICATIONS:
FY 09 Cultural Affairs Council Annual Report
FY 10 Cultural Affairs Council Annual Report

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE CULTURAL AFFAIRS COUNCIL EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
CONTRACTUAL SERVICES	70,427	7,857				62,570
GRANTS, SUBSIDIES, PENSIONS	186,254	32,543				153,711
TOTAL EXPENDITURES	256,681	40,400				216,281

MAINE ECONOMIC GROWTH COUNCIL

TIMOTHY HUSSEY, CO-CHAIR
CHRISTOPHER RECTOR, CO-CHAIR

Central Office: 295 WATER STREET, STE. 5, AUGUSTA, ME 04330
Mail Address: 295 WATER STREET, STE. 5, AUGUSTA, ME 04330 *FAX:* (207) 622-6346
Established: 1993 *Telephone:* (207) 622-6345
Reference: Policy Area: 01 *Umbrella:* 94 *Unit:* 573 *Citation:* T0010 *M.R.S.A., Sect.:* 000000929A

PURPOSE:
The Maine Economic Growth Council was established to develop, maintain and evaluate a long term economic plan for the state. The Council's responsibilities include the development of a long range plan, goals, benchmarks and alternative strategies for a sustainable State economy. Additionally, the Council will monitor progress in accomplishing the State's goals and benchmarks, recommend changes in the Plan to reflect the dynamics of the international, national and state economy.

ORGANIZATION:
The Council is composed of 19 members, appointed for 3-year terms. The Commissioner of the Department of Economic and Community Development is a permanent member. The remaining 18 members are jointly appointed by the Governor, President of the Senate and Speaker of the House of Representatives. Fourteen members are appointed from the public to represent a broad range of expertise in areas including labor, environment, business and education, one of whom must also serve on the Maine Innovation Economy Advisory Council; also appointed to the Council are four members of the Legislature having a demonstrated interest in economic development.

The Council is staffed by the Maine Development Foundation, and is currently co-chaired by Senator Christopher Rector and Timothy Hussey.

PROGRAM:
In FY'95, the Council issued its first report entitled Goals for Growth, Progress 95; the Council proposed to monitor progress in six key goal areas: Innovative Businesses; Productive Workers/Rewarding Employment; Vital Communities; Healthy Natural Resources; Efficient Government; and State of the Art Infrastructure. The report outlines specific measures and benchmarks to track and compare Maine's performance. To date, the Council has distributed reports and has constructed briefings for state-wide organizations and agencies. The Council has been compiling baseline data for the benchmarks and conducts annual state-wide surveys of Maine businesses and citizens. In 1997, the Growth Council published Measures of Growth 97, which identified 57 benchmarks in the six goal areas. In 1998 the Growth Council published Measures of Growth 98, which reported on performance against benchmarks established in 1997. The report has been updated annually.

In January, 2002, "Measures of Growth 2002" was restructured to retain 40 of the Council's original measures and add 20 new measures, in order to better align the report with Maine's economy. "Measures of Growth 2004" was published in March, 2004. This format was used to publish the 2003 and 2004 Measures of Growth reports as well. In the fall of 2004 and early winter of 2005, the Growth Council pared down the indicators report and published the "2005 Measures of Growth in Focus". This report honed in on the eighteen indicators in the economy, community and environmental spheres that are most critical to Maine's long term development. The Growth Council published another edition of "Measures of Growth in Focus" in 2006, this time highlighting the 22 most critical indicators. The Growth Council also initiated the "Adopt-a-Benchmark" program which encourages Maine organizations to take actions that move the State closer to the Growth Council's benchmarks. In 2007, a 23rd indicator was added, a roadway deficiency index. The number of participants in the Adopt-a-Benchmark program rose to 24 and ten organizations were given a "Gold Star Award" for their work on particular indicators. In 2008, a 24th indicator, cost of energy, was added by the Council. The number of participants in the Adopt-a-Benchmark program increased to 27. Twelve organizations were awarded Gold Stars for their work on improving their adopted indicators. There were publications in 2009 and 2010. In 2011, a 25th indicator, Fourth Grade Reading Scores, was added. Additionally, the Chronic Disease indicator was replaced by an obesity indicator.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE EDUCATIONAL LOAN AUTHORITY

SHIRLEY M. ERICKSON, EXECUTIVE DIRECTOR

Central Office: 131 PRESUMPSCOT STREET, PORTLAND, ME 04103
Mail Address: 131 PRESUMPSCOT STREET, PORTLAND, ME 04103 *FAX:* (207) 791-3616
Established: 1988 *Telephone:* (207) 400-3011
Reference: Policy Area: 02 *Umbrella:* 94 *Unit:* 434 *Citation:* T0020A *M.R.S.A., Sect.:* 000011414

PURPOSE:
The Maine Educational Loan Authority (MELA) was established to assist students and their families to achieve their goals in the area of higher education.

ORGANIZATION:
The Maine Educational Loan Authority is a public body, corporate and politic, and an instrumentality of the State. Established in 1988, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriation from the Legislature for its operation.

PROGRAM:
Immediately after being created by the 113th Legislature in late Spring of 1988, the Maine Educational Loan Authority undertook to implement its initial program. This is a supplemental educational loan program which was funded by $35 million worth of tax exempt bonds issued in July of 1988. These funds were from a private source and no state monies were used. In May of 1992, the Authority refunded its initial offering and issued $60 million worth of tax exempt bonds in order to continue its loan program. An additional $12.5 million, $10 million, $14 million and $10 million of tax exempt bonds were issued in June of 1996, July of 1997, January of 1999, and September of 2000, respectively. In November of 2002, MELA issued a $26.9 million bond, which included $16.9 million to refund the 1992 series bonds. An additional $30 million and $50 million of tax exempt bonds were issued in May of 2005 and February of 2007, respectively. In May of 2009, MELA issued a $210 million bond, which included $152,250,000 to refund prior tax-exempt obligations of the Authority. An additional $15.46 million of tax-exempt bonds were issued in July of 2010.

The MELA Loan Program currently consists of The Maine Loan and The Maine Medical Loan. The Maine Loan and The Maine Medical Loan are loans made in amounts up to the full cost of education, less other financial aid, annually, and are available to eligible students. These loans are for Maine residents attending college in or out of the State of Maine and Canada or out-of-state residents attending Maine institutions of higher education. These loans are available to students and parents based solely on the credit worthiness of the applicant(s). For MELA loans disbursed beginning in August of 2010, the interest rate is fixed and borrowers may take up to 15 years to repay their loans depending on the loan program and loan amount. Borrowers must have a Maine nexus.

In the future the Authority hopes to expand its range of programs designed to assist families in financing higher education, including fixed rate loan products that will be available in August of 2010.

PUBLICATIONS:
Maine Educational Loan Authority, Official Statement (Student Loan Revenue Bonds Series 1992A-1, 1992A-2, 1992A-3, 1992A-4, 1996A, 1997A, 1999, 2000A, 2002A-1, 2005A-1, 2007A-1, and 2009A-1, A-2 and A-3, and 2010A-1.)
MELA (Maine Educational Loan Authority) 2010 Annual Report
The Maine Loan and The Maine Medical Loan Information Brochures-Free

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF EMERGENCY MUNICIPAL FINANCE
JEROME GERARD, ACTING STATE TAX ASSESSOR

Central Office: 26 EDISON DRIVE, AUGUSTA, ME
Mail Address: 24 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:*
Established: 1954 *Telephone:* (207) 287-2076
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 319 *Citation:* T0030A *M.R.S.A., Sect.:* 000006101

PURPOSE:
To enable municipalities that have fallen into financial difficulties to receive assistance from the State and to be reestablished on a sound financial basis.

ORGANIZATION:
The Commissioner of the Department of Administrative and Financial Services, the Treasurer of State and the State Tax Assessor compose The Board of Emergency Municipal Finance.

PROGRAM:
Any municipality that is financially unable to provide for its direct relief and work programs or its contributory share of public assistance programs of any nature, may apply to the Department of Human Services for funds from the State for that purpose. The municipal officers must apply in writing and send a copy of the application to the Board. Prior to the expenditure of such funds, the affairs of the municipality must be taken over by the Board.

If a municipality defaults on any bond issue or payment of interest due, or neglects to pay school and other salaries due and has received funds from the State in support of its poor, the board may audit or investigate the financial condition of the municipality. If after the audit or investigation the Board finds it necessary it may, by a majority vote, take over local government.

Once the Board takes control, a return to municipal self-governance requires repayment of relevant debts and a finding by the Board or its appointee that the financial affairs of the municipality may be resumed under local control.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE EMERGENCY RESPONSE COMMISSION
ROBERT MCALEER, CHAIRPERSON

Central Office: STATE OFFICE4 BUILDING, AUGUSTA, ME 04333
Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-3180
Established: 1987 *Telephone:* (207) 624-4400
Reference: Policy Area: 06 *Umbrella:* 94 *Unit:* 410 *Citation:* T0037B *M.R.S.A., Sect.:* 000000792

PURPOSE:
This Commission oversees the implementation of a comprehensive program of planning and training for effective emergency response to releases of hazardous materials.

The State Emergency Response Commission will facilitate and coordinate the development of statewide plans to be implemented for comprehensive and effective response to hazardous materials emergencies for the safety and well being of people and the environment.

ORGANIZATION:
The Commission is composed of 14 members. The Director of the Maine Emergency Management Agency serves as the chair. Other members include the Commissioners of Environmental Protection, Human Services, Labor and Transportation or designees, the Director of the Office of Emergency Medical Services or designee,

the Chief of the State Police or designee, 4 gubernatorial appointees, 2 appointed by the Speaker of the House of Representatives and an environmental organization representative of the general public appointed by the President of the Senate.

PROGRAM:
The SERC in support of its vision and mission statement has developed a 3 pronged approach to its goals. First, under Federal and State law it monitors the performance of facilities that store or use large volumes of hazardous substances. This includes receiving annual inventory reports, assisting facilities in developing emergency plans, reviewing emergency plans and collecting information relating to spills of hazardous substances at facilities.

Second, the SERC provides support to Local Emergency Planning Committees (LEPC's) which under Federal law are required to develop plans in the event of an accidental release of a hazardous substance. This assistance may be either in the form of grants to enable LEPCs to hire assistance in completing the plan or technical support as it relates to risk assessment and hazard analysis.

The SERC also supports an aggressive campaign of education of Maines first responders by providing training grants to communities. These programs may include Hazardous Materials Awareness, Operations and Technician level course along with a number of other specialized programs.

PUBLICATIONS:
LEPC Guidance
Model Plans
Emergency Planning Guidance
Emergency Response Guidebooks

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

KIM WALLACE ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD

JIM MARC-AURELE, CHAIR
MICHELLE A. MACKENZIE, CLERK, FAME

Central Office: C/O FAME, 5 COMMUNITY DR, AUGUSTA, ME 04332-0949
Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949 *FAX:* (207) 623-0095
Established: 1988 *Telephone:* (207) 623-3263
Reference: Policy Area: 05 *Umbrella:* 94 *Unit:* 178 *Citation:* T0010 *M.R.S.A., Sect.:* 000000373

PURPOSE:
To help people with disabilities become more independent and productive members of the community. The program makes available direct loans to borrowers at rates and terms that are specifically tailored to meet the financial needs of individual borrowers. Business entities also may borrow from the Kim Wallace Adaptive Equipment Loan Program Fund ("mPower") to help make businesses accessible to individuals with disabilities and more suitable for employing them.

ORGANIZATION:
The Kim Wallace Adaptive Equipment Loan Program Fund Board consists of nine members. Seven members are appointed by the Governor and confirmed by the Maine Legislature. Of these members, one must be a commercial lender; one must be a certified public accountant; and the remaining five must be people with a range of disabilities. The Director of the Bureau of Rehabilitation Services within the Department of Labor or the Director's designee, and the Treasurer of the State of Maine or the Treasurer's designee, also serve on the Board.

The Board currently contracts with Alpha One, a non-profit community-based agency

offering services to persons with disabilities, to provide initial assistance to program applicants and a determination of the appropriateness of the equipment to be purchased. The Board contracts with the Finance Authority of Maine to provide administrative assistance, financial analysis and management, and legal counsel.

PROGRAM:
The program provides low-interest loans to assist people with disabilities become more productive members of the community. Businesses also may borrow from mPower to make their facilities more accessible to people with disabilities and to make physical and structural changes necessary to allow a business to hire individuals with disabilities.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

JONATHAN WAYNE, EXECUTIVE DIRECTOR
WALTER F. MCKEE, ESQ., CHAIR

Central Office: 45 MEMORIAL CIRCLE, AUGUSTA, ME 04330
Mail Address: 135 STATE HOUSE STATION, AUGUSTA, ME 04333-0135 *FAX:* (207) 287-6775
Established: 1976 *Telephone:* (207) 287-4179
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 270 *Citation:* T0001 *M.R.S.A., Sect.:* 000001002
Average Counts-All Positions: 7.000 *Legislative Count:* 7.00

PURPOSE:
The Commission on Governmental Ethics and Election Practices is an independent commission established to guard against corruption or undue influencing of the election process and against misconduct or the appearance of misconduct by Legislators.

The general duties of the Commission are to investigate and make advisory recommendations to the appropriate body of the Legislature of any apparent violations of the ethical standards set by the Legislature; to issue advisory opinions and guidelines on problems or questions involving possible conflict of interest in matters under consideration by, or pertaining to, the Legislature; and to administer the sources of income disclosure law.

Additional responsibilities of the Commission are to administer and investigate any violations of the requirements for campaign reports and campaign financing, including the provisions of the Maine Clean Election Act; to conduct biennially, in conjunction with the Attorney General and the Chair of the Legislative Council, an ethics seminar for Legislators; to administer the lobbyist disclosure laws, and to administer and ensure effective implementation of the Maine Clean Election Act.

ORGANIZATION:
The Commission on Governmental Ethics and Election Practices, established by Title 5, section 12004-G, subsection 33, consists of 5 members appointed by the Governor from nominee lists submitted by Legislative Leadership. Appointees are subject to review by the joint standing committee of the Legislature having jurisdiction over legal affairs and confirmation by the Legislature.

No more than two members may be enrolled in the same political party. Each member serves a three-year term. A person may not be appointed to the Commission who is a member of the Legislature or who was a member of the previous Legislature, or who was a declared candidate for an elective county, state or federal office within two years prior to the appointment, or who holds an elective county, state or federal office, or who is an officer, director, employee or primary decision maker of a party committee, political action committee or candidate committee authorized under 21-A M.R.S.A. § 1013-A(1)(B).

Pursuant to 1 M.R.S.A. Section 1006, the Commission may call for the aid or

assistance in the performance of its duties on the Attorney General, Secretary of State, Department of Audit, or any law enforcement agency in Maine.

PROGRAM:

Advisory Opinion, Notices, Report Audits: During FY 2011, the Commission conducted regular public meetings, issued informal advisory opinions, and its staff rendered oral advice regarding the interpretation of the statutes administered by the Commission. The staff distributed filing notices to all candidates, political action committees, ballot question committees, and lobbyists with reporting or disclosure obligations and processed reports filed by those reporting entities. Additionally, the staff conducted compliance reviews and limited audits of the reports of candidates, political action committees, ballot question committees, and lobbyists.

Complaints, Late Filings, Penalties: During FY 2011, the Commission investigated complaints concerning candidate campaigns, party committees, political action committees, ballot question committees, and lobbyists. The Commission also ruled on the lateness of the filings of candidates, party committees, ballot question committees, political action committees, and lobbyists. The Commission referred cases to the Attorney General for appropriate action regarding the failure to pay penalties for the late filing of reports or the failure to file reports. The Commission publishes a Biennial Report containing statistical data regarding its activities and annual financial activities of candidates, lobbyists, and political action committees.

Opinions, Lawsuits, Fees: The Commission considered requests for the waiver of certain statutory requirements by candidates, lobbyists, political action committees, and political party committees and issued guidance on the interpretation of statutes and rules subject to the Commission's jurisdiction.

LICENSES:

None.

PUBLICATIONS:

The Commission distributes copies of the governmental and legislative ethics laws, lobbyist disclosure procedures, campaign reports and finance laws for candidates, the laws governing political action committees (PACs) and ballot question committees (BQCs), the Maine Code of Fair Campaign Practices, and the Maine Clean Election Act. Other publications include: Filing schedules, registrations, and reporting forms for lobbyists, PACs, BQCs, party committees, and candidates for state and county; Sources of income statements for Legislators and legislative candidates and executive branch officials; Rosters of registered PACs and BQCs, lobbyists, and candidates/treasurers; Biennial Report of the Commission's activities; Candidate compliance manuals; Summaries of campaign contributions/expenditures; and Annual report of lobbyist compensation.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	329,226	79,073	250,153			
HEALTH BENEFITS	93,844	24,631	69,213			
RETIREMENTS	60,772	14,277	46,495			
OTHER FRINGE BENEFITS	7,094	1,532	5,562			
COMPUTER SERVICES	96,152	1,928	94,224			
CONTRACTUAL SERVICES	92,944	5,672	87,272			
RENTS	44,505		44,505			
COMMODITIES	2,988	370	2,618			
GRANTS, SUBSIDIES, PENSIONS	920,561		920,561			
TRANSFER TO OTHER FUNDS						
TOTAL EXPENDITURES	1,648,086	127,483	1,520,603			

FINANCE AUTHORITY OF MAINE

ELIZABETH BORDOWITZ, CEO

Central Office: C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949
Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949 *FAX:* (207) 623-0095
Established: 1983 *Telephone:* (207) 623-3263
Reference: Policy Area: 01 *Umbrella:* 94 *Unit:* 457 *Citation:* T0010 *M.R.S.A., Sect.:* 000000964

PURPOSE:

The Finance Authority of Maine (FAME), a quasi-independent state agency, is Maine's business and higher education finance authority. FAME initially was established in 1983 as Maine's business finance agency. In that role, FAME was charged with supporting the start-up, expansion, and growth of Maine businesses by working with Maine's banking community to improve access to capital.

In 1990, FAME's mission was significantly expanded by the Maine Legislature when it assumed responsibility for administering the state's higher education finance and outreach programs. Through loans, grants, and loan insurance, FAME helps students and their families meet the costs associated with higher education. FAME administers Maine's Section 529 College Savings Program, the NextGen College Investing Plan, and oversees outreach activities that are designed to encourage Maine people to aspire to and pursue higher education. In 2004, FAME was designated as Maine's secondary market for student loans.

FAME accomplishes its mission - providing innovative financial solutions to help Maine citizens pursue business and educational opportunities - by working closely with the state's higher education, banking, economic development and business communities, as well as the Governor and Maine Legislature, in the formulation and implementation of financial services and programs that help fill gaps that exist in Maine's capital delivery system.

ORGANIZATION:

FAME is overseen by a fifteen-member Board of Directors that has the following makeup: two members with experience in natural resource-based enterprises; two veterans; one certified public accountant; one commercial lender; one attorney; one member with expertise in student financial aid; one member knowledgeable in the field of higher education; three members at-large; three state officials, including the Commissioner of Economic and Community Development, a natural resource agency commissioner, and the State Treasurer.

Members of the FAME Board are appointed by the Governor and are subject to review and confirmation by the Maine Legislature. Each member, other than the state officials, serves for a term of four years. The Chief Executive Officer is appointed by the Governor, subject to review and confirmation by the Maine Legislature, to supervise and direct the administrative and technical activities of FAME on a day-to-day basis.

PROGRAM:

BUSINESS FINANCE: FAME administers and oversees programs that may be utilized individually or in combination with other financing mechanisms to assist business development in Maine.

These programs include: Commercial Loan Insurance Program; Economic Recovery Loan Program; Underground Oil Storage Tank Removal & Replacement Program; Regional Economic Development Revolving Loan Program; Linked Investment Program for Commercial Enterprises; Linked Investment Program for Agriculture; Maine Seed Capital Tax Credit Program; Maine Economic Development Venture Capital Revolving Investment Program; and various bond programs.

Additionally, the following programs are administered in conjunction with other state departments or agencies: Potato Marketing Improvement Fund Program; Agricultural Marketing Loan Program; Kim Wallace Adaptive Equipment Loan Program Fund; Energy Conservation Loan Program; and Nutrient Management Loan Program.

EDUCATION FINANCE AND OUTREACH: FAME maintains and administers the following federal and state higher education finance and outreach programs: Maine State Grant Program; Federal Family Education Loan Program; Robert C. Byrd Scholarship

Program; Educators for Maine Program; Access to Medical Education Program; Maine College Savings Program; Dental Education Loan and Loan Repayment Program; Medical Education Program; the Harold Alfond College Challenge; and financial education.

PUBLICATIONS:
Quick Reference Guide
Financial Aid Tool Kit: Maine's Guide for Higher Education Financing
Where They Go and Why: Finding Maine's Future Workforce (Revisited)
A Guide to Your Federal Student Loans
Destination Medical School: What Every Medical Student Should Know
Maine Dental Education Loan and Loan Repayment Program
The Educators for Maine Program
Quality Child Care Education Scholarship Program
The Postsecondary Guide of Maine
Capital Access Programs: Innovative Financial Solutions for Maine Businesses
Financing Bright Ideas: A Primer on Venture Capital in Maine
OnLine Answer: Loan Insurance the Easy Way
mPower Your Life (Kim Wallace Adaptive Equipment Loan Program)
The NextGen College Investing Plan

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FINANCE AUTHORITY OF MAINE EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	24,113,731	12,348,008	3,765,723			8,000,000
TOTAL EXPENDITURES	24,113,731	12,348,008	3,765,723			8,000,000

ADVISORY COMMITTEE ON MEDICAL EDUCATION

CHARLES DWYER, INTERIUM CHAIRMAN
JANEEN VIOLETTE, FINANCE AUTHORITY OF ME

Central Office: C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949
Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949 *FAX:* (207) 623-0095
Established: 1992 *Telephone:* (207) 623-3263
Reference: Policy Area: 01 *Umbrella:* 94 *Unit:* 093 *Citation:* T0020A *M.R.S.A., Sect.:* 000012106

PURPOSE:
The Advisory Committee on Medical Education advises the Chief Executive Officer of the Finance Authority of Maine in the development of initiatives that address the medical education needs of the State of Maine.

ORGANIZATION:
The Advisory Committee consists of nineteen members. Fifteen of these are appointed by FAME's CEO and are subject to approval by the Legislature's Joint Standing Committee on Education and Cultural Affairs. Representatives of the following entities are included: a major statewide agency representing allopathic physicians; a major statewide agency representing osteopathic physicians; a major statewide agency representing family physicians; the major statewide agency representing hospitals; the major statewide agency representing community health centers; an association of commercial health insurance companies doing business in the state; a statewide area health education center program; two at-large members; a chief executive of a family practice residency in Maine; an institution of allopathic medical education at which FAME secures positions for students; an institution of osteopathic medical education at which FAME secures positions for students; a Maine student, resident or practicing physician who has obtained a position secured by FAME at an institution of allopathic medical education; a Maine student, resident or practicing physician who has obtained a position secured by FAME at an institution of osteopathic medical education; and a major teaching hospital in the state.

Other committee members include: the Commissioner of the Department of Health

and Human Services or the Commissioner's designee; three at-large members from areas of the state lacking reasonable access to health care: one appointed by the Governor; one appointed by the President of the Senate; and one appointed by the Speaker of the House of Representatives, all of whom are subject to approval by the Legislature's Education Committee.

PROGRAM:
The Committee provides guidance for the administration of the Access to Medical Education and Health Professions Loan Programs, including, but not limited to: the projected number of student seats needed; the projected costs of medical education; recommendations for the future needs of the programs; the development of sites for student clinical training; the amount expended for the purchase of seats at contract schools; development of incentives to practice in under-served areas; and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: 127 COMMUNITY DRIVE, AUGUSTA, ME 04330
Mail Address: PO BOX 2268, AUGUSTA, ME 04330 *FAX:* (207) 623-5359
Established: 1971 *Telephone:* (207) 622-9386
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 336 *Citation:* T0022 *M.R.S.A., Sect.:* 000002054

PURPOSE:
To assist private non-profit hospitals, non-profit nursing homes, community health facilities, for-profit nursing and boarding homes, and private, non-profit institutions for higher education within the State of Maine in both short and long term financing for the construction and equipping of health-care and educational facilities, and the refinancing of existing indebtedness by providing financial advisory services and access to the tax-exempt and taxable bond markets. To provide credit enhancement to assist these borrowers.

ORGANIZATION:
The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Health and Human Services, the Commissioner of Education and the Treasurer of the State who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director is responsible for the day-to-day activities of the Authority.

PROGRAM:
Bonds, notes or any other obligations of the Authority while utilizing the moral obligation reserve fund make up of the State do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing or boarding home, or institution for higher education or may take a mortgage on the project. Each health-care facility or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on outstanding bonds.

The Authority does not receive any appropriation from the State. It derives its revenue from fees charged participating eligible borrowers using its financing capabilities. The Authority charged origination and loan servicing fees based on type of loan, financing, and borrower.

During fiscal year 2011, the Authority did not issue any bonds.

PUBLICATIONS:
Annual Report - Audit

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HISTORIC PRESERVATION COMMISSION
EARLE G. SHETTLEWORTH JR, EXEC DIR

Central Office: 55 CAPITOL ST, AUGUSTA, ME 04333-0065
Mail Address: STATEHOUSE STA# 65, AUGUSTA, ME 04333-0065 *FAX:* (207) 287-2335
Established: 1971 *Telephone:* (207) 287-2132
Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 089 *Citation:* T0027 *M.R.S.A., Sect.:* 000000502
Average Counts-All Positions: 16.731 *Legislative Count:* 12.00

PURPOSE:
The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966 to identify and protect significant architectural and archaeological resources. The Commission is charged with development of a comprehensive plan, conducting surveys statewide, and nominating all significant buildings, sites and districts to the National Register of Historic Places. In addition, the Commission reviews all federally-funded and federally-licensed projects for their effect upon historic resources.

ORGANIZATION:
The Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department. In 1990 the 114th Legislature established the Commission as an independent agency.

The Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and, thereafter until his/her successor is appointed; but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM:
During FY 2011, the Commission expanded the National Register of Historic Places by 4 individual buildings and 1 historic district.

The Historic Preservation provision of the Economic Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally-funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

LICENSES:
Under 27 MRSA 374 any party wishing to excavate an archaeological site listed in the National Register of Historic Places which is state-owned or is subject to a preservation agreement between the landowner and the Commission, must apply in writing for an Excavation Permit to the Director of the Commission. If such a permit is granted, it must be co-signed by the Director of the Commission, the Director of the State Museum, and (if involving a state-owned site) the Director

of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORIC PRESERVATION COMMISSION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	590,903	180,720	155,853		254,330	
HEALTH BENEFITS	203,578	49,512	55,863		98,203	
RETIREMENTS	106,680	34,747	25,079		46,854	
OTHER FRINGE BENEFITS	9,929	1,736	2,987		5,206	
COMPUTER SERVICES	2,782				2,782	
CONTRACTUAL SERVICES	100,589	10,560	21,261		68,768	
RENTS	2,197		94		2,103	
COMMODITIES	36,143		1,165		28,938	6,040
GRANTS, SUBSIDIES, PENSIONS	27,696				27,696	
TRANSFER TO OTHER FUNDS	52,621		17,937		34,684	
TOTAL EXPENDITURES	1,133,118	277,275	280,239		569,564	6,040

(OFFICE OF) STATE HISTORIAN

EARLE G. SHETTLEWORTH JR, STATE HISTORIAN

Central Office: 55 CAPITOL STREET, AUGUSTA, ME 04333
Mail Address: 65 STATE HOUSE STATION, AUGUSTA, ME 04333-0065 *FAX:* (207) 287-2335
Established: 2001 *Telephone:* (207) 287-2132
Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 089A *Citation:* 27 *M.R.S.A., Sect.:* 261

PURPOSE:
The State Historian's traditional responsibilities are now shared by many organizations such as the Historic Preservation Commission, the State Museum, and active historical societies and historians all over Maine.

PROGRAM:
During fiscal year 2010-11, the State Historian participated in many of the same activities as in past years, including frequent lectures and speaking engagements. The State Historian continued to actively correspond with researchers with interest in a wide range of topics relating to Maine.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HUMAN RIGHTS COMMISSION

JOHN GAUSE, ACTING EXECUTIVE DIRECTOR
MELODY PIPER,

Central Office: 19 UNION STREET, AUGUSTA, ME 04330
Mail Address: 51 STATE HOUSE STATION, AUGUSTA, ME 04333-0051 *FAX:* (207) 624-8729
Established: 1971 *Telephone:* (207) 624-6290
Reference: Policy Area: 06 *Umbrella:* 94 *Unit:* 348 *Citation:* T0005 *M.R.S.A., Sect.:* 000004561
Average Counts-All Positions: 12.000 *Legislative Count:* 12.00

PURPOSE:
The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine; to keep in review all practices and their causes infringing on the basic human right to a life with dignity so that corrective measures may be recommended and

implemented; and to prevent discrimination in employment, housing or access to public accommodations on account of race, color, sex, sexual orientation, physical or mental disability, religion, ancestry, or national origin, and in employment, discrimination on account of age and genetic pre-disposition; and in housing, discrimination on account of source of income and familial status; and in extension of credit, on account of age, race, color, sex, sexual orientation, marital status, ancestry, religion or national origin; and in education, discrimination because of sex, sexual orientation, physical or mental disability, national origin and race.

The Maine Human Rights Act also prohibits discrimination because of filing a claim or asserting a right under the Worker's Compensation Act or retaliation under the Whistleblower's Act.

ORGANIZATION:
The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor with confirmation by the legislature, for terms of five years. The Governor designates the chairperson of the Commission from among its members. The Commission appoints a full-time Executive Director.

PROGRAM:
DISCRIMINATION COMPLAINTS. During the fiscal year 2011, 762 new complaints were filed with the Maine Human Rights Commission. In addition, 670 complaints were carried over from the previous fiscal year. The Commission closed 617 cases, leaving a total of 815 cases active at year end.

LITIGATION. The Commission is represented in the courts of the State of Maine by the Commission Counsel.

PUBLIC EDUCATION AND INFORMATION. The Commission speaks to groups upon request, when possible, in an effort to educate people about the provisions and remedies under the Maine Human Rights Act.

PUBLICATIONS:
Maine Human Rights Act
Procedural Regulations
Employment Regulations & Poster
Sexual Harassment Poster; Sexual Harassment Brochure
Housing Regulations of the Maine Human Rights Commission; Housing Procedural Rule
Housing Poster; Unlawful Housing Harassment Brochure
Pre-employment Inquiry Guide
Equal Educational Opportunity Regulations / Procedural Rules
Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances
Accessibility Requirements for Public Accommodations and Places of Public Employment
Accessibility Requirements of the Maine Human Rights Commission
Service Animal Guidance
Whistleblower's Protection Act
Housing Applicant Inquiry Guide
The Maine Human Rights Act "What It Is & How It Works"

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMAN RIGHTS COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	483,835	310,840			172,995	
HEALTH BENEFITS	139,503	84,134			55,369	
RETIREMENTS	82,977	52,986			29,991	
OTHER FRINGE BENEFITS	8,840	5,294			3,546	
COMPUTER SERVICES	5,574	1,614			3,960	
CONTRACTUAL SERVICES	63,423	17,568	6,550		39,305	
COMMODITIES	10,987	2,410	805		7,772	
TRANSFER TO OTHER FUNDS	32,012		735		31,277	
TOTAL EXPENDITURES	827,151	474,846	8,090		344,215	

MAINE INDIAN TRIBAL-STATE COMMISSION

JOHN DIEFFENBACHER-KRALL, EXECUTIVE DIRECTOR

Central Office: , OLD TOWN, ME 04468
Mail Address: PO BOX 241, STILLWATER, ME 04489 *FAX:*
Established: 1980 *Telephone:* (207) 817-3799
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 409 *Citation:* T0030 *M.R.S.A., Sect.:* 000006212

PURPOSE:
The Maine Indian Tribal-State Commission was created as part of the Maine Implementing Act of 1980 to "continually review the effectiveness of this Act and the social, economic, and legal relationship between the Houlton Band of Maliseet Indians, Passamaquoddy Tribe and the Penobscot Indian Nation and the State." The Commission also has a number of specific mandates, including the promulgation of fishing regulations on certain bodies of water and making recommendations concerning the acquisition of lands to be placed in trust for the tribes.

The settlement cannot be amended unilaterally by any of the parties.

ORGANIZATION:
The Commission is an inter-governmental entity. Six of its members are appointed by the Governor of Maine and confirmed by the Legislature; two are appointed by the Houlton Band of Maliseet Indians; two are appointed by the Passamaquoddy Tribe; two are appointed by the Penobscot Indian Nation; and the thirteenth, who is the chairperson, is selected by the twelve appointees.

The Commission's budget is comprised of tribal contributions and state dollars. The Commission is staffed by a private consultant, who serves as Executive Director.

PROGRAM:
The Commission's overriding priorities are to defuse disagreements between the parties to the Settlement Act and to strengthen tribal-state relations, to deepen the understanding by Tribal and State leaders of the key concepts and issues underlying both the settlement and ongoing Wabanaki-Maine relations; to promote a relationship between the State and Tribes that is based on open communications and mutual trust and respect; and to increase the public's understanding and appreciation of the Wabanaki People. The commission will also serve as the parent organization for the Maine Tribal-State Child Welfare Truth and Reconciliation Process.

To address these overriding priorities, the Commission conducts ongoing diplomatic efforts, staffs the Annual Assembly of Governors and Chiefs, sponsors meetings and workshops, presents testimony and proposes legislation, helps to increase access by the Tribes to state and federal resources, exercises certain oversight responsibility for LD 291, An Act to Require Teaching of Maine Native American History and Culture in Maine's Schools, and is involved in educational activities.

PUBLICATIONS:
"Maine Indian Claims Settlement: Concepts, Context, and Perspectives"
"Wabanaki: A New Dawn" (video)
"Fish and Wildlife Provisions Under the 1980 Maine Indian Claims Settlement"
"At Loggerheads: State of Maine and the Wabanaki"
"Proposal to Drop 'Squaw' from Place Names in Maine: Summary of Issues and Views"
" 'Year In Review' Reports"
"A Summary of the Activities of the Maine Indian Tribal-State Commission," 10/2006, 8/2007, and 10/2008.
"An Analysis of the Status of Wabnaki-State Relations along with a Summary of the Activities of the Maine Indian Tribal-State Commission (July 1, 2008 - June 30, 2009)" 1/2010

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE INDIAN TRIBAL-STATE COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	74,100	74,100				
TOTAL EXPENDITURES	74,100	74,100				

MAINE STATE LIBRARY

LINDA HALL LORD, STATE LIBRARIAN

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0064
Mail Address: STATEHOUSE STA# 64, AUGUSTA, ME 04333-0064 *FAX:* (207) 287-5624
Established: 1937 *Telephone:* (207) 287-5620
Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 075 *Citation:* T0027 *M.R.S.A., Sect.:* 000000001
Average Counts-All Positions: 45.500 *Legislative Count:* 45.50

PURPOSE:
The purpose of the Maine State Library is to provide, broaden and improve access to information in a variety of formats to citizens regardless of location of residency.

ORGANIZATION:
The Maine State Library includes Administration, Reader and Information Services, Library Development Services, and Outreach Services.

PROGRAM:
The Program of the Maine State Library is supported by several components.

ADMINISTRATION provides leadership for development of library services in Maine; coordinates the work of all staff; prepares and supports necessary legislative action concerning libraries; and provides all necessary fiscal information.

LIBRARY DEVELOPMENT provides leadership and support for library development in all types of libraries throughout the state. Specific programs include: the Maine Regional Library System including consultant services and continuing education programs; Outreach Services including talking books, books by mail, and large print books; Learning and Technology Services including video services, technology initiatives, resources and support; distance learning; school library media services; federal e-rate coordination and training; grant programs and statewide licensing of electronic databases. This division also maintains the Maine State Library web site http://maine.gov/msl/.

READER AND INFORMATION SERVICES provides the delivery of quality information, reference, and loan services to all libraries, state agency personnel, Legislators, and the general public. This includes supporting and complementing the collections of all types of libraries throughout the state through resource sharing. Statewide resource sharing includes the economically efficient van delivery system which transported 1.3 million items in FY 2010.

The public services portions of the MSL web page originate within this program. Reader and Information Services also develops marketing ideas and plans public relations efforts to support its programs and resources.

Specific programs include Reference and Research Services, Circulation, Collection Services and Interlibrary Loan.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE LIBRARY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,409,301	1,096,499			312,802	
HEALTH BENEFITS	505,608	393,166			112,442	
RETIREMENTS	240,948	188,929			52,019	
OTHER FRINGE BENEFITS	26,211	20,268			5,943	
COMPUTER SERVICES	310,513	140,667	114,285		55,561	
CONTRACTUAL SERVICES	1,302,795	523,141	247,484		532,170	
RENTS	1,464	537			927	
COMMODITIES	118,547	92,664	463		25,420	
GRANTS, SUBSIDIES, PENSIONS	525,424	335,787			189,637	
TRANSFER TO OTHER FUNDS	24,867		7,336		17,531	
TOTAL EXPENDITURES	4,465,678	2,791,658	369,568		1,304,452	

MAINE LIBRARY COMMISSION

LINDA HALL LORD, STATE LIBRARIAN
BETH EDMONDS, CHAIRPERSON

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0064
Mail Address: STATEHOUSE STA# 64, AUGUSTA, ME 04333-0064 *FAX:* (207) 287-5624
Established: 1973 *Telephone:* (207) 287-5600
Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 082 *Citation:* T0027 *M.R.S.A., Sect.:* 000000111

PURPOSE:
The purpose of the Maine Library Commission is to review recommendations of the State Librarian with regard to the policies and operations of the Maine State Library and the State's library program. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION:
The Maine Library Commission is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large, of whom one is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members. The Maine Library Commission is a policy-making, rule-making authority and part of the Maine State Cultural Affairs Council.

PROGRAM:
The Maine Library Commission held 7 meetings during fiscal year 2011. The Commission spent much of its time developing a strategic plan for the Maine State Library. However, other areas of special interest included the following: The Maine Schools and Libraries Network, E-Rate allocations and technology planning, the expansion of the Maine InfoNet network, the sharing of resources among Maine libraries (including the expansion of a statewide interlibrary loan van delivery service), statewide licensing of electronic databases, reviewing the allocation of state and federal funds, reviewing statewide interlibrary loan policies and reviewing emerging technologies and their impact on library services statewide including electronic reference service, computer training courses, and e-books.

PUBLICATIONS:
See Maine State Library.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LOBSTER PROMOTION COUNCIL

DANE SOMERS, EXECUTIVE DIRECTOR

Central Office: 2 UNION STREET, PORTLAND, ME 04101
Mail Address: 2 UNION STREET, PORTLAND, ME 04101 *FAX:*
Established: 1991 *Telephone:* (207) 541-9310
Reference: Policy Area: 01 *Umbrella:* 94 *Unit:* 097 *Citation:* T0012 *M.R.S.A., Sect.:* 000006455

PURPOSE:
The Maine Lobster Promotion Council (MLPC) markets and promotes the sale of Maine lobster in local, regional, national and world markets year-round.

ORGANIZATION:
The Maine State Legislature established the Maine Lobster Promotion Council in 1991 at the request of the Maine lobster industry. The Council is a public instrumentality of the state, funded primarily through assessments paid by lobster license holders and managed by a 9-member Board of Directors composed of three harvesters, three dealers/processors, and three public members.

PROGRAM:
The Maine Lobster Promotion Council (MLPC) markets the Maine Lobster brand to consumer and trade audiences around the globe. The objective of the Council is to support brand awareness and premium positioning for Maine Lobster in order to maintain consumer interest and demand for Maine Lobster and thereby support the value of the brand for all sectors of the industry.

INTERNET AND ONLINE MEDIA
The MLPC online media program utilizes state-of-the-art communications technology to reach millions of buyers and consumers worldwide through its internet presence and web site www.lobsterfrommaine.com. The website has been ranked an unprecedented #1 by Google for three years running (out of almost 2 million sites) and the global reach continues to grow and expand. New this year is a special mini site within the main site devoted to Chinese buyers and consumers to reach the 2nd largest and fastest growing seafood market in the world.

RETAIL
The MLPC domestic Retail Program works with grocery chains to increase awareness and use of Maine Lobster products. In-store programs include point-of-sale material, retail flyer ads and incentive programs.

FOODSERVICE
The MLPC domestic Foodservice Program works with commercial restaurant operators and chefs to build awareness and use of Maine Lobster products and to connect foodservice buyers with Maine Lobster dealers. Programming efforts seek to increase the incidence of Maine Lobster menued nationally and increase demand for value added Maine Lobster products.

INTERNATIONAL
The MLPC International Program works to educate international buyer audiences to stimulate demand in international markets and to gather information about foreign markets in order to educate Maine Lobster dealers about overseas opportunities.

PUBLIC RELATIONS
The MLPC Public Relations Program is structured to build positive awareness of Maine Lobster products and the Maine lobster industry. The program also addresses stories that may negatively affect sales of Maine lobster. Included in the Public Relations program are all elements of Maine Lobster Passport Program, MLPC's in-state summer campaign, the Maine Lobster Chef of the Year program, and the successful and growing Chef Ambassador Program.

RESEARCH
The MLPC Research Program focuses collecting and disseminating data about Maine Lobster, and more specifically, data related to the business of marketing Maine Lobster domestically and internationally. The program monitors market trends in the aggregate for all lobster. The MLPC has also developed and conducted several successful pilot programs involving market research to determine the positive impacts of non-price promotional programs to stimulate demand and increase market value for Maine lobster.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LOBSTER PROMOTION COUNCIL EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	525,692		525,692			
TOTAL EXPENDITURES	525,692		525,692			

MOTOR CARRIER REVIEW BOARD

MARK HUTCHINS, CHAIRMAN

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
Mail Address: 29 SHS, AUGUSTA, ME 04333-0029 *FAX:* (207) 622-5332
Established: 1995 *Telephone:* (207) 624-9056
Reference: Policy Area: 08 *Umbrella:* 94 *Unit:* 591 *Citation:* 29A *M.R.S.A., Sect.:* 000000562

PURPOSE:
The Motor Carrier Review Board was created by PL 1995 Chapter 376 to review the records of motor carriers with histories of significant and repeated carrier violations in Maine.

The Board is charged with making recommendations to the Secretary of State for possible suspension of a carrier's privilege to operate commercial vehicles in Maine. To make these determinations, the Board looks at a number of data sources including adjudicated violations, MSP Commercial Vehicle Enforcement Unit data, and Federal Motor Carrier Safety Administration's reviews and ratings. The Motor Carrier Review Board's principal data source is MSP Driver/Vehicle Inspection Reports.

In 1996, the Board developed and adopted its rules, which were later amended and/or replaced, for conducting a carrier review. In FY11, the Board held four meetings, conducted 80 preliminary reviews, 29 secondary reviews, 10 full reviews, and recommended the suspension of two motor carriers.

ORGANIZATION:
The Board consists of seven members appointed by the Governor. The members represent the motor carrier industry, forest products industry, professional drivers, the commercial insurance industry, and the public.

The Board is staffed by the Bureau of Motor Vehicle's Office of Motor Carrier Services.

PUBLICATIONS:
http://www.maine.gov/sos/bmv/commercial

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE MOTOR VEHICLE FRANCHISE BOARD

JOHN MCCURRY, CHAIRMAN

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9339
Established: 2003 *Telephone:* (207) 624-9112
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 632 *Citation:* T0010 *M.R.S.A., Sect.:* 000001187

PURPOSE:
The Motor Vehicle Franchise Board was established to hear and decide complaints

between motor vehicle manufacturers and dealers arising under the Motor Vehicle Franchise Law.

ORGANIZATION:
The Motor Vehicle Franchise Board was authorized in FY03 to consist of seven members; six members are appointed by the Governor. The chairperson is appointed by the Secretary of State.

PROGRAM:
The Motor Vehicle Franchise Board hears disputes between Motor Vehicle and Manufacturers and Dealers.

LICENSES:
Publications: Rules of the Motor Vehicle Franchise Board.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE MUNICIPAL BOND BANK

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: PO BOX 2268, AUGUSTA, ME 04330-2268
Mail Address: PO BOX 2268, AUGUSTA, ME 04330-2268 *FAX:* (207) 623-5359
Established: 1972 *Telephone:* (207) 622-9386
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 376 *Citation:* T0030A *M.R.S.A., Sect.:* 000005951

PURPOSE:
The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION:
The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Financial Institutions, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank's General Bond Resolution program. The Bank pays all costs of issuance on behalf of local governmental units using the Bank's General Bond Resolution, except for local bond counsel, a pro-rated share of underwriters' sales commission and any negative arbitrage on the moral obligation reserve fund. Operating expenses are covered by the bond premiums and income from investment of reserve and operating funds.

PROGRAM:
In October of 2010, bonds were issued in the amount of $80,165,000 that assisted 24 governmental units finance their capital projects. In January 2011, bonds were issued in the amount o f $80,275,000 that assisted 4 governmental units finance their capital projects. In May of 2011, bonds were issued in the amount of $77,275,000 that assisted 15 governmental units finance their capital projects. All issues were rated Aa1/AAA/AAA by Standard & Poor's and Fitch Ratings, respectively. The Bond Bank also sold one refunding issue during the fiscal year, $99,425,000 2010 Series C, providing $5,656,782 in savings credits

to underlying borrowers.

In 1998, the Maine Legislature established the Maine School Revolving Renovation Fund to promote efficient capital financing activities for the construction, renovation, and maintenance of school facilities. The Bond Bank administers this fund. The Bond Bank receives allocations from the State for deposit into the Fund. In fiscal year 2011, the School Revolving Renovation program provided 6 loans totaling $3,684,852 to finance qualified school renovation projects.

The State of Maine designated the Bond Bank to serve as the administrator and financial manager of the Drinking Water and Clean Water State Revolving Loan Fund Programs. Loans are funded through a combination of tax exempt revenue bond dollars, federal funds and state matching funds to create an interest rate 2% below the Bond Bank's cost of funds. In fiscal year 2011, the Clean Water State Revolving Loan Fund program provided 24 loans totaling $31,203,617 to finance wastewater construction projects. The Drinking Water State Revolving Loan Fund program provided 31 loans totaling $14,968,693 to public water systems.

In 2004, the Maine Legislature established the Transportation Grant Anticipation Fund for the purpose of assisting the State of Maine Department of Transportation in the financing of qualified transportation projects. Loans are funded through the issuance of tax-exempt revenue bonds (GARVEE bonds) and are secured pursuant to a pledge and certificate issued by the Maine Department of Transportation, which pledges future Federal Transportation funds to secure payment of GARVEE bonds. $50,000,000 in GARVEE bonds were issued in fiscal year 2011.

In 2008, the Maine Legislature established the Transportation Infrastructure Fund for the purpose of providing financial assistance for the planning, design, acquisition, reconstruction and rehabilitation of transportation capital improvements in the State of Maine. Loans are funded through the issuance of tax exempt revenue bonds and are secured by the TransCap Trust Fund, which is adminstered by the Bond Bank. To date the Bond Bank has issued $185,000,000 in Transportation Infrastructure Revenue Bonds. The issues were rated AA by Standard and Poor's and AA- by Fitch Ratings.

In 2010, the Bond Bank created a new bond resolution for the issuance of Qualified School Construction Bonds. QSCBs are used for the construction and rehabilitation or repair of public school facilities, acquisition of land and/or acquisition of equipment for school facilities. In the first half of 2011, the Bond Bank sold QSCBs in the amount of $21,860,000 that assisted 5 governmental units finance their school capital projects.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE MUNICIPAL BOND BANK **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	38,096,074	67,645	38,028,429			
TOTAL EXPENDITURES	38,096,074	67,645	38,028,429			

MAINE STATE MUSEUM

JOSEPH R. PHILLIPS, MUSEUM DIRECTOR
CHARLES J. MICOLEAU, CHAIRMAN

Central Office: CULTURAL BUILDING, AUGUSTA, ME 04333-0083
Mail Address: 83 STATEHOUSE STATION, AUGUSTA, ME 04333-0083 *FAX:* (207) 287-6633
Established: 1966 *Telephone:* (207) 287-2301
Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 073 *Citation:* T0027 *M.R.S.A., Sect.:* 00000085A
Average Counts-All Positions: 20.840 *Legislative Count:* 20.00

PURPOSE:
The mission of the Maine State Museum is to educate and inspire Maine's people and visitors by collecting, preserving, researching and exhibiting objects of Maine's natural and cultural heritage. We do this to promote an understanding of, and respect for the past, which is essential for Maine's future.

The Maine State Museum and its collections are a unique source of information on Maine's natural science and human history. Collections are exhibited in the Cultural Building, State House, and Blaine House as well as loaned to other museums for special displays.

The museum staff conducts archeology field work, scientific and historical research in support of publications, exhibits and a full understanding of state-owned collections.

ORGANIZATION:
The basic concept of a State Museum was approved and funded by the Legislature in 1836 with the first exhibit established in the State House one year later. The Maine State Museum became an independent, professionally staffed agency with the creation of the Maine State Museum Commission in 1966. It is a small museum with the responsibilities of a major institution. The American Association of Museums has accredited the museum for 37 continuous years.

The Maine State Museum and six other cultural agencies are members of the Maine State Cultural Affairs Council which coordinates collaborative ongoing state-wide projects.

PROGRAM:
EDUCATION: The museum was open Tuesday-Saturday, and closed for all state holidays and ten shutdown days. More than 47,200 people visited. Museum school and group visitation was 21,353 with groups numbering 970 from 248 communities. A record number (1,199) of Learning Results related gallery programs and tours were presented. Educational events included Bug Maine-ia, Earth Science Day, All About Sardines, and a Saturday children's program by Jackson Gillman. A two-day craft show and two-day Model Train Celebration enlivened the holidays. Public programming was offered for school vacation weeks in February and April. Evening lectures were presented on the 1710 wreck of the Nottingham Galley, gun maker John H. Hall, the lives of 19th century mill girls, and early wall mural painters. Staff improved the group scheduling system for museum, State House and Blaine House tours. High school and college-level student interns were trained in several fields.

COLLECTIONS: The museum acquired important artifacts and scientific specimens through donation, transfer from other agencies and institutions, or purchase with endowment funds. Examples include a collection documenting the life of "schoolgirl diplomat" Samantha Smith; the official portrait of Governor John E. Baldacci; the Brower Collection of dragon flies, moths and insects transferred from the University of Maine; the Kimball Family collection of Native American artifacts; Civil War letters and photographs; a bronze plaque in the State House honoring Maine's women veterans; and a 17th century wooden toy boat found near Bristol many years ago. The museum also deaccessioned materials that were duplicates, damaged beyond use, or more appropriate for other institutions, such as a New Hampshire harness-maker's tool collection transferred to the Rochester Historical Society.

EXHIBITS: Temporary exhibits included: "End of the Line: America's Last Sardine Cannery;" rare militia items belonging to Captain Zelotes Downs of Calais; "The Wreck of the Nottingham Galley;" "Samantha Smith: America's Youngest Ambassador;" and "Off Limits: Pine Trees, Politics, and the King's Broad Arrow." The bi-centennial of the invention of the breech-loading rifle was commemorated in the temporary exhibit of the actual "John Hall No.1." rifle of 1811. Additions were made to "At Home in Maine." "To the Highest Standard" received new flags in its rotation of Civil War colors. Three long-term installations were completed: "Pertica quadrifaria: Maine's State Fossil", "The Samuel Benjamin House Murals," and a dramatic moose head displayed over the entrance to "Back to Nature." New LED lighting was installed in "12,000 Years in Maine."

OUTREACH: The newly improved museum website ended its first full year of availability with a total of 32,271 visits and 150,366 page views. The Cultural Resources Information Center, operated in cooperation with the Maine State

Archives, closed in December 2010 due to lack of funding. Over 33 artifacts and specimens were loaned to other educational institutions. Museum staff responded to requests for information and assistance via telephone, website, and scheduled and drop-in research visits. Staff members spoke at Maine Archives & Museums and New England Archivists conferences, made several presentations for the New England Museum Association, exhibited at the 2011 Maine Tourism Conference, and served on professional boards and committees.

LICENSES:
Any person, agency or institution desiring to excavate an archaeological site on State-controlled land (including submerged lands beneath the ocean up to three miles off shore, beneath navigable rivers, lakes, and great ponds) shall submit a written application for a permit to the Maine State Museum (approval will also include the Maine Historic Preservation Commission and the agency controlling the property). (27 MRSA s371-378 inclusive). Also any person, agency or institution desiring to use the image, design, or dimensions of any object in the Museum's collection for any purpose shall submit a written application to the Museum Director.

PUBLICATIONS:

Web Address: WWW.MAINESTATEMUSEUM.ORG

UNCOMMON THREADS: WABANAKI TEXTILES, CLOTHING, AND COSTUME by Bruce J. Bourque and Laureen A. LaBar (winner of R.L. Shep Ethnic Textiles Book Award from the Textile Society of America). Published 2009 by the Maine State Museum in association with University of Washington Press.

FORT ST. GEORGE, ARCHAEOLOGICAL INVESTIGATION OF THE 1607-1608 POPHAM COLONY by Jeffrey Phipps Brain. Published in 2007 by Maine State Museum, Maine Historic Preservation Commission and Maine Archaeological Society.

THE TURNER FARM FAUNA: 500 YEARS OF HUNTING AND FISHING IN PENOBSCOT BAY, MAINE by Arthur E. Spiess and Robert A. Lewis. Published 2001 by Maine State Museum, Maine Historic Preservation Commission, and Maine Archaeological Society.

TWELVE THOUSAND YEARS: AMERICAN INDIANS IN MAINE by Bruce J. Bourque. Published 2001 by the University of Nebraska Press.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE MUSEUM EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	840,942	797,218	43,724			
HEALTH BENEFITS	248,050	235,971	12,079			
RETIREMENTS	147,063	139,683	7,380			
OTHER FRINGE BENEFITS	12,974	12,140	834			
COMPUTER SERVICES	22,746	22,286	460			
CONTRACTUAL SERVICES	118,551	92,398	12,288		13,865	
RENTS	35,745	35,142	425		178	
COMMODITIES	37,964	30,509	7,403		52	
TRANSFER TO OTHER FUNDS	52,151		51,866		285	
TOTAL EXPENDITURES	1,516,186	1,365,347	136,459		14,380	

MAINE STATE MUSEUM COMMISSION

JOSEPH R. PHILLIPS, MUSEUM DIRECTOR
CHARLES J. MICOLEAU, CHAIR

Central Office: CULTURAL BUILDING, AUGUSTA, ME 04333-0083
Mail Address: 83 STATEHOUSE STATION, AUGUSTA, ME 04333-0083 *FAX:* (207) 287-6633
Established: 1966 *Telephone:* (207) 287-2301
Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 085 *Citation:* T0027 *M.R.S.A., Sect.:* 000000082

PURPOSE:
The Commission, established in 1966, meets regularly to formulate policies and to exercise general supervision of Museum activities. These activities have been expanded to include care and interpretation of the State House Historical Collection, and wildlife dioramas; Blaine House Historical Collection; and management of state owned archaeological resources including historic shipwrecks.

ORGANIZATION:
The Commission, consists of 15 members, appointed by successive Governors to terms of 5 years. The Commission met every other month in fiscal year 2010. Commission committees met throughout the year.

PROGRAM:
See Maine State Museum.

LICENSES:
See Maine State Museum.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY
PATRICIA QUINN, EXECUTIVE DIRECTOR

Central Office: 75 W COMMERCIAL ST., SUITE 204, PORTLAND, ME 04101
Mail Address: 75 W COMMERCIAL ST., SUITE 204, PORTLAND, ME 04101 *FAX:* (207) 780-1001
Established: 1995 *Telephone:* (207) 780-1000
Reference: Policy Area: 08 *Umbrella:* 94 *Unit:* 584 *Citation:* T0023 *M.R.S.A., Sect.:* 000008111

PURPOSE:
The Northern New England Passenger Rail Authority was created in 1995 by the Maine State Legislature as a result of a citizens initiative to re-establish and support the provision of regularly scheduled passenger rail service to and within Maine. The authority is directed to take actions to support passenger rail service, including the acquisition, holding, use, operation, repair, construction, reconstruction, rehabilitation, modernization, rebuilding, relocation, maintenance, and disposition of railroad lines, railway facilities, rolling stock, machinery and equipment, trackage rights, and real and personal property of any kind. In addition, NNEPRA manages the Amtrak contract, host railroad agreements, insurance liability, and marketing, and coordinates station operations.

ORGANIZATION:
NNEPRA consists of a board of seven directors. The seven directors are the Commissioner of Transportation, who is a director ex officio; the Commissioner of Economic, and Community Development, who also is a director ex officio; and five directors, who are members of the public, appointed by the Governor and confirmed by the Legislature. Members serve for five-year staggered terms. The Governor shall name one of the appointed members as chair of NNEPRA.

PROGRAM:
Pursuant to its mandate, NNEPRA is currently providing intercity passenger rail service between Portland and Boston's North Station, and has recently received a Federal Rail Administration capital grant to expand the service from Portland north to Brunswick.

PUBLICATIONS:
Schedules and supporting materials

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE BOARD OF PROPERTY TAX REVIEW
ERIC WRIGHT, CHAIR

Central Office: BURTON CROSS OFFICE BLDG, AUGUSTA, ME 04333
Mail Address: 49 STATE HOUSE STATION, AUGUSTA, ME 04333-0049 *FAX:* (207) 287-4032
Established: 1986 *Telephone:* (207) 624-7411
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 391 *Citation:* T0036 *M.R.S.A., Sect.:* 000000271

PURPOSE:
The board has been established to hear and determine tax abatement appeals involving nonresidential properties with an equalized valuation of $1,000,000 or more and appeals arising under 1) the tree tax law (36 MRSA 571 et seq.), 2) the farm and open space law (36 MRSA 1101 et seq.) 3) mine site cases (as provided in 36 MRSA 2865), and 4) Working Waterfront designations (36 MRSA, 1131 et seq.); and municipal valuation appeals (36 MRSA 272).

ORGANIZATION:
The Board is established under 5 MRSA 12004 and consists of 15 members appointed by the Governor. Except for appointments made at the formulation of the board, the term of each member is three years. An appointment to fill a vacancy shall be for the remainder of the unexpired term. Membership is divided equally among attorneys, real estate brokers, engineers, retired assessors and public members. The chairman, who is elected by the body, assigns to hear a given appeal, with three constituting a quorum. Such hearings are held de novo. After hearing, the Board has the power to raise, lower or sustain the original assessment.

PROGRAM:
Information relating to Fiscal Year 2011
Petitions Received: 25
Written Decisions Issued: 6
Cases in Superior Court: 2
Cases Stayed: 0

PUBLICATIONS:
State Board of Property Tax Review - Rules of Procedure

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF PROPERTY TAX REVIEW EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	5,400	5,400				
COMPUTER SERVICES	200	200				
CONTRACTUAL SERVICES	66,476	66,476				
COMMODITIES	502	502				
TOTAL EXPENDITURES	72,578	72,578				

MAINE PUBLIC UTILITY FINANCING BANK
ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: 127 COMMUNITY DR, AUGUSTA, ME 04330
Mail Address: 127 COMMUNITY DR, AUGUSTA, ME 04330 *FAX:*
Established: 1981 *Telephone:* (207) 622-9386
Reference: Policy Area: 07 *Umbrella:* 94 *Unit:* 401 *Citation:* T0035A *M.R.S.A., Sect.:* 000002904

PURPOSE:
The Maine Public Utility Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from

revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

ORGANIZATION:
The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex-officio. The Board of Commissioner shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PROGRAM:
In April of 1991, the Maine Public Utility Financing Bank issued $10,000,000 on behalf of the Maine Public Service Company (subsequently purchased by Maine and Maritimes Corporation) to finance their capital projects. This issue was rated Aaa by Moodys Investors' Service, Inc. In June of 1996, the Maine Public Utility Financing bank issued $15,000,000 on behalf of the Maine Public Service Company to finance certain capital projects and to refinance its 1991 issuance. This issue was rated A+/A-1 by Standard and Poors.

In October of 2000, the Maine Public Utility Financing Bank issued $9,000,000 on behalf of Maine Public Service Company to finance various capital improvements. This issue was rated AA-/A1 by Standard and Poors.

PUBLICATIONS:
Audit Report

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM

SANDRA J. MATHESON, EXECUTIVE DIRECTOR

Central Office: 96 SEWALL STREET, AUGUSTA, ME 04330
Mail Address: 46 STATE HOUSE STATION, AUGUSTA, ME 04333-0046 *FAX:* (207) 512-3101
Established: 1942 *Telephone:* (207) 512-3100
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 411 *Citation:* T0005 *M.R.S.A., Sect.:* 000017101

PURPOSE:
The Maine Public Employees Retirement System (MainePERS) administers retirement programs that cover 1) State employees, 2) all of the State's public school teachers and administrators, 3) the State's judges, 4) the State's legislators, and 5) employees of the various political subdivisions that choose to participate in the MainePERS as Participating Local Districts (PLDs). The retirement program for the PLDS include the PLD Consolidated Plan, which was fully implemented as of July 1, 1996, and covers 296 PLDs, and the 17 separate plans for the remaining non-consolidated PLDs that continue to function as districts for their remaining employee-members and retirees. The MainePERS is also responsible for the payment of benefits from the Governor's Retirement Fund, and payment of retirement benefits to judges who retired prior to establishment of the Judicial Retirement Program (formerly the Maine Judicial Retirement System) in 1984.

In addition to administering these public retirement programs, the MainePERS is responsible for administering the Group Life Insurance Program. This program provides life insurance benefits for both active and retired State employees and public school teachers, for employees of PLDs that elect to offer this coverage to their employees, and for members and retirees of the Legislative and Judicial Retirement Programs.

The system also administers the MaineSTART defined contribution retirement plans that are established under sections 401(a), 403(b), and 457(b) of the Internal Revenue Code. These plans are presently available to employees of those employers in the PLD Consolidated Plan that have adopted one or more of the

plans. As of June 30, 2011, there are 8 employers participating in the 401(a) plan with 66 participants, 42 employers participating in the 457(b) plan with 439 participants, and 1 employer participating in the 403(b) plan with 237 participants.

ORGANIZATION:

The responsibility for the operation of MainePERS is held by the system's Board of Trustees, which is comprised of eight members. State law specifies the Board's composition. The State Treasurer is an ex-officio member of the Board. The seven other trustee seats include three that are to be filled by Retirement System members. One of these is to be a teacher member elected by the Maine Education Association; the second is to be a State employee elected by the Maine State Employees' Association; the third is to be a PLD member appointed by the Maine Municipal Association. The remaining four trustee seats are held by persons appointed by the Governor. Two of them are to have training or experience in investments, accounting, banking, or insurance, or as actuaries; one is to be chosen from nominees submitted by the Maine Education Association - Retired; and one is to be a MainePERS retiree, chosen from nominees of State and /or PLD retirees.

The Board contracts with qualified professional actuaries for the actuarial services necessary for its oversight of plan funding and the discharge of those of its other responsibilities that involve actuarial information and analysis. The Board's management of MainePERS investments is embodied in its investment policy. The policy states the Board's underlying investment objectives, sets out the investment strategies intended to realize the objectives, and establishes guidelines and criteria for implementation of the strategies. The Board employs an investment consultant to assist in development and implementation of investment policy.

The Board is the final administrative decision-maker in matters involving the rights, credits, and benefits of members. It has established an administrative appeals process for the making of such decisions; in this process the relevant factual information and legal requirements are identified and analyzed by the Hearing Officers who serve under contract. In decisions on disability retirement appeals, statutorily established Medical Boards and individual medical advisors provide recommendations as to the medical aspects of disability. The Board's final administrative decisions are appealable to Superior Court.

The Board of Trustees appoints the Executive Director of the MainePERS, who is responsible for the work of the system's staff. The staff is organized into the Office of the Executive Director and the Departments of Service Programs, and Administration.

PROGRAM:

Covered members of the MainePERS include both active and inactive members. Active members are those who are currently working for a MainePERS participating employer and who are, therefore, contributing to MainePERS. As of June 30, 2010, there are approximately 49,620 active members in MainePERS. Inactive members are those who have contributed in the past and whose contributions remain with the system but who are not contributing presently because they are not working for a MainePERS participating employer. As of June 30, 2011, there are approximately 53,207 inactive members in MainePERS.

The MainePERS benefits payroll comprises benefits paid to service retirees, beneficiaries of service retirees, disability retirees and survivors of members who become deceased prior to retirement. At June 30, 2011, a total of 36,915 people were receiving benefits. The total monthly benefits payroll paid for the month of June 30, 2011 was $57,620,895. While this number fluctuates month to month, as does the number of benefit recipients, fluctuations are relatively small. Thus, the June 30 numbers can be viewed as an approximate monthly average for fiscal year 2011.

Those looking for more details concerning the membership, finances, or benefits of MainePERS are invited to contact the system for information.

PUBLICATIONS:

"New Member Welcome Booklet" - free

"Maine Public Employee Retirement System Laws" - free
"Maine Public Employee Retirement System Rules" - free
"Maine Public Employee Retirement System Comprehensive Annual Financial Report" - free
"MainePERSpective for Members, Retirees and Employers" - free
"MainePERS Retiree Reminder" - free
"Retiree Brochure: After you Retire" - free
"MainePERS Employer Update " - free
"MainePERS Benefits for State Employees" - free
"MainePERS Benefits for Teachers" - free
"MainePERS Benefits for Members in the Participating Local District (PLD) Consolidated Plan" - free
"An Overview of Benefits for Legislative Members" - free
"An Overview of Benefits for Judicial Members"- free
"Choosing a Benefit Payment Option When You Retire"- free
"An Overview of Disability Benefits" - free
"Guide to the Administrative Appeals Process" - free
"Group Life Insurance Program Certificate of Coverage" - free
"Group Life Insurance Program Brochure"- free
"MaineSTART brochure" - free

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	1,122,570	1,122,570				
TOTAL EXPENDITURES	1,122,570	1,122,570				

SACO RIVER CORRIDOR COMMISSION
DENNIS FINN, EXECUTIVE DIRECTOR

Central Office: 81 MAPLE STREET, CORNISH, ME 04020
Mail Address: P.O. BOX 283, CORNISH, ME 04020 *FAX:* (207) 625-7050
Established: 1973 *Telephone:* (207) 625-8123
Reference: Policy Area: 04 *Umbrella:* 94 *Unit:* 412 *Citation:* T0038 *M.R.S.A., Sect.:* 000000954

PURPOSE:
The purpose of the Saco River Corridor Commission is best described by the legislation which created both the Commission and the Saco River Corridor Act. The Act states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of floods and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of the land and water within this area." The Saco River is functionally comparable to a drinking water reservoir which requires the additional oversight and protection.

The Corridor area, totaling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is a regionally administered regulatory agency with responsibility for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under provisions of this Act and to ensure the

continuing land and water quality of the Saco River Corridor.

ORGANIZATION:
The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, while the staff, presently consisting of an Executive Director, an Administrative Assistant, an Environmental Compliance Evaluator, Water Quality Program Coordinator and 60 Volunteers provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM:
The Commission applies land use planning standards to make sure that growth in the Corridor does not diminish water quality. With available resources, the Commission staff provides assistance to applicants, abutters, code enforcement officers and municipal officials. During this fiscal year, the Commission conducted 2 public hearings and 11 regular meetings. Members considered a total of 98 applications for permits and amendments to permits previously granted within the Corridor. Commission staff traveled 15,437 miles in performing site inspections, compliance checks and enforcement of land use law.

The development proposals reviewed by the Commission continue to reflect a diversity of uses for the river and its adjacent lands, and the Commission's discussions and decisions regarding various applications are, in part, a reflection of a major purpose of the Saco River Corridor Act: the assurance that diversity of use is balanced by the avoidance of the mixture of incompatible uses.

The Commission continues to coordinate any enforcement efforts with the Office of the Attorney General and/or the Department of Environmental Protection. Although the Commission's primary function is regulatory, it also continues its historic role as an advocate for the river and its surrounding environment. To this end, the Commission utilizes 35 volunteers annually to coordinate a water quality monitoring program at 35 separate sites. In total, over 3,500 individual samples are taken and analyzed by staff and through a certified laboratory. In addition, Commission staff regularly coordinates program elements with area schools to assist teachers with water quality curriculum.

LICENSES:
Permits:

Construction of buildings and structures - within the statutorily defined corridor along the length of three major rivers.

Filling or excavating - within the statutorily defined corridor

Amendments:

Changes in activity proposed in original permit

Extension of deadline for completion of construction

Certificates of Compliance:

(where required by conditions of the permit or variance)

PUBLICATIONS:
1. Copies of "An Act to Establish the Saco River Corridor" - $5.00

2. "The Saco River Corridor: The View From the Valley" - the original plan

explaining the background and development of the Corridor concept and

containing the proposal which resulted in the Saco River Corridor Act. - $4.00

3. "The Saco River: A Survey of Recreational Use" - 1977 - $3.00

4. Informational pamphlet - free

5. "The Saco River: A History & Canoeing Guide" By: Viola Sheehan

- 1976 - $6.50

6. Annual Water Quality Monitoring Report

7. DVD Protecting the Saco River through water quality monitoring.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SACO RIVER CORRIDOR COMMISSION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	93,066	46,283	46,783			
TOTAL EXPENDITURES	93,066	46,283	46,783			

MAINE TECHNOLOGY INSTITUTE

BETSY BIEMANN, DIRECTOR

Central Office: 405 WATER STREET, SUITE 300, GARDINER, ME 04345
Mail Address: 405 WATER STREET, SUITE 300, GARDINER, ME 04345 *FAX:* (207) 582-4772
Established: 1999 *Telephone:* (207) 582-4790
Reference: Policy Area: 01 *Umbrella:* 94 *Unit:* 611 *Citation:* T0005 *M.R.S.A., Sect.:* 000015302

PURPOSE:
The Maine Technology Institute (MTI) was established to encourage, promote, stimulate and support research and development activity leading to the commercialization of new products and services in the state's technology-intensive industrial sectors to enhance the competitive position of those sectors and increase the likelihood that one or more of the sectors will support clusters of industrial activity and to create new jobs for Maine people. The MTI is one element of the State's economic development strategy and contributes to the long-term development of a statewide research, development and product deployment infrastructure.

ORGANIZATION:
MTI is organized as a nonprofit corporation, consistent with the provisions of the federal Internal Revenue Code. By-laws were drafted and corporation documents filed in September of 1999. A Board of Directors consisting of thirteen voting members and two non-voting members governs MTI. The Governor appoints ten directors, eight represent the targeted technologies and two have demonstrated finance, lending or venture capital experience. The Commissioner of Economic and Community Development, The Chancellor of the University of Maine System and the president of the Maine Community College System or their designees are ex officio members. One ex officio non-voting member is the Director of the State Planning Office. The MTI Director is a non-voting director. Seven subsidiary boards, each representing a targeted technology sector, were formed and function to advise and support the MTI Board.

MTI operates from one office located in Gardiner. Its staff is comprised of two full-time and one half-time program managers, two program specialists, two program assistants, a finance and administration manager, and an office manager. The Director is employed by the Maine Department of Economic and Community

Development.

PROGRAM:
MTI pursues its mission by making direct investments in promising technologies, providing targeted commercialization assistance to Maine companies, and strengthening Maine's technology clusters. All MTI programs require at least a 1:1 matching contribution from the award recipient. Awards are made based on scientific or technical merit, commercial feasibility and potential for economic impact to the State. MTI offers several awards programs:

Seed Grants, awarded six times per year, are competitive grants of up to $12,500 per project, to support very early activities for product development, commercialization, or business planning and development. In FY2011, MTI received 184 Seed Grant applications, and approved 66 awards, awarding $761,000 (matched by $1.4 million).

Development Awards are competitive awards of up to $500,000 per project and are awarded three times per year. In FY2011, MTI received 29 development award applications and funded 12 awards for $3.6 million (matched by $4.9 million).

Phase Zero Awards are competitive grants of up to $5,000 to provide assistance for application of Small Business Innovation Research Awards. These awards are considered on a rolling basis. In FY2011, MTI received 21 applications for this program and approved funding for 18 Phase Zero Awards in the amount of $85,783 (matched by over $125,000).

The Pre-Phase II Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) Match Program provides up to $10,000 matching support Maine small businesses that have received a Phase I SBIR/STTR award from one of the eleven Federal agencies that participate in this federally mandated program. The aim of this program is to fund business development activities not eligible for SBIR/STTR funding but required to advance the technology successfully to the market. MTI's program funded seven companies with matching awards totaling $69,985 that was match by $405,992.

The Accelerated Commercialization Fund provides investment capital to companies that have received Development Awards to help them leverage venture and individual capital. In FY2011, MTI made one investment totaling $134,231, on the same terms as lead venture capital fund and individual investors.

Cluster Enhancement Awards are competitive grants for collaborative projects that will stimulate and support the formation and growth of technology businesses in Maine. The Cluster Initiative Program offers planning/feasibility awards of up to $50,000 and implementation awards of up to $500,000. In FY2011, MTI approved funding for eight cluster initiative program awards for approximately $1.8 million (matched by over $2.7 million).

MTI administers the Maine Technology Asset Fund, a highly competitive bond-funded program that provides awards for facilities construction and renovation as well as equipment purchases that advance technologies along the research, development, and commercialization pathway and positions Maine companies, university centers and nonprofit research institutions to secure private and public non-state investment. In FY2011, MTI's Board approved ten awards totaling $7,247,897 and matched by $21,151,869.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

WELLS NATIONAL ESTUARINE RESEARCH RESERVE MANAGMNT AUTHORITY

PAUL DEST, DIRECTOR

Central Office: LAUDHOLM FARM, WELLS, ME 04090
Mail Address: 342 LAUDHOLM FARM ROAD, WELLS, ME 04090 *FAX:*
Established: 1986 *Telephone:* (207) 646-1555
Reference: Policy Area: 04 *Umbrella:* 94 *Unit:* 335 *Citation:* S1989 *M.R.S.A., Sect.:* 000000108

PURPOSE:
The Wells National Estuarine Research Reserve was established in 1986 pursuant to Section 315 of the Federal Coastal Zone Management Act of 1972, as amended. The objective of the Act is protection and management of estuarine resources. Wells Reserve addresses this mission through environmental education, research, and natural resource stewardship programs. The Wells National Estuarine Research Reserve Management Authority was established in 1990 by Private and Special Law 1989 chapter 108. As an instrumentality of the State, the Authority supports and promotes the interests of Wells Reserve through managing and sustaining the coastal lands and other resources within the reserve; furthering coordination and cooperation among state agencies, the Town of Wells and the U.S. Fish and Wildlife Service, and the Laudholm Trust; developing and implementing programs for research, education, and stewardship; and providing public access.

ORGANIZATION:
The Wells National Estuarine Research Reserve Management Authority was established by the State Legislature in 1990. The Authority is governed by a Board of Directors composed of the Commissioner of Conservation, or the Commissioner's designee; the Regional Director of Region 5 of the United States Fish and Wildlife Service or the director's designee; a representative of the town of Wells, as designated by the town's board of selectmen; a representative of the Laudholm Trust, as designated by the Board of Trustees; and a public member with an established reputation in the field of marine or estuarine research, appointed by the Governor for a term of 3 years. In addition, the following members are ex-officio nonvoting members: The Director of the State Planning Office or the director's designee and the Director of the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration or the director's designee.

A Reserve Director serves as chief executive to the Authority. He supervises staff with program responsibility in the areas of research, education, natural resource stewardship and facility management.

Core program funding is provided by the Estuarine Reserves Division/Office of Ocean and Coastal Resource Management/National Ocean Service/National Oceanic and Atmospheric Administration. Laudholm Trust, a non-profit organization with 2,300 members, provides most of the match funds for this federal grant.

PROGRAM:
OPERATIONS and MANAGEMENT
Headquarters and visitor center are located at the historic Laudholm Farm. The Reserve is open 365 days a year. Seven miles of interpretive trails are open daily, from 7 a.m. to sunset. The Reserve has a visitor center with exhibits, a gift shop, and a library. Another feature of the Reserve is the Maine Coastal Ecology Center, a 6,000 square-foot building that houses a research lab, interpretive exhibits, a GIS lab, and offices. Annual visitation is approximately 45,000. The Reserve also has the Alheim Commons, a campus consisting of two buildings that provides housing to visiting coastal scientists, educators, and resource managers.

COASTAL TRAINING PROGRAM (CTP)
The Reserve Coastal Training Program provides vital science-based information and technology to decision makers whose work impacts the coastal environment. CTP also sponsors workshops and conferences on coastal resource topics.

RESEARCH and MONITORING
Estuaries and salt marshes, where fresh and salt water meet, are critical in protecting marine resources from pollution that filters toward the ocean.

Estuaries are vital links to the Gulf of Maine, and support one of the most important fisheries in the world. Our field and laboratory research, aided by volunteers, town/state officials, students and visiting investigators, support such projects as: Estuarine Fish Distribution-quantify value of marsh dominated estuaries and watersheds for the survival, growth/reproduction of Gulf fishes; Estuarine Water Quality-long term monitoring of water quality to detect improvements/decline in water resources as result of land use and human activities; Salt Marsh Restoration-identify/measure damaging effects of tidal restriction.

EDUCATION

The educational programs of the Wells Reserve are designed to inform the public and coastal management decision-makers about the significance of coastal environments and watersheds. The Education Program has a popular spring and fall guided program for school groups called Exploring Estuaries. The Reserve has several summer programs for children. The Junior Researcher Day Camp allows children ages 9-11 to assist scientists with ongoing research and to learn about the varied habitats of the Reserve. The Reserve also offers one-day exploration sessions introducing children ages 6 to 11 to science and nature. The Education Program also offers the following: guided walks, events, and lectures; internships and fields studies for high school and college students; exhibits and self-guided interpretive tours.

NATURAL RESOURCE STEWARDSHIP

The Reserve conserves and manages wildlife habitats and maintains trails for the public, and cooperates on management activities with Rachel Carson National Wildlife Refuge. The Reserve encompasses 2,250 acres of protected lands. Furthermore, the Reserve works with community groups and organizations on in southern Maine towns on coastal habitat restoration, watershed management, and land conservation.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIRIGO HEALTH

KARYNLEE HARRINGTON, EXECUTIVE DIRECTOR

Central Office: 211 WATER STREET, AUGUSTA, ME 04333
Mail Address: 53 STATE HOUSE STATION, AUGUSTA, ME 04333-0053 *FAX:* (207) 287-9922
Established: 2003 *Telephone:* (207) 287-9900
Reference: Policy Area: 05 *Umbrella:* 95 *Unit:* 629 *Citation:* T0024A *M.R.S.A., Sect.:* 000006901
Average Counts-All Positions: 13.000 *Legislative Count:* 13.00

PURPOSE:
Dirigo Health is established as an independent executive agency to arrange for the provision of comprehensive, affordable health care coverage to eligible small employers, including the self-employed, their employees and dependents, and individuals on a voluntary basis. Dirigo Health is also responsible for monitoring and improving the quality of health care in Maine through the Maine Quality Forum.

Dirigo Health operates under the supervision of a Board of Trustees consisting of nine voting members and four ex officio, nonvoting members.

ORGANIZATION:
Duties of the Dirigo Health Agency, as defined in PL 2003, Chapter 469, include but are not limited to: establishing administrative and accounting procedures for the operation of Dirigo Health in accordance with Title 5; determine the amount of aggregate measurable cost savings; collect the savings offset payments; determine the comprehensive services and benefits to be included in Dirigo Health Insurance and develop the specifications for Dirigo Health Insurance; develop and implement a program to publicize the existence of Dirigo Health and establish and operate the Maine Quality Forum The forum's responsibilities include but are not limited to: research dissemination; quality and performance measures; data coordination; reporting and consumer education.

PROGRAM:
In FY 2010, the Dirigo Health Agency Board of Trustees met fourteen times to review the financial status and activities of the agency, make strategic decisions regarding changes to the program per PL 2009 Chapter 359 Section 6. The Dirigo Board of Trustees made several eligibility changes to the DirigoChoice program that went into effect in FY10 in an effort to make the program more affordable. In addition the Agency's Maine Quality Forum's Advisory Council met five times in FY10 to review the activities related to health care quality and provide strategic direction to the Quality Forum.

On February 19, 2010, the Superintendent of Insurance approved the Dirigo Board of Trustees determination of $78.9 million in aggregate measurable cost savings for the fourth assessment year. Due to the timing of Savings Offset Payments (SOP), the Legislature authorized a cash advance to the Agency of $25,000,000 at the beginning of FY10 to address cash flow problems created by the SOP structure. The Agency returned the $25,000,000 in full to the State on June 30, 2010. The 124th Maine State Legislature repealed the Savings Offset Payment and replaced it with a monthly Access Payment of 2.14 percent. The first Access Payment was collected in October 2010. The total amount of access payment collected in FY10 was $36,304,947.

At the close of FY10 the DirigoChoice program has been in operation for 66 months; and the parent expansion for 62 months. The total number of members served by these two programs since inception through the end of FY10 is 31,323. As of June 2010 there were 7,245 DirigoChoice members and 6,613 parents enrolled directly through MaineCare as part of the parent expansion.

The agency, through the Maine Quality Forum (MQF), continues to monitor and report provider performance using measures of care quality and patient safety, promote evidence-based care, and assess new technologies. During FY 2010, the Quality Forum: convened an advisory group of stakeholders per a Legislative Resolve passed by the 124th Legislature to study implementation of shared decision making; continued to support the Patient Centered Medical Home Pilot; developed a Methicillin-Resistant Staphylococcus Aureus (MRSA) prevalence study protocol implemented in all Maine hospitals in January 2010; and aided the

Department of Health and Human Services in the review of three Certificate of Need (CON) applications.

PUBLICATIONS:

Presentation to Joint Committee on Appropriations and Financial Affairs, June 1, 2010

DHA / HRSA Part-Time Coverage Worker Program HRSA Site Visit State of Maine, June 10, 2010

Report to Joint Standing Committee on Insurance and Financial Services regarding P.L. of 2009, Chapter 359, Section 6, February 17, 2010.

Dirigo Board of Directors Meeting Minutes and Handouts which include Agency financials and membership reports

Quality Forum Advisory Council Meeting Minutes and Handouts

Health Care Associated Infection; Annual Report to the Joint Committee on Health and Human Services, January 31, 2010

INTERIM REPORT: The Practice and Impact of Shared Decision-making submitted to Maine's Joint Standing Committees on Health and Human Services and Insurance and Financial Services.

DHA Response to Solicitation for State Proposals to Operate Qualified High Risk Pools

Methicillin-Resistant Staphylococcus Aureus (MRSA) Prevalence among Higher-Risk Populations Prevalence Study Protocol December 11, 2009

PROJECT NARRATIVE AFFORDABLE HEALTH INSURANCE FOR UNINSURED LOW INCOME PARTTIME AND SEASONAL WORKERS EXPANDING DIRIGO HEALTH

Plan Options for Dirigo Board of Trustees Consideration, July 21, 2009

Status report to Joint Committees on Insurance and Financial Services, Appropriations and Financial Affairs and Health and Human Services regarding changes to DirigoChoice Eligibility per PL 2009, Chapter 359 Section 6.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIRIGO HEALTH **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	758,350					758,350
HEALTH BENEFITS	184,434					184,434
RETIREMENTS	115,456					115,456
OTHER FRINGE BENEFITS	12,519					12,519
COMPUTER SERVICES	43,341				6,500	36,841
CONTRACTUAL SERVICES	1,603,835				876,580	727,255
RENTS	107,928					107,928
COMMODITIES	16,333				8,628	7,705
GRANTS, SUBSIDIES, PENSIONS	50,851,739		4,441,791		328,991	46,080,957
TRANSFER TO OTHER FUNDS	21,696				6,807	14,889
TOTAL EXPENDITURES	53,715,631		4,441,791		1,227,506	48,046,334

DOWNEAST INSTITUTE FOR APPLIED MARINE RESEACH AND EDUCATION

SHERRIE SPRANGERS,

Central Office: BLACK DUCK COVE, GREAT WASS IS, BEALS, ME 04611-0083
Mail Address: PO BOX 83, BEALS, ME 04611-0083 *FAX:*
Established: 2003 *Telephone:* (207) 255-1205
Reference: Policy Area: 04 *Umbrella:* 95 *Unit:* 624 *Citation:* S2003 *M.R.S.A., Sect.:* CHAP 29

PURPOSE:
The Downeast Institute for Applied Marine Research and Education-- formerly known as the Beals Island Regional Shellfish Hatchery -- is a private non-profit organization whose purpose is to improve the quality of life for the people of downeast and coastal Maine through applied marine research, technology transfer, and public marine resource education.

ORGANIZATION:
The Institute is governed by a 12-member volunteer board of directors and staffed by a director of research, an assistant director of the marine field station, and a field and laboratory technician. Work-study students from the University of Maine at Machias assist at the Great Wass Island hatchery and running seawater laboratory during the summer months.

PROGRAM:
For the last 25 years, the Institute has been conducting successful research on soft-shell clams, scallops, and lobsters and passing on the results of that research to local shellfish committees and municipal officials. Current projects include: the production of seed clams to increase harvests on coastal flats; a fishermen designed project with University of Maine Sea Grant Extension to test the use of closed areas to enhance the wild scallop fishery; an effort, funded by the Department of Marine Resources, to determine how quickly lobsters age; a collaboration with the Maine Lobster Institute to test the potential of using tidal impoundments to rear lobster larvae for stock enhancement purposes; a project, funded by the Maine Technology Institute, to test the economic feasibility of farming hard clams in eastern Maine; EDA-funded soft-shell clam demonstration farms to counteract the economic effects of red tide; and an effort to enhance soft-shell clam settlement rates in the flats surrounding Stockton Harbor.

During the last year alone, the Institute has provided more than $60,000 in grant payments to local fishermen and purchased just under $100,000 in goods and services from Washington County businesses.

In March of 2006,the Institute's board of directors used federal and state funds to purchase the Great Wass Island facility. A 2009 award of $1,017,450 from the Maine Technology Institute was used for facilities planning and development; the current construction of a 30-ft by 100-ft foot pier; and contributed to the construction of a 30-ft by 30-ft classroom facility. All the funds awarded in that grant were or will be paid to Maine businesses for the contracted work. In addition, the MTI grant was used to leaverage a three-year, $600,000 Partnerships for Innovation grant from the National Science Foundation for construction of the classroom and development of a K-12 inquiry-based marine science education program for coastal Washington County schools.

The deep-water site will greatly expand research opportunities, provide space for a business incubator for local fishermen, and allow the Institute to better serve as the marine field station for the University of Maine at Machias and Maine's only marine research facility specifically devoted to shellfish.

The $13,024 allocation by the Maine legislature provided the matching funds and demonstration of state support that allowed the Institute to attract more than $2 million in state and federal grants from 2003 through 2010. The Institute's annual operating budget is just under $200,000.

PUBLICATIONS:
Visit the Institute's web site at www.downeastinstitute.org

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOWNEAST INSTITUTE FOR APPLIED MARINE RESEACH AND EDUCATION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	12,373	12,373				
TOTAL EXPENDITURES	12,373	12,373				

EFFICIENCY MAINE TRUST

MICHAEL STODDARD, EXECUTIVE DIRECTOR
JOHN QUARTARARO, CFO

Central Office: 151 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330-6262
Mail Address: 151 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330-6262 *FAX:* (207) 213-4153
Established: 2009 *Telephone:* (207) 213-4150
Reference: Policy Area: 07 *Umbrella:* 95 *Unit:* 648 *Citation:* T00035A*M.R.S.A., Sect.:* 00010101

PURPOSE:
The Efficiency Maine Trust is established for the purposes set forth in the Efficiency Maine Trust Act, Title 35-A of the Maine Revised Statutes Annotated ("MRSA"), section 10101, et seq., as may be amended (the "Act"), including without limitation, developing, planning, coordinating and implementing energy efficiency and alternative energy resources programs in the State of Maine (the "State") to: 1) provide uniform, integrated planning, program design and administration of energy programs; 2) reduce energy costs and improve security of the state and local economies; 3) ensure that all expenditures of the Trust are cost-effective in terms of avoided energy costs; and 4) actively promote investment in cost-effective energy efficiency measures and systems that use alternative energy resources that reduce overall energy costs for consumers in the State.

ORGANIZATION:
The governing body is a Board of Trustees made up of 9 members, 7 are appointed by the Governor and 2 are ex officio - the Director of the Governor's Office of Energy Independence and Security and the Director of Maine State Housing Authority. The seven members who are appointed by the Governor serve staggered three year terms. The administrative staff is overseen by the Executive Director who reports to the Board of Trustees.

PROGRAM:
During FY 2011 Efficiency Maine Trust completed the review of the Triennial Plan with the Maine Public Utilities Commission, which gave conditional approval to plan in July 2010 and final approval in February 2011. The Trust staff began implementing the programs of the Triennial Plan.

PUBLICATIONS:
Annual Report FY 2010

Financial Report with Independent Auditor's report for Period Ending 6/30/2010

Heating Fuels Efficiency and Weatherization report, December 15, 2010

Joint report with DEP - Regional Greenhouse Gas Initiative

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EFFICIENCY MAINE TRUST EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	199,986		199,986			
HEALTH BENEFITS	63,210		63,210			
RETIREMENTS	39,602		39,602			
OTHER FRINGE BENEFITS	4,141		4,141			
GRANTS, SUBSIDIES, PENSIONS	13,843,155		13,843,155			
TRANSFER TO OTHER FUNDS	6,231		6,231			
TOTAL EXPENDITURES	14,156,325		14,156,325			

MAINE HUMANITIES COUNCIL

ERIK C. JORGENSEN, EXECUTIVE DIRECTOR

Central Office: 674 BRIGHTON AVENUE, PORTLAND, ME 04102
Mail Address: 674 BRIGHTON AVENUE, PORTLAND, ME 04102 *FAX:* (207) 773-2416
Established: 2001 *Telephone:* (207) 773-5051
Reference: Policy Area: 03 *Umbrella:* 95 *Unit:* 621 *Citation:* P2001 *M.R.S.A., Sect.:* 00439DDDD4

PURPOSE:
Maine Humanities Council is an independent state-wide educational nonprofit committed to helping Maine people of all ages and educational levels deepen their understanding of themselves, their communities, and the world. The Council's programs, events, grants, and online resources encourage critical thinking and conversation across social, economic, and cultural boundaries. Primary audiences include teachers (pre-k to 12), low literacy adults, health care providers and public library patrons. The Council is an independent nonprofit organization.

At present the Council's only Part I funding from State Government is for the New Century Program. 100% of this appropriation is returned to Maine communities as grants for historical, civic, and educational activities in museums, historical societies, libraries, and other community organizations. None of these funds are retained by the Council for administration, personnel or overhead.

ORGANIZATION:
Maine Humanities Council was founded in 1976 as a private nonprofit affiliate of the National Endowment for the Humanities (NEH) and is overseen by a board of trustees drawn from around the state. The budget is approximately $1.4 million (Source: Audited Statements for FY 2010 less in-kind contributions) derived from federal funding from the National Endowment for the Humanities, US Department of Education, as well as individuals, private foundations, and earned revenue. The Maine Humanities Council has been recognized nationally for its innovative and exemplary programming.

The Harriet P. Henry Center for the Book is the programming arm of the Council. This designation was awarded to the Council by the Library of Congress, and projects such as the Council's annual Letters About Literature contest for students are undertaken in cooperation with the Library of Congress'Center for the Book.

PROGRAM:
The Council reaches a wide range of audiences through book discussions, lecture programs, symposiums, and other activities.

Born to Read is a professional development program for early childhood educators in Maine. Coordinated with Maine's childcare professional development standards, it promotes the importance of reading aloud to babies and young children, providing training, books, and support to childcare providers.

Teaching American History is a multi-year program for teachers, currently focused on school districts in Oxford County and the western hills. Funded by a grant from The United States Department of Education, participants work with Maine

scholars to introduce them to primary source research techniques and important figures in Maine and US history.

Let's Talk About It, a free, facilitated book discussion program for adults, has been hosted by local libraries in more than 130 Maine communities. This program is undertaken in conjunction with the Maine State Library.

Public Programs allow participants to deepen their awareness of current and historical topics in Maine and around the world. These vary and have included topics as diverse as the Middle East, India and Pakistan, and the life and legacy of Margaret Chase Smith. These programs provide continuing education credits to teachers.

New Books, New Readers is a free, facilitated book discussion program for low literacy and ELL adults offered through adult education programs around the state. This program, which serves approximately 500 Mainers each year in towns and prisons, provides books to participants to encourage making reading an integral part of life.

Literature & Medicine brings doctors, nurses, hospital trustees, and support staff together for facilitated discussions of literature that illuminates issues central to caring for people. This program has taken place in 25 hospitals in Maine since 1997. In 2008, the Council launched a three-year program with caregivers at Veterans Administration hospitals in Maine and thirteen other states. Started by the Council in Bangor, the Literature and Medicine program has now expanded to more than 25 states. The program, evaluated by faculty from the Muskie School of Public Service, has improved participants¿ levels ofempathy, job satisfaction, and cultural awareness.

Humanities Grants: New Century Program humanities grants (from $500 to $5,000) support community organizations in developing and presenting local public humanities programs. Since 1976, the Maine Humanities Council has awarded more than $4.9 million in grants for public projects that have deepened public understanding of history and culture in communities across Maine. Since 1999, these grants have been funded by the state legislature through the New Century Community Program. Additional funding for cultural infrastructure grants (equipment and permanent improvements) has been available for the last few years through a state bond.

History Camp: a summer day camp for middle and high school students interested in US and Maine history.

PUBLICATIONS:
The Maine Humanities Council publishes a free newsletter, Maine Humanities twice per year (Circulation 9,000) and a monthly e-newsletter.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMANITIES COUNCIL **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	52,058	52,058				
TOTAL EXPENDITURES	52,058	52,058				

MAINE COMMISSION ON INDIGENT LEGAL SERVICES
JOHN PELLETIER, EXECUTIVE DIRECTOR

Central Office: 32 BLOSSOM LN., AUGUSTA, ME 04333
Mail Address: 154 STATE HOUSE STATION, AUGUSTA, ME 04333-0154 *FAX:* (207) 287-3293
Established: 2009 *Telephone:* (207) 287-3254
Reference: Policy Area: 06 *Umbrella:* 95 *Unit:* 649 *Citation:* T00004 *M.R.S.A., Sect.:* 00001801
Average Counts-All Positions: 10.000 *Legislative Count:* 10.00

PURPOSE:
The Maine Commission on Indigent Legal Services is responsible for providing efficient, high-quality representation to Maine citizens who are entitled to counsel at state expense under the United States Constitution or under the Constitution or statutes of Maine.

ORGANIZATION:
The Maine Commission on Indigent Legal Services was established through Chapter 419 of the Public Laws of 2009, effective June 17, 2009. The Commission assumed the responsibility for providing indigent legal services from the Judicial Branch on July 1, 2010.

PROGRAM:
The Commission uses assigned private attorneys and contract counsel to provide representation to criminal defendants, juvenile defendants, parents in child protective cases, and people facing involuntary commitment to a psychiatric hospital who are indigent. The Commission is responsible for establishing minimum experience, training and other qualifications for assigned counsel and contract counsel; establishing standards for the delivery of indigent legal services; providing training and support to assigned and contract counsel; and processing and authorizing payment of assigned counsel vouchers and other indigent case related expenses.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE COMMISSION ON INDIGENT LEGAL SERVICES **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
SALARIES & WAGES	295,196	295,196				
HEALTH BENEFITS	109,099	109,099				
RETIREMENTS	57,334	57,334				
OTHER FRINGE BENEFITS	5,704	5,704				
COMPUTER SERVICES	68,383	30,780	37,603			
CONTRACTUAL SERVICES	10,449,394	10,057,691	391,703			
RENTS	1,085	1,085				
COMMODITIES	9,067	8,437	630			
TOTAL EXPENDITURES	10,995,262	10,565,326	429,936			

CENTERS FOR INNOVATION

CHRISTOPHER V. DAVIS, EXEC. DIR, AQUACULTURE

Central Office: 5717 CORBETT HALL, ROOM 436, ORONO, ME 04469-5717
Mail Address: 5717 CORBETT HALL, ROOM 436, ORONO, ME 04469-5717 *FAX:* (207) 581-1479
Established: 1999 *Telephone:* (207) 581-2263
Reference: Policy Area: 01 *Umbrella:* 95 *Unit:* 606 *Citation:* 1999 *M.R.S.A., Sect.:* CHAP 420

PURPOSE:
The purpose of the Centers for Innovation is to generate sustainable employment and increase commercial productivity in Maine's aquaculture industrial sectors.

ORGANIZATION:
The State of Maine supports an aquaculture innovation center.

PROGRAM:
The Maine Aquaculture Innovation Center (MAIC) sponsors and facilitates innovative research and development projects involving food, pharmaceuticals and other products from sustainable aquatic systems. MAIC invests in the enhancement of aquaculture capacity in Maine, serves as a clearinghouse of educational information, and encourages strategic alliances that promote research, technology transfer, and research commercialization. MAIC manages the Aquaculture Applied Technology Development Center, facilitated by the Department of Economic and Community Development. The goal of the center is to accelerate the early stage

development of aquaculture and marine science technology based companies through continual and focused business assistance, information exchange, technical relationships, shared services and reduced overhead. Contact the Aquaculture Center as listed above.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTERS FOR INNOVATION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	115,138	115,138				
TOTAL EXPENDITURES	115,138	115,138				

SMALL ENTERPRISE GROWTH BOARD

JOHN F. BURNS, CFA, FUND MANAGER
TERRI WARK, ADMIN. ASSOC. & BD. CLERK

Central Office: 18 PLEASANT ST, SUITE 201, BRUNSWICK, ME 04110
Mail Address: 18 PLEASANT ST, SUITE 201, BRUNSWICK, ME 04110 *FAX:* (207) 373-9333
Established: 1996 *Telephone:* (207) 373-9306
Reference: Policy Area: 01 *Umbrella:* 95 *Unit:* 592 *Citation:* T0010 *M.R.S.A., Sect.:* 000000384

PURPOSE:
The Small Enterprise Growth Fund (SEGF) is the State's venture capital fund. It is a competitive venture capital fund, which means that many business plans are reviewed, but the fund only invests in a few companies - those that stand out as providing the combination of best expected return on investment and those providing the greatest positive impact on the State.

The SEGF is an "evergreen" fund, meaning as money is returned to the fund through return on its investments, it is invested in other small Maine companies with the potential for "high growth and public benefit".

ORGANIZATION:
An eleven member Board of Directors, the Small Enterprise Growth Board (SEGB), all appointed by the Governor, oversees the SEGF. At least five (5) board members must have relevant experience or background in early-stage investing, or in managing high-growth small businesses, three (3) board members must have experience in the development of technological innovation, one (1) must be involved in commercial lending, one (1) must be an attorney with experience in securities law, and the DECD Commissioner (or his designee) has an ex-officio seat.

Board members functions include determining the fund's mission and purposes; approving investments to qualifying small businesses; providing ongoing support and guidance to the Fund Manager and reviewing the performance of that individual; providing ongoing support and guidance to the portfolio companies; and working closely with the Fund Manager in keeping the Legislature apprised of the fund's activities and needs.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE VACCINE BOARD

PETER GORE, CHAIR

Central Office: 125 COMMUNITY DRIVE, SUITE 101, AUGUSTA, ME 04330
Mail Address: , , *FAX:* (207) 622-7723
Established: 2010 *Telephone:* (207) 623-4568
Reference: Policy Area: 05 *Umbrella:* 95 *Unit:* 659 *Citation:* T00022 *M.R.S.A., Sect.:* 00001066-3

PURPOSE:
In 2009, the Maine Vaccine Board was established by the 2nd Regular Session of the 124th Maine Legislature in accordance with Public Law, Chapter 595. The board was given the authority and an outline of a mechanism to fund the purchasing of lifesaving childhood vaccines as established by rule and in accordance with the Universal Childhood Immunization Program each year. The Board is charged with (i) determining the costs of purchasing and administering the vaccines and (ii) assessing the costs equitably among payers for health care provided to Maine residents.

ORGANIZATION:
The board consists of 10 members; 3 representative of health insurance carriers, 3 representatives of providers in the State as nominated by statewide associations of providers; a representative of employers that self-insure for health coverage; a representative of the pharmaceutical manufacturing industry; and 2 non-voting ex officio members, the Commissioner of the Department of Health and Human Services (or the commissioner's designee) and the State Treasurer (or the treasurer's designee). The board met 13 times in fiscal year 2010-11.

PUBLICATIONS:
First Annual Report of the Maine Vaccine Board, July 2011

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ATLANTIC STATES MARINE FISHERIES COMMISSION

ROBERT BOYLES, CHAIR
PAUL DIODATI, VICE CHAIR

Central Office: 2 BEECH STREET, HALLOWELL, ME 04347
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:*
Established: 1942 *Telephone:* (207) 624-6550
Reference: Policy Area: 04 *Umbrella:* 98 *Unit:* 290 *Citation:* T0012 *M.R.S.A., Sect.:* 000004603

PURPOSE:
The Commission's main focus is to provide for better utilization of the fisheries - marine and anadromous - through an interstate compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the Interstate Fisheries Management Program, whose goal is uniform management and protection of the nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION:
The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic coastal states beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942

The participating states are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by the Presiding Officers of the Legislature, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member states based on the value of their respective commercial and recreational catches.

ASMFC operates through boards and committees comprised of groups of states. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state and the U.S. Fish and Wildlife Service for that purpose.

PROGRAM:
To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations. Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the American Sportfishing Association, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

Contract funds from NMFS and USWFS, as well as Congressional appropriations, are used to reimburse travel expenses for state biologists, law enforcement, managers, and administrators who participate in the various committees that have been established to develop regional management programs for interstate Atlantic coast species. Lobster, shrimp, striped bass, bluefish, Atlantic sturgeon, Atlantic sea herring, winter flounder, American shad and river herring programs are of special concern to Maine. The northern shrimp fishery in the Gulf of Maine continues to be managed by the commission through its Amendment One Authority.

The Commission has continued its cooperative agreement with the NMFS to

administer the Interjurisdictional Fisheries Management Program. This "Interstate Fisheries Management Program" includes state/federal projects involving Northern Shrimp, Shad, and River Herring, Sciaenid, American Lobster, Atlantic Menhaden, Striped Bass, Atlantic Sturgeon, Bluefish, Summer Flounder, Cooperative Statistics Program, and related activities such as interstate shellfish transportation and fish/shellfish disease control. The major focus of the Commission's interstate program has expanded to implement P.L. 103-206, the Atlantic Coastal Fisheries Cooperative Management Act. The act establishes affirmative obligations on the states to implement the Commission's Fishery Management Plans or be subject to a federal moratorium on all fishing for the species at issue within the offending state until that state achieves compliance with the plan.

PUBLICATIONS:
Interstate Fisheries Management Plans for: Northern Shrimp, American Lobster, Atlantic Sturgeon, Striped Bass, Bluefish, Atlantic Croaker, Atlantic Menhaden, Atlantic Sea Herring, Red Drum, Scup, Black Sea Bass, Spanish Mackerel, Spot, Spotted Seatrout, Summer Flounder, Tautog, Weakfish, and Winter Flounder.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ATLANTIC STATES MARINE FISHERIES COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
CONTRACTUAL SERVICES	29,282	29,282				
TOTAL EXPENDITURES	29,282	29,282				

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

DOUG DENICO, DIRECTOR, FORESTRY

Central Office: HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-8422
Established: 1949 *Telephone:* (207) 287-2791
Reference: Policy Area: 04 *Umbrella:* 98 *Unit:* 327 *Citation:* S1949 *M.R.S.A., Sect.:* 000000075

PURPOSE:
The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION:
The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or designee; a legislator appointed by the Governor and a citizen appointed by the Governor for a term of three years.

PROGRAM:
The activities of the Northeastern Interstate Forest Fire Protection Commission are designed to further promote the effectiveness of Forest Fire Protection in each of the member states and provinces within the Compact.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ST. CROIX INTERNATIONAL WATERWAY COMMISSION

LEE SOCHASKY, EXECUTIVE DIRECTOR

Central Office: ST. STEPHEN, NB, CANADA,
Mail Address: PO BOX 610, CALAIS, ME 04619 *FAX:*
Established: 1987 *Telephone:* (506) 466-7550
Reference: Policy Area: 04 *Umbrella:* 98 *Unit:* 497 *Citation:* T0038 *M.R.S.A., Sect.:* 000000994

PURPOSE:
The Commission was established by the State of Maine and the Province of New Brunswick to coordinate the transboundary management of natural resources, recreation and development along the 110-mile international St. Croix River corridor. A plan defining the goals of this initiative was adopted by Maine and New Brunswick in 1994. The corridor includes two of the State's largest lakes, a 30-mile Outstanding River segment, twelve communities and the site of the first French settlement in North America.

ORGANIZATION:
The Commission is an independent, international body with eight members, four appointed by the State of Maine and four by the Province of New Brunswick. State and provincial Liaisons and federal Observers also serve on the Commission. The Commission operates with a part-time staff that is supplemented as warranted by contract personnel. The majority of its delivery of the waterway management plan is funded by solicited grants and contracts.

PROGRAM:
Each year, the Commission carries out activities under all of the themes of the St. Croix's international management plan. Of particular note in fiscal year 2011 were:

ENVIRONMENT
The Commission coordinated the region's volunteer lake monitoring program, continued its St. Croix Water Forum series and provided information to governments, the media and the public on water quality issues.

RESOURCE MANAGEMENT
The Commission continued to monitor the St. Croix's international alewife run on behalf of all governments; it also provided information on a range of fisheries issues. It continued to sponsor impervious surface mapping across the international boundary, this to enable governments to better evaluate, plan and manage the impact of land development on flooding and stormwater management, water quality and infrastructure sustainability in the Gulf of Maine.

CONSERVATION and RECREATION
The Commission now maintains 70 St. Croix backcountry facilities for Maine and New Brunswick, with recent upgrades and additions due to increased international border enforcement. This year, it also assisted the state to prepare a longterm recreation and resource management plan for the semi-wilderness Spednic Lake/Upper St. Croix River section of the waterway. It continues to issue a waterproof recreation map for the St. Croix boundary water region. The Commission also provided technical assistance for the East Grand Watershed Initiative, seeking to conserve over 12,000 acres along the St. Croix's East Grand and North Lakes.

HERITAGE
The Commission contributed to initial planning for area events to mark the bicentennial of the War of 1812, in 2012-2014.

ECONOMIC DEVELOPMENT
The Commission supplied input into transportation and energy projects affecting the St. Croix boundary corridor. It also participated in state intermodal transportation planning for the region and took part in regional economic planning sessions on both sides of the border.

WATERWAY MANAGEMENT
The Commission continues to work with agencies, residents and users to try to minimize the impact of tighter border restrictions on the St. Croix's historic social and economic framework. It responded to more than 2000 technical and

general inquiries and delivered presentations on a variety of St. Croix and international management topics.

Further information is available on the Commission's website www.stcroix.org.

PUBLICATIONS:
1. St. Croix International Waterway, A Heritage - A Future: Plan for longterm cooperative management of the St. Croix International Waterway. 1993.

2. St. Croix International Waterway: A Heritage to Experience (brochure/map). 1995

3. Where goes the St. Croix? Management plan review and consultation. 2007.

4. Recreation Map to the St. Croix Boundary Region of Maine and New Brunswick. 2010.

The Commission has also produced a number of technical publications on St. Croix water quality, fisheries, recreation and development topics.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ST. CROIX INTERNATIONAL WATERWAY COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	21,542	21,542				
TOTAL EXPENDITURES	21,542	21,542				

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

LEEANN HANSON, TRAINING COORDINATOR

Central Office: 584 MAIN STREET, SOUTH PORTLAND, ME 04074
Mail Address: PO BOX 487, SCARBOROUGH, ME 04074 *FAX:* (207) 771-9028
Established: 1947 *Telephone:* (207) 253-8020
Reference: Policy Area: 04 *Umbrella:* 98 *Unit:* 428 *Citation:* T0038 *M.R.S.A., Sect.:* 000000532

PURPOSE:
The New England Interstate Water Pollution Control Commission has four broad functions: (1) coordination of interstate water pollution control efforts in the New England states and New York, (2) training of environmental professionals, (3) research, and (4) public education.

ORGANIZATION:
In 1947, the 80th U.S. Congress passed legislation allowing for the formation of interstate water pollution control agencies. The states of Connecticut, Rhode Island, and Massachusetts responded at once by forming the New England Interstate Water Pollution Control Commission (NEIWPCC). Shortly thereafter, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England states) joined NEIWPCC by signing the Commission's new Compact.

PROGRAM:
The Commission's primary task is to coordinate the activities of its member states as they strive for water quality improvement. NEIWPCC encourages personal communication and information exchange while its professional staff provides a variety of services to member states.

Maine benefits directly from NEIWPCC's capabilities through the Commission's management of the Maine Joint Environmental Training Coordinating Committee

(JETCC). Located in South Portland, JETCC was established in 1985 as part of the former New England Regional Wastewater Institute. JETCC was created to work in conjunction with the Maine Department of Environmental Protection and Maine Wastewater Control Association in offering training and re-certification opportunities for Maine's wastewater treatment plant operators.

In addition to maintaining its original role as a vehicle for training, JETCC has evolved into a tool for collaboration between personnel in the water pollution control community and regulatory staff from a variety of state agencies facing environmental issues. As a result, JETCC not only assists with the delivery of specific training and outreach objectives but also furthers the goals of many state agencies with public education and training for a variety of environmental professionals as well as personnel in the field of water pollution control.

LICENSES:
n/a

PUBLICATIONS:
NEIWPCC Annual Report (published each year in April)

Interstate Water Report (print newsletter, published 2x/year)

iWR (e-mail newsletter, distributed quarterly)

LUSTLine (bulletin on underground storage tank issues, published 3x/year)

NEIWPCC Training Catalog (published 2x /year)

JETCC Training Catalog (published 2x /year)

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	7,836	7,836				
TOTAL EXPENDITURES	7,836	7,836				

WILD BLUEBERRY COMMISSION OF MAINE

ROY ALLEN, CHAIRPERSON

Central Office: 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784
Mail Address: 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784 *FAX:* (207) 581-3499
Established: 1977 *Telephone:* (207) 581-1475
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 294 *Citation:* T0036 *M.R.S.A., Sect.:* 000004312C

PURPOSE:
In 1945, the blueberry industry of the state requested the Legislature to establish an industry tax to generate dedicated revenue to be used for the purpose of research and extension programs relating to the production and marketing of blueberries. Over the years, this tax has been increased for the purpose of advertising and promoting the use of wild blueberries. The Wild Blueberry Commission has the responsibility for the allocation and administration of wild blueberry tax funds. Currently the tax is at the rate of 3/4 cent per pound from growers and 3/4 cent per pound from processors or shippers for a total of 1.5 cents per pound of wild blueberries produced in the state.

ORGANIZATION:
Legislation passed in 1984 provided that the Wild Blueberry Commission of Maine consists of eight members appointed by the Commissioner of Agriculture, Food, and Rural Resources. The Commission elects a chair and vice chair person from among its members and employs an executive director to handle the administrative responsibilities of the wild blueberry tax programs.

The legislation also provides for a Wild Blueberry Advisory Committee. See Wild Blueberry Advisory Committee.

PROGRAM:
Legislation passed in 1997 provides that wild blueberry tax revenue be allocated to promotion and advertising, research and extension educational programs, administration, and other activities related to the economic viability of the Maine wild blueberry industry. Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension at the University of Maine. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Agricultural Experiment Station, the production of wild blueberries in Maine has increased from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 83 million pounds in 2010.

Market development and promotion activities are carried out primarily through the allocation of funds to The Wild Blueberry Association of North America (WBANA) promotion program. This organization conducts wild blueberry promotions for domestic markets and export markets. Special emphasis is given to the food service trade such as restaurants, bakeries, lunch programs, export markets and, more recently, consumer markets such as frozen retail sales.

Other activities funded by the Commission include exhibits at trade shows, fairs and participation at Eastern States Exposition in West Springfield, Massachusetts. Some activities are carried out in cooperation with the Department of Agriculture, Food, and Rural Resources.

PUBLICATIONS:
Bulletins and Newsletters published by the Commission, the Maine Agricultural Experiment Station and Cooperative Extension at the University of Maine, Orono, Maine.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WILD BLUEBERRY COMMISSION OF MAINE **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	1,346,235		1,346,235			
TOTAL EXPENDITURES	1,346,235		1,346,235			

UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE

MICHAEL HENNESSEY, CHAIRPERSON

Central Office: 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784
Mail Address: 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784 *FAX:*
Established: 1945 *Telephone:* (207) 581-1475
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 426 *Citation:* T0036 *M.R.S.A., Sect.:* 000004312

PURPOSE:
The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for research and extension programs at the University of Maine.

At that time, the function of the Advisory Committee was to work with the Director of the Maine Agricultural Experiment Station and the Director of the Cooperative Extension Service in an advisory capacity. While the function of the Committee remains essentially the same, legislation enacted in 1984 changed the status of the Committee by having the committee members appointed by the Wild Blueberry Commission instead of the University of Maine. In essence the Wild Blueberry Advisory Committee is a standing Committee of the Blueberry Commission and reports to the Commission.

ORGANIZATION:
The University of Maine System Wild Blueberry Advisory Committee consists of seven members who serve successive terms of four years. Members of the Advisory Committee may not be reappointed for successive terms. Committee members elect their own chairperson and vice chairperson. Meetings are scheduled in conjunction with the Directors of the Maine Agricultural Experiment Station, researchers and the Cooperative Extension. The Wild Blueberry Commission has also designated the Executive Director of the Commission to act as an ex-officio member of the Advisory Committee.

PROGRAM:
Program results are presented in research reports and University of Maine Cooperative Extension publications.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED

JAN CLARKIN, EXECUTIVE DIRECTOR

Central Office: 24 STONE ST. SUITE 1, AUGUSTA, ME 04330
Mail Address: 24 STONE ST. SUITE 1, AUGUSTA, ME 04330 *FAX:* (207) 512-2563
Established: 1994 *Telephone:* (207) 623-5120
Reference: Policy Area: 05 *Umbrella:* 99 *Unit:* 576 *Citation:* T0022 *M.R.S.A., Sect.:* 000003883

PURPOSE:
The Maine Children's Trust, Inc. is established to prevent the abuse and neglect of Maine's children and to provide a mechanism for voluntary contribution by individuals and groups for annual and long-term funding of prevention programs related to child abuse and neglect. Sources of funds include the State of Maine's Income Tax Check-off, federal funding, and donated funds from the corporate, individual and foundation sectors. Funds are used to support statewide child abuse and neglect prevention activities including financial allocations to interested parties who respond to annual request for proposals.

ORGANIZATION:
Established on July 1, 1994, the Board is comprised of at least 17 members appointed as follows: 1 Maine State Senator, 1 Maine State Representative, 4

members from the Maine Association of Child Abuse and Neglect Councils, 2 representatives from the Department of Human Services, 3 members appointed by the Governor, 3 appointed by the Maine Chamber of Commerce and Industry, and 3 by majority vote of the Board.

MCTI is a non-profit corporation held to be an essential governmental function.

PROGRAM:
Responsibilities include:

a) Create public awareness in both the public and private sectors regarding prevention programs and prevention policies.

b) Encourage active financial and in-kind participation from the public and private sectors carrying out our purposes.

c) Develop, initiate, propose or recommend ideas or innovations in rules, laws, policies, and programs concerning child abuse and neglect to the Governor, Legislature, agencies, the business community, and other groups.

d) Review applications for grants and award grants to recipients that best address reduction of child abuse and neglect through prevention.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	29,003		29,003			
TOTAL EXPENDITURES	29,003		29,003			

CIVIL AIR PATROL

COL DANIEL M. LECLAIR, WING COMMANDER

Central Office: RM 211, BLDG 8, CAMP KEYES, AUGUSTA, ME 04332-5006
Mail Address: PO BOX 5006, AUGUSTA, ME 04332-5006 *FAX:* (207) 626-7831
Established: 1941 *Telephone:* (207) 626-7830
Reference: Policy Area: 06 *Umbrella:* 99 *Unit:* 238 *Citation:* T0006 *M.R.S.A., Sect.:* 000000301

PURPOSE:
The Civil Air Patrol (CAP) provides an organization to aid United States citizens through voluntary contribution of their efforts, services and resources for the maintenance of aerospace education and to assist in meeting local, state and national emergencies, particularly air search and rescue, and disaster relief.

To accomplish the purposes for which it was chartered CAP: (1) Conducts a nationwide internal and external program of aerospace education, including coordination of workshops conducted at local schools and communities. (2) Conducts a comprehensive cadet program, including an international Air Cadet Exchange, special activities, and supervision of cadet encampments. (3) Maintains an emergency services capability to meet the requests of the Air Force and state and local officials for search & rescue, disaster relief, and other support missions. (4) Conducts a comprehensive Senior Training Program to provide qualified personnel at all levels of CAP. (5) Assists local, state, and other Federal agencies in emergency operations. (6) Conducts a flight management program for assigned aircrew members and manages an aircraft maintenance program for corporate owned aircraft. (7) Maintains a nationwide communications capability to support emergency services operations and conduct official CAP business.

ORGANIZATION:
The Civil Air Patrol (CAP) is the official auxiliary of the U.S. Air Force, and is a nonprofit corporation which functions in accordance with its constitution,

bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters - Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings - one for each state, the District of Columbia, and Puerto Rico. A wing is composed of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

PROGRAM:
One of the primary missions of CAP is to save lives and relieve human suffering while protecting the lives and equipment of those involved in providing these services. The Emergency Services Mission includes search and rescue; civil defense and disaster relief operations (in support of local, state, federal and other emergency services organizations). Mutual support relationships exist with the National Association for Search and Rescue (NASAR); U.S. Coast Guard Auxiliary (USCGA); the Federal Emergency Management Agency (FEMA); Federal Aviation Administration (FAA); U.S. Army Forces Command (FORSCOM); various Army, Navy, Coast Guard, and other DOD agencies; the Maine Emergency Management Agency (MEMA); The Maine National Guard; American National Red Cross; Salvation Army; Volunteers of America (VOA); and other humanitarian organizations.

The Cadet Program provides opportunities for learning, maturing and accepting leadership to young Americans from 12 to 21 years of age. With advice and assistance from the United States Air Force, the Air Force Reserve, and CAP senior members at the national, regional, state, and local levels, cadets are exposed to a structured program of aerospace education leadership, physical fitness, and moral and ethical values in group and individual activities. As a cadet progresses through this structured program, he or she accomplishes a series of 15 achievements, each involving study and performance in the five program areas. Upon completion of each achievement, the cadet earns increased cadet rank, decorations, awards, eligibility for national special activities, and an opportunity for both flight and academic scholarships.

Civil Air Patrol has an internal and external aerospace education program. The internal program is designed to provide aerospace education to the CAP membership, both senior and cadet. The external program provides the general public with the aerospace education necessary to ensure the development of aerospace and the maintenance of aerospace supremacy. The Aerospace Education Program provides all American citizens with an understanding of, and an appreciation for, the importance of aviation and space exploration to our society and to our national security.

PUBLICATIONS:
Publications concerning Civil Air Patrol and prices are available from "The Book Store", National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

CONNECTME AUTHORITY
PHILLIP LINDLEY, EXECUTIVE DIRECTOR

Central Office: 3RD FLOOR CROSS OFFICE BLDNG, AUGUSTA, ME 04333
Mail Address: 78 STATE HOUSE STATION, AUGUSTA, ME 04333-0078 *FAX:*
Established: 2006 *Telephone:*
Reference: Policy Area: 00 *Umbrella:* 99 *Unit:* 639 *Citation:* T0035A *M.R.S.A., Sect.:* 000009203

PURPOSE:
The ConnectME Authority began operation in June 2007 with the goal of expanding broadband access in the most rural, un-served areas of the state that have little prospect of service from a traditional or incumbent provider. The authority is funded with a 0.25% surcharge on instate retail communications services. The authority funds proposals through grants, direct investments, or loans made on behalf of, in partnership with, or in support of, one or more communications service providers.

ORGANIZATION:
In 2006, the Legislature created the ConnectME Authority to identify un-served areas of the State; develop proposals for broadband expansion projects, demonstration projects and other initiatives; administer the process for selecting specific broadband projects; and provide funding, resources, and incentives. The authority consists of a board of five members, and Executive Director, Associate Executive Director, and an Advisory Council.

PROGRAM:
The goal of the authority is to facilitate universal availability of broadband service in Maine and to increase the take rate to equal or greater than the national average.

For its current grant funding program, the Authority requests smaller, more focused proposals than in previous grant rounds, with a suggested grant limit for each project of $100,000, funding no more than 50 percent of the total project, while recognizing the need for flexibility for exceptional proposals. We recently concluded the Authority's sixth round of grant awards, awarding over 1.5 million to twenty-three projects. To date the Authority has funded seventy-six projects with nearly $6 million in grant funds for a total project value of over $12 million. The next grant round will be announced in early Spring 2012.

The authority's Executive Director also participated in the legislatively established group, the Broadband Strategy Council (BBSC) that was formed to provide recommendations to the Governor regarding ARRA funding for broadband projects in Maine. As a result of those recommendations a major initiative in Maine, the Three Ring Binder fiber ring project was awarded over $26 million. The Authority has also received nearly $5 million in ARRA grant funding from the Department of Commerce, NTIA, to conduct a five year broadband mapping and inventory project, as well as extensive broadband planning activities.

PUBLICATIONS:
Annual Report to Joint Standing Committee on Utilities of the Maine Legislature (no charge)

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE DAIRY AND NUTRITION COUNCIL
CHERYL L. BEYELER, EXECUTIVE DIRECTOR

Central Office: 333 CONY RD, AUGUSTA, ME 04330
Mail Address: 333 CONY ROAD, AUGUSTA, ME 04330 *FAX:* (207) 287-7161
Established: 1975 *Telephone:* (207) 287-3621
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 016 *Citation:* T0007 *M.R.S.A., Sect.:* 000002998B

PURPOSE:
The Maine Dairy & Nutrition Council is a USDA qualified dairy checkoff organization. It is the nutrition education, public and industry relations component of the total dairy checkoff initiative in Maine to increase demand for dairy products through nutrition education. The dairy industry-wide marketing plan stresses the nutrition benefits and contributions of dairy products in accordance with scientific recommendations and in conjunction with a balanced diet.

ORGANIZATION:
The Board was established in 1949 as the Milk Advisory Committee, later named the Maine Dairy Council, and in 1975 became the Maine Dairy & Nutrition Council. In 1996 the Maine Dairy & Nutrition Council became a public instrumentality of the State of Maine. Maine law provides for funding, Board appointments, and Board members' term limits.

The Council is funded by the National Dairy Promotion and Research Order assessment paid by Maine dairy farmers and by dealers' fees from those buying and selling milk in Maine.

PROGRAM:
The Maine Dairy & Nutrition Council is an affiliated unit of National Dairy Council, United Dairy Industry Association, and Dairy Management Inc. and is one of 18 state and regional organizations across the country. The Maine Dairy & Nutrition Council utilizes and provides to educators, health professionals and consumers a variety of nutrition education materials, programs, and resources. Many of the programs and resources are developed by National Dairy Council, and are reviewed and/or endorsed by organizations such as the American Academy of Pediatrics, American Dietetic Association, National Medical Association, and the School Nutrition Association.

The nutrition and physical activities program "Fuel Up To Play 60" developed by National Dairy Council and the National Football League implemented in Maine for use with students, focuses on creating a healthy school environment by making healthy food choices, and stressing the importance of physical activity. Grants and incentives to accomplish these goals based on the prescribed criteria are available to Maine schools through the Action for Healthy Kids Foundation and Maine Dairy and Nutrition Council.

A few of the nutrition education materials the Council has available are; Guide to Good Eating, Eat the Five Food Group Way, Banking on Beautiful Bones, Power Up from the Inside Out, and The Calcium Connection.

The Maine Dairy & Nutrition Council initiates for health professionals, school nutrition professionals, educators, and consumers such initiatives as Nutrient Rich Foods and 3 Every Day of Dairy. The Council also provides public service messages to the media through a series of timely nutrition topics. Maine Dairy & Nutrition Council has at its disposable nutrition resources such as research findings and reports, downloadable materials, and black-line masters. The Council exhibits at many health professional, education, and consumer conferences. The website drinkmainemilk.org provides links to additional nutrition education materials and resources.

PUBLICATIONS:
Catalog and order form for nutrition education materials, posters, annual report, and brochures.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE DAIRY PROMOTION BOARD

CHERYL L. BEYELER, EXECUTIVE DIRECTOR

Central Office: 333 CONY RD, AUGUSTA, ME 04330
Mail Address: 333 CONY ROAD, AUGUSTA, ME 04330 *FAX:* (207) 287-7161
Established: 1953 *Telephone:* (207) 287-3621
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 024 *Citation:* T0007 *M.R.S.A., Sect.:* 000002992A

PURPOSE:
The Maine Dairy Promotion Board is a USDA qualified dairy checkoff organization. It is the communication, public and industry relations component of the total dairy checkoff program in Maine focusing on increasing demand for dairy products as part of a dairy industry-wide marketing plan. The Maine Dairy Promotion Board is one of 18 affiliated state and regional member organizations of the United Dairy Industry Association. Maine Dairy Promotion Board is also an affiliate of National Dairy Council, as well as Dairy Management, Inc. located in Rosemont, Illinois.

ORGANIZATION:
The Board was established in 1953 as the Maine Milk Committee, later renamed the Maine Dairy Promotion Board and in 1996 became a public instrumentality of the State of Maine. Maine law provides for funding, Board appointments, and Board members' term limits. The board is funded by the National Dairy Promotion and Research Order assessment paid by Maine dairy farmers.

PROGRAM:
The Maine Dairy Promotion Board implements the national Unified Marketing Plan in Maine, along with United Dairy Industry Association state/regional dairy checkoff organizations across the country. The media is an effective communication tool for promoting and encouraging the use of milk and dairy products to the general public. A part of the promotion budget is allocated to media messaging, supplemented by other promotions designed to call attention to dairy products, the dairy industry, and to encourage the consumption of milk and dairy products.

The "New Look of School Milk" and "Dairy Optimization" are initiatives targeted to increase consumption of milk, that is cold, in a variety of flavors, and in new plastic containers with children in Maine's and the nation's schools, as well as in some quick-serve restaurants. 3-Every Day of Dairy is a consumer education initiative targeting consumers, dairy processors, dairy manufacturers and retailers. Promotion activities include consumers messaging, conference exhibits, trade shows, dairy industry events, and school cafeteria programs and promotions. Other promotions supplement media messaging and public and industry relations programs. A dairy crisis communications program in Maine is part of a national effort to protect and enhance the dairy industry. Dairy industry communications are also a key factor within the Maine Dairy Promotion Board. The website www.dairyfarmingtoday.org provides access to a variety of information regarding dairy farming and related industry information as well as the website www.drinkmainemilk.org.

For the benefit of Maine dairy farmers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board, at the Board's discretion transfers a portion of their dairy checkoff income to the New England Dairy Promotion Board to help support promotion programs in the other five New England states.

PUBLICATIONS:
Dairy checkoff information and brochures, dairy industry messaging and crisis information, dairy product recipe materials, dairy case temperature charts, shelf life information, and annual report.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE DEVELOPMENT FOUNDATION

RICH DONALDSON, CHAIR
LAURIE LACHANCE, PRESIDENT/CEO

Central Office: 295 WATER STREET, SUITE 5, AUGUSTA, ME 04330
Mail Address: 295 WATER STREET, SUITE 5, AUGUSTA, ME 04330 *FAX:* (207) 622-6346
Established: 1977 *Telephone:* (207) 622-6345
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 399 *Citation:* T0010 *M.R.S.A., Sect.:* 000000916

PURPOSE:
The Maine Development Foundation (MDF) is a nonprofit economic development corporation created by the Maine Legislature in 1977 to capitalize on the interests, resources, and efforts of the public and private sectors. MDF champions sustainable, long-term growth for Maine. The foundation is a catalyst for new ideas and provides common ground for solving problems and advancing issues.

ORGANIZATION:
Enabling legislation (10 M.R.S.A. Sec. 915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. The foundation has the power of a private corporation, which allows the board of directors the freedom to establish and change the activities of the foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the foundation's board of directors are elected by contributors to the foundation. The board includes both public and private members. This is designed to encourage active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The board of directors consists of fifteen people: twelve elected by the membership and two appointed by the Governor. Of these fourteen, seven must come from the public sector members and seven from among the private sector members. The president is appointed by the other directors and is the fifteenth member.

The foundation is financed by membership dues, fee for service, contracts, and grants. Corporations, counties, cities, towns, and other organizations can become members by contributing to the foundation.

PROGRAM:
LEADERSHIP MAINE is a year-long, eleven day training program for CEO's and senior level managers from business, government, education, and the non-profit sector. The program is experiential and helps participants gain new awareness about issues facing Maine's economic future, new skills needed for effective leadership, and networks with others throughout the state.

MAINE ECONOMIC GROWTH COUNCIL is a permanent, 19 member council appointed by the Governor, the Speaker of the House, and the President of the Senate to establish and maintain a long range economic development plan for the state and benchmarks to measure progress. The Council is staffed by the Maine Development Foundation. More information on the Council is provided in a separate section of this report. See index for page number.

POLICY LEADERS ACADEMY helps prepare Maine legislators to lead in an increasingly dynamic environment through learning experiences which result in: greater knowledge about the economy, using the work of the Maine Economic Growth Council as a template, and broader leadership skills to ensure their effectiveness.

THE MAINE DOWNTOWN CENTER supported by 26 volunteer advisors, is the leading resource for downtown revitalization statewide. The Center serves as the state coordinator in Maine for the National Trust Main Street Center utilizing a four point historic preservation-based economic development strategy to create vibrant, healthy downtowns. The Center works in 22 communities representing every county in Maine: nine Main Street Maine communities (Sanford, Saco, Biddeford, Bath, Rockland, Gardiner, Waterville, Skowhegan, and Van Buren) and 17

Maine Downtown Network communities, a "lighter- pace" second-tier program launched in 2009.

REALIZE!MAINE is created by, for and of Mainers 20-40 to serve as a catalyst, a collaborator, and a convener of Maine's young people with a stake in our common future by providing professional, social, cultural, recreational, and civic opportunities in Maine. Projects that lend to these opportunities are a newly created website, virtual network and list service.

MAINE EMPLOYERS' INITIATIVE supports employers' efforts to increase the educational attainment levels of their workforce. The Initiative provides employers with technical assistance, training and statewide recognition for taking steps to support college degree and certificate achievement for their employees.

PUBLICATIONS:
"Measures of Growth," Maine Economic Growth Council

"Maine's Investment Imperative II: Unleashing the Potential"

Leadership Maine Alumni Directory

Various research reports, surveys, and program and economic evaluations

PUBLICATIONS:
"Measures of Growth," Maine Economic Growth Council

"Maine's Investment Imperative II: Unleashing the Potential"

"Making Maine Work- Critical Investments for the Maine Economy"

"Making Maine Work- The Role of Maine's Public University System"

Leadership Maine Alumni Directory

Various research reports, surveys, and program and economic evaluations

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DEVELOPMENT FOUNDATION EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	32,205	32,205				
TOTAL EXPENDITURES	32,205	32,205				

DISABILITY RIGHTS CENTER
KIMBERLY A. MOODY, EXEC DIR

Central Office: 24 STONE STREET, AUGUSTA, ME 04330
Mail Address: PO BOX 2007, AUGUSTA, ME 04338-2007 *FAX:* (207) 621-1419
Established: 1977 *Telephone:* (207) 626-2774
Reference: Policy Area: 05 *Umbrella:* 99 *Unit:* 475 *Citation:* T0005 *M.R.S.A., Sect.:* 000019501

PURPOSE:
To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, DRC provides: 1) Advocacy assistance for people with disabilities who have experienced a violation of their rights based on disability. 2) Information and referral for rights and services related to disability. 3) Training on disability-related rights and services for people with disabilities and their family members. 4) Legal representation for eligible clients.

ORGANIZATION:
DRC is a private non-profit agency with a governing Board of Directors. It is designated by the Governor to serve as the federally mandated Protection and Advocacy system for persons with developmental disabilities and mental illness.

PROGRAM:
DRC represents individuals with disabilities by providing information and referral, individual representation, legal representation, rights training and through systemic advocacy.

PUBLICATIONS:
"Parents as Advocates: A Guide to Special Education in Maine"
"Questions and Answers on Your Rights under the AMHI Settlement Agreement"
"Advance Health Care Directives"
"Involuntary Hospitalization Laws"
"Housing Discrimination"
"Employment Discrimination"
" A Consumer Guide to the Ticket to Work in Maine"
"Challenging Your Guardianship- Know Your Legal Rights and How to Enforce Them"
"How to Vote and Your Rights in the Voting Process"

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DISABILITY RIGHTS CENTER

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	122,979	122,979				
TOTAL EXPENDITURES	122,979	122,979				

FOUNDATION FOR BLOOD RESEARCH
JANE SHEEHAN, ESQ., PRESIDENT

Central Office: 69 U.S. ROUTE 1, SCARBOROUGH, ME 04074
Mail Address: P.O. BOX 190, SCARBOROUGH, ME 04074-0190 *FAX:*
Established: 1999 *Telephone:*
Reference: Policy Area: 05 *Umbrella:* 99 *Unit:* 603 *Citation:* P1999 *M.R.S.A., Sect.:* 00000401TT

PURPOSE:
The Foundation for Blood Research (FBR) is a non-profit organization that finds more effective ways to identify, manage and treat human disease through clinical and laboratory investigation, epidemiology, education, and clinical testing.

ORGANIZATION:
The Foundation is governed by a board of trustees representing the biotechnology and professional communities, education, and business. The board consists of at least 11 trustees, but not more than 21.

PROGRAM:
FBR's scientific mission focuses on preventive medicine. The professional staff develops alliances with other organizations for carrying out collaborative clinical research studies and takes a leadership role in developing educational activities for health professionals, pre-college science teachers, and the public. The FBR senior scientific staff also has a role in public health policy-making at a national level.

ScienceWorks, FBR's outreach education program for Maine's precollege science teachers, provides access for these teachers to the most current research and knowledge in biomedical science. Since the 1970s, Maine high school science teachers have been collaborators to convey biologically-based information to the community through their classes.

ScienceWorks has maintained a relationship with biology teachers from about 60%

of the secondary schools throughout the state. The program includes teacher professional development (through content-specific institutes), a scientific equipment and distribution project (through which several million dollars worth of donated used or surplus laboratory equipment has been collected and distributed to 90% of Maine's secondary schools), and an interactive learning laboratory that allows teachers to bring classes to our research facility for hands-on laboratory experience as a supplement to classroom teaching. All activities are aligned with the National Science Education Standards and Maine's Learning Results.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FOUNDATION FOR BLOOD RESEARCH

EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	50,906	50,906				
TOTAL EXPENDITURES	50,906	50,906				

ME ED CTR DEAF & HARD OF HEAR & GOV BAXTER SCHOOL FOR DEAF

LYNN SCHARDEL, DIRECTOR
TRACI DRAKE, DIRECTOR HUMAN RESOURCES

Central Office: MACKWORTH ISLAND, FALMOUTH, ME 04105
Mail Address: MACKWORTH ISLAND, FALMOUTH, ME 04105 *FAX:* (207) 781-6296
Established: 1997 *Telephone:* (207) 781-3165
Reference: Policy Area: 02 *Umbrella:* 99 *Unit:* 613 *Citation:* T0020A *M.R.S.A., Sect.:* 000007401

PURPOSE:
The Maine Educational Center for the Deaf and Hard of Hearing (MECDHH)/Governor Baxter School for the Deaf (GBSD), which encompasses the center school and Statewide Educational Services (SES), offers an array of quality services to all deaf and hard of hearing children, their families and the greater community. GBSD provides educational programming for deaf or hard of hearing students and SES provides early childhood programs and outreach. The vision of the MECDHH/GBSD is to expand educational opportunities, create partnerships and promote optimal communication and literacy for all children who are deaf or hard of hearing. MEDHH/GBSD will be recognized as a leader in deaf education by providing exceptional programs and services.

ORGANIZATION:
The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It operated on Spring Street as part of the Portland School System as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the organization was placed in the Department of Mental Health and Corrections. It remained there until transferred to the Department of Education. From 1982 through 1996 Department's Office of Federal/State/Local Relations served as liaison to the Commissioner and Legislature and resource on administrative and policy matters. In 1953, funds donated by Governor Baxter and funds granted by the Legislature were used for the construction of a new residential facility for the deaf on Mackworth Island, which was left by Governor Baxter for that purpose. In 1957, the Legislature honored the Governor by officially changing the name of the school to Governor Baxter School for the Deaf. In 1997, the Governor appointed a separate School Board to oversee the operations of GBSD. In 2005, in order to better reflect the statewide mission of the organization, the name was changed to The Maine Educational Center for the Deaf and Hard of Hearing and the Governor Baxter School for the Deaf.

PROGRAM:
MECDHH/GBSD provides a wide range of services for students, families and professionals in the state. Comprehensive programming includes the Governor

Baxter School for the Deaf, which provides a Parent Infant Toddler Program, Preschool Program, Academic Programs for kindergarten through 5th grade, support services for middle school students attending Lyman Moore Middle School, support services for high school students attending Portland High School, and Student Support Services which includes an After School Program. Statewide Educational programs provide outreach that serve birth through age 5 and kindergarten through grade 12 statewide.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE GOVERNMENTAL FACILITIES AUTHORITY
ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: 127 COMMUNITY DRIVE, AUGUSTA, ME 04330
Mail Address: PO BOX 2268, AUGUSTA, ME 04330 *FAX:* (207) 623-5359
Established: 1987 *Telephone:* (207) 622-9386
Reference: Policy Area: 00 *Umbrella:* 99 *Unit:* 405 *Citation:* T0004 *M.R.S.A., Sect.:* 000001602

PURPOSE:
The Maine Governmental Facilities Authority was established to assist State Government in financing the construction and equipping of facilities by providing access to the tax exempt bond market.

ORGANIZATION:
The Authority consists of five members, which include the Treasurer of the State of Maine (ex officio) and the Commissioner of Administrative and Financial Services (ex officio). The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Governmental Facilities Authority.

PROGRAM:
During the fiscal year 2011, the Authority did not issue any bonds.

PUBLICATIONS:
Annual Report - Audit

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

HARNESS RACING PROMOTIONAL BOARD
CATHARINE DAMREN, TREASURER

Central Office: P O BOX 432, BELGRADE, ME 04917
Mail Address: P O BOX 432, BELGRADE, ME 04917 *FAX:*
Established: 1997 *Telephone:* (207) 465-3062
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 599 *Citation:* T0008 *M.R.S.A., Sect.:* 000000285

PURPOSE:
The Harness Racing Promotion Board was created in 1993 Public Law Chapter 388 to promote harness racing activities in the State of Maine and encourage increased participation in racing and wagering.

ORGANIZATION:
1997 Public Law Chapter 528 changed the make up of the Board and removed the oversight from the Department of Agriculture, Food and Rural Resources to the

Joint Standing Committee having jurisdiction of harness racing matters, the Legal and Veteran Affairs Committee. The Board now consists of one representative from each commercial track, one representing agricultural fairs, one representing the off track betting facilities, two representing the Maine Standardbred Breeders and Owners Association, two representing the general public, one representing the horsemen's association and two alternates. The members are appointed by the Commissioner of the Department of Agriculture, Food and Rural Resources.

PROGRAM:
The Board has implemented promotional activities in accordance with its mission. The activities are focused on promoting a positive image of the industry, enlarging the fan base, educating the public on the importance of harness racing to the agricultural industry in Maine, including the breeding farms, the hay and grain farmers and dealers, the owners, trainers and drivers of the animals. The Board has maintained educational booths at equine shows, the annual Agricultural Show of the Maine Department of Agriculture, annual meeting of the Maine Association of Agricultural Fairs, Agriculture Day at the State Legislature and various trade shows. Board meetings are held monthly and are open to the public.

During fiscal year 2009, the Board again produced a promotional calendar and provided statewide television advertisements to promote live harness racing at the two commercial tracks and the fairs. The second Open Farm Days was sponsored by the board at Breeding Farms and Training Tracks. An insert in daily papers was distributed statewide and hundreds attended these events to see operations at these facilities. Television advertising and live radio coverage was also provided. The board continues to provide assistance in updating statistics for the industry, record keeping, and contributed financing to a statewide study of the equine industry and its value to the Maine economy.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

HARNESS RACING PROMOTIONAL BOARD **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	89,891		89,891			
TOTAL EXPENDITURES	89,891		89,891			

MAINE HISTORICAL SOCIETY
RICHARD D'ABATE, EXECUTIVE DIRECTOR

Central Office: 489 CONGRESS ST, PORTLAND, ME
Mail Address: 489 CONGRESS ST, PORTLAND, ME 04101 *FAX:* (207) 775-4301
Established: 1822 *Telephone:* (207) 774-1822
Reference: Policy Area: 03 *Umbrella:* 99 *Unit:* 176 *Citation:* S1822 *M.R.S.A., Sect.:* 000000118

PURPOSE:
Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It preserves the heritage and history of Maine: the stories of Maine people, the traditions of Maine communities, and the record of Maine's place in a changing world. Because an understanding of the past is vital to a healthy society, we collect, care for, and exhibit historical treasures; facilitate research into family, local, state, and national history; provide education programs that make history meaningful, accessible and enjoyable; and empower others to preserve and interpret the history of their communities and our state. The Society is organized into three major areas: The Brown Library, Wadsworth-Longfellow House and Museum Gallery. A Board of Trustees, twelve standing committees and eight subcommittees advise and support the Society staff of 16 full-time and 15 part-time in its work.

ORGANIZATION:
Two years after Maine achieved statehood, the Legislature passed a bill in 1822 incorporating the Maine Historical Society, charging it to collect and preserve

Maine's history. Governor Albion K. Parris presided over the first meeting in Maine's first State House in Portland. The Society housed its collections at Bowdoin College until 1881 and coincided its Annual Meetings with the College's commencement into the early 20th century. Through the efforts of civic leader, philanthropist and scholar James Phinney Baxter, the Society moved its collections and many of its programs to Portland in 1881. Baxter provided space in the new Portland Public Library built in 1889.

In 1901, the Society opened the Wadsworth-Longfellow House Museum, left to the Society through the bequest of Anne Longfellow Pierce. The House, childhood home of famed poet Henry Wadsworth Longfellow, became Maine's first historic house museum. During 1907, the Society finished its new library at 485 Congress Street, adjacent to the Wadsworth-Longfellow House. The Wadsworth-Longfellow House was restored in June 2000. The Society's capital campaign and 1992 purchase of 489 Congress Street allowed expansion of collections storage, exhibition and program space.

Throughout the 19th century, special state appropriations have supported a variety of publication projects, including the "Documentary History of Maine." The Society has received an annual appropriation in support of the Society's historical and educational endeavors since 1940. The Editorial Office for 'Maine History' is at the University of Maine, Orono. Beginning in 1999, a special State appropriation helped MHS start development of the Maine Memory Network, an on-line museum of our collections networked to other museums and archives across the state. Staff members participate in collaborative efforts throughout Maine and New England including the Maine Archives and Museums Association, the Maine Library Association, Maine Historical Records Advisory Board, New England Archivists, the American and New England Studies Program at USM, the Academic and Cultural Collaborative of Maine, and the New England Museum Association.

PROGRAM:

BROWN LIBRARY. The Society maintains a research library of 125,000 books, 100,000 photographs and 2 million archival items spanning the 15th to 21st centuries. The Library is widely held to be the most comprehensive resource for studying Maine's past with all aspects of the state's social, economic, political, and cultural history documented. Of particular note are the personal papers of Maine's civic and business leaders, early proprietary and town records, shipping and maritime records, account books and business records, and genealogical research collections, cartographic and land surveys, architectural and engineering drawings, photographs, prints and broadsides. A retrospective conversion project to computerize the Library's card catalogues is complete, making them accessible via the Internet. The Library is open five days per week and serves over 11,000 researchers each year. The Brown Library, built in 1906, opened in its renovated and expanded building in June of 2009.

MUSEUMS & COLLECTIONS. Open to the public since 1901, The Wadsworth-Longfellow House Museum, poet Henry Wadsworth Longfellow's boyhood home, is one of the oldest house museums in the country. Open year-round the MSH Museum Gallery houses temporary interpretive exhibitions from our 28,000 artifacts documenting Maine's material culture. The most recent exhibitions were "Re/Collected: Great Works and New Discoveries from the Brown Library" and "Zoom In: New Approaches to Maine History." Guided tours of the Wadsworth-Longfellow House were offered May through December. The Education Department led "Local Schools/Local History" a museum-school partnership program for Portland area 3rd and 4th grades. Over 200 students from 10 classes participated. In 2011, about 18,000 visitors including nearly 3500 school children visited the House, Gallery or took the Longfellow walking tour. Another 1,000 students received outreach programs. For information, visit the MHS websites: www.mainehistory.org or www.mainememory.net.

OTHER EDUCATIONAL SERVICES. Launched in Dec. 2001, the Maine Memory Network provides Internet links to digitized historical and cultural primary materials from both MHS and contributing organizations from every corner of our state. Modeled in concept on the Library of Congress' American Memory Site, our Maine Memory Network provides links to digitized historical and cultural primary materials from around the state. On-line at www.mainememory.com, this Web-based, virtual museum and educational resource serves Maine libraries, schools, museums, and every Internet-ready home. The Maine Historical Society offers on-site and outreach programs for teachers and students throughout the state. Through a National Leadership Grant from the Institute of Museum & Library Services, MHS, in partnership with the Maine State Library, has made available grants and

training to support 21st Century skills in local libraries, historical societies, and schools. Workshops were offered regionally, partnering also wtih the Maine Learning Technology Initiative (the laptop program), and Maine Archives & Museums. More information is available at http://www.mainememory.net/share_history/training.shtml.

PUBLICATIONS:
Maine History, "The Rise and Demise of a Maine Mill," Editor, Richard Judd, Vol 45, December 2009.

Maine History, "Law and Order in Rural Maine," Editor Richard Judd, Vol 45, June 2010.

Maine History Online, a comprehensive introduction to key themes, periods, and topics in Maine history, using newly written essays, special illustrative exhibits, and hundreds of primary documents, www.mainememory.net. Authors: Elizabeth DeWolfe, Richard, Judd, Karen Kimball, Candace Kanes. June 2010,

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORICAL SOCIETY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	43,772	43,772				
TOTAL EXPENDITURES	43,772	43,772				

MAINE HOSPICE COUNCIL
KANDYCE POWELL, EXECUTIVE DIRECTOR

Central Office: 45 MEMORIAL CIRCLE, SUITE 103, AUGUSTA, ME 04330
Mail Address: P.O. BOX 2239, AUGUSTA, ME 04338-2239 *FAX:* (207) 622-1274
Established: 1984 *Telephone:* (207) 626-0651
Reference: Policy Area: 05 *Umbrella:* 99 *Unit:* 516 *Citation:* T0022 *M.R.S.A., Sect.:* 000008611

PURPOSE:
The Maine Hospice Council exists to ensure the continued development of Hospice and Palliative Care in Maine. The Council provides education and technical assistance regarding end-of-life care, as well as advocacy for terminally ill and bereaved persons throughout the state regarding quality-of-life issues.

ORGANIZATION:
The Maine Hospice Council was incorporated in 1984. Funding for the Council office was made possible by state government in 1989. The Council is overseen by a volunteer Board of Directors comprised of 20 members.

The full Council is represented by members of 28 Hospices and the Board of Directors as well as an Advisory Committee. The Council has a full time staff that includes a director, an office manager, a development director, administrative assistant, and an events coordinator/webmaster. Since 2002, MHC has also developed partnerships with the Attorney General's Office, the Veterans' Affairs Administration, and the Maine State Prison System.

PROGRAM:
The Maine Hospice Council is the only statewide organization solely focused on end-of-life care. The Council's concentration is in education and program development. Examples are: technical workshops; in-services for hospices and other health care organizations; collaborative, statewide educational programs; ITV classes at academic institutions; legislative hearings; annual events, such as the Blaine House Tea and the Maine Pain Symposium; National Cancer Pain Initiative conference; and television interviews; as well as other academic presentations and grant writing. The Council has taken a leadership role in

social policy issues and continues to offer internships for both graduate and undergraduate students. Universal access to hospice services remains a priority, especially as it relates to underserved populations.

DEVELOPMENT: In September 1994, the Maine Cancer Pain Initiative became a committee of the Council and in 2003 its name changed to the Maine Pain Initiative. The Executive Director participates on national boards and commissions, to include the National Veterans Advisory Committee, which continues to give Maine a national voice regarding care for the terminally ill.

SUPPORT: Technical support continues for programs seeking Hospice Medicare Certification and licensure. In December, 1997, the Council partnered with over 30 other organizations to form the Maine Consortium for Palliative Care and Hospice (MCPCH). Resource materials and public education are ongoing services.

In 1999, on behalf of MCPCH, MHC was awarded a three-year Robert Wood Johnson Community/State Partnership grant, "Care at the End of Life: A Public/Private Partnership". In 2001, the Bureau of Health formally offered the Maine Hospice Council the opportunity to develop the Maine Center for End-of-Life Care.

LICENSES:
"Certificate of Participation" (for Volunteer Trainees and/or education session participants).
"LD 1821- An Act to Develop Standards for the Licensure of Hospice Programs", enacted April 15, l994, Chapter 692 of Public Law.

PUBLICATIONS:
"Consumer Protection and End-of-Life Care" Report from a "Listening Conference" in partnership the Maine Attorney General's Office - (free)
"Hospice/Veterans Partnership of Maine Brochure" in partnership with Me. Veterans' Homes, Togus VA. - (free to vets)
"Physicians Self-Study Packet" continuing education credit course in pain management for Maine physicians - ($100.00)
"Maine Center of End-of-Life Care" - (free)
"Listen to Me" - (free)
"Maine Hospice Guide" - (free)
Hospice Resource Bibliography - (free)
ACS & NCI booklet - "Questions & Answers About Pain Control" - (free)
Other ACS booklets - various topics - (free)
AHCPR Guidelines for the Management of Cancer Pain - (free)
MHC's Newsletter, MAINELINK, published quarterly - (free to members)
"Listen to Me" (free)
Six Session Interdisciplinary Team Course on "Cancer Pain Management" - (Video) - $150.
"Hospice" - (free brochure)
"Maine Consortium for Palliative Care & Hospice" - booklet
Lending resource library includes videos and books

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HOSPICE COUNCIL EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	61,959	61,959				
TOTAL EXPENDITURES	61,959	61,959				

MAINE STATE HOUSING AUTHORITY
DALE MCCORMICK, EXECUTIVE DIRECTOR

Central Office: 353 WATER STREET, AUGUSTA, ME 04330-4633
Mail Address: 353 WATER ST., AUGUSTA, ME 04330-4633 *FAX:* (207) 626-4678
Established: 1969 *Telephone:* (207) 626-4600
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 346 *Citation:* T0030A *M.R.S.A., Sect.:* 000004722

PURPOSE:
MaineHousing (the Maine State Housing Authority) was created by the Maine Legislature in 1969 to address the problems of unsafe, unsuitable, overcrowded, and unaffordable housing. The agency's mission is to assist Maine people to obtain and maintain decent, safe, affordable housing and services suitable to their unique housing needs. In carrying out this mission, the agency provides leadership, leverages federal, state, and private resources, and promotes partnerships to develop and implement sound housing policy. On an annual basis MaineHousing's programs benefit more than 90,000 Maine households - about one of every six households in the state.

ORGANIZATION:
The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." It functions as an administratively independent authority and receives no General Fund appropriations from the Legislature for its operations.

MaineHousing is governed by a Board of 10 commissioners appointed by the Governor and confirmed by the Senate upon the recommendation of the Business Research and Economic Development Committee. The Director of MaineHousing, who is appointed by the Governor and confirmed by the Legislature, serves as an ex-officio non-voting commissioner. The State Treasurer serves as an ex-officio voting commissioner. The other 8 commissioners vote and are appointed by the Governor and confirmed by the Legislature.

MaineHousing couples the methods and efficiencies of the private financial markets with the federal tax incentives of tax-exempt bonds and the government's public purpose goals to invest in affordable housing for Maine people.

MaineHousing bonds are debts of MaineHousing, not the State of Maine, and are not repaid by taxpayers. The agency sells its bonds and uses the bond proceeds to make reduced interest rate housing loans. The loan repayments that Mainehousing receives are used to repay the bond holders. The difference between the bond interest rates and the lending interest rates provides MaineHousing with operating revenue.

MaineHousing also is a conduit for bringing a wide range of federal and other funding to Maine, including low income housing tax credits, block grants and competitive grants.

MaineHousing receives a share of the real estate transfer tax revenues generated from the sale of real property. These funds are used to leverage federal, private, and local resources.

MaineHousing's operating budget is entirely funded by revenues from lending activities and grant administration.

PROGRAM:
MaineHousing's programs and services fall into the following general categories:

Housing Development. MaineHousing provides financing and financial incentives for private development of affordable rental housing for families, seniors and persons with special needs. This both provides affordable rents and stimulates Maine's economy.

Home buying assistance. MaineHousing provides low fixed rate mortgages to first time homebuyers and other assistance to help make homeownership affordable for more Maine people.

Home improvement assistance. MaineHousing offers programs to help with home improvement needs, including: low or no cost loans to repair or replace failed wells or septic systems, make heating, electrical, or structural repairs, and improve home accessibility; grants to make homes lead safe; and loans to fund repair of homes damaged in a declared natural disaster.

Rental assistance. Properties developed with MaineHousing financing offer more affordable rents to consumers. Rental assistance also is provided in the form of federal Section 8 Housing Choice Vouchers.

Energy assistance. MaineHousing offers fuel assistance using funds from the

federal Low Income Home Energy Assistance Program (LIHEAP), and also home energy improvements such as home weatherization, heating system repair or replacement, and energy efficiency appliances that make homes more affordable for the long term.

Homeless Assistance. MaineHousing provides financing for emergency shelters and other housing options for people who are homeless. MaineHousing also works with homeless service providers and other organizations toward a shared goal of preventing and eliminating homelessness in Maine.

At the end of calendar year 2010, MaineHousing had combined assets of $1,903,603,000 and net assets of $318,531,000. The agency's financial strength has been recognized by the nation's two leading bond rating agencies, Moody's and Standard & Poor's.

PUBLICATIONS:
MaineHousing.org provides general information on MaineHousing programs and services as well as access to a wide range of publications such as annual reports, program guides, and housing market research.
www.mainehousing.org

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE HOUSING AUTHORITY EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	5,387,429	374,494	5,012,935			
TOTAL EXPENDITURES	5,387,429	374,494	5,012,935			

MAINE INSURANCE GUARANTY ASSOCIATION
PAUL M. GULKO, EXECUTIVE SECRETARY

Central Office: ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916
Mail Address: ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916 *FAX:*
Established: 1970 *Telephone:* (617) 227-7020
Reference: Policy Area: 07 *Umbrella:* 99 *Unit:* 353 *Citation:* T0024A *M.R.S.A., Sect.:* 000004436

PURPOSE:
The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE INTERNATIONAL TRADE CENTER
JANINE BISAILLON-CARY, PRESIDENT

Central Office: 511 CONGRESS STREET, PORTLAND, ME 04101-3428
Mail Address: 511 CONGRESS STREET, PORTLAND, ME 04101-3428 *FAX:* (207) 541-7420
Established: 1996 *Telephone:* (207) 541-7400
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 587 *Citation:* T0010 *M.R.S.A., Sect.:* 000000945

PURPOSE:
The Maine International Trade Center (the "Trade Center") was established to enhance the competitive advantage of state businesses desiring to compete in the international market. The purpose of the Trade Center, through its private and public board, is to provide and enhance international trade services in coordination with the economic development activities of the private sector, community and regional activities of the private sector, community and regional agencies, and State government. It also facilitates foreign direct investment for the State of Maine.

ORGANIZATION:
The Trade Center is headquartered in Portland, and maintains a Bangor office which is co-located with other economic development offices. The staff is comprised of a Vice President, an Accounting Manager, a Communications Specialist, as well as a Bangor Regional Director, and four Senior Trade Specialists, all with industry expertise. Staff works under the direction of the Trade Center President, who is employed by the Maine Department of Economic and Community Development. Organized as a 501(c)(3) non-profit corporation, the center links the private sector with government efforts to grow Maine's economy through international commerce.

PROGRAM:
The Trade Center encourages and assists the growth of the State's international economic activities in the following ways:
o The Trade Center provides a forum for the exchange of expertise, ideas and innovation between the public and private sectors.
o The Trade Center offers monthly trade education seminars and technical services to businesses in the State that compete or seek to compete in worldwide markets.
o The Trade Center coordinates gubernatorial and industry missions to develop increased exports of Maine goods and services.
o The Trade Center consults with and provides market and trade assistance to international businesses concerning imports, exports, and international trade services.
o The Trade Center assists the State in foreign business development and direct investment through hosting potential investors and encouraging foreign businesses to invest in Maine.
o The Trade Center subscribes to international commerce data bases to assist companies in locating leads and trade opportunities and track import and export trade flows.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE MILITARY AUTHORITY

MG JOHN W. LIBBY, ADJ GEN/COMMISSIONER
HUGH T. CORBETT, EXECUTIVE DIRECTOR

Central Office: CAMP KEYES, AUGUSTA, ME 04333
Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 626-4509
Established: 2001 *Telephone:* (207) 626-4205
Reference: Policy Area: 06 *Umbrella:* 99 *Unit:* 620 *Citation:* T0037B *M.R.S.A., Sect.:* 000000391

PURPOSE:
The Maine Military Authority was established in State law by the 2nd session of the 120th Legislature as a body corporate and politic and a public instrumentality of the State consisting of the Maine Readiness Sustainment Maintenance Center (MRSMC) and reporting to the Adjutant General. The Authority exists to operate the MRSMC and to maintain, rebuild, repair, and store equipment for the State, for the US Departments of the Army, Air Force, Navy and Treasury and foreign governments in conjunction with the Foreign Military Sales Program of the US Department of Defense.

ORGANIZATION:
The Authority was implemented on January 1, 2003.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MIXED MARTIAL ARTS AUTHORITY OF MAINE

BILL BOUFFARD, CHAIR
PAUL FENTON, TREASURER

Central Office: , ,
Mail Address: PO BOX 10525, PORTLAND, ME 04104 *FAX:*
Established: 2009 *Telephone:* (207) 712-4395
Reference: Policy Area: 07 *Umbrella:* 99 *Unit:* 650 *Citation:* T00008 *M.R.S.A., Sect.:* 00000521

PURPOSE:
The authority is established to regulate and promote mixed martial arts competitions, exhibitions and events in the State as set forth in Title 8 Chapter 20, sections 521 through 532. A mixed martial arts competition, exhibition or event may not be held in the State prior to the adoption of rules pursuant to this chapter.

ORGANIZATION:
The authority is made up of a board of directors consisting of five members appointed by the Governor. The board elects a chair a secretary and a treasurer from among its members.

PROGRAM:
The MMAAM has spent 2011 promoting and regulating three Mixed Martial Arts events. The duties of the board consist of registering the event and working with the promoters on approving the fight card. We also register all fighters and verify that all proper medical clearance has been received, blood work done and an eye exam performed. We monitor weigh-ins to make sure fighters make weight and on fight day we instruct inspectors who oversee the taping of hands, pre fight medicals, counting of tickets, escorting fighters to post fight exams, and general enforcement of Maine rules regarding MMA. We have bi-weekly board meetings where we discuss upcoming events, issues and any changes that need to be made to processes or rules. Five percent of ticket sales from these events comes back to the Authority along with fees from licensing fighters, events, managers, seconds, trainers and anyone else associated with the fight. These revenues have netted the Authority roughly $10,000. Much of this money will be used for start-up costs and rule making for the Authority.

LICENSES:
The authority shall review and grant licenses to all fighters, promoters, referees, timekeepers and judges who are involved with any mixed martial arts competition, exhibition or event in the State of Maine pursuant to the rules established by the Authority.

PUBLICATIONS:
There were no general publications this fiscal year. MMAAM will produce an Annual Report; Codified Rules; Bylaws and a Business Plan.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

PINE TREE LEGAL ASSISTANCE
NAN HEALD, EXECUTIVE DIRECTOR

Central Office: 88 FEDERAL STREET, PORTLAND, ME
Mail Address: PO BOX 547, PORTLAND, ME 04112 *FAX:*
Established: 1983 *Telephone:* (207) 774-4753
Reference: Policy Area: 06 *Umbrella:* 99 *Unit:* 479 *Citation:* P1983 *M.R.S.A., Sect.:* 000000477B

PURPOSE:
Founded in 1967, Pine Tree Legal Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide free legal assistance to low income persons with civil legal problems.

ORGANIZATION:
PTLA is governed by a 28 member Board of Directors composed of licensed Maine attorneys, eligible clients appointed by low income organizations, and one 'at large' member. The Administrative Office is in Portland (774-4753). Local service offices are in Augusta (622-4731), Bangor (942-8241), Portland (774-8211), Presque Isle (764-4349), Lewiston (784-1558) and Machias (255-8656). Pine Tree operates 3 special statewide units that address the legal needs of migrant farmworkers (1-800-879-7463), Native Americans (1-800-879-7463) and low income children (1-866-624-7787). PTLA is co-sponsor of the Volunteer Lawyers Project (VLP) with the Maine Bar Foundation. The VLP has a toll free number, 1-800-442-4293.

PROGRAM:
Pine Tree Legal Assistance, Inc. receives its funding from a number of governmental and private sources. The program's primary funding source is the Legal Services Corporation, which distributes federal funds to legal services programs nationwide. Additional funding comes from other federal funds, State of Maine, United Way, the Maine Bar Foundation's IOLTA Program, and private sources. Pine Tree provides free legal assistance to low income Maine residents with household incomes at or below 125% of the federal poverty guidelines.

PTLA provides direct legal services to eligible clients throughout the state. In 2010, its area offices and special units (including Volunteer Lawyers Project) closed 10,664 legal matters for eligible clients. Through the basic field offices, Farmworker Unit, Native American Unit, and other programs, 8,366 eligible clients received legal assessment or simple advice, printed informational materials, referral to another source of help or brief service. In addition, substantial legal representation was provided in 2,298 cases, including representation before the Maine District Court, the Maine Superior Court, the Maine Supreme Judicial Court and before local and state administrative agencies.

Because staffing shortages prevent PTLA & VLP from representing all eligible clients with legal needs, the programs accept cases based on a case acceptance priority plan. Of all cases closed by PTLA's local service offices in 2010, 54% were in the housing area; 8% were in the government benefits area; 16% were in the family law area; 7% were in the consumer law area; and the remaining 15% in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas. The case priorities for the Volunteer Lawyers Project complement those of PTLA. Of all cases closed by the VLP in 2010, 71% were in the family law area; 17% were in the consumer law area; 5% were in the housing area and the remaining 14% were in the areas of education, government benefits, individual rights, employment and other legal problems.

PUBLICATIONS:
Pine Tree maintains client education materials, which are available at no charge to income eligible callers in several substantive areas of the law including consumer, family, housing, education, employment, government benefits and health care. The general public may access this information by downloading it from Pine Tree's web page at www.ptla.org, as well as www.helpmelaw.org, www.kidslegal.org and www.vlp.org. The most popular brochures cover housing and family law issues.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

PINE TREE LEGAL ASSISTANCE EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	248,602	248,602				
TOTAL EXPENDITURES	248,602	248,602				

MAINE POTATO BOARD

DONALD E. FLANNERY, EXECUTIVE DIRECTOR
JEANNIE M. TAPLEY, OFFICE MANAGER

Central Office: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769
Mail Address: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769 *FAX:* (207) 764-4148
Established: 1986 *Telephone:* (207) 769-5061
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 330 *Citation:* T0036 *M.R.S.A., Sect.:* 000004603

PURPOSE:
The Maine Potato Board was established as a public instrumentality of the state to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the Board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

ORGANIZATION:
The Board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The Board selects a president, vice-president, treasurer and secretary from its members, and appoints an Executive Director and Director of Development/Grower Relations to administer programs and policies established by the Board.

PROGRAM:
Potato tax revenue for the twelve-month period ending June 30, 2011 was $669,549. Maine growers harvested 55,200 acres, producing 15.456 million hundredweight of potatoes. The planted acreage was composed of 68% processing varieties, 13% table stock varieties and 19% seed varieties. Approximately 10,848 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 2010-2011 were used as follows: 26% for Administration (Board), 18% Advertising/Marketing, 37% Research, 19% Other. The Board was represented with exhibits at trade shows.

The Maine Potato Board financed research through the Maine Agricultural Experiment Station and the Cooperative Extension. Other projects including educational, also benefited from the Maine Potato Board grants.

PUBLICATIONS:
Maine Potato Recipe booklets (printed--free)
Maine Potato News (free)

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE POTATO BOARD EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	697,268		697,268			
TOTAL EXPENDITURES	697,268		697,268			

SEED POTATO BOARD

DONALD E. FLANNERY, EXECUTIVE DIRECTOR
JEANNIE M. TAPLEY, OFFICE MANAGER

Central Office: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769
Mail Address: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769 *FAX:* (207) 764-4148
Established: 2009 *Telephone:* (207) 469-5061
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 657 *Citation:* T0007 *M.R.S.A., Sect.:* 00002151

PURPOSE:
The Seed Potato Board, established by Title 5, section 12004-H, subsection 5, is overseen by and is the responsibility of the Maine Potato Board, a public instrumentality of the State established in Title 36, section 4603. The Maine Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce, or cause to be produced, through contract or otherwise, sufficient acreages of foundation seed potatoes of various varieties for distribution and sale to Maine potato growers; to work with and through the Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from the sale of seed potatoes are credited to the operating account of the Board.

ORGANIZATION:
The Maine Seed Potato Board was organized in April 1945. It initially consisted of six members appointed by the Governor from specified areas for terms of three years, and the Commissioner of Agriculture served as chairman. A number of changes in the Board's structure have occurred since then, and the last one occurred in 2009 when the Legislature voted to transfer oversight of the Board from the Department to the Maine Potato Board. The Commissioner now serves as a member and appoints two members to include a representative of the potato industry in a county other than Aroostook County and a person producing potatoes in Aroostook County primarily for processing. The Maine Potato Board appoints six members representing the potato industry in Aroostook County and to include one grower producing primarily for tablestock potatoes and another grower producing potatoes primarily for processing. The Board is authorized to elect a secretary, who need not be a member of the Board.

PROGRAM:
The Board carries out its mission through the operation of a foundation seed potato production facility known as the Porter Farm in Masardis, Maine. Over 200 different varieties are maintained in a tissue culture bank and nearly sixty varieties of seed potatoes are produced in the fields each year. The facility is equipped with tissue culture production, disease testing laboratories, seed storages with climate control systems, greenhouses and an irrigation system to support the production of nuclear and foundation seed. In 2009, the Board began producing minitubers in a state of the art greenhouse using hydroponics that allowed them to produce high quality minitubers at very competitive prices. It also enabled them to increase the volume of seed at a much faster rate to meet growing demands for new varieties.

The Maine Department of Agriculture, Food and Rural Resources transferred the assets and its oversight of the Seed Potato Board to the Maine Potato Board effective January 1, 2010 pursuant to Public Law 2009, Chapter 379. Since then, the department has not had any involvement in the operation of the Board and participating in its meetings.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE PUBLIC BROADCASTING CORPORATION

JIM DOWE , PRESIDENT & CEO

Central Office: 1450 LISBON STREET, LEWISTON, ME 04240
Mail Address: 1450 LISBON STREET, LEWISTON, ME 04240 *FAX:*
Established: 1992 *Telephone:* (207) 783-9101
Reference: Policy Area: 03 *Umbrella:* 99 *Unit:* 561 *Citation:* P1991 *M.R.S.A., Sect.:* 000000848

PURPOSE:
Every day, the Maine Public Broadcasting Network connects the people of Maine to each other and to the world through the open exchange of information, ideas, and cultural content. As Maine's premier independent media resource, we create exceptional opportunities for the communities we serve to engage with critical issues, compelling stories and quality entertainment.

ORGANIZATION:
The Maine Public Broadcasting Network (MPBN) has administrative offices and production facilities for television and radio in Lewiston, Bangor, Augusta and Portland. The station's transmitters and translators, located throughout the state, deliver programs to nearly all of Maine's citizens. The organization employs 101 full- and part-time staff members.

MPBN is governed by a volunteer Board of Trustees consisting of representatives from its founding organizations (The University of Maine System, Colby College, Bates College and Bowdoin College), appointees from the Governor, and public members elected to the board. The Board of Trustees meets four times a year and its meetings are open to the public.

MPBN has a volunteer Community Advisory Board (CAB) with membership reflecting the diversity of the state and MPBN's viewing and listening audiences. The purpose of the CAB is to advise the Board of Trustees and MPBN staff as to whether the programming and other policies of MPBN meet the needs of the communities that the station serves. The CAB meets twice a year and its meetings are also open to the public.

The majority of MPBN's annual funding is attained through the support of 49,063 television and/or radio members, as well as foundations and corporations. Additional funding is received from the State of Maine and from federal funds administered through the Corporation for Public Broadcasting.

PROGRAM:
MPBN is the only statewide educational television service available to Maine residents free-of-charge. The organization has an exceptional commitment to producing local programs about topics that specifically address issues affecting Maine people. MPBN's local television productions include: the weekly public affairs series Maine Watch with Jennifer Rooks; the periodic feature segment Conversations with Maine; coverage of the Maine Principals' Association Invitational High School Basketball Tournament, with the video of every game "streamed" live over the Internet; and the annual broadcast of the Governor's State of the State Address, which was also streamed live. In addition, MPBN provided live coverage of the Governor's and U.S. Congressional debates - both primary and general election.

The station's radio service carries international, national and local programming. MPBN's award-winning weekday program Maine Things Considered explores topics and issues with depth and substance. For the seventh consecutive year, The Maine Associated Press Broadcasters' Association has named MPBN "Station of the Year." MPBN produces a great deal of original programming, including: its own regular classical, folk and jazz music programs for radio; broadcasts of orchestra and chamber concerts on the program Maine Stage; a weekly series called Speaking in Maine featuring speeches given in Maine by acclaimed speakers on the national lecture circuit; and regular live performances from its Bangor and Portland studios of jazz and classical musicians with ties to Maine.

MPBN's Web-based services at www.mpbn.net draw visitors from around the world. MPBN has begun gathering and archiving web-exclusive content not broadcast on either its radio or television stations, such as concert audio and recorded

speeches as well as an increasingly wide array of web-only services as adjuncts to its radio, television and educational programming. These include lesson plans for educators, increasing use of photos that give additional visual context to radio news stories, live streaming of news and music, and individual television and radio program site sections with links to external educational and continuing education resources in Maine and beyond.

PUBLICATIONS:
For the fourth year, MPBN combined its separate monthly radio and television program guides mailed to members into a single publication called "Experience." The expanded magazine format of this new publication allows MPBN to communicate more information to its members than ever before.

Public Outreach

MPBN conducts a total of four open "town meetings" annually which are promoted through all of MPBN's services (radio, television, web and magazine) as well as with paid ads in other media, in communities all across Maine. The purpose of these meetings, at which attendance for some topped two dozen, was to solicit public feedback on the direction of public broadcasting in Maine to help ensure that MPBN remains relevant in the lives and responsive to the needs of the people of Maine. This information, and similar feedback in the form of over 1,300 online survey responses, was used to formulate MPBN's 5-year Strategic Plan.

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC BROADCASTING CORPORATION **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	1,902,198	1,902,198				
TOTAL EXPENDITURES	1,902,198	1,902,198				

GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION
JOAN F. COHEN, CHAIRPERSON

Central Office: 10 FREE ST, PORTLAND, ME 04101
Mail Address: P.O. BOX 4510, PORTLAND, ME 04112 *FAX:*
Established: 1945 *Telephone:* (207) 775-7271
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 367 *Citation:* S1945 *M.R.S.A., Sect.:* 000000123

PURPOSE:
The Greater Portland Public Development Commission has the power, within the confines of Portland, South Portland, Westbrook, Falmouth, Cape Elizabeth and Scarborough, to administer loans and grants to businesses and nonprofits for purposes of stimulating economic growth and revitalization efforts and fostering coordination between economic development entities within the confines of Portland, South Portland, Westbrook, Falmouth, Cape Elizabeth and Scarborough and to accept gifts thereof in trust, or otherwise.

ORGANIZATION:
The Commission was created by Special Act of the Legislature which provides for management by five Commissioners appointed by the Governor upon consultation with the City Councils of Portland and South Portland. The Commission's charter was recently amended pursuant to Public and Special Law 2009, chapter 23, Section 5.

PROGRAM:
Four (4) new Commissioners were appointed in the last fiscal year, joining one (1) continuing Commissioner. The Commissioners met regularly to consider how best to utilize the Commission's remaining assets to promote economic development in the region covered by its charter. The Commission made a $25,000 grant to the Greater Portland Economic Development Corporation ("GPEDC"), a nonprofit

organization with representatives from the public and private sectors of the same communities covered by the Commission's charter, committed to business development and retention in the region. The Commission also made a $10,000 grant to the Creative Portland Corporation, a nonprofit organization involved in economic community development related to the creative economy and arts district. The Commission later committed to an additional major grant totaling $375,000 to help fund the GPEDC over the next (3) years. The first installment of the grant was made in 2011 and the second and third installments will be made in 2012 and 2013, respectively, assuming the Commission determines the GPEDC continues to make substantial progress under its business plan.

The Commission also continues to monitor its remaining investments with Coastal Enterprises, Inc. and North Atlantic Venture Fund II.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE RURAL DEVELOPMENT AUTHORITY

GEORGE GERVAIS, CHAIRMAN
JOHN CLEVELAND, STAFF CONTACT

Central Office: 201 MAIN STREET, AUBURN, ME 04210-5832
Mail Address: 201 MAIN STREET, AUBURN, ME 04210-5832 *FAX:* (207) 782-3098
Established: 2002 *Telephone:* (207) 782-3353
Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 626 *Citation:* T0005 *M.R.S.A., Sect.:* 000013120A

PURPOSE:
The Maine Rural Development Authority (MRDA) was established to provide loans to communities, agencies, or businesses for the development of commercial facilities as a lender or investor in the acquisition, development, redevelopment and sale of commercial facilities or on a speculative basis in areas where economic and financial needs are not adequately supported by private investment.

MRDA's purpose is to also assist areas of the state hard hit by the loss of a substantial number of jobs or the loss of a large employer. The authority works with private investors, banks, and municipalities to help develop commercial buildings to attract businesses and employers and to redevelop existing properties for commercial or industrial use that would otherwise remain vacant.

ORGANIZATION:
MRDA is a public instrumentality of the State. A Trustee Board, consisting of seven members governs the authority. The Governor appoints five of the trustees; the CEO of the Finance Authority of Maine and the Commissioner of the Department of Economic and Community Development serve as ex-officio voting members. The commissioner is chair of the board. By-laws were adopted in the fall of 2002. MRDA contracts for staff and project support.

PROGRAM:
MRDA meets its purpose through two specific programs, the Speculative Industrial Building Program and the Commercial Facilities Development Program. Both programs are governed by statute and by rules adopted by the MRDA. In both programs, MRDA acts as a stimulus to private and public investment in these facilities to create more job opportunities in Maine, primarily in communities.

The Speculative Industrial Facilities Program (Chapter 99-626-01) provides loans to communities to develop commercial or industrial facilities on a speculative basis. This program was developed in 1973, and was housed in the State Development Office, and later the Department of Economic and Community Development before being transferred to the MRDA.

The Commercial Facilities Development Program (Chapter 99-626-02) allows the authority to serve as the principal, partner, lender or investor to initiate the redevelopment of existing facilities that are suitable for commercial or industrial use for subsequent sale or lease. This program requires at least a

25% match per project, which the MRDA can waive in cases of severe economic distress.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM

KRIS DOODY, CHAIR

Central Office: 323 STATE STREET, AUGUSTA, ME 04330
Mail Address: 323 STATE STREET, AUGUSTA, ME 04330 *FAX:*
Established: 1985 *Telephone:* (207) 629-4000
Reference: Policy Area: 02 *Umbrella:* 99 *Unit:* 480 *Citation:* T0020A *M.R.S.A., Sect.:* 000012702

PURPOSE:
The Board of Trustees of what is now the Maine Community College System was established in 1986 by Public Law, Chapter 695 to be the policy making authority of the system, to develop and adopt policies for the operation of the system establish the administrative council and approve programs and policies recommended by the system president and the administrative council; to prepare and adopt a biennial line-category, operating budget; and to develop and adopt personnel policies and procedures.

ORGANIZATION:
The Board of Trustees of the Maine Community College System consists of 15 members. Twelve are from the fields of business, industry, labor, education, and the general public, and one is a student from one of the community colleges. The Commissioner of Education and the Commissioner of Labor serve ex officio. P.L. 1985 Chapter 695, "An Act to Establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986, setting in motion the reorganization of the statewide network of vocational-technical institutes (up until then operated as subsidiaries of the Maine Department of Education, Bureau of Vocational Education, under the governance of the State Board of Education) into the Maine Vocational-Technical Institute System, an autonomous postsecondary educational institution governed by an independent Board of Trustees.

In 1989 the 114th Legislature enacted Public Law, Chapter 443, "An Act to Enhance the Status of Vocational-Technical Education in Maine," which officially changed the name of the Maine Vocational-Technical Institute System to the Maine Technical College System and clearly defined the system's role in postsecondary education.

In 2003, the 121st Maine Legislature changed the name of the Maine Technical College System to the Maine Community College System to reflect its broad mission of providing career and liberal arts transfer programs for Maine college students. The names of the seven colleges were all changed on July 1, 2003.

The Maine Community College System (MCCS) constitutes a "public instrumentality of the state" but not a "line" State agency included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy and the University of Maine System.

Maine law defines the basic mission of the Maine Community College System in the following terms: "To provide associate degree, diploma, and certificate programs directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of MCCS as follows: "to create an educated, skilled, and adaptable labor force which is responsive to the changing needs of the economy of the state, and promote local, regional, and statewide economic development."

The first institute was established after World War II to provide vocational and technical training to returning veterans. The seventh and most recent college,

York County Community College, was established by the 116th Legislature in 1994.

PROGRAM:
The MCCS offers nearly 300 certificate, diploma, and associate degree program options designed to prepare students for careers and/or transfer to four-year colleges and universities. Credentials are awarded in the following program areas: arts and sciences; allied health and nursing; automotive and mechanical technologies; business; computers, graphics, and multimedia; construction; education and early childhood; electrical and electronics technologies; engineering technology; heating, plumbing, air conditioning, and refrigeration; hospitality and tourism; marine resources; metals fabrication and manufacturing; public safety; and others.

The MCCS Office, set up by legislation to provide statewide coordination and leadership to the seven colleges, operates at 323 State Street, Augusta. The seven-college system consists of Central Maine Community College in Auburn, Eastern Maine Community College in Bangor, Kennebec Valley Community College in Fairfield, Northern Maine Community College in Presque Isle, Southern Maine Community College in South Portland, Washington County Community College in Calais, and York County Community College in Wells. Off-campus centers are located in East Millinocket, Ellsworth, South Paris, Augusta, Houlton, Dover-Foxcroft, South Portland, Madawaska, and Bath.

The Maine Community College System operates the Maine Quality Centers Program, an economic development program established by the Legislature in 1994 that provides new or expanding Maine firms with customized education and training, free of charge to participating firms and their trainees. The MCCS also operates the Early College for ME program, which provides scholarships and college-transition services for high school students who face barriers to college.

PUBLICATIONS:
Annual Report of the Maine Community College System -
Maine Community College System Viewbook - free
Maine Community College System Brochure - free
Course catalogs for each campus - free
Maine Community College System Newsletter (issued electronically) - free
Maine Community College System Fact Sheet - free
Maine Community College System Business and Industry Newsletter (issue electronically) - free

FINANCES, FISCAL YEAR 2011: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**GENERAL FUND**	**SPECIAL REVENUE FUNDS**	**HIGHWAY FUND**	**FEDERAL FUNDS**	**MISC FUNDS**
GRANTS, SUBSIDIES, PENSIONS	60,915,161	53,905,224	1,340,844		3,948,284	1,720,809
TOTAL EXPENDITURES	60,915,161	53,905,224	1,340,844		3,948,284	1,720,809

MAINE TURNPIKE AUTHORITY

DANIEL E. WATHEN, CHAIRMAN
S. PETER MILLS, EXECUTIVE DIRECTOR

Central Office: 2360 CONGRESS STREET, PORTLAND, ME 04102
Mail Address: 2360 CONGRESS STREET, PORTLAND, ME 04102 *FAX:*
Established: 1941 *Telephone:* (207) 871-7771
Reference: Policy Area: 08 *Umbrella:* 99 *Unit:* 420 *Citation:* T0023 *M.R.S.A., Sect.:* 000001965

PURPOSE:
The Maine Turnpike Authority is a quasi-state agency created by the Maine Legislature in 1941 to construct, manage and operate the 109-mile, toll highway from Kittery to Augusta.

ORGANIZATION:
The Authority consists of six members plus the commissioner of the Department of Transportation who is an ex-officio member. These six members are appointed by the Governor subject to confirmation by the Legislature. The Governor appoints a chairman from the group of six. The Authority is empowered to elect a secretary, a treasurer and an executive director.
The Maine Turnpike Authority is a body both corporate and politic, and is an independent agency created by the Legislature.

PROGRAM:
Throughout the year the Authority has enhanced, maintained and operated the Turnpike through its collection of tolls.

LICENSES:
The Maine Turnpike Authority issues permits that authorize loads and overlimit loads.

PUBLICATIONS:
"Rules Governing the use of the Maine Turnpike, Maine Turnpike Authority Annual Report"

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES
KELLEY KASH, CHIEF EXECUTIVE OFFICER

Central Office: 5 COMMUNITY DRIVE, STE. #3, AUGUSTA, ME 04330
Mail Address: 5 COMMUNITY DRIVE, STE. #3, AUGUSTA, ME 04330 *FAX:* (207) 623-3093
Established: 1977 *Telephone:* (207) 622-0075
Reference: Policy Area: 05 *Umbrella:* 99 *Unit:* 397 *Citation:* T0037B *M.R.S.A., Sect.:* 000000603

PURPOSE:
The Board of Trustees of the Maine Veterans' Homes was established to plan, build and manage homes for Veterans, their spouses, and widowers. There are currently six State Veterans Homes with a total of 640 beds.

ORGANIZATION:
The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of 11 members appointed by the Governor for overlapping terms of three years under limitations provided by statute. One member must be a female veteran. The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM:
Maine Veterans' Homes has three 150-bed nursing home facilities located in Augusta, Bangor, and Scarborough. Each of these homes include a 40-bed skilled nursing and rehabilitation unit, a 40-bed long term care unit, a 40-bed secured unit for Dementia and Alzheimer patients, and a 30-bed Residential Care Unit. Additionally, there is a 70-bed facility in Caribou and a 90-bed facility in South Paris. These homes focus on skilled care, long term care, and have Residential Care beds. The most recent addition to Maine Veterans' Homes is a 30-bed Residential Care facility in Machias. Seventy-five percent of all admissions are reserved for Veterans, but other candidates for admission include the spouse of the veteran, widow or widower of such veteran, and Gold Star Parents, in need of nursing home care and residential care.

FINANCES, FISCAL YEAR 2011: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.