

Quasi-Independent Agencies Responding to OPEGA Request for Information as of 3/9/11

Policy Area									
Quasi Independent Agency	Donations and Sponsorships			Travel and Meals			Prohibition of Employment of Outside Lobbyists		
	Formal	Informal	None	Formal	Informal	None	Formal	Informal	None
Baxter State Park Authority			X			X			X
	Additional Information: The only thing BSPA does is donate a couple of worn out trail signs to the local Rotary for their annual fundraising auction.			Additional Information: BSPA's In-State Travel and Mileage budget line for FY2011 totaled about \$5,000 and the meal line totaled \$5,600. (BSPA has a total annual budget of approximately \$3.4 million.) Meals are primarily for an annual employee dinner, and for hot dog/hamburger cookouts and lunches for staff training sessions, and for volunteers assisting the Park with work or advisory functions.			Additional Information: Per the Director, the Park does not and will never employ or pay for a lobbyist.		
Maine State Housing Authority	Formal	Informal	None	Formal	Informal	None	Formal	Informal	None
		X		X					X
	Additional Information: Sponsorships are part of MSHA's operations budget which is approved by its Board of Commissioners. Each sponsorship is approved by the agency Director or a Deputy Director. MSHA sponsorships are generally tied to events or publications that: 1) support MSHA's mission of safe, affordable, energy efficient housing (for example Maine Bankers Association, Maine Indoor Air Quality Council, Maine Affordable Housing Coalition, Maine Association of Realtors) and 2) increase MSHA's outreach to minorities and underserved groups as required by most of our federal programs (for example Greater Portland Festival of Nations, Maine Inside Out). MSHA approaches sponsorships as marketing opportunities to inform people about its products and how MSHA can help address their housing problems. They are primarily advertisements or conference exhibits.			Additional Information: MSHA has a policy governing business travel. All out-of-state travel must be approved by the Director or a Deputy. The policy outlines eligible expenses, specifics about mileage reimbursement, lodging, specifics about meal reimbursement, including maximum reimbursement to cover each meal, in-state and out-of-state.			Additional Information: Generally, MSHA has not needed to do this. MSHA did hire a contract lobbyist for a specific bill a few years ago where they thought he had some expertise on the issue, but that is the only time that could be thought of in the last fifteen years.		
Maine Maritime Academy	Formal	Informal	None	Formal	Informal	None	Formal	Informal	None
			X	X					X
	Additional Information: Aside from student scholarships, no donations or sponsorships are made.			Additional Information: MMA has had a policy in place for several years that mirrors the State's; additionally, a quarterly report of out of state travel expenses is provided by MMA to OFPR.			Additional Information: MMA has two internal registered lobbyists, but has never hired outside lobbyists. MMA		
Maine Port Authority	Formal	Informal	None	Formal	Informal	None	Formal	Informal	None
	X			X					X
	Additional Information: With respect to sponsorships and donations, MPA sponsors activities only if they are directly related to its mission (e.g. the Maine International Trade Center's Maine International Trade Day – meeting shippers; and the Governor's Conference on Tourism – cruise ship marketing). Additionally, the Authority's Ethical Conduct policy prohibits use of the Authority's funds to make political contributions to any party or candidate or to support issues not related to the Authority's mission.			Additional Information: The authority has a policy in place. It specifically notes that any expenditures over \$10 will require a receipt for reimbursement and also that the Executive Director will be held accountable to the Board of Directors for all travel and expenses.			Additional Information: Maine Port Authority does not use the services of outside lobbyists.		
Maine Public Employees Retirement System	Formal	Informal	None	Formal	Informal	None	Formal	Informal	None
		X		X					X
	Additional Information: MainePERS does not give out donations or sponsorships from agency funds. MainePERS employees conduct fundraising activities among themselves and give out donations to local charities in the name of MainePERS employees.			Additional Information: educational seminars. In addition, MainePERS employees travel throughout the state to conduct employer or employee information sessions. Transportation, lodging, and meals are reimbursed on a reasonable expenses basis with receipts. Estimated travel expenses for FY2011 are \$88k. This includes all fiscal year travel for Board of Trustees education, staff education and conferences, investment staff education and due diligence on potential or existing investments, and participation in public pension plan association meetings and education.			Additional Information: MainePERS does not employ lobbyists. MainePERS is a member and pays dues to state administrative and investment associations of public retirement systems. In addition to providing a forum in which public plan systems such as MainePERS can share or obtain information about peer practices, these groups do monitor federal laws that might affect public pensions and provide information to federal legislators.		

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Maine State Library			X	X					X
	Additional Information: Pays dues to library-related organizations, but couldn't think of any donations made, nor a state policy that would allow such a practice.			Additional Information: Pays travel expenses for Maine Library Commission members to attend meetings. Staff is reimbursed for miles and meals and other travel following state policy and rules in this area.			Additional Information: The Maine State Library does not hire outside lobbyists. The contact for this organization had been told that that state agencies could not hire outside lobbyists, but did not know where to find this in writing. [OPEGA Note: The AG's office has been contacted for clarification.]		
Maine Governmental Facilities Authority and Maine Municipal Bond Bank	Formal	Informal	None	Formal	Informal	None	Formal	Informal	None
			X	X					X
	Additional Information: MMBB pays dues to the Maine Chamber and Maine Development Foundation. One sponsorship was recalled: a Maine meeting of the Government Finance Officers Association (the CFO sat on the board of this organization).			Additional Information: The policy specifically notes that all reimbursable meal expenses including tips must be reasonable, not include alcoholic beverages, and be supported by receipts.			Additional Information: No policy surrounding this exists, but it has never been done. According to the Executive Director, it had not occurred to them to even employ outside lobbyists.		
Finance Authority of Maine	Formal	Informal	None	Formal	Informal	None	Formal	Informal	None
		X		X					X
	Additional Information: FAME has no written policy for this but does evaluate each request carefully to ensure that they comport with FAME's mission and will be of value to the agency. FAME includes estimated sponsorships as part of our annual budget. All sponsorships must be related to either business or higher education. In FY 10, FAME's actual sponsorship expenditures totaled \$7,060.00. The break-down was as follows: 1.Create ME entrepreneurial conference: \$500.00 2.Maine Association of Community Banks conference: \$1,200.00 3.Maine Counselors Association conference: \$2,010.00 4.Maine School Counselors Association conference: \$1,350.00 5.WGME-13 Kid Correspondent program winning prize: \$500.00 6.Portland Sea Dogs educational scholarships: \$1,500.00 total (3 @ \$500.00)			Additional Information: FAME has a travel policy in place. This policy indicates that employees required to travel must receive prior approval from their Director. All out-of-state travel requires the approval of the CEO and completion of the Travel Request form. To receive reimbursement for travel expenses, an employee must complete a Travel and Expense Account Voucher. This report details the date of travel and the purpose of any expenses associated with the travel. All reimbursable expenses must adhere to FAME's policies and include receipts. Employees should arrange travel on economy or other discount fares. Government rates should be requested whenever available. Charges for first class transportation will not be allowed. Employees will be reimbursed for necessary expenditures for meals during business travel. Meal reimbursement is based on a schedule of daily totals presumed reasonable (published in the policy). Lodging reimbursements will be at the single occupancy room rate and requires receipts. Hotel charges for in-room movies, laundry, entertainment or alcoholic beverages are not reimbursable.			Additional Information: Regarding employment of outside lobbyists, FAME doesn't do this. FAME has one legislative liaison (Bill Norbert) on staff.		
University of Maine System	Formal	Informal	None	Formal	Informal	None	Formal	Informal	None
	X			X			X		
	Additional Information: The use of Educational & General funds (or E&G funds, which include State appropriation and student tuition) for donations is not allowable. The University System and its seven universities do sponsor events on occasion. Such sponsorships serve to publicize the System or its universities, are incidental in nature, and support educational and public service goals. University policy related to charging of expenses to sponsored programs specifically prohibits any charges for donations.			Additional Information: The University of Maine System has a lengthy travel and expense procedures policy that indicates travelers are expected to minimize travel related expenses by making selections that result in the least expense to the University, providing this does not result in ineffective use of the individual's time or excessive inconvenience. Individuals must have the approval of their supervisor or other appropriate approving authority (e.g., project director on a grant) for all travel. For out-of-state trips, this approval must be written. Employees may, prior to the start of travel, request to be reimbursed for expenses incurred on a per diem basis for meals and/or lodging. All meal expenses should be reasonable. To ensure amounts are kept at a reasonable level, the University will reimburse travelers up to a limit of \$48 per day per person effective 1/01/06. The University, as a rule, does not reimburse travelers for alcohol. Any exceptions must be approved by the applicable university's chief financial officer or designee, and must be funded appropriately from non E&G (educational and general)			Additional Information: The University System has its own legal counsel and government relations assistant. University Counsel often utilizes external counsel for legal and regulatory expertise and assistance. Some of our universities have also employed external consultants to assist them in identifying and securing federal funding sources to support university priorities. However, the University System does not employ any external consultants for lobbying activities at the State Legislature. University policy related to charging of expenses to sponsored programs specifically prohibits lobbying costs consistent with Federal Cost Principles		

