

MAINE STATE GOVERNMENT ANNUAL REPORT 2014-2015



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

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Paul R. LePage
Governor of Maine

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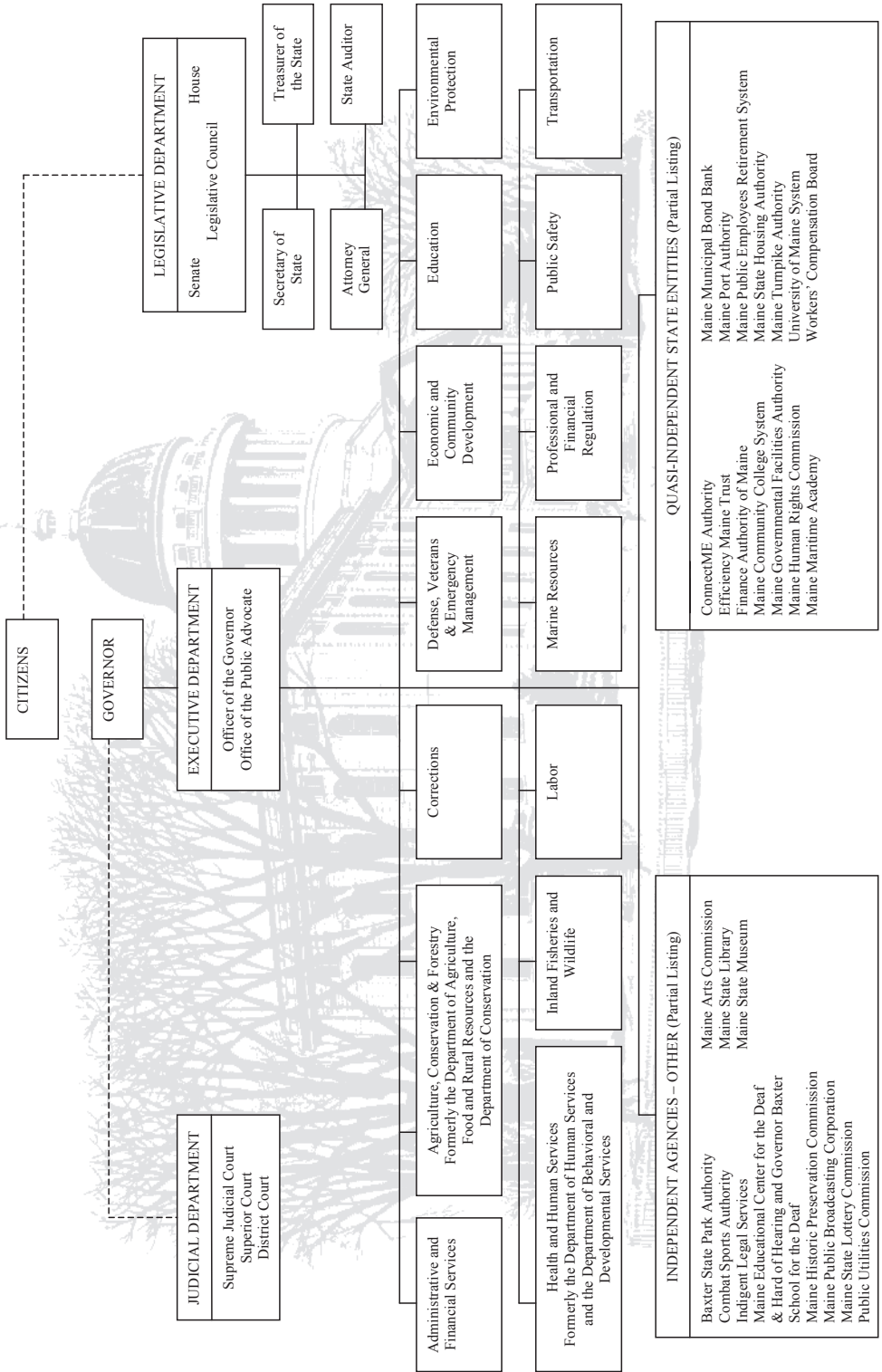
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of State Government and is not intended as legal authority either for judicial notice or legal citation.

ORGANIZATIONAL CHART OF MAINE STATE GOVERNMENT



FOREWORD

The *Maine State Government Annual Report* is compiled by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, chapter 3, sections 43 - 46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biennial reports independently published by state departments and agencies, and it establishes accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

The *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basic elements of construction as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance.

IDENTIFICATION SUMMARY. This section “headlines” the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

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

Reference:

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

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

Umbrella. In order to make the list of organizational units manageable, they have been classified based on the relationship between them. This was done by two criteria:

- a) Each State *Department*, the *Public Utilities Commission*, *Maine Maritime Academy*, and the *Board of Trustees of the University of Maine System* was

assigned a different *2-digit* number and each unit which was, by law, determined to be a part of these was assigned to *that 2-digit* "umbrella" number. Thus all units carrying an "01" *in front of their 3-digit unit number* are part of the Department of Agriculture, Food and Rural Resources, for example.

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

- 01 Department of Agriculture, Conservation & Forestry (formerly the Department of Agriculture, Food and Rural Resources)
- 02 Department of Professional and Financial Regulation
- 03 Department of Corrections
- 04 Department of Agriculture, Conservation & Forestry (formerly the Department of Conservation)
- 05 Department of Education
- 06 Department of Environmental Protection
- 07 Executive Department
- 09 Department of Inland Fisheries and Wildlife
- 10 Department of Human Services
- 12 Department of Labor
- 13 Department of Marine Resources
- 14 Department of Behavioral and Developmental Services
- 15 Department of Defense, and Emergency Services
- 16 Department of Public Safety
- 17 Department of Transportation
- 18 Department of Administrative and Financial Services
- 19 Community Development
- 26 Department of the Attorney General
- 27 Office of the State Auditor
- 28 Office of Treasurer of State
- 29 Department of the Secretary of State
- 30 Legislative Department
- 31 Law and Legislative Reference Library
- 32 Reserve Fund for State House Preservation and Maintenance
- 33 Office of Program Evaluation and Government Accountability
- 40 Judicial Department
- 65 Public Utilities Commission
- 75 Maine Maritime Academy
- 78 Board of Trustees of the University of Maine System

b) The many independent units - *not* part of the umbrellas listed above - were assigned to *one of five 2-digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella "90" identifies those that "Regulate", "92" those that "Advise", etc. Each of these umbrellas has been assigned a name and a 2-digit number as follows:

- 90 Independent Agencies - Regulatory
- 92 Independent Agencies - Advisory
- 94 and 95 Independent Agencies - Other
- 98 Independent Agencies - Interstate Compact
- 99 Independent Agencies - Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *3-digit number*. Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor - or, in a few cases, by other acceptable authority - has been assigned its parent's *3-digit number* followed by a *letter*.

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count - All Positions and Legislative Count. The *Average Count - All Positions* represents the full-time equivalent of all positions authorized by the Legislature for the time frame covered by this report. The *Legislative Count*, where applicable, represents the count associated with only positions that have been authorized for 52 weeks per year.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively - created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of the agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION: It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. The organizational background is based upon that contained in the *Maine Revised Statutes Annotated*, as amended, and the *Public Laws of the State of Maine*.

PROGRAM: Although the identification, administration and organization of state agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS: This section provides an opportunity for an agency to make known additional information concerning its programs and products by listing its available publications.

FINANCES, FISCAL YEAR: Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

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

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

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit. Since BFMS deals with "rounded" whole-dollars, some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

This Maine State Government Annual Report is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and the intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgment of those who will use it.

THE EDITOR

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DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

RICHARD ROSEN, 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: 1383.192

Legislative Count: 1382.50

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

MAINE BOARD OF TAX APPEALS

BUREAU OF REVENUE SERVICES

DIVISION OF RISK MANAGEMENT

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	62,694,196	20,598,105		723,628		41,372,463
HEALTH BENEFITS	21,670,445	7,497,854		337,695		13,834,896
RETIREMENTS	11,997,152	3,999,836		133,280		7,864,036
OTHER FRINGE BENEFITS	1,219,650	402,643		14,732		802,275
COMPUTER SERVICES	16,217,932	14,149,852	936,550	25,705		1,105,825
CONTRACTUAL SERVICES	119,421,231	12,030,714	9,003,406	914,260		97,472,851
RENTS	4,955,364	1,364,983	203,382	26,657		3,360,342
COMMODITIES	4,464,592	2,455,655	1,282,796	359,379		366,762
GRANTS, SUBSIDIES, PENSIONS	60,668,209	33,254,078	17,188,588		420,503	9,805,040
PURCHASE OF LAND	81,925		81,925			
BUILDING IMPROVEMENTS	1,018,785	78,699	940,086			
EQUIPMENT	2,346,970	496,661	1,850,309			
INTEREST-DEBT RETIREMENT	4,467,390	3,624,436	670,000			172,954
TRANSFER TO OTHER FUNDS	532,520,871	7,044,646	360,845	121,700		524,993,680
COST OF GOODS SOLD	21,090,090	13,030,333				8,059,757
TOTAL EXPENDITURES	864,834,802	120,028,495	32,517,887	2,657,036	420,503	709,210,881

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	366,747	366,747				
HEALTH BENEFITS	86,021	86,021				
RETIREMENTS	68,218	68,218				
OTHER FRINGE BENEFITS	9,728	9,728				
COMPUTER SERVICES	17,854	17,854				
CONTRACTUAL SERVICES	564,098	515,677	48,421			
RENTS	1,397	1,397				
COMMODITIES	5,266	5,266				
GRANTS, SUBSIDIES, PENSIONS	107,532	107,532				
TRANSFER TO OTHER FUNDS	6,874	6,874				
COST OF GOODS SOLD	219	219				
TOTAL EXPENDITURES	1,233,954	1,185,533	48,421			

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

Central Office: 4TH FLOOR CROSS OFFICE BLDG, AUGUSTA, ME 04333
 Mail Address: 14 STATE HOUSE STATION, AUGUSTA, ME 04333-0014 FAX: (207) 626-8422
 Established: 1931 Telephone: (207) 626-8420
 Reference: Policy Area: 00 Umbrella: 18 Unit: 119 Citation: T0005 M.R.S.A., Sect.: 000001541
 Average Counts-All Positions: 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 Office is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Administrative and Financial Services, subject to the approval of the Governor.

PROGRAM:

The Office is responsible for maintaining and reporting all state financial

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 Office staff. The Office's Financial Reporting Unit prepares and publishes the state's Comprehensive Annual Financial Report (CAFR), based on Generally Accepted Accounting Principles (GAAP). The CAFR for fiscal year 2014 received the Certificate of Excellence in Financial Reporting for the eighth straight year.

Several state-wide systems are managed within the Office. The Advantage System includes fund accounting, budget and appropriation control, general ledger and financial reporting, accounts payable, accounts receivable, cost accounting, fixed assets management, procurement management and vendor management. A data warehouse for all production systems is provided for statewide budget, accounting, human resources and payroll data. 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 Office 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 Office's Payroll Unit audits agency payroll input and initiates statewide payroll weekly. Other system functionality key to the work of the Payroll Unit includes tax withholding data and W-2 production. In addition, the Maine State Time and Attendance System is used by more than 9,700 employees to record and track work and leave hours.

PUBLICATIONS:

The Comprehensive Annual Financial Report for the State of Maine is available at maine.gov/osc.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE STATE CONTROLLER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,421,641	1,421,641				
HEALTH BENEFITS	451,778	451,778				
RETIREMENTS	315,820	315,820				
OTHER FRINGE BENEFITS	29,450	29,450				
COMPUTER SERVICES	48,665	48,665				
CONTRACTUAL SERVICES	81,980	81,980				
RENTS	153	153				
COMMODITIES	7,005	7,005				
TOTAL EXPENDITURES	2,356,492	2,356,492				

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

GREGORY R. MINEO, DIRECTOR

Central Office: 10 WATER STREET, HALLOWELL, ME 04347
 Mail Address: 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 FAX: (207) 287-6769
 Established: 1992 Telephone: (207) 287-3721
 Reference: Policy Area: 00 Umbrella: 18 Unit: 553 Citation: T0028A M.R.S.A., Sect.: 00000084
 Average Counts-All Positions: 37.00 Legislative Count: 37.00

PURPOSE:

The purpose of the Bureau of Alcoholic Beverages and Lottery Operations is to provide for the pricing, listing, and delisting of spirits; oversight of liquor licensing and information; and, the creation, distribution, and sales of Maine State Lottery and Tri-State Lotto Commission Lottery games. The Bureau is authorized, through its Director, as the Chief Administrative Officer of the State Liquor and Lottery Commission, to have general charge of the office and

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

records, employ personnel and make expenditures as necessary; and to conduct, with the guidance of the Commission, the administration of laws relating to the sale of spirits at agency liquor stores. The Bureau is responsible for the distribution and the sale of lottery products through licensed Lottery agents. The Bureau is responsible for the oversight of liquor licensing and enforcement.

ORGANIZATION:

The State's regulation of liquor originated in 1862 with the establishment of a Commission to Regulate Sale of Intoxicating Liquors and to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1987 the Commission was increased to five members. A State Lottery was approved by public referendum in November 1973 for the purpose of generating additional revenues for the State's General Fund. The first State Lottery Commission was appointed in January 1974. In 1992, the Maine State Lottery and the Bureau of Alcoholic Beverages were combined to become The Bureau of Alcoholic Beverages and Lottery Operations. The Bureau is managed by the Bureau's Director with the guidance of the State Liquor and Lottery Commission and oversight by the Commissioner of Administrative and Financial Services.

PROGRAM:

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

LICENSES:

Liquor Licensing under Title 28-A
 Lottery Retail Agents Licensing under Title 8, Chapters 14-A and 16

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS	TOTAL FOR ALL	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,521,636	470,541				1,051,095
HEALTH BENEFITS	554,161	181,698				372,463
RETIREMENTS	266,957	86,436				180,521
OTHER FRINGE BENEFITS	32,200	7,931				24,269
COMPUTER SERVICES	106,406	38,864				67,542
CONTRACTUAL SERVICES	3,749,062	61,032				3,688,030
RENTS	673,942	55,863				618,079
COMMODITIES	50,325	7,736				42,589
TRANSFER TO OTHER FUNDS	306,373,394					306,373,394
TOTAL EXPENDITURES	313,328,083	910,101				312,417,982

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

BUREAU OF THE BUDGET

MELISSA L. GOTT, STATE BUDGET OFFICER
LISA WILSON, DEPUTY ST 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 and Financial Services.

PROGRAM:

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

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

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

PUBLICATIONS:

Maine State Government Annual Report, available from the Office of Information Technology, Central Printing Division, 91 State House Station, Augusta ME 04333-0009 telephone (207) 287-6376

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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	691,423	666,367		25,056		
HEALTH BENEFITS	181,937	172,206		9,731		
RETIREMENTS	160,658	154,787		5,871		
OTHER FRINGE BENEFITS	12,096	11,599		497		
COMPUTER SERVICES	18,195	16,508		1,687		
CONTRACTUAL SERVICES	37,353	33,148		4,205		
COMMODITIES	5,499	4,946		553		
TOTAL EXPENDITURES	1,107,161	1,059,561		47,600		

**CAPITOL PLANNING COMMISSION
ED DAHL, SECRETARIAT**

Central Office: 4TH FLOOR, CROSS OFFICE BLDG, AUGUSTA, ME 04333
Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX:* (207) 287-4039
Established: 1967 *Telephone:* (207) 624-7314
Reference: Policy Area: 00 Umbrella: 18 Unit: 134 Citation: T0005 M.R.S.A., Sect.: 000000298

PURPOSE:

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

ORGANIZATION:

The Commission consists of 9 members as follows: the Commissioner of Agriculture, Conservation and Forestry, or the commissioner's designee; a member of the Augusta City Council appointed by the Mayor of Augusta, for a term of one year; and seven members appointed by the Governor. The Governor's appointees include: one resident of the Capitol Planning District and 2 residents of the City of Augusta, for terms of 5 years; and 4 citizens of the State who may not be residents of Augusta, for terms of 5 years. The Commission elects a chairman from its membership and, while the Bureau of General Services serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The Bureau of General Services also provides staff support. The Commission must meet at least once every four months.

PROGRAM:

The Capitol Planning Commission met 4 times during fiscal year 2014-15. The Commission discussed the following:

- Campbell Barn
- Farmhouse
- Marquardt Building
- Greenlaw Building
- Deering Building
- Mechanical Building
- Potting Shed
- Maine Pavilion (West Springfield, Mass.)
- CETA Building
- Gannett House
- East Campus Mechanical Building
- Blaine House Repair Projects
- Stone Building
- Electric Vehicle Charging Stations
- Sale of Department of Transportation Maintenance Building
- Capitol Planning District Boundaries

LICENSES:

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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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

Central Office: 15 COLUMBIA STREET, AUGUSTA, ME 04333

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

Established: 1991

Telephone: (207) 287-6522

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

Average Counts-All Positions: 17.000

Legislative Count: 17.00

PURPOSE:

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

ORGANIZATION:

The Division operates within the Bureau of General Services.

PROGRAM:

The lease line provides over 2,000 passenger and light truck vehicles to using agencies across State Government. Maintenance and repair is accomplished through a centralized Central Fleet Management service garage, other State maintenance facilities, contracted service providers and private maintenance facilities.

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

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTRAL FLEET MANAGEMENT DIVISION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	581,378					581,378
HEALTH BENEFITS	245,833					245,833
RETIREMENTS	113,681					113,681
OTHER FRINGE BENEFITS	13,159					13,159
COMPUTER SERVICES	19,237					19,237
CONTRACTUAL SERVICES	6,943,256					6,943,256
RENTS	3,609					3,609
COMMODITIES	61,629					61,629
INTEREST-DEBT RETIREMENT	136,900					136,900
TRANSFER TO OTHER FUNDS	120,500					120,500
TOTAL EXPENDITURES	8,239,182					8,239,182

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**STATE CLAIMS COMMISSION
RICHARD ESTABROOK, 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 its agents.

ORGANIZATION:

The State Claims Commission consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers certified as general real estate 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 and must be a member of that county's board of county commissioners. This member 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE CLAIMS COMMISSION	TOTAL					
	FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
EXPENDITURES	ALL FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	48,610			48,610		
HEALTH BENEFITS	14,739			14,739		
RETIREMENTS	7,660			7,660		
OTHER FRINGE BENEFITS	896			896		
COMPUTER SERVICES	2,014			2,014		
CONTRACTUAL SERVICES	9,251			9,251		
RENTS	21			21		
COMMODITIES	31			31		
TRANSFER TO OTHER FUNDS	5,896			5,896		
TOTAL EXPENDITURES	89,118			89,118		

**STATE EMPLOYEE HEALTH COMMISSION
CHRISTINE M. BRAWN, EXECUTIVE DIRECTOR**

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333
Mail Address: 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114 *FAX:*
Established: 1988 *Telephone:* (207) 624-7361
Reference: Policy Area: 00 Umbrella: 18 Unit: 350 Citation: T0005 M.R.S.A., Sect.: 000000285A
Average Counts-All Positions: 14.500 *Legislative Count:* 14.50

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

PURPOSE:

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

ORGANIZATION:

Membership of the Commission consists of 24 labor and management members as follows:

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 labor member from Maine Turnpike Authority employees appointed by the employee organization authorized to represent the employees; one labor member from Maine Public Employees Retirement System employees, appointed by the employee organization authorized to represent the employees; and one labor member from Maine Maritime Academy employees, appointed by the employee 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 Administrators; the Executive Director of Health Insurance, ex officio; one member representing retirees appointed by the Maine Association of Retirees; One labor member from the Maine Community College System faculty or administrative unit, appointed by the employee organization authorized to represent the units; one management member from the Maine Community College System appointed by the President of the Maine Community College System; one management member appointed by the Executive Director of the Maine Turnpike Authority; one management member appointed by the Executive Director of the Maine Public Employees Retirement System; and, one management member appointed by the President of the Maine Maritime Academy.

All appointed or elected members serve at the pleasure of their appointing or electing authorities.

PROGRAM:

The Commission entered into 3 contracts with Aetna to provide health insurance benefits to active and retired members of the State's group health plans. An Administrative Services contract effective July 1, 2012 and modified July 1, 2015 provides a point-of-service (POS) managed care plan for active employees and non-Medicare eligible retirees. A Medicare Advantage Private Fee-for-Service (PFFS) plan, insured by Aetna, provides coverage for Medicare eligible retirees. A stop-loss insurance policy, effective each July 1, protects the Plan against claims in excess of \$500,000. Group health plans provide health care benefits for approximately 38,000. The Commission renewed the dental insurance contract with Northeast Dental through FY 2016. The Commission adopted the strategy of value-based purchasing to improve the quality of healthcare services provided to its members. In conjunction with this value-based purchasing strategy, the Commission is an active member of several state and national organizations including the Leapfrog Group, a national organization of healthcare purchasers committed to improving patient safety. The Commission is a founding member of the Maine Health Management Coalition (MHMC), a group of employers, providers, and health plans committed to improving the value of healthcare provided to Maine citizens. Through the MHMC, the Commission attempts to introduce a pay for performance strategy to encourage consumers to make informed, prudent decisions about healthcare; to provide incentives for plan members to seek care from high quality providers; and to reward providers who demonstrate superior performance. As part of this strategy, the Commission introduced a tiered hospital benefit effective July 1, 2006. All Maine hospitals are considered according to selected patient safety, satisfaction, and clinical quality measures and cost. Members are incentivized through more favorable deductible and co-insurance levels to seek care from preferred hospitals. The objective is to engage members in seeking efficient, high quality healthcare and to encourage providers to publicly disclose their performance. Effective July 1, 2007, the Commission introduced a tiered benefit for primary care physicians (PCPs). Primary care practices are ranked according to clinical office systems and the outcomes of treatment for

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

patients with selected chronic illnesses. Office visit co-pays are waived for members who receive care from preferred primary care practices. Effective October 1, 2009, statutory changes were introduced to the employer contribution for individual premiums. Effective July 1, 2010, the employer contributions to individual health premiums were reduced. The Commission was charged with implementing a health credit program that enables employees to restore a portion of the employer contribution for completing wellness initiatives identified by the Commission. In 2012, more than 9,000 employees were eligible for the health credit by completing a health risk assessment. In 2013, the health credit program was expanded to include participation of adult dependents of employee subscribers. In 2014, the program was expanded to include additional criteria for enrollment with a primary care practice. In 2015, criteria were advanced to encourage engagement of plan subscribers with their primary care provider. The Commission furthered its value-based purchasing strategy by executing Accountable Care contracts with health networks.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE EMPLOYEE HEALTH COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	634,250	13,928				620,322
HEALTH BENEFITS	219,082	2,492				216,590
RETIREMENTS	139,426	2,567				136,859
OTHER FRINGE BENEFITS	12,709	310				12,399
COMPUTER SERVICES	32,106					32,106
CONTRACTUAL SERVICES	74,635,636	81				74,635,555
COMMODITIES	5,598					5,598
TRANSFER TO OTHER FUNDS	142,697,971	547,155				142,150,816
TOTAL EXPENDITURES	218,376,778	566,533				217,810,245

DIVISION OF FINANCIAL AND PERSONNEL SERVICES
KIMBERLY A. SMITH, ASSOCIATE COMMISSIONER
JOYCE ORESKOVICH, DIRECTOR, HUMAN RESOURCES

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) 624-7800
 Reference: Policy Area: 00 Umbrella: 18 Unit: 551 Citation: T0005 M.R.S.A., Sect.: 00000284
 Average Counts-All Positions: 267.346 Legislative Count: 267.00

PURPOSE:

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

ORGANIZATION:

The Division is divided into five service centers, each with a finance and human resource unit. Financial staff is under the direction of the Associate

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Commissioner, and the Human Resources staff is under the direction of the Director of the Bureau of Human Resources. The service centers are: General Government; Natural Resources; Security and Employment; Corrections; and, Health and Human Services.

PROGRAM:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF FINANCIAL AND PERSONNEL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	10,944,721					10,944,721
HEALTH BENEFITS	3,915,761					3,915,761
RETIREMENTS	2,213,460					2,213,460
OTHER FRINGE BENEFITS	207,402					207,402
COMPUTER SERVICES	606,661					606,661
CONTRACTUAL SERVICES	644,301	81,243	4,239			558,819
RENTS	130,457					130,457
COMMODITIES	80,409		37			80,372
GRANTS, SUBSIDIES, PENSIONS	420,503				420,503	
INTEREST-DEBT RETIREMENT	3,200,306	3,200,306				
TRANSFER TO OTHER FUNDS	249		211			38
COST OF GOODS SOLD	12,719,527	12,719,527				
TOTAL EXPENDITURES	35,083,757	16,001,287	4,276		420,503	18,657,691

BUREAU OF GENERAL SERVICES

ED DAHL, 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: 177.500 *Legislative Count:* 177.50

PURPOSE:

The Bureau of 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:

The Bureau of General Services consists of seven major divisions: Planning, Design & Construction; Property Management (including Operations and Maintenance and Custodial Services); Purchases (including Procurement and State Purchases

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Review Committee); Central Fleet Management; Central Services (including Postal Operations and Surplus Property); 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 40 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF GENERAL SERVICES	TOTAL		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	5,857,899	4,217,539		355,802		1,284,558
HEALTH BENEFITS	2,540,861	1,788,658		200,450		551,753
RETIREMENTS	1,109,500	797,385		64,937		247,178
OTHER FRINGE BENEFITS	127,117	92,894		7,810		26,413
COMPUTER SERVICES	240,308	181,094		1,297		57,917
CONTRACTUAL SERVICES	5,760,520	3,928,608	497,735	892,871		441,306
RENTS	1,107,578	108,017	202,493	26,636		770,432
COMMODITIES	3,878,931	2,232,541	1,253,263	358,796		34,331
PURCHASE OF LAND	81,925		81,925			
BUILDING IMPROVEMENTS	1,018,785	78,699	940,086			
EQUIPMENT	998,684	151,835	846,849			
INTEREST-DEBT RETIREMENT	1,094,136	424,129	670,000			7
TRANSFER TO OTHER FUNDS	51,644,789		104,706	102,320		51,437,763
COST OF GOODS SOLD	310,587	310,587				
TOTAL EXPENDITURES	75,771,620	14,311,986	4,597,057	2,010,919		54,851,658

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) 624-7368
 Reference: Policy Area: 00 Umbrella: 18 Unit: 389 Citation: T0005 M.R.S.A., Sect.: 000007033
 Average Counts-All Positions: 30.500 Legislative Count: 30.50

PURPOSE:

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

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establish a civil service system with sufficient flexibility to adopt new technologies, procedures and policies in order to respond quickly and effectively to the needs of state agencies and employees; and, 8) promote effective labor relations.

The Bureau of Human Resources is responsible for centralized administration of the State's Civil Service System, the State's employee health and benefit programs, the State's development and training programs, the State's equal employment opportunity programs, and the State's labor relations responsibilities. The mission of the Bureau is to adopt, amend, and enforce Civil 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. In 2012, the Bureau created a Programs Unit that provides leadership training, online training, organizational development protocols and other models for statewide organizational development.

PROGRAM:

The Merit Systems Division provides job classification audits for both employee and management initiated requests, assists agencies with reorganization efforts, and represents the Bureau at job classification arbitrations. Our recruitment services include on-line advertising, an automated application, and computer generated employment registers. Employment/Career Counseling services are

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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 guides and assists participating employees, family members and retirees with financial, family, substance abuse and other personal problems. The Division also administers wellness programs.

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

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

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

PUBLICATIONS:

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

- Civil Service Rules
- Personnel Action Forms
- Employee Handbook
- Employment Opportunities Listings (current)
- Human Resources Policy and Procedures Manual

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HUMAN RESOURCES	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	ALL	GENERAL				
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,027,956	1,100,755				927,201
HEALTH BENEFITS	673,109	319,366				353,743
RETIREMENTS	444,394	246,939				197,455
OTHER FRINGE BENEFITS	37,826	19,674				18,152
COMPUTER SERVICES	163,034	63,367				99,667
CONTRACTUAL SERVICES	5,543,135	210,313				5,332,822
RENTS	75,889	3,185				72,704
COMMODITIES	39,956	18,712				21,244
GRANTS, SUBSIDIES, PENSIONS	9,805,040					9,805,040
TRANSFER TO OTHER FUNDS	215,557					215,557
TOTAL EXPENDITURES	19,025,896	1,982,311				17,043,585

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OFFICE OF INFORMATION TECHNOLOGY
JIM SMITH, CHIEF INFORMATION OFFICER

Central Office: 51 COMMERCE DRIVE, AUGUSTA, ME 04333
 Mail Address: 145 STATE HOUSE STATION, AUGUSTA, ME 04333-0145 FAX: (207) 287-4563
 Established: 1992 Telephone: (207) 624-7840
 Reference: Policy Area: 00 Umbrella: 18 Unit: 127 Citation: T0005 M.R.S.A., Sect.: 000001981
 Average Counts-All Positions: 486.500 Legislative Count: 486.50

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

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

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INFORMATION TECHNOLOGY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	25,716,717					25,716,717
HEALTH BENEFITS	8,094,451					8,094,451
RETIREMENTS	4,724,009					4,724,009
OTHER FRINGE BENEFITS	495,358					495,358
COMPUTER SERVICES	9,558,832	9,495,979				62,853
CONTRACTUAL SERVICES	3,999,513	1,458,111				2,541,402
RENTS	1,764,803					1,764,803
COMMODITIES	114,459	1,800				112,659
EQUIPMENT	518,625		518,625			
INTEREST-DEBT RETIREMENT	36,047					36,047
TRANSFER TO OTHER FUNDS	31,072,857	6,490,406				24,582,451
COST OF GOODS SOLD	8,059,757					8,059,757
TOTAL EXPENDITURES	94,155,428	17,446,296	518,625			76,190,507

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INFORME

GREG MCNEAL, CHAIRMAN

Central Office: 51 COMMERCE DRIVE, AUGUSTA, ME 04333

Mail Address: 51 COMMERCE DRIVE, AUGUSTA, ME 04333

Established: 1998

Reference: Policy Area: 00 Umbrella: 18 Unit: 622 Citation: T0001

FAX:

Telephone: (207) 624-7568

M.R.S.A., Sect.: 000000533

PURPOSE:

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

See the InforME Public Information Access Act at:
<http://www.mainelegislature.org/legis/statutes/1/title1sec531.html> (sections 531-538).

ORGANIZATION:

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

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

PROGRAM:

InforME continues to identify and offer online services and information to citizens and business through the Maine.gov website and has been recognized as one of the top ten state websites for 12 of the past 13 years. In 2013, Maine was ranked 5th among state websites.

Additionally, Maine.gov was awarded a Sunny Award by the Sunshine Review for being one of the most transparent government websites in the country. The Sunny Awards honored less than 1% of the 5,000 government websites analyzed in 2011.

The InforME Board provides direction to the InforME portal manager, Maine Information Network. InforME provides universal continuous access to accurate, current web-based electronic public information that may be searched to suit the user's own purposes. Services include, at a minimum: providing standardized access to customized databases and data custodians' databases; providing links to other information sources; conducting electronic business and payment transactions; assisting state agencies in electronically disseminating public information in their custody; and constantly improving access to and the utility of the public information available through InforME. InforME explores and, where appropriate, implements ways to: A. Expand the amount and kind of public information available free of charge; B. Increase the utility of the public

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

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE LIQUOR AND LOTTERY COMMISSION GREGORY R. MINEO, DIRECTOR

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

PURPOSE:

The Commission was established to provide oversight for the controlled distribution and sale of 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 for sale to the public; promulgate and amend rules; make recommendations and set policies; and to transact other business that may be properly brought before it.

ORGANIZATION:

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

PROGRAM:

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

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

MAINE BOARD OF TAX APPEALS

PAUL L. BOURGET, ESQ., CHIEF APPEALS OFFICER

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

PURPOSE:

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

ORGANIZATION:

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

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

PROGRAM:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE BOARD OF TAX APPEALS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	216,070	216,070				
HEALTH BENEFITS	62,354	62,354				
RETIREMENTS	48,565	48,565				
OTHER FRINGE BENEFITS	3,780	3,780				
COMPUTER SERVICES	9,633	9,633				
CONTRACTUAL SERVICES	10,621	10,621				
COMMODITIES	999	999				
TOTAL EXPENDITURES	352,022	352,022				

BUREAU OF REVENUE SERVICES

JEROME GERARD, STATE TAX ASSESSOR

Central Office: 51 COMMERCE DRIVE, AUGUSTA, ME 04333
Mail Address: 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 FAX: (207) 287-3618
Established: 1931 Telephone: (207) 624-9620
Reference: Policy Area: 00 Umbrella: 18 Unit: 125 Citation: T00036 M.R.S.A., Sect.: 000000112
Average Counts-All Positions: 297.846 Legislative Count: 297.50

PURPOSE:

The Bureau of Revenue Services, also known as Maine Revenue Services (MRS) collects revenues necessary to support Maine State Government through the assessment of taxes as required by law, and to improve the administration of tax

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laws in Maine at both the state and local levels.

ORGANIZATION:

Maine Revenue Services is divided into two units. The State Tax Assessor oversees the administration of Maine's various tax laws. There are ten divisions under the direction of the Assessor: Appeals; Accounting; Income & Estate Tax; Sales, Fuel & Special Taxes; Property Tax; Compliance; Tax Compliance; Quality Assurance; Revenue Processing; and, Criminal Investigations. The second unit is the Office of Tax Policy, which conducts legal and economic analysis under the direction of the Associate Commissioner of Tax Policy. In addition to these two units, the State Taxpayer Advocate serves as a resource for Maine taxpayers while dealing with tax issues. All three positions are appointed by the Commissioner of Administrative & Financial Services.

PROGRAM:

The Bureau assesses and collects a number of taxes through its divisions. The Income & Estate Tax Division administers taxes on income and withholding, estates, franchises, and insurance premiums, as well as the Employment Tax Increment Financing (ETIF) program. It also provides taxpayer assistance; conducts office and field audits of in-state and out-of-state businesses and individuals; and, performs discovery research of non-filers. It administers a voluntary disclosure process for taxpayers to register and pay unreported taxes; meets with taxpayers to explain the reconsideration process and issues decisions; engages in outreach programs to educate and assist taxpayers; provides management with taxpayer feedback and serves as a source of expertise on all taxes administered.

The Sales, Fuel and Special Tax Division administers sales, use, service provider, healthcare provider, hospital, gasoline and special fuel, as well as cigarette, tobacco, potato, blueberry, quahog and railroad taxes, milk handling, recycling assistance fees, abandoned bottle deposits, E-911 prepaid wireless fees and motor vehicle oil premiums. Additionally, it is responsible for various tax refund programs and taxpayer assistance. It also performs, with respect to the taxes it administers, all of the audit and administrative functions that the Income & Estate Tax Division performs, as noted above.

The Property Tax Division oversees municipal property tax administration; administers the commercial forestry excise tax, real estate transfer tax, telecommunications excise tax, Elderly Tax Deferral program, municipal Land Use Planning Commission (LUPC) fee assessments, the Business Equipment Tax Reimbursement (BETR), property and excise taxes in the Unorganized Territories. It establishes per acre values and reimbursements pursuant to the tree growth tax law; determines annual State valuation; provides training programs for municipal assessors and taxpayers; and administers state reimbursements for the following exemptions: veterans', veterans' organizations, homestead, business equipment tax, animal waste facility, and snow grooming.

The Return Processing and Quality Assurance Division provides mail and return processing services, deposits tax revenues, and provides Bureau-wide data entry services, business analysis and quality assurance testing for planning and implementation of modernized and enhanced systems. Its Information Technology staff operates, maintains and develops the Bureau's computer network, automated systems and electronic return filing and payment applications. The Accounting Unit prepares the Bureau's budget, and monitors expenditures and tax revenues.

The Compliance Division performs Offers in Compromise (settlements), field revocations and collects delinquent taxes.

The Criminal Investigation Unit performs criminal investigations/audits. Completed cases are reviewed by the Attorney General to determine which are to be criminally prosecuted.

The Tax Compliance Unit assesses non-filers to foster compliance with state tax law.

The Appeals Division reviews decisions on reconsideration drafted by the Divisions for quality and accuracy; coordinates and represents the Bureau in all aspects of proceedings before the Maine Board of Tax Appeals; and provides legal research/advisory services for the Bureau.

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LICENSES:

Sales Tax Retailer Certificate Sales Tax Resale Certificate Tobacco Tax:
 Cigarette License (annual) - Distributors Tobacco Products Distributors License
 Gasoline Tax: Distributors, Exporters and Importers Certificates Special Fuel
 Tax: Suppliers Certificate, Users License Blueberry Processors and 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 website: www.maine.gov/revenue; for assistance, call (207) 624-9677.
 Maine Tax Alert Rules adopted by the bureau
 All tax and tax benefit program forms and instructions
 Sales, Service Provider, Fuel Excise, and Cigarette and Tobacco Excise tax instruction bulletins
 Income/Estate Tax Division guidance documents
 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" x 36" sheet) \$5.00 each
 Unorganized Territory Valuation Book; printed copies - \$0.20 per page, \$3.00 minimum
 Maine Property Assessment Manual - \$10.00
 Maine Property Tax Laws - \$5.00
 Title 36 of the Maine Revised Statutes - \$17.50
 Sales Tax Reference Guide - \$14.00

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REVENUE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	12,418,678	12,124,518		294,160		
HEALTH BENEFITS	4,546,055	4,433,281		112,774		
RETIREMENTS	2,333,932	2,279,120		54,812		
OTHER FRINGE BENEFITS	232,806	227,278		5,528		
COMPUTER SERVICES	5,382,845	4,277,886	936,550	20,706		147,703
CONTRACTUAL SERVICES	14,110,842	5,649,898	8,453,011	7,933		
RENTS	1,197,256	1,196,367	889			
COMMODITIES	206,146	176,650	29,496			
GRANTS, SUBSIDIES, PENSIONS	50,335,134	33,146,546	17,188,588			
EQUIPMENT	829,661	344,826	484,835			
TRANSFER TO OTHER FUNDS	273,640		256,139	13,485		4,016
TOTAL EXPENDITURES	91,866,995	63,856,370	27,349,508	509,398		151,719

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) 287-3352
 Reference: Policy Area: 00 Umbrella: 18 Unit: 133 Citation: T0005 M.R.S.A., Sect.: 00001725-A
 Average Counts-All Positions: 5.000 Legislative Count: 5.00

PURPOSE:

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

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ORGANIZATION:

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

PROGRAM:

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

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

PUBLICATIONS:

Annual compilation of property values

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF RISK MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	246,470					246,470
HEALTH BENEFITS	84,302					84,302
RETIREMENTS	50,873					50,873
OTHER FRINGE BENEFITS	5,123					5,123
COMPUTER SERVICES	12,140					12,140
CONTRACTUAL SERVICES	3,331,662					3,331,662
RENTS	258					258
COMMODITIES	8,339					8,339
TRANSFER TO OTHER FUNDS	109,144					109,144
TOTAL EXPENDITURES	3,848,311					3,848,311

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

WALTER E. WHITCOMB, COMMISSIONER

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

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

Established: 1852

Telephone: (207) 287-3419

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

Average Counts-All Positions: 548.646

Legislative Count: 417.00

Units:

BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES

BUREAU OF RESOURCE INFORMATION AND LAND USE

MAINE AGRICULTURAL BARGAINING BOARD

PLANNING

OFFICE OF THE COMMISSIONER

MAINE MILK COMMISSION

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)

BUREAU OF PARKS AND LANDS

STATE HARNESS RACING COMMISSION

BOARD OF PESTICIDES CONTROL

(OFFICE OF) STATE HORTICULTURIST

PULL EVENTS COMMISSION

LAND FOR MAINE'S FUTURE BOARD

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

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

LICENSES:

Listed under the appropriate program units in following reports.

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	22,627,110	13,822,982	6,239,098		2,565,030	
HEALTH BENEFITS	8,153,672	4,865,684	2,340,009		947,979	
RETIREMENTS	4,484,969	2,850,503	1,169,607		464,859	
OTHER FRINGE BENEFITS	470,020	297,929	122,553		49,538	
COMPUTER SERVICES	1,417,482	906,234	281,785		229,463	
CONTRACTUAL SERVICES	9,783,094	3,449,706	4,910,577		1,422,811	
RENTS	2,794,893	1,480,223	1,024,752		289,918	
COMMODITIES	1,364,234	562,285	693,707		108,242	
GRANTS, SUBSIDIES, PENSIONS	28,288,218	592,072	23,816,242		3,808,699	71,205
PURCHASE OF LAND	2,682,467		276,389		1,785,044	621,034
BUILDING IMPROVEMENTS	41,362		2,951			38,411
EQUIPMENT	939,835		709,414		108,704	121,717
TRANSFER TO OTHER FUNDS	967,781		781,943		185,838	
TOTAL EXPENDITURES	84,015,137	28,827,618	42,369,027		11,966,125	852,367

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	860,277	311,868	548,409			
HEALTH BENEFITS	225,404	63,134	162,270			
RETIREMENTS	163,596	46,081	117,515			
OTHER FRINGE BENEFITS	24,487	11,171	13,316			
COMPUTER SERVICES	935,074	797,125	137,949			
CONTRACTUAL SERVICES	2,244,654	1,520,632	724,022			
RENTS	11,192	2,954	8,238			
COMMODITIES	16,256	14,878	1,378			
GRANTS, SUBSIDIES, PENSIONS	38,900	17,600	21,300			
EQUIPMENT	8,895		8,895			
TRANSFER TO OTHER FUNDS	88,054		88,054			
TOTAL EXPENDITURES	4,616,789	2,785,443	1,831,346			

BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES
ELLIS ADDITON, DIRECTOR

Central Office: DEERING BLDG., 90 BLOSSOM LANE, AUGUSTA, ME 04330
 Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX: (207) 287-7548
 Established: 2013 Telephone: (207) 287-3491
 Reference: Policy Area: 04 Umbrella: 01 Unit: 677 Citation: T0007A M.R.S.A., Sect.: 0000000206
 Average Counts-All Positions: 137.493 Legislative Count: 114.00

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

1.) Agricultural Resource Development enhances and expands Maine's agricultural product markets, and offers technical assistance in financing, environmental

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

regulations, land conservation, marketing, and agricultural fairs. Market Development and Promotion provides marketing support to Maine food and fiber producers, food processors, agricultural associations and wholesale and retail buyers; and advises growers regarding new domestic and international opportunities, management systems, and production facilities. The program also supports direct market farmers, farm to school coordination, and agriculture in the classroom coordination. Staff manages grant and loan programs including the Agricultural Marketing Loan Fund, Agricultural Development Grant, Specialty Crop Block Grant, and the Maine Farms for the Future Grant programs. Staff also support with agricultural marketing and resource programs including Maine Farmland Protection, Farmland Property Tax, Farmland Registration, beginning and veteran farmer support, Senior Farm share, The Emergency Food Assistance Program (which includes USDA Commodities), Commodities Supplemental Food Program, and Hunters for the Hungry.

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

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

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

LICENSES:

Licenses

Nursery, Beekeepers; Ginseng Certificate; Phytosanitary Certificate; Health Certificate for Certified Seed Potatoes; Health Certificate for Honeybees.

Permit:

Maine (intra- and interstate) movement of plant material; Maine (interstate) Honeybees; Imported Seed Potatoes; large game shooting areas; deer and elk farms; swine garbage feeders; livestock and poultry dealers; livestock auctions; animal shelters; boarding kennels; breeding kennels; pet shops; research facilities; dogs; 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, including lime products and plant and soil amendment products; blueberry processors; meat and poultry processors and milk and milk derived product producers and processors; livestock and poultry importations; biologics; dairy farms; livestock operations permits; pig scrambles; calf scrambles.

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

PUBLICATIONS:

The Bureau manages the www.getrealmaine.com website and produces the following

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

directories:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	5,554,369	2,173,801	2,223,558		1,157,010	
HEALTH BENEFITS	2,005,879	699,861	840,223		465,795	
RETIREMENTS	1,025,009	396,774	413,629		214,606	
OTHER FRINGE BENEFITS	125,693	61,659	42,032		22,002	
COMPUTER SERVICES	207,489	3,866	88,379		115,244	
CONTRACTUAL SERVICES	2,330,830	438,563	1,296,523		595,744	
RENTS	487,309	287,268	167,671		32,370	
COMMODITIES	191,348	76,113	100,995		14,240	
GRANTS, SUBSIDIES, PENSIONS	20,762,742	141,105	18,807,903		1,742,529	71,205
TRANSFER TO OTHER FUNDS	313,407		265,885		47,522	
TOTAL EXPENDITURES	33,004,075	4,279,010	24,246,798		4,407,062	71,205

**MAINE AGRICULTURAL BARGAINING BOARD
 CALDWELL JACKSON, DIRECTOR**

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-2400
Established: 1973 *Telephone:* (207) 287-3419
Reference: Policy Area: 04 Umbrella: 01 Unit: 020 Citation: T0013 M.R.S.A., Sect.: 000001956

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

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

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LICENSES:

Certification of qualified associations.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF THE COMMISSIONER WALTER E. WHITCOMB, COMMISSIONER

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

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

Established: 1919

Telephone: (207) 287-3419

Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 001T *Citation:* T0007 *M.R.S.A., Sect.:* 000000003

PURPOSE:

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

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

ORGANIZATION:

The Department is led by the Commissioner who is responsible for the overall executive management of the Department and whose staff oversees the information, education, safety, regulatory, legislative, budget and department planning.

PROGRAM:

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

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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

Central Office: HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330-0022 *TTY:* (207) 287-2213

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

Established: 2013

Telephone: (207) 287-2791

Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 669 *Citation:* T00012 *M.R.S.A., Sect.:* S000008001
Average Counts-All Positions: 138.234 *Legislative Count:* 124.00

PURPOSE:

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

The Bureau's responsibilities are to: promote sound forest management on Maine's forest lands to optimize the benefits from the forest; provide forest management advice and assistance; promote improved marketing and utilization of forest products, collect and maintain up-to-date data, including a forest inventory;

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

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

ORGANIZATION:

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

PROGRAM:

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

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

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

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

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	5,988,671	5,388,944	13,286		586,441	
HEALTH BENEFITS	2,256,511	2,030,621	6,065		219,825	
RETIREMENTS	1,448,199	1,335,457	2,435		110,307	
OTHER FRINGE BENEFITS	138,595	127,301	272		11,022	
COMPUTER SERVICES	186,371	98,617	1,287		86,467	
CONTRACTUAL SERVICES	1,326,022	1,091,709	26,207		208,106	
RENTS	1,034,469	882,060			152,409	
COMMODITIES	357,431	278,906	143		78,382	
GRANTS, SUBSIDIES, PENSIONS	379,810	9,795	14,502		355,513	
EQUIPMENT	66,754		11,850		54,904	
TRANSFER TO OTHER FUNDS	36,290		1,198		35,092	
TOTAL EXPENDITURES	13,219,123	11,243,410	77,245		1,898,468	

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

STATE HARNESS RACING COMMISSION

HENRY JENNINGS, ACTING EXECUTIVE DIRECTOR

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

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

Established: 1935

Telephone: (207) 287-3221

Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 017 *Citation:* T0008 *M.R.S.A., Sect.:* 0000261-A

PURPOSE:

The State Harness Racing Commission was established to maintain integrity in pari-mutuel harness racing in the State of Maine and to ensure that pari-mutuel racing is conducted in the best interest of horsemen, affiliated associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for holding, conducting and operating all harness horse races or meets for public exhibition and for the operation of horse race tracks; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to license off-track betting facilities in Maine; and to oversee the enforcement of the Commission's Rules and Regulations and the statutes governing horse racing in Maine.

ORGANIZATION:

The Commission consists of five members appointed by the Governor. One member must be a member of the general public with no industry affiliation. One member must be affiliated with an agricultural society that conducts an annual agricultural fair. The remaining three members must be persons with knowledge of harness racing. The Governor shall appoint one of the five commission members as Chair. The Commissioner of Agriculture, Conservation and Forestry or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM:

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, and charges a fee for such licenses 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; and encourages and promotes the breeding of Maine Standardbred horses.

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

LICENSES:

Standardbred Horse Owners

Drivers, Trainers, and Grooms

Various Pari-Mutuel Racing Officials

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 Annual Report

Off-Track Betting Report and Recommendations to Legislature - contained within the Annual Report

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**(OFFICE OF) STATE HORTICULTURIST
E. ANN GIBBS, STATE HORTICULTURIST**

Central Office: DEERING BLDG., 90 BLOSSOM LANE, AUGUSTA, ME 04330
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1910 *Telephone:* (207) 287-3891
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 Animal and Plant Health, in the implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement.

ORGANIZATION:

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

PROGRAM:

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

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

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

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

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

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

LICENSES:

Arborist
Nursery
Ginseng
Certificate:
Phytosanitary
Maine Nursery Stock Certificate

PUBLICATIONS:

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

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LAND FOR MAINE'S FUTURE BOARD
SARAH DEMERS, DIRECTOR

Central Office: DEERING BLDG, 90 BLOSSOM LANE, AUGUSTA, ME 04330

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:*

Established: 1987

Telephone: (207) 287-7576

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

PURPOSE:

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

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

ORGANIZATION:

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

PROGRAM:

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

The Board has established a process for the public to nominate lands and a scoring system to evaluate proposals. There are four proposal categories: 1) Conservation and Recreation Lands; 2) Farmlands; 3) Working Waterfronts; and 4) Water Access Lands.

The LMF Board administers the Working Waterfront Program jointly with the Department of Marine Resources.

PUBLICATIONS:

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

Numerous information resources are available on the program website:
www.maine.gov/dacf/lmf.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**BUREAU OF RESOURCE INFORMATION AND LAND USE
PLANNING**

ROBERT G. MARVINNEY, DIRECTOR

TTY: (888) 577-6690

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

Mail Address: 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 FAX: (207) 287-2353

Established: 2013

Telephone: (207) 287-2801

Reference: Policy Area: 04 Umbrella: 01 Unit: 672 Citation: T0007A M.R.S.A., Sect.: 0000000206

Average Counts-All Positions: 55.000

Legislative Count: 55.00

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

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

2) Maine Natural Areas Program (MNAP) classifies many different natural community types in Maine. The Program manages the rare plant list which aids scientific research, environmental assessment, permit review, land management, and education. MNAP provides outreach and education on invasive plants in Maine, including iMapInvasives, a web-based map and database that show where invasive species are on Maine's landscape.

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

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

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

6) Floodplain Management Program helps communities participating in the National Flood Insurance Program (NFIP) with technical information, floodplain maps and model ordinances. Workshops focus on flood maps, interpreting ordinances and administering floodplain management requirements. Staff reviews local ordinances for compliance with the NFIP standards and provides information about flooding to homeowners, businesses, lenders, realtors, surveyors, engineers and others. Program staff provides technical assistance, outreach and training for the Community Assistance Program (CAP), a financial assistance program that is related to the flood loss reduction objectives of the NFIP.

The Bureau provides partial funding and staff contact for the Maine Soil and

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

Water Conservation Districts. Each District receives an annual disbursement to assist with office operating costs.

LICENSES:

Maine Geological Survey - 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

LUPC issues Building permits, Development permits, Certifications to the Department of Environmental Protection, Subdivision permits, Road construction permits, Bridge construction permits, Zoning petitions, Utility line permits, Hydropower project permits, Advisory rulings, Water quality certifications, Certificates of compliance and Service drops.

PUBLICATIONS:

Maine Geological Survey:

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

Maine Natural Areas Program:

- Natural Landscapes of Maine

Maine Coastal Program:

- Coastal Access Guides
- Coastal Water Access Priority Areas for Boating and Fishing
- Contribution of Working Waterfronts to the Maine Economy
- Cundy's Harbor Working Waterfront Study and Appendices
- Maine's Shore Access: Coastal Right-of-Way Discovery Program
- Maine's Shore Access: Planning and Implementing Public Shoreline Access
- Preserving Commercial Fishing Access: A study of working waterfronts in 25

Maine communities

- Protecting Prime Sites for Water Dependent Uses 1989
- Public Shoreline Access in Maine: a citizen's guide to ocean and coastal law
- Review of the Effectiveness of the Maine Coastal Plan in Meeting the State's

Public Access and Working Waterfront Policy Goals

- A Proposed Method for Coastal Scenic Landscape Assessment - Southern Maine, October 1987

- Protecting Local Scenic Resources: Community-Based Performance Standards,

Dec. 2007

- Scenic Assessment Handbook
- Scenic Inventory - Downeast Maine: Hancock and Washington Counties
- Scenic Inventory - Mainland Sites of Penobscot Bay, August 1990
- Scenic Inventory - Offshore Islands, June 1992

Land Use Planning Commission:

- A Guide to Creative Site Planning in the Unorganized Areas of Maine
- A Guide to Clearing Standards

Floodplain Management Program:

- Maine Floodplain Management Handbook

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE INFORMATION AND LAND USE PLANNING	TOTAL					MISC
	FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	
EXPENDITURES	ALL FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,813,972	1,822,564	207,165		784,243	
HEALTH BENEFITS	941,892	608,238	83,320		250,334	
RETIREMENTS	501,837	330,581	37,457		133,799	
OTHER FRINGE BENEFITS	52,537	32,246	4,316		15,975	
COMPUTER SERVICES	54,761	4,568	22,500		27,693	
CONTRACTUAL SERVICES	721,784	141,282	104,785		475,717	
RENTS	164,712	58,035	12,586		94,091	
COMMODITIES	37,863	22,463	2,559		12,841	
GRANTS, SUBSIDIES, PENSIONS	801,400	423,011	20,637		357,752	
PURCHASE OF LAND	621,034					621,034
EQUIPMENT	137,030		83,230		53,800	
TRANSFER TO OTHER FUNDS	119,982		25,005		94,977	
TOTAL EXPENDITURES	6,968,804	3,442,988	603,560		2,301,222	621,034

**MAINE MILK COMMISSION
TIM DRAKE, EXECUTIVE DIRECTOR**

Central Office: DEERING BLDG., 90 BLOSSOM LANE, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1935 *Telephone:* (207) 287-7521
Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 015 *Citation:* T0007 *M.R.S.A., Sect.:* 000002952

PURPOSE:

The Maine Milk Commission in consideration of the public health and welfare as it relates to an adequate supply of fresh, healthy milk has economic influence over the purchasing, distribution and sale of milk within the State. It has the power to conduct hearings, subpoena and examine dealers under oath, along with their records, books and accounts, and any other person from whom information may be desired. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION:

The Commission is comprised of four consumer members and the Commissioner of Agriculture, Conservation and Forestry, ex officio. The Commission holds regular meetings each calendar month and special meetings may be called by the chairman whenever requested in writing by two or more members. The Commission is financed by a fee assessment on milk produced by industry members.

PROGRAM:

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

The Commission sets minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return.

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

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LICENSES:

Maine Milk Dealers and Subdealers

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF PARKS AND LANDS

WALTER E. WHITCOMB, COMMISSIONER

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

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-6170

Established: 2013

Telephone: (207) 287-4961

Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 670 *Citation:* T00012 *M.R.S.A., Sect.:* 0000001802

Average Counts-All Positions: 203.919

Legislative Count: 110.00

PURPOSE:

The Bureau of Parks and Lands manages and administers programs on 85,681 acres in designated park lands including 35 state parks, the Allagash Wilderness Waterway, 13 state historic sites, 617,024 acres of Public Reserved and Non-Reserved Lands, 380,901 acres in conservation and recreation easements including easements along the Appalachian Trail and the Penobscot River Corridor, 625,000 acres in public access easements including the West Branch easement in Somerset County and the Typhoon LLC easement in Washington County, 2.3 million acres of submerged lands, 1,333 coastal islands, owns or manages 310 miles of former rail bed managed as multi-use trails, and other public lands. The Bureau also administers special programs related to boat access sites, navigational hazard marking, snowmobile and ATV trails, the Federal Land and Water Conservation Fund and Recreational Trail Program, and the Maine Conservation Corps.

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

ORGANIZATION:

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

PROGRAM:

Parks & Historic sites provided recreation & education opportunities to more than 2,539,754 visitors, contributing \$2,757,318 in user fees (including day use, camping, reservations, and passes) and other revenue to the General Fund and \$422,246 to municipalities in fee sharing in calendar year 2014. The Bureau's campground reservation's program processed 17,698 reservations, for our state park campgrounds, contributing \$979,683 in revenue to the General Fund. The Maine State Park Pass Program generated \$912,400 in revenue contributed to the General Fund (includes: Tax Pass Program, parks, web site, and call center) for sales of (Vehicle, Individual, Senior and Business Passes). The Maine State Parks Passport Program promotes visitation of State Parks & Historic Sites. Our "Take It Outside!" Program events included Ice Fishing Derbies, Family Fun Days, Birding Festival and interpretive programs. Capital projects in FY15 included improvements at Warren Island State Park, Fort McClary Historical Site, Colonial Pemaquid State Historic Site, Quoddy Head State Park and Sebago Lake State Park. The Off-Road Vehicle Program rehabilitated 8 bridges on multi-use rail trails.

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The three Reserved Lands regional offices conducted sustained yield forest harvesting operations on 12,280 acres of the Bureau's 418,000 acres of operable timberland, yielding 137,500 cords of wood and constructed and maintained roads, trails, and bridges.

The Planning, Acquisition, & Special Services Program completed one 15-year management plan covering 12,046 acres, completed two land acquisitions including one 72-acre fee addition to its Seboomook Unit, and one 5,774-acre conservation easement, administered 291 camp lot leases, 10 sporting camp leases, and 62 other leases, and monitored 30 conservation easements. The Bureau's Grants & Community Recreation Program administered \$937,156 in federal grants for 37 Recreational Trail Program projects statewide and managed \$421,711 for 9 Federal Land and Water Conservation Fund projects.

The Boating Facilities Program renovated existing boat sites at Lake George-Skowhegan, Spednik Lake-Vanceboro, Sebago Lake State Park, Echo Lake-Mt Vernon, and Verona Island. The Program also provided construction grants to the Towns of Hermon, Wells, Surry, Monmouth and also the Mahoosuc Land Trust. The Program provided Boarding Float Grants to the Towns of Madison, Bath, Woolwich, Rockland, Sabattus, and the Black Brook Campground. The Navigational Aids Program installed and maintained buoys on 39 waterbodies and worked with lake associations and municipalities to mark an additional 28 other waterbodies. The Navigational Aids staff initiated a new partnership with Lake Association volunteers. Through this new process, staff will continue to place and maintain waterway hazard markers while the more routine duties are performed by Lake Association volunteers.

The Off-Road Vehicle Program approved 435 snowmobile grants, awarding \$3,593,684 for 13,548 miles and maintains four snowmobile trail systems for 140 miles. The ATV Program awarded 134 club and municipal grants totaling \$867,459 for 6,199 miles of ATV trail. The Submerged Lands Program processed 122 applications and issued 50 new leases and easements and 3 new 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; The Allagash Wilderness Waterway; Maine Public Facilities for Boats Program; Maine Uniform State Waterway Marking System; Statewide Snowmobile Trail Map and ATV Trail Map; Motorized Trail Best Management Practices Guide; Land and Water Conservation Fund Application Booklet; Recreation and Open Space Planning Workbook; Your Islands on the Coast Brochure; and MSCORP.

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PARKS AND LANDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	7,409,822	4,125,805	3,246,680		37,337	
HEALTH BENEFITS	2,723,986	1,463,830	1,248,131		12,025	
RETIREMENTS	1,346,328	741,610	598,571		6,147	
OTHER FRINGE BENEFITS	128,706	65,551	62,617		538	
COMPUTER SERVICES	33,788	2,058	31,670		60	
CONTRACTUAL SERVICES	3,159,805	257,521	2,759,040		143,244	
RENTS	1,097,211	249,906	836,257		11,048	
COMMODITIES	761,336	169,925	588,631		2,780	
GRANTS, SUBSIDIES, PENSIONS	6,305,366	561	4,951,900		1,352,905	
PURCHASE OF LAND	2,061,433		276,389		1,785,044	
BUILDING IMPROVEMENTS	41,362		2,951			38,411
EQUIPMENT	727,156		605,439			121,717
TRANSFER TO OTHER FUNDS	410,050		401,802		8,248	
TOTAL EXPENDITURES	26,206,349	7,076,767	15,610,078		3,359,376	160,128

BOARD OF PESTICIDES CONTROL

HENRY JENNINGS, DIRECTOR

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

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

Established: 1965

Telephone: (207) 287-2731

Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 026 *Citation:* T0022 *M.R.S.A., Sect.:* 000001471B

PURPOSE:

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

ORGANIZATION:

The Board of Pesticides Control is comprised of seven members appointed by the Governor for four-year terms. One person with practical experience and knowledge regarding the agricultural use of chemicals; one person who has practical experience and knowledge regarding the use of chemicals in forest management; one person from the medical community; a scientist from the University of Maine System having practical experience and expertise in integrated pest management; one commercial applicator; and 2 persons appointed to represent the public and come from different geographic areas of the state.

PROGRAM:

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

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

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

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

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

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

LICENSES:

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

CERTIFICATES:

Bt Corn Certification
Pesticide Handler
Agricultural Worker

PERMITS:

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

PUBLICATIONS:

Numerous publications, on all matters relating to pesticides, can be found on the Board's website at www.thinkfirstspraylast.org.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

PULL EVENTS COMMISSION MILES GREENLEAF, CLERK OF THE BOARD

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

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

Established: 1988

Telephone: (207) 287-7535

Reference: Policy Area: 04 *Umbrella:* 01 *Unit:* 303 *Citation:* T0007 *M.R.S.A., Sect.:* 000000098

PURPOSE:

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

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

PROGRAM:

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

LICENSES:

Pull Superintendent License
Pull Event License

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES RON DYER, DIRECTOR

Central Office: DEERING BLDG., 90 BLOSSOM LANE, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-5576
Established: 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 standards that form the basis for payment in commercial transactions within the State of Maine. Program staff test and evaluate weighing and measuring devices, and investigate cases of fraud. The Program staff 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, Conservation and Forestry is, by statute, the State Sealer of Weights and Measures. The Deputy State Sealer serves as Inspection Program Manager within the Division of Quality Assurance and Regulation.

PROGRAM:

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

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

LICENSES:

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

PUBLICATIONS:

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

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE ATTORNEY GENERAL

**DEPARTMENT OF THE ATTORNEY GENERAL
JANET T. MILLS, ATTORNEY GENERAL**

Central Office: 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006 *TTY:* (888) 577-6690
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: 279.500 *Legislative Count:* 279.500
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. All litigations involving the State must be prosecuted or defended under the direction of the Attorney General unless the Attorney General otherwise approves. The Office (a) appears in all civil actions and proceedings in which the State is a party; (b) directs the investigation and prosecution of homicides and other major crimes, including major drug cases and frauds against the State; (c) renders legal services to State officers, boards and commissions in matters relating to their official duties; (d) issues written opinions upon questions of law submitted pursuant to statute; (e) administers and enforces the State's unfair trade practices and antitrust laws; (f) enforces proper application of endowments to public trusts and charities; and (g) consults with and advises the District Attorneys.

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

ORGANIZATION:

The Office of the Attorney General is organized by 5 M.R.S.A. Sect. 191 with the Attorney General as its chief executive. The Office consists of ten operating divisions that carry out various criminal, civil and investigative responsibilities and the Office of the Chief Medical Examiner, which is reported separately in this publication. The operating divisions are: Natural Resources, Health and Human Services, Child Support, Child Protection, Professional and Financial Regulation, Investigations, Litigation, Consumer Protection, Criminal and Administrative Services.

PROGRAM:

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

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

The Professional and Financial Regulation Division represents the Department of Professional & Financial Regulation, which includes the Bureau of Insurance, Banking and Consumer Credit, the Office of Securities, and numerous professional

DEPARTMENT OF THE ATTORNEY GENERAL

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

The Litigation Division handles tort claims against the State, tax litigation, and other complex litigation in state and federal courts. This Division also represents the Departments of Labor, Education, Corrections, Administrative and Financial Services, the Commission on Governmental Ethics and Election Practices, and the Secretary of State. This Division has primary responsibility for matters involving unfair labor practices, elections, state contracts and leases. The Administrative Services Division provides staff support in the areas of human resources, budget, financial management and information technology and supervises the Civil Rights program, the Sexual Assault Forensic Examiner program (transferring to DHHS effective July 1, 2015), and the Victims Compensation program.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	17,726,267	9,579,230	7,529,301		617,736	
HEALTH BENEFITS	5,269,920	2,867,501	2,230,391		172,028	
RETIREMENTS	3,519,092	1,948,670	1,455,194		115,228	
OTHER FRINGE BENEFITS	371,140	184,588	169,938		16,614	
COMPUTER SERVICES	106,130	80,962	15,205		9,963	
CONTRACTUAL SERVICES	2,224,892	922,328	997,890		304,674	
RENTS	244,264	61,271	155,318		27,675	
COMMODITIES	207,436	152,089	51,960		3,387	
GRANTS, SUBSIDIES, PENSIONS			199,987		-199,987	
EQUIPMENT	26,956	26,956				
TRANSFER TO OTHER FUNDS	452,908		415,190		37,718	
TOTAL EXPENDITURES	30,149,005	15,823,595	13,220,374		1,105,036	

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	17,025,165	9,034,849	7,375,396		614,920	
HEALTH BENEFITS	5,064,092	2,710,427	2,182,150		171,515	
RETIREMENTS	3,384,612	1,842,655	1,427,248		114,709	
OTHER FRINGE BENEFITS	356,827	173,571	166,712		16,544	
COMPUTER SERVICES	89,592	70,359	14,483		4,750	
CONTRACTUAL SERVICES	1,018,994	431,320	534,072		53,602	
RENTS	229,832	48,647	153,510		27,675	
COMMODITIES	143,032	93,153	46,492		3,387	
GRANTS, SUBSIDIES, PENSIONS			199,987		-199,987	
TRANSFER TO OTHER FUNDS	434,810		400,503		34,307	
TOTAL EXPENDITURES	27,746,956	14,404,981	12,500,553		841,422	

DISTRICT ATTORNEYS
JANET T. MILLS, ATTORNEY GENERAL

Central Office: 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006
 Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME 04333
 Established: 1974
 Reference: Policy Area: 06 Umbrella: 26 Unit: 239D Citation: T0005

FAX:
 Telephone:
 M.R.S.A., Sect.: 000000199

DEPARTMENT OF THE ATTORNEY GENERAL

PURPOSE:

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

ORGANIZATION:

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

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

PROGRAM:

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

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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

Central Office: 34A HOSPITAL STREET, AUGUSTA, ME 04330
Mail Address: 37 STATE HOUSE STATION, AUGUSTA, ME 04333-0037 *FAX:* (207) 624-7178
Established: 1967 *Telephone:* (207) 624-7180
Reference: Policy Area: 06 *Umbrella:* 26 *Unit:* 242 *Citation:* T0022 *M.R.S.A., Sect.:* 000003022
Average Counts-All Positions: 11.000 *Legislative Count:* 11.00

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 available to certify a death, even if apparently due to natural causes, the Medical Examiner by law assumes responsibility for certifying cause of death.

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

ORGANIZATION:

The Office has 11 employees, consisting of 1 Chief Medical Examiner, 1 Deputy Chief Medical Examiner, 2 Medical Examiner Assistants, 1 Senior Forensic Medical Technician, 1 Office Administrator, 2 Medicolegal Death Investigators and 3 administrative support staff.

PROGRAM:

Investigations include extensive interactions with law enforcement officers, scene visits, review of medical records, and telephone interviews with family and physicians, as well as the expected external examination, autopsy, toxicology and other laboratory tests. Unfortunately, scene visits are difficult to arrange in

DEPARTMENT OF THE ATTORNEY GENERAL

non-suspicious deaths. However, in any suspicious death or homicide, someone from this Office or under contract with this Office attends the scene to assist in the initial investigation. The osteoporotic fracture related deaths in older individuals and those deaths certified without views are cases that would have previously required a Medical Examiner to certify, but are now investigated solely by Office staff.

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

The average time for case completion in death cases has decreased from 5-6 months to 3-6 weeks depending on the facts, and is often less than 1 week. Much of this success is attributable to the staffing increase that was authorized in 2013.

The Office is continuing to develop plans and procedures in alignment for national accreditation, a high priority for the Office which requires a great deal of time and effort. The accreditation process is being planned cautiously to meet state government, budgetary, and public expectations. The purpose of these efforts is to improve the quality of the statewide medical examiner system to meet national standards.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	547,198	544,382			2,816	
HEALTH BENEFITS	157,587	157,074			513	
RETIREMENTS	106,534	106,015			519	
OTHER FRINGE BENEFITS	11,088	11,017			71	
COMPUTER SERVICES	15,815	10,602			5,213	
CONTRACTUAL SERVICES	576,626	491,009	-58		85,675	
RENTS	12,624	12,624				
COMMODITIES	62,647	58,937	3,710			
EQUIPMENT	26,956	26,956				
TRANSFER TO OTHER FUNDS	222		222			
TOTAL EXPENDITURES	1,517,297	1,418,616	3,874		94,807	

**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
 Established: 2001
 Reference: Policy Area: 06 Umbrella: 26 Unit: 616 Citation: T0005
 FAX: (207) 626-3120
 Telephone: (207) 626-8800
 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. This Board is being moved under the Department of Health and Human Services in Public Law 2015, chapter 267, Part GG effective June 30, 2015.

DEPARTMENT OF THE ATTORNEY GENERAL

PROGRAM:

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

FINANCES, FISCAL YEAR 2015: 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: Telephone: (207) 624-7882
 Established: 1992
 Reference: Policy Area: 06 Umbrella: 26 Unit: 550 Citation: T0005 M.R.S.A., Sect.: 000003360A
 Average Counts-All Positions: 3.000 Legislative Count: 3.00

PURPOSE:

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

ORGANIZATION:

The Victims' Compensation Board is composed of three members appointed by the Attorney General. One must be a physician 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 2015, the Board received 180 new compensation cases. Additionally, Maine hospitals filed 239 claims for reimbursement for forensic examinations for victims of gross sexual assault. Payments for forensic examinations totaled \$176,230.87. Payments on direct victim-related claims totaled \$415,816.30. Total payments were \$592,047.17. These funds provided assistance to 434 individuals and families.

PUBLICATIONS:

An informational pamphlet - free

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

VICTIMS' COMPENSATION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	153,905		153,905			
HEALTH BENEFITS	48,241		48,241			
RETIREMENTS	27,945		27,945			
OTHER FRINGE BENEFITS	3,226		3,226			
COMPUTER SERVICES	721		721			
CONTRACTUAL SERVICES	629,273		463,876		165,397	
RENTS	1,808		1,808			
COMMODITIES	1,759		1,759			
TRANSFER TO OTHER FUNDS	17,877		14,466		3,411	
TOTAL EXPENDITURES	884,755		715,947		168,808	

OFFICE OF THE STATE AUDITOR

OFFICE OF THE STATE AUDITOR

POLA BUCKLEY, CPA, CISA, STATE AUDITOR

MARY GINGROW-SHAW, CPA, DEPUTY STATE AUDITOR

Central Office: 187-189 STATE STREET, AUGUSTA, ME 04333-0066

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

Established: 1883

Telephone: (207) 624-6250

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

Average Counts-All Positions: 35.000

Legislative Count: 35.00

Units:

AUDIT BUREAU

UNORGANIZED TERRITORY

PURPOSE:

The Office of the State Auditor (OSA) has the authority to audit all accounts and other financial records of State Government and its departments or agencies, including the judiciary, with the exception of the Governor's Expense Account. It has the authority to audit counties, municipalities, and any organization, institution or other entity receiving or requesting an appropriation or grant from State Government. This office conducts financial and compliance audits of all State agencies subject to the Single Audit Act Amendments of 1996, 31 United States Code, Section 7501-7507 (1998) and in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. This Office is also authorized to review departmental budgets and capital programs for better and efficient management of State Government, to serve as a staff agency to the Legislature and the Governor in making investigations of the State's finances, and to ensure that an annual audit is performed of the municipal cost component and the Unorganized Territory Education and Services Fund. In addition, the Office receives complaints from persons alleging fraud, waste, inefficiency, or abuse in state government; and either investigates them further or refers the complaint to other State agencies for investigation.

The State Auditor 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 this office protects as provided by law.

As a convenience to citizens, the annual audited financial statements of all counties and municipalities are available on the OSA website. These are prepared by other certified public accountants.

ORGANIZATION:

The Office of the State Auditor originated in 1883 with the establishment of a three-member Committee to examine accounts of the State Treasurer. In 1907, the Committee was replaced by a State Auditor who examined all accounts and demands against the State, including all matters requiring payment from the State Treasury. The Office is headed by the State Auditor who is responsible for the overall executive management of the Office and receives support from staff that carry-out the duties and responsibilities outlined in Title 5 MRSA Sec.241.

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

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

OFFICE OF THE STATE AUDITOR

years.

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

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

PROGRAM:

The programs of the Department are implemented through its Bureaus.

PUBLICATIONS:

The following Reports can be found at www.maine.gov/audit
OMB Circular A-133 Single Audit Report
Unorganized Territory Annual Report
Unorganized Territory Municipal Costs Component Report
Semi-Annual Fraud Report
Other Reports

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	ALL FUNDS	GENERAL FUND				
SALARIES & WAGES	1,823,704	772,201	1,051,503			
HEALTH BENEFITS	584,312	234,614	349,698			
RETIREMENTS	379,445	170,131	209,314			
OTHER FRINGE BENEFITS	34,367	13,835	20,532			
COMPUTER SERVICES	26,197	5	26,192			
CONTRACTUAL SERVICES	107,486	8,145	99,341			
RENTS	1,563	429	1,134			
COMMODITIES	15,082	2,922	12,160			
GRANTS, SUBSIDIES, PENSIONS	12,007		12,007			
TRANSFER TO OTHER FUNDS	65,963		65,963			
TOTAL EXPENDITURES	3,050,126	1,202,282	1,847,844			

AUDIT BUREAU

MARY GINGROW-SHAW, CPA, DEPUTY STATE AUDITOR

Central Office: 187-189 STATE STREET, 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 Audit Bureau is to conduct financial and compliance audits including the State's Single Audit subject to the Single Audit Act Amendments of 1996, 31 United State Code, Section 7501 to 7507 (1998). In addition the Office is authorized to conduct audits of all accounts and financial records of any organization, institution or other entity receiving or requesting an appropriation or grant from State Government and to issue reports on such audits at such times as the Legislature or the State Auditor may require.

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

OFFICE OF THE STATE AUDITOR

ORGANIZATION:

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

PROGRAM:

The primary goal of the Audit Bureau is to conduct the Single Audit of the State of Maine in accordance with statutory requirements of Title 5, M.R.S.A., Chapter 11 and 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 the State Controller's Comprehensive Annual Financial Report. In addition, the Office will audit approximately 92 percent of the \$3.3 billion received annually in federal financial assistance. These federal programs are audited 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.

PUBLICATIONS:

The following Reports can be found at www.maine.gov/audit:
 OMB Circular A-133 Single Audit Report
 Semi-Annual Fraud Report
 Other Reports

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

AUDIT BUREAU	TOTAL FOR ALL	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,724,164	772,201	951,963			
HEALTH BENEFITS	547,699	234,614	313,085			
RETIREMENTS	361,099	170,131	190,968			
OTHER FRINGE BENEFITS	32,259	13,835	18,424			
COMPUTER SERVICES	25,588	5	25,583			
CONTRACTUAL SERVICES	75,475	8,145	67,330			
RENTS	1,346	429	917			
COMMODITIES	14,268	2,922	11,346			
TRANSFER TO OTHER FUNDS	58,872		58,872			
TOTAL EXPENDITURES	2,840,770	1,202,282	1,638,488			

UNORGANIZED TERRITORY

MARCIA MCINNIS, FISCAL ADMINISTRATOR

Central Office: 187-189 STATE STREET, 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 that request funds for providing services to the Unorganized Territory Tax District

OFFICE OF THE STATE AUDITOR

PROGRAM:

The Fiscal Administrator's primary responsibilities include the review, analysis, and investigation of the budgets, and expenditures of all county and State agencies requesting funds from the unorganized territory. These activities support the completeness and accuracy of the analysis submitted annually to the Legislature. In addition, the Fiscal Administrator prepares and submits the Municipal Cost Components legislation for the UT tax levy for each legislative session; attends and participates in public hearings; and, publishes and distributes the annual financial report. The Fiscal Administrator also serves as the Chair of the State Commission on Municipal Deorganization.

PUBLICATIONS:

Unorganized Territory Annual Report
 Unorganized Territory Municipal Costs Component Report

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

UNORGANIZED TERRITORY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	99,540		99,540			
HEALTH BENEFITS	36,613		36,613			
RETIREMENTS	18,345		18,345			
OTHER FRINGE BENEFITS	2,108		2,108			
COMPUTER SERVICES	609		609			
CONTRACTUAL SERVICES	32,011		32,011			
RENTS	218		218			
COMMODITIES	814		814			
GRANTS, SUBSIDIES, PENSIONS	12,007		12,007			
TRANSFER TO OTHER FUNDS	7,091		7,091			
TOTAL EXPENDITURES	209,356		209,356			

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

**MARY C MAYHEW, COMMISSIONER
SAMUEL ADOLPHSEN, CHIEF OPERATING OFFICER**

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

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

FAX: (207) 287-3005

Established: 1939

Telephone: (207) 287-4223

Reference: Policy Area: 05 *Umbrella:* 14 *Unit:* 191 *Citation:* T0022A *M.R.S.A., Sect.:* 00000201

Average Counts-All Positions: 922.360

Legislative Count: 922.00

Units:

CHILDREN WITH SPECIAL HEALTH NEEDS

*OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH
SERVICES*

OFFICE OF AGING AND DISABILITY SERVICES

DOROTHEA DIX PSYCHIATRIC CENTER

RIVERVIEW PSYCHIATRIC CENTER

PURPOSE:

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

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

ORGANIZATION:

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

PROGRAM:

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

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

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

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

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	40,805,205	29,703,897	10,784,577		316,731	
HEALTH BENEFITS	14,658,549	5,649,202	8,889,669		119,678	
RETIREMENTS	7,981,943	2,837,462	5,086,257		58,224	
OTHER FRINGE BENEFITS	895,383	302,151	587,320		5,912	
COMPUTER SERVICES	2,480,001	1,612,779	649,833		217,389	
CONTRACTUAL SERVICES	19,487,747	12,267,828	5,447,192		1,772,727	
RENTS	1,150,268	960,916	121,610		67,742	
COMMODITIES	2,928,124	2,423,465	501,596		3,063	
GRANTS, SUBSIDIES, PENSIONS	299,981,279	252,375,914	30,358,103		17,247,262	
BUILDING IMPROVEMENTS	1,650	1,650				
EQUIPMENT	43,667	7,044	36,623			
TRANSFER TO OTHER FUNDS	542,699	2	451,577		91,120	
TOTAL EXPENDITURES	390,956,515	308,142,310	62,914,357		19,899,848	

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	1,527,433		1,527,433			
TOTAL EXPENDITURES	1,527,433		1,527,433			

CHILDREN WITH SPECIAL HEALTH NEEDS
TONI WALL, DIRECTOR

Central Office: 286 WATER STREET, AUGUSTA, ME 04333-0011
 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-5355
 Established: 2012 Telephone: (207) 287-5350
 Reference: Policy Area: 05 Umbrella: 14 Unit: 191C Citation: T0022A M.R.S.A., Sect.: 00000203
 Average Counts-All Positions: 50.00 Legislative Count: 50.00

PURPOSE:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CHILDREN WITH SPECIAL HEALTH NEEDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	2,436,963	2,426,597			10,366	
HEALTH BENEFITS	886,013	883,023			2,990	
RETIREMENTS	434,286	432,375			1,911	
OTHER FRINGE BENEFITS	46,208	46,029			179	
COMPUTER SERVICES	153,507	153,119			388	
CONTRACTUAL SERVICES	377,998	242,486			135,512	
RENTS	13,330	13,330				
COMMODITIES	2,773	2,751			22	
GRANTS, SUBSIDIES, PENSIONS	47,906,969	46,825,337			1,081,632	
TOTAL EXPENDITURES	52,258,047	51,025,047			1,233,000	

OFFICE OF AGING AND DISABILITY SERVICES
GARY WOLCOTT, DIRECTOR

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

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-9230

Established: 1971

Telephone: (207) 287-6642

Reference: Policy Area: 05 Umbrella: 14 Unit: 191D Citation: T00022 M.R.S.A., Sect.: 000005106

Average Counts-All Positions: 230.000

Legislative Count: 230.00

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

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

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

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

Programs fall within the following major categories:

Brain Injury/Other Related Conditions, including the management of two federal waivers and the development and oversight of the State Plan;

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

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

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

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

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

the Aging and Disability Resource Centers;

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

Information Services, which includes the management, oversight and development of multiple information technology systems across the OADS.

PUBLICATIONS:

Please refer to the DHHS website at www.maine.gov/dhhs/oads

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF AGING AND DISABILITY SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	9,398,696	8,352,691	1,046,005			
HEALTH BENEFITS	3,607,950	3,207,287	400,663			
RETIREMENTS	1,818,702	1,588,233	230,469			
OTHER FRINGE BENEFITS	181,927	161,420	20,507			
COMPUTER SERVICES	360,547	335,712	24,835			
CONTRACTUAL SERVICES	1,617,346	1,503,464	39,755		74,127	
RENTS	467,223	462,885	4,338			
COMMODITIES	39,067	38,889	178			
GRANTS, SUBSIDIES, PENSIONS	154,607,359	136,366,110	18,241,249			
TRANSFER TO OTHER FUNDS	88,938	2	85,357		3,579	
TOTAL EXPENDITURES	172,187,755	152,016,693	20,093,356		77,706	

**DOROTHEA DIX PSYCHIATRIC CENTER
SHARON SPRAGUE, SUPERINTENDENT**

Central Office: 656 STATE STREET, BANGOR, ME 04401

Mail Address: PO BOX 926, BANGOR, ME 04401-0926

Established: 1985

Reference: Policy Area: 05 Umbrella: 14 Unit: 195 Citation: T0022A
Average Counts-All Positions: 191.500

FAX: (207) 941-4062

Telephone: (207) 941-4037

M.R.S.A., Sect.: 000000208
Legislative Count: 191.50

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

DDPC operates 48 beds with an additional three beds for patients ordered by the court to return to a treatment setting. The hospital is organized into major clinical, administrative and support service departments. DDPC has three inpatient treatment units, admitting approximately 121 people per year. All three co-ed units provide an acute level of care.

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

feasible. Evaluating processes in all aspects of hospital functions is ongoing to maximize efficiency and offer patients treatment that is evidenced-based and focused on personal recovery. DDPC opened an Outpatient Services Program in 2015 to serve forensic patients discharged into community settings.

LICENSES:

DHHS
 Joint Commission
 Medicare/Medicaid

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
DOROTHEA DIX PSYCHIATRIC CENTER						
EXPENDITURES						
SALARIES & WAGES	10,117,186	6,025,548	4,091,638			
HEALTH BENEFITS	3,412,102	1,917	3,410,185			
RETIREMENTS	2,004,830		2,004,830			
OTHER FRINGE BENEFITS	244,710		244,710			
COMPUTER SERVICES	830,896	674,051	156,845			
CONTRACTUAL SERVICES	3,629,386	1,966,423	1,662,963			
RENTS	112,692	46,560	66,132			
COMMODITIES	1,160,419	1,139,961	20,458			
EQUIPMENT	36,623		36,623			
TRANSFER TO OTHER FUNDS	105,212		105,212			
TOTAL EXPENDITURES	21,654,056	9,854,460	11,799,596			

OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES

SHELDON WHEELER, DIRECTOR

Central Office: 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-4334
Established: 2012 *Telephone:* (207) 287-2595
Reference: Policy Area: 05 *Umbrella:* 14 *Unit:* 191A *Citation:* T00005 *M.R.S.A., Sect.:* 000020002
Average Counts-All Positions: 95.000 *Legislative Count:* 95.00

PURPOSE:

The Office of Substance Abuse and Mental Health Services (SAMHS) serves as the single administrative authority responsible for creating an informed, accountable, and integrated approach to developing and implementing substance abuse and adult mental health services across the continuum of care.

ORGANIZATION:

SAMHS was established by the 125th Maine Legislature and merged the Office of Substance Abuse with the Office of Adult Mental Health Services. It operates across five pillars of service: Treatment and Recovery; Prevention and Intervention; and Data/Quality Management/Resource Development. Central administrative offices are located in Augusta.

PROGRAM:

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

SAMHS serves as the primary liaison with other DHHS agencies, departments, the

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Legislature, citizen's groups, consumer groups and service providers on issues pertaining to substance abuse and mental health. It provides information, training, consultation and service delivery strategies to help schools and communities reduce tobacco, substance use related and mental health problems.

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

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

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

SAMHS continues its work to meet and exceed the requirements of the Bates vs. DHHS Consent Decree and on strategies to both review and improve the timeliness, appropriateness and quality of adult mental health services.

SAMHS assists the Division of Licensing and Regulatory Services and the Office of MaineCare Services in promulgating rules and regulations for substance abuse and mental health services.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	4,288,618	3,982,253			306,365	
HEALTH BENEFITS	1,519,812	1,403,124			116,688	
RETIREMENTS	794,909	738,596			56,313	
OTHER FRINGE BENEFITS	89,961	84,228			5,733	
COMPUTER SERVICES	575,387	352,306	6,080		217,001	
CONTRACTUAL SERVICES	3,897,829	2,255,895	78,847		1,563,087	
RENTS	316,015	226,648	21,625		67,742	
COMMODITIES	-23,194	36,313	-62,547		3,040	
GRANTS, SUBSIDIES, PENSIONS	95,876,737	69,138,939	10,572,168		16,165,630	
EQUIPMENT	7,044	7,044				
TRANSFER TO OTHER FUNDS	90,676		3,135		87,541	
TOTAL EXPENDITURES	107,433,794	78,225,346	10,619,308		18,589,140	

**RIVERVIEW PSYCHIATRIC CENTER
JAY HARPER, SUPERINTENDENT**

Central Office: 250 ARSENAL STREET, AUGUSTA, ME 04333
 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX: (207) 287-6123
 Established: 1934 Telephone: (207) 624-4656
 Reference: Policy Area: 05 Umbrella: 14 Unit: 194 Citation: T0022A M.R.S.A., Sect.: 000000208
 Average Counts-All Positions: 355.860 Legislative Count: 355.50

PURPOSE:

Riverview Psychiatric Center (RPC) provides state of the art care and treatment to individuals with serious and persistent mental illness. This care is provided to both voluntary and court committed patients, as well as outpatients who

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require such support in order to transition to, or remain in, the community.

ORGANIZATION:

RPC was built in 2003 and opened in June 2004. The hospital has its own Advisory Board with by-laws covering organization, purpose, duties, appointment process, committees and the relationship to the medical staff.

PROGRAM:

RPC is a 92-bed psychiatric hospital with 44 beds used for court-ordered patients and those found not criminally responsible. The remaining 48 beds are for patients who are civilly committed or voluntary patients. It is organized into clinical, administrative and support service departments. RPC has four inpatient treatment units, admitting approximately 285 people per year. All four co-ed units provide an acute level of care. The Outpatient Program includes Community Support Services for both the adult and geriatric population. RPC is also the State's only forensic psychiatric hospital. It provides psychiatric services to clients from the criminal justice and court systems.

LICENSES:

RPC is licensed by DLRS/DHHS and accredited by the Joint Commission.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

RIVERVIEW PSYCHIATRIC CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	14,563,741	8,916,807	5,646,934			
HEALTH BENEFITS	5,232,672	153,851	5,078,821			
RETIREMENTS	2,929,216	78,258	2,850,958			
OTHER FRINGE BENEFITS	332,577	10,474	322,103			
COMPUTER SERVICES	559,664	97,592	462,072			
CONTRACTUAL SERVICES	9,965,186	6,299,560	3,665,626			
RENTS	241,009	211,494	29,515			
COMMODITIES	1,749,059	1,205,551	543,508			
GRANTS, SUBSIDIES, PENSIONS	62,780	45,528	17,252			
BUILDING IMPROVEMENTS	1,650	1,650				
TRANSFER TO OTHER FUNDS	257,873		257,873			
TOTAL EXPENDITURES	35,895,427	17,020,765	18,874,662			

DEPARTMENT OF CORRECTIONS

DEPARTMENT OF CORRECTIONS
DR. JOSEPH FITZPATRICK, COMMISSIONER
JODY BRETON, DEPUTY COMMISSIONER

TTY: (888) 577-6690
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: 1329.253 Legislative Count: 1325.50

Units:

BOLDUC CORRECTIONAL FACILITY
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
SOUTHERN MAINE WOMEN'S REENTRY CENTER
OFFICE OF VICTIM SERVICES

PURPOSE:

The Department of Corrections is responsible for the planning, direction and management of adult and juvenile correctional facilities, community corrections and other correctional programs within the state. The department administers the state's correctional facilities, provides for the safety of staff and clients, undertakes appropriate programming for the classification, education, rehabilitation and maintenance of clients and assures an effective system for the supervision of parolees and probationers. The department is responsible for the direction and administration of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, Long Creek Youth Development Center, Mountain View Youth Development Center, the Downeast Correctional Facility, Bolduc Correctional Facility, and the Southern Maine 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 Re-entry Center in Bangor and contracted to house state prisoners in county jails. In the summer of 2012, the Women's Re-entry Center moved to Alfred, Maine. 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:

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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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR					
	ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	55,682,386	55,371,087	51,436		125,431	134,432
HEALTH BENEFITS	22,243,120	22,130,143	8,056		40,873	64,048
RETIREMENTS	15,102,787	15,028,362	7,746		28,178	38,501
OTHER FRINGE BENEFITS	1,129,383	1,123,327	746		2,543	2,767
COMPUTER SERVICES	2,813,783	2,782,776	5,951		20,236	4,820
CONTRACTUAL SERVICES	35,869,397	33,304,264	181,073		1,441,761	942,299
RENTS	2,024,512	1,942,982	8,338		39	73,153
COMMODITIES	11,941,232	11,091,463	136,340		200,827	512,602
GRANTS, SUBSIDIES, PENSIONS	2,401,357	1,975,412			425,945	
BUILDING IMPROVEMENTS	5,204,862	5,204,862				
EQUIPMENT	1,282,133	1,269,633				12,500
INTEREST-DEBT RETIREMENT	83,624	83,624				
TRANSFER TO OTHER FUNDS	62,425		6,095		25,253	31,077
TOTAL EXPENDITURES	155,841,001	151,307,935	405,781		2,311,086	1,816,199

DEPARTMENT OF CORRECTIONS	TOTAL FOR					
	ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	2,865,181	2,680,728			50,021	134,432
HEALTH BENEFITS	1,038,956	954,658			20,250	64,048
RETIREMENTS	712,508	662,678			11,329	38,501
OTHER FRINGE BENEFITS	59,089	55,290			1,032	2,767
COMPUTER SERVICES	2,714,927	2,699,900			10,207	4,820
CONTRACTUAL SERVICES	27,388,043	26,195,650	88,613		161,492	942,288
RENTS	151,788	78,596			39	73,153
COMMODITIES	5,063,485	4,528,136			22,236	513,113
GRANTS, SUBSIDIES, PENSIONS	425,945				425,945	
BUILDING IMPROVEMENTS	5,204,862	5,204,862				
EQUIPMENT	1,282,133	1,269,633				12,500
INTEREST-DEBT RETIREMENT	83,624	83,624				
TRANSFER TO OTHER FUNDS	37,485		1,553		4,849	31,083
TOTAL EXPENDITURES	47,028,026	44,413,755	90,166		707,400	1,816,705

DEPARTMENT OF CORRECTIONS

BOLDUC CORRECTIONAL FACILITY

BENJAMIN BEAL, DIRECTOR

DR. JOSEPH FITZPATRICK, COMMISSIONER

Central Office: 516 CUSHING ROAD, WARREN, ME 04864

Mail Address: 516 CUSHING ROAD, WARREN, ME 04864

Established: 2013

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

Average Counts-All Positions: 56.000

FAX: (207) 273-5316

Telephone: (207) 273-5123

Legislative Count: 56.00

PURPOSE:

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

ORGANIZATION:

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

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

PROGRAM:

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

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

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

LICENSES:

ACA Accredited

DEPARTMENT OF CORRECTIONS

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EXPENDITURES	TOTAL FOR ALL FUNDS		GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	SALARIES & WAGES	2,715,233	2,715,233				
HEALTH BENEFITS	1,109,902	1,109,902					
RETIREMENTS	736,875	736,875					
OTHER FRINGE BENEFITS	54,149	54,149					
COMPUTER SERVICES	406	406					
CONTRACTUAL SERVICES	363,957	348,854		15,103			
RENTS	73,909	73,909					
COMMODITIES	402,351	378,833		23,518			
TOTAL EXPENDITURES	5,456,782	5,418,161		38,621			

CHARLESTON CORRECTIONAL FACILITY
CHAD CURTIS, SUPERINTENDENT
DR. JOSEPH FITZPATRICK, COMMISSIONER

Central Office: 1202 DOVER RD, CHARLESTON, ME 04422
Mail Address: 1202 DOVER RD, CHARLESTON, ME 04422
Established: 1980
Reference: Policy Area: 06 *Umbrella:* 03 *Unit:* 211 *Citation:* T0034A *M.R.S.A., Sect.:* 000003601
Average Counts-All Positions: 51.500 *FAX:* (207) 285-0815
Telephone: (207) 285-0800
Legislative Count: 51.50

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 1985, 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, opening another dormitory in 2014 added another 50 to the overall capacity bringing it to 210.

PROGRAM:

The Charleston Correctional Facility currently houses approximately 210 male prisoners. Prisoners are received from higher security level institutions, such as the Maine State Prison in Warren and the Maine Correctional Center in Windham. 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 General Education Development (GED) preparation and testing, adult basic education, PLATO, an on-line learning environment, Auto Computer Assisted Drafting (CAD) and other basic computer skills. Substance abuse services are provided through Alcohol Anonymous and Narcotics Anonymous groups and use of the Matrix Program. The facility has started a cognitive skills based program called "Thinking for a Change" which teaches prisoners new skills to deal with daily challenges.

DEPARTMENT OF CORRECTIONS

Parenting skills, life skills, career education, business classes, 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.

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 40,000 hours were expended on community restitution projects. There are over a dozen prisoners trained and ready to be utilized to fight forest fires and more than 60 prisoners that have earned the 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 that is to be used upon their release.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CHARLESTON CORRECTIONAL FACILITY	TOTAL					
	FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	REVENUE	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,144,572	2,144,572				
HEALTH BENEFITS	975,939	975,939				
RETIREMENTS	588,235	588,235				
OTHER FRINGE BENEFITS	42,849	42,849				
COMPUTER SERVICES	1,166	1,166				
CONTRACTUAL SERVICES	335,059	302,009	33,050			
RENTS	63,811	60,355	3,456			
COMMODITIES	273,868	239,785	34,083			
TRANSFER TO OTHER FUNDS	1,084		1,084			
TOTAL EXPENDITURES	4,426,583	4,354,910	71,673			

**MAINE CORRECTIONAL CENTER
SCOTT LANDRY, SUPERINTENDENT
DR. JOSEPH FITZPATRICK, 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: 259.476

Legislative Count: 258.50

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

DEPARTMENT OF CORRECTIONS

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 Federal court. Unit One is primarily a medium custody housing area and includes the department's forty (40) bed Correctional Recovery Center (CRC) which provides intensive residential substance abuse treatment and the DOC's Responsibility Understanding Learning Experience (RULE) program, a 60 bed residential program for the treatment of sexual offenders. Unit Two is primarily a medium custody housing area with a small population of minimum custody prisoners. 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.

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 Correct Care Solutions (CCS). Prisoners are assigned to a unit team which monitors prisoner adjustment to case management and transition/release planning. The substance abuse programs for both men and women are provided through a partnership with 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.

DEPARTMENT OF CORRECTIONS

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CORRECTIONAL CENTER EXPENDITURES	TOTAL FOR ALL		GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	FUND					
SALARIES & WAGES	11,022,950	11,018,292				4,658	
HEALTH BENEFITS	4,454,901	4,454,113				788	
RETIREMENTS	3,048,587	3,047,514				1,073	
OTHER FRINGE BENEFITS	224,714	224,646				68	
COMPUTER SERVICES	13,311	7,261		5,951		99	
CONTRACTUAL SERVICES	1,125,236	1,077,538		32,747		14,951	
RENTS	183,685	178,803		4,882			
COMMODITIES	1,483,106	1,419,890		60,547		2,669	
TRANSFER TO OTHER FUNDS	2,714			2,200		514	
TOTAL EXPENDITURES	21,559,204	21,428,057		106,327		24,820	

DOWNEAST CORRECTIONAL FACILITY
DAVID DANIELS, DIRECTOR
DR. JOSEPH FITZPATRICK, COMMISSIONER

Central Office: 64 BASE ROAD, MACHIASPORT, ME 04655
 Mail Address: 64 BASE ROAD, MACHIASPORT, ME 04655
 Established: 1984
 Reference: Policy Area: 06 Umbrella: 03 Unit: 220 Citation: T0034A M.R.S.A., Sect.: 000003901
 Average Counts-All Positions: 54.000

FAX: (207) 255-1176
 Telephone: (207) 255-1100
 Legislative Count: 54.00

PURPOSE:

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

ORGANIZATION:

In 1956 the Bucks Harbor Air Force Station was built and remained a joint Air Force/Federal Aviation Administration Station until 1979 when it was deactivated by the Air Force and turned over to the Federal Aviation Administration (FAA). The FAA continues to operate the facility as a joint surveillance system (Eastern Air Defense Sector J-54). In 1984 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 prisoners in June of 1985. The correctional facility and FAA station continue to share a mutually beneficial relationship.

In 2012 Downeast Correctional Facility transitioned to an all minimum security prison. Prisoners are housed in three dorm units. The facility utilizes a level system with each of the levels affording prisoners extra privileges and great opportunities for work release. Prisoners work up through the level system by following facility rules, complying with their case plans and avoiding any disciplinary action.

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

Medical services for the prisoners are provided by Correct Care Solutions. The facility utilizes two full time nurses with one additional per-diem nurse which provide daily medical coverage. A physician, dentist and ophthalmologist also

DEPARTMENT OF CORRECTIONS

visit the facility on regular schedules to provide appropriate medical care and treatment.

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

PROGRAM:

Downeast Correctional Facility utilizes a Unit Management system which is a multi-disciplinary team whose core members are composed of an Assistant Director/Unit Manager, a Sergeant, Correctional Officer(s), Correctional Care and Treatment Worker(s) and a Community Programs Coordinator. The Unit Management team has decision making authority, as delegated by the Chief Administrative Officer. This Unit is authorized to make decisions regarding prisoner housing, case management, classification, programming, orientation, work assignments, safety and sanitation inspections, etc.

Correctional Care and Treatment Workers complete needs assessment of each prisoner to determine program needs and individual goals. A Case Plan is developed to address all need areas including education, counseling, substance abuse training, mental health treatment/counseling, job training, family relationships, etc. Case planning is a vital component in outlining and monitoring all need areas. Assessment tools are used to target high risk areas which contribute to criminogenic behaviors. Prisoners are engaged in the case planning process and expectations are made clear. Case plans are monitored for progress or lack thereof and the plan is reviewed with the prisoner.

Services available at Downeast Correctional Facility include Alcoholic Anonymous and 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. A Family Violence Education Program and an Anger Management course are also provided. All services, programs and casework focus on assisting prisoners with successful reentry into society.

Vocational and work programs offered at Downeast Correctional Facility are automotive, welding, woodworking, public restitution and work release. In addition to the vocational and work programs the facility has a prison industries garment program. All of the programs focus on instilling personal responsibility, work ethic and basic job skills.

The public restitution program at Downeast Correctional Facility provides assistance to other state agencies, local municipalities and not for profit organizations throughout much of Washington County. Much of the work performed through the public restitution program would otherwise not be completed due to many of the agencies' limited funding. The program is a unique tool which benefits the prisoners, the agencies receiving the services, the community and the Department of Corrections.

Downeast Correctional Facility also provides work release opportunities for those prisoners who qualify. Work release provides prisoners with the opportunity to work for private entities within the community. Prisoners on work release are required to pay room and board, contribute a percentage of their earnings to savings, and make payments toward restitution fees, victim fees, court ordered fines and child support if applicable. Work release is a proven program aimed at assisting prisoners with successful reintegration back into the community.

The education program at Downeast Correctional Facility includes General Education Development (GED) coursework and testing. Prisoners can also participate in a High School Diploma program.

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FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	2,368,808	2,368,808				
HEALTH BENEFITS	988,236	988,236				
RETIREMENTS	645,115	645,115				
OTHER FRINGE BENEFITS	47,962	47,962				
COMPUTER SERVICES	804	804				
CONTRACTUAL SERVICES	218,970	212,327	6,643			
RENTS	55,043	55,043				
COMMODITIES	344,749	336,900	7,849			
TRANSFER TO OTHER FUNDS	211	211				
TOTAL EXPENDITURES	4,669,898	4,655,195	14,703			

**JUVENILE JUSTICE ADVISORY GROUP
BARTLETT STOODLEY, CHAIRMAN
DR. JOSEPH FITZPATRICK, COMMISSIONER**

TTY: (888) 577-6690

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.: 00000016

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 created a voluntary partnership between states and the federal government for the purpose of improving the administration of juvenile justice. In return for an annual formula grant, based on the state's juvenile population, each state undertakes to meet four congressionally defined standards ("Core" Requirements) for the management of juvenile offenders. These core requirements relate to: 1) the handling of status offenders; 2) the separation of juvenile from adult prisoners; 3) the detention of juveniles in places other than adult jails; and 4) the 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.

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PROGRAM:

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

Programs supported with JJAG funding served 3,200 youth in 2014-2015.

The federal allocation for Maine Juvenile Justice and Delinquency Prevention Program for federal fiscal year 2015 was \$393,667. Up to 10% of the award is available for planning and program administration, determined by need and available state matching funds, and \$20,000 is allocated for the activities of the JJAG. The remainder of the formula grant is allocated to a variety of programs to support improvement of the juvenile justice system. In accordance with their three-year plan, JJAG will support prevention and early intervention programs designed to keep at-risk youth out of the juvenile justice system, develop a comprehensive strategy to address delinquency among Native American youth, and monitor and provide technical assistance for jails and lock-ups to maintain compliance with the Federal JJDP Act.

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

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

LICENSES:

None

PUBLICATIONS:

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

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan 2015 to 2017
Maine Juvenile Justice Advisory Group's 2014 Annual Report to the Governor and The 125th Legislature
Disproportionate Minority Contact Report 2015
Youth of Color in Maine's Juvenile Justice System
Gender Responsiveness in the Juvenile Justice System

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

JUVENILE COMMUNITY CORRECTIONS

COLIN O'NEIL, ASSOC COMM JUVENILE SERV.
DR. JOSEPH FITZPATRICK, COMMISSIONER

Central Office: 19 ELKINS LANE, AMHI COMPLEX, AUGUSTA, ME 04333-0111 *TTY:* (888) 577-6690
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:* T0034A *M.R.S.A., Sect.:* 00005601
Average Counts-All Positions: 80.500 *Legislative Count:* 80.50

PURPOSE:

Juvenile Community Corrections was established to provide effective supervision to youth under its jurisdiction who are residing in the community. Using a risk reduction case management model, staff assess risk domains and strengths presented by juveniles, develop case plans, access and advocate for appropriate

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resources to implement case plans, collaborate with other State agencies and public and private providers to ensure that appropriate interventions are provided and monitor progress of the case plan. This approach targets dynamic risk factors that lead to continued criminal behavior, provides and directs appropriate interventions that will mitigate those risk factors, which ultimately assists the juvenile to remain crime free. Concurrently, the Juvenile Community Corrections Officers (JCCOs) will divert youth from the correctional system, supervise those on probation or aftercare status, and manage those youth detained or incarcerated to protect public safety. Juvenile Community Corrections is also responsible for the administration of the Interstate Compact for Juveniles.

ORGANIZATION:

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

PROGRAM:

Regional offices receive referrals from law enforcement officers for detention decisions or to screen for possible diversion. The JCCOs, based on specified criteria, determine whether juveniles should be detained pending a court hearing. They also decide whether a youth can be safely diverted from the correctional system. In the latter case, youth are dealt with informally through a contract specifying conditions to which the youth and his/her family agree to comply in 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

JUVENILE COMMUNITY CORRECTIONS	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	ALL				
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	3,393,067	3,341,631	51,436			
HEALTH BENEFITS	1,379,130	1,371,074	8,056			
RETIREMENTS	938,954	931,208	7,746			
OTHER FRINGE BENEFITS	68,519	67,773	746			
COMPUTER SERVICES	13,175	13,175				
CONTRACTUAL SERVICES	2,456,452	1,388,251	81		1,068,120	
RENTS	333,008	333,008				
COMMODITIES	82,432	82,432				
GRANTS, SUBSIDIES, PENSIONS	1,974,529	1,974,529				
TRANSFER TO OTHER FUNDS	14,657		878		13,779	
TOTAL EXPENDITURES	10,653,923	9,503,081	68,943		1,081,899	

LONG CREEK YOUTH DEVELOPMENT CENTER

JEFFREY MERRILL, SUPERINTENDENT
DR. JOSEPH FITZPATRICK, COMMISSIONER

Central Office: 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106
Mail Address: 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106 FAX: (207) 822-2773
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: 166.577 Legislative Count: 165.00

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LONG CREEK YOUTH DEVELOPMENT CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	7,222,485	7,205,439				17,046
HEALTH BENEFITS	2,793,929	2,791,002				2,927
RETIREMENTS	1,903,134	1,899,207				3,927
OTHER FRINGE BENEFITS	146,129	145,782				347
COMPUTER SERVICES	13,709	4,685				9,024
CONTRACTUAL SERVICES	903,756	780,569	96			123,091
RENTS	50,521	50,521				
COMMODITIES	808,966	659,075	4,572		145,319	
TRANSFER TO OTHER FUNDS	3,815		58			3,757
TOTAL EXPENDITURES	13,846,444	13,536,280	4,726		305,438	

DEPARTMENT OF CORRECTIONS

MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER

JEFF MORIN, SUPERINTENDENT
DR. JOSEPH FITZPATRICK, COMMISSIONER

Central Office: 1182 DOVER RD, CHARLESTON, ME 04422

Mail Address: 1182 DOVER RD, CHARLESTON, ME 04422

Established: 1991

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

FAX: (207) 285-0825

Telephone: (207) 285-0880

Average Counts-All Positions: 147.200

Legislative Count: 146.00

PURPOSE:

The purposes of the Mountain View Youth Development Center are:

1) Detention of juveniles prior to juvenile court appearances when a court orders that juveniles are to be securely detained; 2) Administer court-ordered diagnostic evaluations pursuant to Title 15, section 3309-A; 3) Confinement of young adult offenders ages 18-25 years of age; and 4) Confinement of adults for substance abuse treatment programs, with plans to house and treat adult prisoners convicted of sex offenses and those prisoners in the system needing assisted living care.

ORGANIZATION:

The Mountain View Youth Development Center in Charleston was established to provide juvenile correctional services for the northern and central counties of Maine. Beginning as a short term secure detention center known as The Northern Maine Juvenile Detention Facility, all the programs, services and physical buildings were expanded and reorganized in 2002 into the current Mountain View Youth Development Center. The Center provides services for detained youths pending court disposition for juvenile crimes and brief periods of incarceration less than 30 days known as "Shock Sentences" or periods of less than seven days known as "Drug Court Sanctions".

In April of 2014, while still serving a reduced juvenile population in one area of the facility, services were expanded to open a new program for committed young adult male offenders from 18-25 years of age that could greatly benefit from continued educational, therapeutic and substance abuse services that facility staff were already providing to juveniles.

In July of 2015, the mission and purposes of the facility were changed to meet the needs of a department-wide increasing adult population and the continued declining juvenile population. Juveniles in detention, after being sentenced by the courts and committed to the Department of Corrections for longer terms of confinement are now transferred to the Long Creek Youth Development Center in South Portland. The facility continues to serve the young adult offender population with programs and services aimed at reducing recidivism; while adding an adult population of prisoners requiring substance abuse treatment/services. Additional programs for Sex Offender Treatment and Assisted Living Care will begin soon.

The facility has been recognized by the Council for Juvenile Correctional Administrators (CJCA) and the Performance-based Standards Learning Institute (PbS Li) as one of the top three juvenile facilities in the country, and received The Barbara Allen-Hagen Award for outstanding and exemplary work in ensuring safety for residents and staff, holding youths accountable and providing effective rehabilitation services that prevent future crime. Mountain View also was the first juvenile correctional facility in the nation to participate in the Collaborative Problem Solving Model designed by clinical child psychologist Dr. Ross W. Greene Ph.D. offering a new approach to handling challenging and explosive behavior in children and adolescents.

PROGRAM:

The facility offers programs and services to change prisoner behaviors, attitudes and beliefs into those that are socially acceptable. The primary method of achieving these changes is cognitive/behaviorally based to meet the specific needs of each individual and reduce targeted high risk behaviors. Each prisoner has an individualized Case Plan designed to address specific risks and needs. Educational services provide an opportunity to complete the requirements to earn their Hi-SET diplomas (high school equivalency), and some college preparation. Programs are offered for Aggression Replacement Therapy, Thinking for a Change, Family Violence Education, Parenting Skills, substance abuse and mental health

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therapies, along with religious and recreational programs. Vocational training skills are offered in Culinary (with Safe Serve training); Carpentry and Small Engines programs. These skills prepare them for transfer to minimum custody facilities and work release programs, and provide eligibility for the Adult Supervised Community Confinement Program. The Mountain View Youth Development Center achieved national accreditation recognition from the American Correctional Association in May 2006, and has earned re-accreditations in 2009, 2012, and May of 2015 with 100% compliance ratings.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	6,658,406	6,608,268			50,138	
HEALTH BENEFITS	2,644,922	2,628,569			16,353	
RETIREMENTS	1,762,362	1,751,326			11,036	
OTHER FRINGE BENEFITS	138,673	137,629			1,044	
COMPUTER SERVICES	9,530	8,625			905	
CONTRACTUAL SERVICES	520,832	446,625	100		74,107	
RENTS	73,958	73,958				
COMMODITIES	805,987	774,767	617		30,603	
TRANSFER TO OTHER FUNDS	2,299		9		2,290	
TOTAL EXPENDITURES	12,616,969	12,429,767	726		186,476	

STATE PAROLE BOARD

DR. JOSEPH FITZPATRICK, COMMISSIONER
RODNEY BOUFFARD, ASSOCIATE COMMISSIONER

TTY: (888) 577-6690

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

PURPOSE:

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

ORGANIZATION:

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

In January 1984, the Board began to hear entrustment revocation proceedings for those juveniles alleged to have violated their conditions of release on entrustment from the state's juvenile correctional institutions. As of September 1990, the Board is no longer responsible for hearing juvenile entrustment

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revocation hearings. The Board elects its own chairman and meets at least bi-monthly. It may meet as often as necessary.

PROGRAM:

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

PUBLICATIONS:

Parole Board Rules and Policy-Free

PUBLICATIONS:

Parole Board Rules and Policy - Free

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	750	750				
CONTRACTUAL SERVICES	126	126				
TOTAL EXPENDITURES	876	876				

STATE PRISON

**RANDALL LIBERTY, WARDEN
DR. JOSEPH FITZPATRICK, COMMISSIONER**

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

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

Established: 1823

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

Average Counts-All Positions: 306.000

FAX: (207) 273-5320

Telephone: (207) 273-5310

M.R.S.A., Sect.: 00003201A

Legislative Count: 306.00

PURPOSE:

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

ORGANIZATION:

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

The new facility was built to house 916 prisoners. Capacity is being increased

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

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

PROGRAM:

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

Educational programs at the prison include literacy and remedial reading with individual instruction. High School Equivalency Test (HISSET) diplomas are offered through prison teachers and a "live" college program through a grant. Interactive video college courses are also available through the University of Maine at Augusta Thomaston Center. Typing, computer science, music, literature, writing, art, horticulture, 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.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PRISON	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	11,841,916	11,841,916				
HEALTH BENEFITS	4,634,908	4,634,908				
RETIREMENTS	3,267,765	3,267,765				
OTHER FRINGE BENEFITS	239,428	239,428				
COMPUTER SERVICES	16,298	16,298				
CONTRACTUAL SERVICES	2,210,485	2,205,836	4,639			10
RENTS	162,384	162,384				
COMMODITIES	2,451,842	2,447,200	5,154			-512
GRANTS, SUBSIDIES, PENSIONS	883	883				
TRANSFER TO OTHER FUNDS	97		102			-5
TOTAL EXPENDITURES	24,826,006	24,816,618	9,895			-507

DEPARTMENT OF CORRECTIONS

DIVISION OF PROBATION AND PAROLE

**RODNEY BOUFFARD, ASSOC COMM ADULT SERVICES
DR. JOSEPH FITZPATRICK, COMMISSIONER**

TTY: (888) 577-6690

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: 112.000

Legislative Count: 112.00

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 assessments, interventions, case management, treatment and program referrals, etc. Traditional duties such as pardons and commutation investigations for the Governor's office, pre-sentence investigations for the courts, post-sentence, pre-parole, furloughs and other investigations for the state's correctional institutions remain part of their assignment.

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

ORGANIZATION:

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

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

DEPARTMENT OF CORRECTIONS

caseload which consists solely of sex offenders, domestic violence offenders or severe substance abusers who are assigned to Drug Court. These Probation Officers receive specialized training in their area of expertise. In 2012, Twelve (12) Probation Officer Assistants positions were created in an effort to reduce the administrative tasks that Probation Officers were responsible for, leaving them more time to work directly with their clients on risk reduction. Each region has four (4) Probation Officer Assistants who are responsible for court intake, drug testing and supervision of administrative and low risk clients.

PROGRAM:

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

PUBLICATIONS:

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

LICENSES:

On October 9, 2013, all Probation Officers will be required to be certified law enforcement officers by the Maine Criminal Justice Academy.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	4,559,872	4,556,303			3,569	
HEALTH BENEFITS	1,844,020	1,843,465			555	
RETIREMENTS	1,257,540	1,256,728			812	
OTHER FRINGE BENEFITS	89,718	89,666			52	
COMPUTER SERVICES	23,455	23,455				
CONTRACTUAL SERVICES	242,720	242,720				
RENTS	762,439	762,439				
COMMODITIES	166,393	166,393				
TRANSFER TO OTHER FUNDS	64				64	
TOTAL EXPENDITURES	8,946,221	8,941,169			5,052	

**SOUTHERN MAINE WOMEN'S REENTRY CENTER
JENNIFER NEEDHAM, UNIT MANAGER
DR. JOSPHE FITZPATRICK, COMMISSIONER**

Central Office: 2 LAYMAN WAY, ALFRED, ME 04002

Mail Address: 2 LAYMAN WAY, ALFRED, ME 04002

Established: 2013

Reference: Policy Area: 06 Umbrella: 03 Unit: 679 Citation: PL2013 M.R.S.A., Sect.: CH 368

Average Counts-All Positions: 20.000

FAX:

Telephone: (207) 490-5194

Legislative Count: 20.00

PURPOSE:

The mission of the Southern Maine Re-Entry Center (SMRC) is to provide women with three years or less left of their sentence with the opportunities and support they need to reintegrate back into the community successfully. We recognize that

DEPARTMENT OF CORRECTIONS

women offenders have unique pathways to their crimes and because of that we assess and provide programs with a gender responsive and trauma informed approach.

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

ORGANIZATION:

The Southern Maine Re Entry Center provides a minimum/community, security facility housing prisoners cleared for community work release and work crews. The facility is located in Alfred and is supervised through Adult Community Corrections. SMRC currently has a rated capacity of 68 and, currently houses 68 residents. SMRC provides structure, supervision and security to prisoners during the transition from incarceration to release. Residents participate in community re-entry programs (work release, education release, public service release, family reunification), and unitize community services (counseling, substance abuse treatment, Alcoholics Anonymous, educational, and social services), while presenting a minimum risk to the public's safety and property. SMRC uses a variety of gender responsive approaches to achieve their goals.

Education is offered in General Education Development (GED) preparation and testing, adult basic education and the opportunity to attend college classes at the local community college if community status eligible. The following programs are offered at the facility; Moving On, Mapping Your Re-entry, Equine Therapy, Anger Management, Healthy Relationships, Alcoholics Anonymous/Narcotics Anonymous, Read to Me Mommy, Active Parenting Class, Houses of Healing, Thinking for Change, Turning Points and Beyond Trauma. Substance abuse services are provided at an intensive level through Differential Substance Abuse Treatment program (DSAT). Our DSAT program offers the Seeking Safety Program for resident who scored moderate to low on the substance abuse screening.

PROGRAM:

CULINARY ARTS PROGRAM

This program works step by step with the residents to go over the fundamentals of kitchen safety, proper handling and storage of knives, portion sizes, food presentation, food guide pyramid, menu planning, balancing of ingredients and meals on a budget.

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

WORK READY PROGRAM

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

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

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

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

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

DEPARTMENT OF CORRECTIONS

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SOUTHERN MAINE WOMEN'S REENTRY CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	792,887	792,887				
HEALTH BENEFITS	341,519	341,519				
RETIREMENTS	221,573	221,573				
OTHER FRINGE BENEFITS	16,112	16,112				
COMPUTER SERVICES	7,001	7,001				
CONTRACTUAL SERVICES	98,584	98,584				
RENTS	113,965	113,965				
COMMODITIES	57,321	57,321				
TOTAL EXPENDITURES	1,648,962	1,648,962				

OFFICE OF VICTIM SERVICES

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

TTY: (888) 577-6690

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 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

DEPARTMENT OF CORRECTIONS

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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF VICTIM SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	96,262	96,262				
HEALTH BENEFITS	36,757	36,757				
RETIREMENTS	20,138	20,138				
OTHER FRINGE BENEFITS	2,042	2,042				
CONTRACTUAL SERVICES	5,175	5,175				
COMMODITIES	733	733				
TOTAL EXPENDITURES	161,107	161,107				

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

**BG GERARD F. BOLDUC, JR., ACTG COMM/DEP 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: 202.000

Legislative Count: 202.00

Units:

ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS &

MILITARY BUREAU

EMERG MANA

BUREAU OF MAINE VETERANS' SERVICES

MAINE EMERGENCY MANAGEMENT AGENCY

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 continue to be utilized as an operational force in support of Operations Inherent Resolve. 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 150,000 veterans and manages Maine's Veterans' Memorial Cemeteries. The Maine Emergency Management Agency is charged with all disaster mitigation, preparedness, response, recovery and Homeland Security operations within the State of Maine.

ORGANIZATION:

The Department of Defense, Veterans and Emergency Management was created by 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. In 2007, the position of Maine Emergency Management Agency Director was changed to become a gubernatorial appointment, recommended by the Commissioner, and subject to confirmation by the State Senate. The Adjutant General was also designated as the Governor's Homeland Security Advisor (HSA) at this time.

PROGRAM:

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

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

PUBLICATIONS:

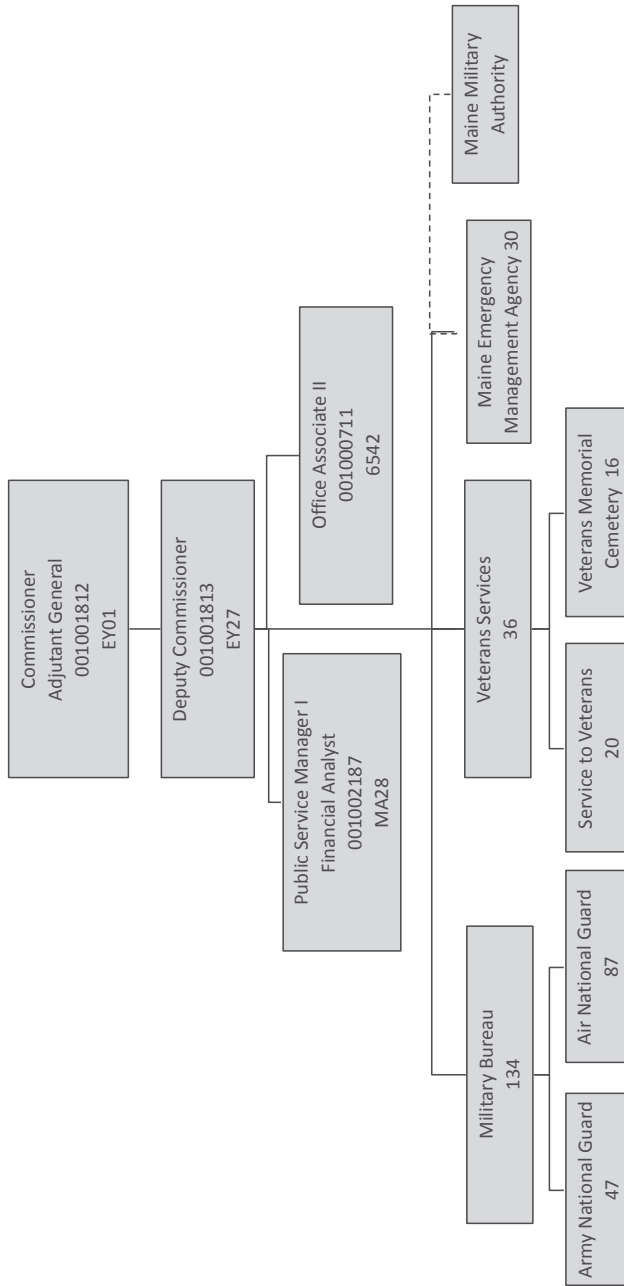
The Adjutant General's Report is a biennial publication that highlights the significant events and accomplishments of the Department during the previous two years.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	11,987,387	2,395,648	273,335		6,146,444	3,171,960
HEALTH BENEFITS	4,309,862	970,557	78,453		2,112,084	1,148,768
RETIREMENTS	2,184,325	394,296	40,484		1,141,962	607,583
OTHER FRINGE BENEFITS	300,854	65,850	5,159		157,436	72,409
COMPUTER SERVICES	214,892	71,645	1,787		134,250	7,210
CONTRACTUAL SERVICES	10,821,367	1,348,521	196,551		7,099,452	2,176,843
RENTS	803,732	82,123	2,847		354,871	363,891
COMMODITIES	3,329,807	745,895	48,702		2,331,817	203,393
GRANTS, SUBSIDIES, PENSIONS	9,174,156	667,195	331,262		8,175,699	
PURCHASE OF LAND	966,183				966,183	
BUILDING IMPROVEMENTS	1,964,034				1,964,034	
EQUIPMENT	1,034,511		25,551		933,685	75,275
TRANSFER TO OTHER FUNDS	608,196	20	11,254		50,379	546,543
TOTAL EXPENDITURES	47,699,306	6,741,750	1,015,385		31,568,296	8,373,875



Organizational Chart



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS & EMERGENCY MANAGEMENT)

**BG GERARD F. BOLDUC, JR., ACTG COMM/DEP 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: 210A Citation: T0037B M.R.S.A., Sect.: 00000003
 Average Counts-All Positions: 2.000 Legislative Count: 2.00

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

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

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS & EMERG)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	163,944	163,944				
HEALTH BENEFITS	5,111	5,111				
OTHER FRINGE BENEFITS	12,982	12,982				
COMPUTER SERVICES	2,727	2,727				
CONTRACTUAL SERVICES	39,145	39,145				
RENTS	15,000	15,000				
COMMODITIES	45	45				
TOTAL EXPENDITURES	238,954	238,954				

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

MAINE EMERGENCY MANAGEMENT AGENCY

BRUCE FITZGERALD, DIRECTOR

BG GERARD F. BOLDUC, JR., ACTG COMM/DEP ADJ GENERAL

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 of Maine through leadership, coordination, and support, in the four phases of emergency management: mitigation, preparedness, response and recovery. The Agency coordinates the mitigation, preparedness, response and recovery from disasters or catastrophes' such as forest fire, flood, earthquake, nuclear power accident, or hurricane. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property. Since 2001, the Agency has been the focal point for the implementation of programs regarding Homeland Security, integrating these programs into its all-hazard mission. In 2005, statutory language was added to make MEMA the coordinating agency within state government for homeland security operational preparedness, response, recovery and mitigation. Cybersecurity has become a new focus for the Agency, working with the Office of Information Technology (OIT), the Maine State Police, Maine National Guard, and other partners to develop plans and procedures for managing cyber related incidents. In 2015, MEMA got legislative approval to establish a Cybersecurity Coordinator position who will work collaboratively with OIT and other agencies to develop a statewide cyber strategy and incident response plan.

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

ORGANIZATION:

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

The Emergency Management Assistance Compact was enacted in 1998 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause. The International Emergency Assistance Compact was enacted in 1999, to provide mutual aid among northeast states and eastern Canadian provinces. The Governor, through Executive Order, created the State Emergency Response Commission in April of 1987 to coordinate state government's role in carrying out Maine's planning and preparedness responsibilities for hazardous materials in compliance with Title III of the Federal Superfund Amendments and Reauthorization Act of 1986, Emergency Planning and Community Right-To-Know. The Maine Emergency Management Agency carries out the planning and preparedness activities for the Commission. The River Flow Advisory Commission was established

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

in statute in 1997, having existed as an "ad hoc" organization since the early 1980s. Its purpose is to advise the Department and the Governor on matters of stream flow, and to facilitate information flow among all public and private parties with an interest in hydrologic issues. The Maine Emergency Management Agency carries out the planning and preparedness activities for the Commission.

The Agency also coordinates the State Homeland Security Advisory Council (HSAC) under the chairmanship of The Adjutant General, who is also the Governor's Homeland Security Advisor (HSA). The HSAC brings together law enforcement, public health, and other safety and security officials from State departments as well as Federal offices operating in Maine, to share information and brief on emerging Homeland Security issues.

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

PROGRAM:

The Federal Government has been granting money to the states for civil emergency preparedness (emergency management) for more than 40 years. The Emergency Management Performance Grant (EMPG) has been the instrument of FEMA/State Agreement since 1998.

MEMA receives funding from FEMA for administration and administrative services. In addition, MEMA 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, MEMA also distributes the following grants; State Homeland Security Grants, and Operation Stone Garden grants for border protection. Agency activities are additionally supported by the USDOT Hazardous Materials Emergency Planning Grant and FEMA Dam Safety grant.

PUBLICATIONS:

Preparedness and Educational Brochures, including:
 General Home and Family preparedness, earthquake and tsunami preparedness
 Web-based programmatic and educational information and materials, available at:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE EMERGENCY MANAGEMENT AGENCY	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,346,874	302,151	163,896		880,827	
HEALTH BENEFITS	490,912	118,202	57,416		315,294	
RETIREMENTS	258,149	58,352	31,965		167,832	
OTHER FRINGE BENEFITS	27,819	5,757	3,582		18,480	
COMPUTER SERVICES	82,852	16,036	1,568		65,248	
CONTRACTUAL SERVICES	507,524	87,816	119,290		300,418	
RENTS	151,518	898	2,467		148,153	
COMMODITIES	371,986	13,829	69,878		288,279	
GRANTS, SUBSIDIES, PENSIONS	8,922,405	667,195	86,528		8,168,682	
TRANSFER TO OTHER FUNDS	51,749	20	8,838		42,891	
TOTAL EXPENDITURES	12,211,788	1,270,256	545,428		10,396,104	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

MILITARY BUREAU

BG GERARD F. BOLDUC, JR., ACTG COMM/DEP ADJ GENERAL
BG HUGH T. CORBETT, 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: 136.000

Legislative Count: 136.00

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 2,160 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. In the past training year, The Maine Army National Guard deployed 178 soldiers of the 133d Engineer Battalion to Afghanistan to conduct Forward Operating Base Closures. The 120th Readiness Support Group deployed to the Joint Readiness Training Center, Fort Polk, Louisiana to provide Base Operations oversight for active duty units.

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

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

The Maine Air National Guard's authorized strength is 1,153 airmen who are combat ready to serve in Federal missions of Air Refueling, Combat Communications and Engineering Installations. The 101st Air Refueling Wing (Wing) is composed of fifteen units including Groups, Squadrons and Flights and when called to active duty reports to the Air Mobility Command. The Wing provides world-wide air refueling in support of all major commands of the United States Air Force, United States Navy, United States Marines, Air Force Reserve, Air National Guard and all NATO countries. The 243rd Engineering Installation Squadron (EIS) and the 265th Combat Communications Squadron (CBCS) train for mobility. The 243rd EIS and the 265th CBCS when called to active duty report to Air Force Space Command. Their high state of readiness enables them to deploy in support of the Department of Defense worldwide. The Maine Air Guard deployed 372 personnel worldwide; maintained alert aircraft and crews 24 hours a day, 7 days a week; and processed over 11.3 million gallons of jet fuel, and serviced over 891 transient aircraft in fiscal year 2014. The Maine Air National Guard also stands ready to protect the lives and property of the citizens of Maine and to preserve peace, order, and public safety under the orders of the Governor.

PUBLICATIONS:

The MAINIAC
 The Bayonet
 Guard ME
 Family Program Chain of Concern

Unit Newsletters

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MILITARY BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	9,155,344	635,472	109,439		5,238,473	3,171,960
HEALTH BENEFITS	3,217,123	255,391	21,036		1,791,928	1,148,768
RETIREMENTS	1,699,337	111,232	8,520		972,002	607,583
OTHER FRINGE BENEFITS	226,478	15,142	1,578		137,349	72,409
COMPUTER SERVICES	77,206	1,283	150		68,563	7,210
CONTRACTUAL SERVICES	9,817,737	857,312	75,911		6,707,671	2,176,843
RENTS	605,617	34,628	380		206,718	363,891
COMMODITIES	2,857,268	642,697	-21,176		2,032,354	203,393
GRANTS, SUBSIDIES, PENSIONS	7,017				7,017	
BUILDING IMPROVEMENTS	1,467,439				1,467,439	
EQUIPMENT	124,660				49,385	75,275
TRANSFER TO OTHER FUNDS	553,532		2,387		4,602	546,543
TOTAL EXPENDITURES	29,808,758	2,553,157	198,225		18,683,501	8,373,875

BUREAU OF MAINE VETERANS' SERVICES

ADRIA HORN, DIRECTOR, VETERANS' SERV
BG GERARD F. BOLDUC, JR., ACTG COMM/DEP ADJ GENERAL

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: 36.00 Legislative Count: 36.00

PURPOSE:

The Maine Bureau of Veterans' Services provides support services to Maine's 140,000 veterans and their dependents. These programs include, but are not limited to advocacy, veteran/constituent briefings, housing, medical and hospital care, educational aid and compensation, vocational rehabilitation, employment, nursing homes, and burials. The seven regional offices located throughout the State provide support to veterans statewide in addition to supplementing the US Department of Veterans' Affairs claims offices at Togus and Vet Centers at

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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 advocacy program. Veterans' Service Officers cover districts and travel to itinerant office sites at least four times a month to reach all of Maine's veterans.

The Central Office, located at Camp Keyes in Augusta, administers educational benefits provided 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 System. The Bureau administers the Honoring a Veteran from a Grateful State Program which provides recognition for the service and sacrifice of Maine's veterans.

The Director sits on the Board of Trustees for the Maine Veterans' Homes, the Executive Council of the Governing Body for the VA Maine Healthcare System, and serves as the primary public advocate for Maine veterans.

ORGANIZATION:

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

PROGRAM:

CLAIMS SERVICE. The seven regional offices represented 42,284 clients during the fiscal year 2014-15. These offices also filed 2,026 claims with the US Department of Veterans' Affairs. The Claims Office at Togus, acting as the veterans advocate, filed 1,533 new Powers of Attorney on the behalf of veterans and/or their dependents. Actions taken by the Bureau have resulted in new awards or recoveries totaling \$50,124,832.90 by the US Department of Veterans Affairs. The Bureau also maintains the discharge records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 552,000 such records are now on file in the main office.

VETERANS' DEPENDENTS EDUCATIONAL BENEFITS. Dependents of permanent and totally disabled veterans may be eligible for free tuition at a state supported institution. During the past year there were 268 students enrolled in the program at a value of \$1,509,236.03.

MAINE VETERANS' MEMORIAL CEMETERY. The Maine Veterans Memorial Cemetery System serves veterans throughout Maine with two cemeteries in Augusta, one in Caribou, and one in Springvale. During the past year, 994 burials were conducted and a total of 23,782 persons have been buried in the cemetery system since its inception. Two hundred and ninety-nine reservations for burial were made. At the end of the year there were 5,568 reservations for future burial on file. There were 463 Certificates of Eligibility issued with a total of 12,963 certificates on file.

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MAINE VETERANS' SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,321,223	1,294,080				27,143
HEALTH BENEFITS	596,715	591,853				4,862
RETIREMENTS	226,840	224,712				2,128
OTHER FRINGE BENEFITS	33,575	31,969				1,606
COMPUTER SERVICES	52,107	51,599		69		439
CONTRACTUAL SERVICES	456,962	364,248		1,350		91,364
RENTS	31,598	31,598				
COMMODITIES	100,508	89,324				11,184
GRANTS, SUBSIDIES, PENSIONS	244,735		244,735			
PURCHASE OF LAND	966,183					966,183
BUILDING IMPROVEMENTS	496,596					496,596
EQUIPMENT	909,851		25,551			884,300
TRANSFER TO OTHER FUNDS	2,917		30			2,887
TOTAL EXPENDITURES	5,439,810	2,679,383	271,735		2,488,692	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**DEPARTMENT OF ECONOMIC AND COMMUNITY
DEVELOPMENT**

GEORGE GERVAIS, COMMISSIONER

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

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

Established: 1987

Telephone: (207) 624-9800

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

Average Counts-All Positions: 32.000

Legislative Count: 32.00

Units:

OFFICE OF BUSINESS DEVELOPMENT

MAINE SMALL BUSINESS AND ENTREPRENEURSHIP

MAINE STATE FILM COMMISSION

COMMISSION

MAINE STATE FILM OFFICE

OFFICE OF TOURISM

OFFICE OF INNOVATION

OFFICE OF COMMUNITY DEVELOPMENT

PURPOSE:

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

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

ORGANIZATION:

The department traces its roots back to the Maine Development Commission which was established in 1933. A reorganization in 1955 created the Department of Development of Industry and Commerce, and further reorganization in 1957 established the agency as the Department of Economic Development. In 1971 another reorganization reconstituted the department as the Department of Commerce and Industry, and shortly thereafter, in 1975, the department was abolished and many of its functions transferred to other agencies. As part of this process, the State Development Office was established within the Executive Department, and assumed responsibility for Maine's general business development functions. On October 1, 1987, the State Development Office was abolished to be replaced by the newly established Department of Economic and Community Development, which also assumed the development-related activities of the State Planning Office and the Department of Conservation. In 1995, the department transferred its Natural Areas, Growth Management, Coastal Zone Management and Code Enforcement programs to the State Planning Office and the Department of Conservation.

In 1996, the Department was reorganized for efficiency by consolidating the Energy Conservation Division within the Office of Business Development. This reorganization also shifted the department's primary accounting, personnel and information services functions to the Department of Administrative and Financial Services under a "clustering" arrangement, and established the Maine International Trade Center, which assumed the department's international commerce functions. In 1999, the Legislature established the Maine Technology Institute with the purpose of coordinating grants to businesses to commercialize new products and processes. The Directors of the Maine Technology Institute and the Maine International Trade Center are employees of the Department of Economic and Community Development. In 2004, the Energy Resource and Conservation programs were transferred to the Public Utilities Commission as a part of their energy office. DECD underwent a reorganization in 2003 when the Office of Innovation was established to support research and development throughout the State. In 2006, the Legislature created the Office of Small Business and Entrepreneurship in realigning the small business programs in the Office of Business Development but this office was left vacant by budget cuts in 2008. In 2012, after the State Planning Office was abolished, DECD acquired the Code Enforcement Training and Certification Program and oversight of the State-owned landfill properties.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

PROGRAM:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS					
	GENERAL FUNDS	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS	
SALARIES & WAGES	2,016,604	1,112,527	634,555		269,522	
HEALTH BENEFITS	560,410	289,357	186,852		84,201	
RETIREMENTS	379,600	213,985	111,757		53,858	
OTHER FRINGE BENEFITS	41,905	24,322	12,431		5,152	
COMPUTER SERVICES	100,767	75,300	25,467			
CONTRACTUAL SERVICES	14,352,036	759,593	10,585,252		7,191	
RENTS	47,628	16,500	31,128		3,000,000	
COMMODITIES	28,214	19,366	8,848			
GRANTS, SUBSIDIES, PENSIONS	27,946,278	9,256,918	1,285,120		15,340,565	
TRANSFER TO OTHER FUNDS	65,066		32,202		32,864	
TOTAL EXPENDITURES	45,538,508	11,767,868	12,913,612		15,793,353	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS					
	GENERAL FUNDS	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS	
SALARIES & WAGES	413,496	413,496				
HEALTH BENEFITS	77,780	77,780				
RETIREMENTS	70,303	70,303				
OTHER FRINGE BENEFITS	8,894	8,894				
COMPUTER SERVICES	8,417	8,417				
CONTRACTUAL SERVICES	270,586	259,098	11,488			
RENTS	8,318	8,318				
COMMODITIES	14,246	14,246				
GRANTS, SUBSIDIES, PENSIONS	1,336,540	1,336,540				
TRANSFER TO OTHER FUNDS	625		625			
TOTAL EXPENDITURES	2,209,205	2,197,092	12,113			

**OFFICE OF BUSINESS DEVELOPMENT
MICHAEL HERSEY, DIRECTOR**

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
 Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 FAX: (207) 287-5701
 Established: 1987 Telephone: (207) 624-9804
 Reference: Policy Area: 01 Umbrella: 19 Unit: 499 Citation: T0005 M.R.S.A., Sect.: 000013061
 Average Counts-All Positions: 8.000 Legislative Count: 8.00

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

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

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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

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

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 provides information directly to businesses on incentives programs, technical assistance and information on labor, wages, taxes, transportation, utilities and environmental regulations. Assistance is also provided for site location; financial opportunities through federal, state and local financing programs; 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.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF BUSINESS DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	477,991	477,991				
HEALTH BENEFITS	151,862	151,862				
RETIREMENTS	105,020	105,020				
OTHER FRINGE BENEFITS	9,542	9,542				
COMPUTER SERVICES	49,011	49,011				
CONTRACTUAL SERVICES	405,160	405,160				
RENTS	4,671	4,671				
COMMODITIES	2,608	2,608				
GRANTS, SUBSIDIES, PENSIONS	2,397,975	334,300				2,063,675
TOTAL EXPENDITURES	3,603,840	1,540,165				2,063,675

**MAINE STATE FILM COMMISSION
KAREN CARBERRY-WARHOLA, DIRECTOR**

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
 Mail Address: STATE HOUSE STATION 59, AUGUSTA, ME 04333-0059 FAX: (207) 287-5701
 Established: 1987 Telephone: (207) 624-9828
 Reference: Policy Area: 01 Umbrella: 19 Unit: 505 Citation: T0005 M.R.S.A., Sect.: 000013090H

PURPOSE:

The Maine Film Commission 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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

MAINE STATE FILM OFFICE

KAREN CARBERRY-WARHOLA, DIRECTOR

Central Office: , ,

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

Established: 1996 *Telephone:* (207) 624-9828

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

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

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

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF INNOVATION

MICHAEL HERSEY, DIRECTOR

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

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

Established: 2004 *Telephone:* (207) 624-9804

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

Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

PURPOSE:

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

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

ORGANIZATION:

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

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

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

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

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INNOVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	114,152	114,152				
HEALTH BENEFITS	24,333	24,333				
RETIREMENTS	18,963	18,963				
OTHER FRINGE BENEFITS	3,605	3,605				
COMPUTER SERVICES	1,871	1,871				
CONTRACTUAL SERVICES	3,057,413	16,839	40,574			3,000,000
GRANTS, SUBSIDIES, PENSIONS	6,942,768	6,908,042	34,726			
TRANSFER TO OTHER FUNDS	974		974			
TOTAL EXPENDITURES	10,164,079	7,087,805	76,274			3,000,000

MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION

MICHAEL HERSEY, 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) 624-9804

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

M.R.S.A., Sect.: 000013032

PURPOSE:

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

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

ORGANIZATION:

The Commission consists of the Commissioner of the Department of Economic and Community Development, the CEO of the Finance Authority of Maine, a designee of the administrative unit, three public members appointed by the Commissioner of the Department of Economic and Community Development, the chair of the Maine Small Business Development Centers (SBDC) Advisory Council and the House and Senate chairs of the Joint Standing Committee of the Legislature having jurisdiction over 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 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 client counseling, research and technical assistance, as well as workshops and seminars of interest to small business owners.

The total Maine Small Business Development Centers' (Maine SBDC) program budget for calendar year 2014 was \$1,932,222, of which \$790,536 was a combination of state funding appropriated to the Maine Small Business and Entrepreneurship Commission and pass-through money from DECD. During CY2014, the Maine Small Business Development Centers provided business counseling to 1,817 clients. In addition to its business counseling services, the Maine SBDC program conducted 74 live workshops and seminars. For more information, contact the Maine SBDC Office at (207) 780-4420 or visit their website at www.mainesbdc.org

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	5,479	5,479				
GRANTS, SUBSIDIES, PENSIONS	678,036	678,036				
TOTAL EXPENDITURES	683,515	683,515				

OFFICE OF TOURISM CAROLANN OUELLETTE, DIRECTOR

TTY: (207) 287-2656

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
 Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 FAX: (207) 287-8070
 Established: 2003 Telephone: (207) 624-9824
 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

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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 five professional and one support staff, and one professional person in the Maine Film Office.

PROGRAM:

During the past year the office engaged in promotional efforts that included digital, social, broadcast and print media advertising, editorial promotion, publication of a quarterly electronic magazine, domestic and international sales, participation in consumer travel and trade shows, strategic marketing partnerships, presentations before professional, consumer and media groups, and fulfillment associated with the promotional efforts. Local outreach programs continue and include informational seminars, workshops and conferences with elements of the Maine tourism industry. The office oversaw the operation of eight year-round State of Maine visitor information centers.

LICENSES:

None.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF TOURISM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	551,418		551,418			
HEALTH BENEFITS	170,406		170,406			
RETIREMENTS	98,649		98,649			
OTHER FRINGE BENEFITS	11,267		11,267			
COMPUTER SERVICES	22,785		22,785			
CONTRACTUAL SERVICES	10,507,928		10,507,928			
RENTS	30,732		30,732			
COMMODITIES	8,680		8,680			
GRANTS, SUBSIDIES, PENSIONS	1,210,841		1,210,841			
TRANSFER TO OTHER FUNDS	26,225		26,225			
TOTAL EXPENDITURES	12,638,931		12,638,931			

**OFFICE OF COMMUNITY DEVELOPMENT
DEBORAH JOHNSON, DIRECTOR**

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0059
Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-8070
Established: 1987 *Telephone:* (207) 624-9817
Reference: Policy Area: 01 *Umbrella:* 19 *Unit:* 498 *Citation:* T0005 *M.R.S.A., Sect.:* 0000013072
Average Counts-All Positions: 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.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

ORGANIZATION:

The Department of Economic and Community Development assumed responsibility for administration of the Community Development Block Grant (CDBG) program in October 1987, when it was transferred from the State Planning Office. The program is funded by the U.S. Department of Housing and Urban Development and administered by a professional staff of six full-time employees.

In 2012, the Code Enforcement Training and Certification Program and oversight of the state-owned landfill properties were transferred from the former State Planning Office to the Office of Community Development.

PROGRAM:

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

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	459,547	106,888	83,137		269,522	
HEALTH BENEFITS	136,029	35,382	16,446		84,201	
RETIREMENTS	86,666	19,700	13,108		53,858	
OTHER FRINGE BENEFITS	8,596	2,280	1,164		5,152	
COMPUTER SERVICES	18,683	16,001	2,682			
CONTRACTUAL SERVICES	105,472	73,018	25,263		7,191	
RENTS	3,908	3,511	397			
COMMODITIES	2,679	2,512	167			
GRANTS, SUBSIDIES, PENSIONS	15,380,118		39,553		15,340,565	
TRANSFER TO OTHER FUNDS	37,242		4,378		32,864	
TOTAL EXPENDITURES	16,238,940	259,292	186,295		15,793,353	

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION
WILLIAM H. BEARDSLEY, ACTING COMMISSIONER

TTY: (888) 557-6690

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

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

Established: 1931

Telephone: (207) 624-6600

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

Average Counts-All Positions: 192.463

Legislative Count: 163.50

Units:

LEADERSHIP TEAM

SPECIAL SERVICES TEAM

MAGNET SCHOOLS

LEARNING THROUGH TECHNOLOGY TEAM

PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS TEAM

TEACHER RETIREMENT

SCHOOL FINANCE AND OPERATIONS 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 Systems)

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.

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	8,110,204	4,793,460	293,830		3,022,914	
HEALTH BENEFITS	2,653,997	1,599,332	96,800		957,865	
RETIREMENTS	1,540,956	914,842	61,942		564,172	
OTHER FRINGE BENEFITS	169,940	99,421	6,181		64,338	
COMPUTER SERVICES	6,987,886	5,987,958	2,944		996,984	
CONTRACTUAL SERVICES	24,493,597	14,304,726	1,151,522		9,037,349	
RENTS	64,996	32,390	11,856		20,750	
COMMODITIES	275,600	186,791	14,670		74,139	
GRANTS, SUBSIDIES, PENSIONS	1,291,114,943	1,097,036,288	17,836,480		176,242,175	
EQUIPMENT	27,929	5,000			22,929	
TRANSFER TO OTHER FUNDS	23,233,532	12,185,093	10,133,755		914,684	
TOTAL EXPENDITURES	1,358,673,580	1,137,145,301	29,609,980		191,918,299	

DEPARTMENT OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	175,123				175,123	
HEALTH BENEFITS	48,859				48,859	
RETIREMENTS	19,629				19,629	
OTHER FRINGE BENEFITS	7,978				7,978	
COMPUTER SERVICES	8,183		3,186		4,997	
CONTRACTUAL SERVICES	376,239	172,000	122,282		81,957	
COMMODITIES	9,060		5,934		3,126	
GRANTS, SUBSIDIES, PENSIONS	1,535,981		1,200		1,534,781	
TRANSFER TO OTHER FUNDS	30,521		9,458		21,063	
TOTAL EXPENDITURES	2,211,573	172,000	142,060		1,897,513	

LEADERSHIP TEAM

WILLIAM H. BEARDSLEY, ACTING COMMISSIONER

TTY: (888) 557-6690

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

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

Established: 1996

Telephone: (207) 624-6600

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

Average Counts-All Positions: 13.000

Legislative Count: 13.00

PURPOSE:

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

ORGANIZATION:

This unit reports directly to the Commissioner and includes administrative oversight of the Department, personnel, finance and budget, state and federal legislative activities, and communications.

This team also oversees compliance with the Maine Administrative Procedures Act including rulemaking, federal compliance matters, the Freedom of Information Act and school approval.

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEADERSHIP TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	760,177	611,885	85,949		62,343	
HEALTH BENEFITS	224,244	179,154	28,141		16,949	
RETIREMENTS	146,982	115,764	19,728		11,490	
OTHER FRINGE BENEFITS	19,783	16,831	1,608		1,344	
COMPUTER SERVICES	42,040	3,578	-455		38,917	
CONTRACTUAL SERVICES	2,384,370	357,251	628,454		1,398,665	
RENTS	12,076	220	11,856			
COMMODITIES	20,057	8,726	7,392		3,939	
GRANTS, SUBSIDIES, PENSIONS	4,670,687		3,323,460		1,347,227	
TRANSFER TO OTHER FUNDS	133,895		34,949		98,946	
TOTAL EXPENDITURES	8,414,311	1,293,409	4,141,082		2,979,820	

MAGNET SCHOOLS

LUKE C. SHORTY, EXECUTIVE DIRECTOR

Central Office: 95 HIGH ST, LIMESTONE, ME 04750

Mail Address: 95 HIGH ST, LIMESTONE, ME 04750

Established: 1996

FAX: (207) 325-3340

Telephone: (207) 325-3303

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

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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS TEAM

RACHELLE TOME, CHIEF ACADEMIC OFFICER

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

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

Established: 2008

TTY: (888) 577-6690

FAX: (207) 624-6821

Telephone: (207) 624-6708

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

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

Average Counts-All Positions: 47.576

Legislative Count: 47.00

DEPARTMENT OF EDUCATION

PURPOSE:

The PK-20/Adult Education and Federal Programs Team (Learning Systems) is comprised of Regional Services, Curriculum Content and Instructional support, Career and Technical Education (CTE), Teacher Quality and Educator Effectiveness support, Professional Development coordination, Higher Education, state and local Assessment and Accountability, Advanced Placement, Agriculture Education, Health education, Student support services, including bullying prevention programs, 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, George Briggs Grant, and ESEA federal programs and grants.

The PK-20/Adult Education and Federal Programs Team (Learning Systems) coordinates, manages, and supervises the services related to a wide array of instructional programs, activities, supports and requirements for all Maine learners and provides leadership to the field in its conduct of those functions. While its focus is on programs operated through Maine's public schools, its scope is pre-school through adult education. Its activities cover state, federal, private and foundation funded educational activities through the post-secondary level. This team reviews and testifies on legislation regarding education and develops rules as directed by legislation; collects and analyzes student data for performance and other required elements, 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 has provided support to Department of Health and Human Services in their agency's oversight of Refugees grant funding. 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 for Essential Instruction; graduation requirements, industry standards, high school redesign, support services to assure students fair and appropriate opportunities to achieve the Learning Results through multiple pathways and opportunities; and approval and support of CTE programs.

Team members play a leadership role by providing a direct link from the field to the Department and by forging and supporting a variety of regional partnerships and collaborative efforts to enhance the ability of local school systems and CTE centers to undertake results-based systemic educational improvement efforts. This team also supports the review and approval of post-secondary programs and institutions, including Maine's teacher preparation programs.

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-20 programs and career and technical programs. These efforts inform the support and review of post-secondary institutions. The PK-20/Adult Education and Federal Programs Team (Learning Systems) 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 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 design provides information, professional development, technical assistance and research and development in curriculum, instruction, and assessment in the content areas of the Learning Results; student support services, including those students with special needs and/or English learners; and comprehensive school

DEPARTMENT OF EDUCATION

improvement and reform. The PK-20/Adult Education and Federal Programs Team (Learning Systems) staff work at the district level, across districts in a region, across regions and statewide on a variety of purposes. Team members work collaboratively with external organizations, agencies and other internal teams 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 statewide. They provide technical assistance and support to superintendents, administrators, teachers and other education staff to coordinate local and regional efforts to implement the Learning Results; identify and broker professional development opportunities matched to the needs of educators and school systems; work with regional groups and organizations to establish or enhance partnerships and 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. They 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 applicable post-secondary 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, Migrant Education Program and Language Instruction for Limited English Proficient and Immigrant Students.

The PK-20/Adult Education and Federal Programs Team (Learning Systems) develops and implements the Maine Educational Assessment, the Maine High School Assessment, the Maine Alternative Assessment for severely, cognitively delayed learners, Maine's English language proficiency 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 Career and Technical Education (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 degree-granting institutions, 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 post-secondary education.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS TEAM	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	2,341,756	1,164,938	31,407		1,145,411	
HEALTH BENEFITS	732,039	364,263	9,202		358,574	
RETIREMENTS	450,527	217,742	5,789		226,996	
OTHER FRINGE BENEFITS	46,888	24,608	687		21,593	
COMPUTER SERVICES	290,240	40,366			249,874	
CONTRACTUAL SERVICES	7,956,057	2,372,521	4,329		5,579,207	
RENTS	29,884	18,971			10,913	
COMMODITIES	53,867	40,379			13,488	
GRANTS, SUBSIDIES, PENSIONS	79,830,525	5,739,080	37,641		74,053,804	
TRANSFER TO OTHER FUNDS	524,491		3,317		521,174	
TOTAL EXPENDITURES	92,256,274	9,982,868	92,372		82,181,034	

DEPARTMENT OF EDUCATION

SCHOOL FINANCE AND OPERATIONS TEAM
SUZAN BEAUDOIN, DIRECTOR SCHOOL FIN&OPER

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023 *TTY:* (888) 577-6690
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: 45.000 *Legislative Count:* 45.00

PURPOSE:

This Team is comprised of five sub-teams; the School Finance, Compliance & Governance 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.

The School Finance, Compliance & Governance sub-team administers the Essential Programs and Services Funding Act and controls distribution of state subsidies for all school administrative units. This team also provides technical assistance to school units regarding school closings, board re-apportionment, withdrawals from school units, school-based MaineCare, Postsecondary Options program, calculates the annual tuition rates for public and some private schools. This sub-team also administers 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 oversees the Compliance section which reviews all audits of school administrative units and other entities receiving educational funds and compliance review of 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. This sub-team also works with school safety issues for the State and school administrative units.

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, Compliance & Governance sub-team consists of six positions (four supported by General Purpose Aid for Local Schools). The Maine Educational Data System (MEDMS) sub-team consists of five positions. The School Facilities & Transportation sub-team consists of four positions (one supported by General Purpose Aid for Local Schools and three supported by special revenue funds). The Child Nutrition sub-team consists of nine positions (seven supported by federal funds). The Certification sub-team consists of eight positions.

DEPARTMENT OF EDUCATION

PROGRAM:

The School Finance, Compliance & Governance sub-teams annual production goals were met with completion of all programs. In the General Purpose Aid Support Services, the actual distribution of the 2014-2015 State school subsidies of \$943.8 million was processed and analysis and information were prepared and distributed for the 2014-2015 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, processing, 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 that provides 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 \$47,953,909 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 2015 School Year included 16,307,546 school lunches, 7,936,811 school breakfasts; 586,016 after school snacks, and 62,696 half pints of milk. The Child Nutrition team also reimbursed \$1,813,604 to schools that offered fresh fruit and vegetables as a snack. The Summer Food Service Program made available \$2,120,215 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 697,060. USDA commodity foods valued for all programs at \$4,100,150 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. This sub-team also deals with school maintenance programs, and leased space; and 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 conduct, holding informal and formal hearings, 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 15
Teacher and Administrator Certification Guidance

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SCHOOL FINANCE AND OPERATIONS TEAM	TOTAL						
	FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS	
SALARIES & WAGES	2,224,273	1,594,139	176,474		453,660		
HEALTH BENEFITS	748,294	537,122	59,458		151,714		
RETIREMENTS	444,039	320,151	36,425		87,463		
OTHER FRINGE BENEFITS	44,724	31,791	3,887		9,046		
COMPUTER SERVICES	6,096,228	5,541,758	213		554,257		
CONTRACTUAL SERVICES	3,359,692	2,299,479	396,457		663,756		
RENTS	7,052	813			6,239		
COMMODITIES	33,526	27,779	1,343		4,404		
GRANTS, SUBSIDIES, PENSIONS	949,878,871	885,889,557	14,351,917		49,637,397		
EQUIPMENT	22,929				22,929		
TRANSFER TO OTHER FUNDS	102,379		43,501		58,878		
TOTAL EXPENDITURES	962,962,007	896,242,589	15,069,675		51,649,743		

**SPECIAL SERVICES TEAM
JAN BRETON, DIRECTOR, SPECIAL SVS**

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) 624-6676
Reference: Policy Area: 02 *Umbrella:* 05 *Unit:* 071P *Citation:* M.R.S.A., Sect.:
Average Counts-All Positions: 30.000 *Legislative Count:* 30.00

PURPOSE:

The Special Services Team provides leadership, management, coordination and supervision of programs and services provided in accordance with the Individuals with Disabilities Education Act (IDEA) to children with disabilities birth to 20 years old. Activities are directed at the goal of enhancing the performance of children with disabilities. It also works with contracted educational organizations, including Institutions of Higher Education and private organizations and service providers. The Special Services Team proposes, reviews and participates in the legislative process regarding education and services for children with disabilities. It develops, promulgates and enforces regulatory requirements in alignment with state and federal statutes and regulations. It is responsible for the collection and analysis of student and school performance data that are reported publicly in conformance with federal and state obligations. Responsibility includes administration of the federal Individuals with Disabilities Education Act, Parts B (children with disabilities age 3- 20) and C (children with disabilities birth -2, as needed, in collaboration with Child Development Services), 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.

ORGANIZATION:

The Special Services Team was realigned in 2012. The Special Services Team is now organized under the following structure: due process, general supervision (including Unit A for special purpose private schools, the state agency client program and the surrogate parent program; and Unit B for fiscal monitoring of public school special education programs), the State Personnel Development Grant (SPDG), and data (including the State Performance Plan and the Annual Performance Report). The work is informed by several advisory groups including: the Assistive Technology Advisory Council, the Interdepartmental Coordinating Committee for IDEA, Part C, the State Advisory Panel for IDEA, Part B, and the SPDG State Personnel Development Grant Advisory Committee.

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,

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Memoranda of Understanding with the Departments of Health and Human Services, Corrections, Public Safety and Labor, and a Letter of Understanding with Maine Indian Education. In addition, the Special Services Team collaborates with certification, school approval, and assessment. Maine's Unified Special Education Regulations Birth to Age Twenty (MUSER) supports alignment of services with those provided to eligible children birth-2 years and 3-5 years by Child Development Services statewide, 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 collaborates with other state agencies to ensure appropriateness of special education personnel licensing and associated program and services costs.

PUBLICATIONS:

Maine Unified Special Education Regulations Birth to Age Twenty and guidance documents, as well as, state and local educational agency performance indicator data as specified by IDEA.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SPECIAL SERVICES TEAM	TOTAL FOR ALL FUNDS		GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	FUND					
EXPENDITURES							
SALARIES & WAGES	1,113,133	29,965				1,083,168	
HEALTH BENEFITS	361,065	8,224				352,841	
RETIREMENTS	205,096	5,522				199,574	
OTHER FRINGE BENEFITS	22,595	475				22,120	
COMPUTER SERVICES	192,329	52,187				140,142	
CONTRACTUAL SERVICES	1,319,473	80,607				1,238,866	
RENTS	3,798	200				3,598	
COMMODITIES	15,354	2,337				13,017	
GRANTS, SUBSIDIES, PENSIONS	77,665,051	27,996,086				49,668,965	
TRANSFER TO OTHER FUNDS	196,992					196,992	
TOTAL EXPENDITURES	81,094,886	28,175,603				52,919,283	

**LEARNING THROUGH TECHNOLOGY TEAM
MIKE MUIR, 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), the Maine Online Learning Programs (MOLP and AP4ALL), and 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 80,000 wireless laptop and tablet computers, wireless network infrastructure in each of 375 public schools (K-12), and professional development activities in support of over 14,000 educators, administrators, and technology support specialists. The MSLN provides advanced broadband Internet connectivity to virtually all K-12 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

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with telecommunications providers, and coordinates with schools and public libraries to ensure that schools and libraries have sufficient broadband Internet connectivity to support their educational and public service needs. NetworkMaine provides annual reports and recommendations to the Public Utilities Commission regarding the use of the Maine Telecommunications Education Access Fund (Maine Revised Statute Title 35-A, section 7104-B). It also provides oversight and management of Federal E-Rate funds on behalf of Maine schools and libraries which when combined with MTEAF provides funding to support all network operations and management.

ORGANIZATION:

The Team is comprised of seven positions (supported by General Purpose Aid for Local Schools).

PROGRAM:

Staff on this team provides a wide array of services and technical support to school systems, teachers, and other organizations across the state. This is done by staff and through contracted services managed by the staff (i.e. Hewlett Packard, Apple, Inc., Maine Distinguished Educators, CEPARE, etc.) They provide direct technical assistance to schools in the form of professional development for teachers, administrators, and technology support specialists as well as project management support. The team coordinates with other professional development efforts within the Department of Education as well as with other organizations in Maine. The team provides school and regional in-person professional development opportunities as well as online professional development opportunities. In addition, the team creates professional development content for online publication. 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. The staff manages 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 collaborations with Maine's Federal congressional offices, the Federal Communications Commission, and other national organizations in support of continued Federal E-Rate funding. 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. The team administers the AP4ALL online course program that provides free, rigorous, online Advanced Placement (AP) courses to any Maine public school student. AP4ALL provides opportunities for all Maine students to participate in an AP course regardless of the local school's capacity to offer these courses. AP4ALL currently offers 22 different AP course offerings.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEARNING THROUGH TECHNOLOGY TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
COMPUTER SERVICES	344,663		344,663			
CONTRACTUAL SERVICES	132,325	132,325				
RENTS	3,522		3,522			
COMMODITIES	27,780	27,780				
GRANTS, SUBSIDIES, PENSIONS	590,112	467,850	122,262			
TRANSFER TO OTHER FUNDS	22,227,623	12,185,093	10,042,530			
TOTAL EXPENDITURES	23,326,025	13,161,233	10,164,792			

DEPARTMENT OF EDUCATION

**TEACHER RETIREMENT
SANDY MATHESON, EXECUTIVE DIRECTOR**

Central Office: 96 SEWALL STREET, AUGUSTA, ME 04333-0046 TTY: (207) 512-3102
 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:

Public Law 2013, chapter 368 changes the method for funding normal costs of teacher retirement. Beginning in fiscal year 2014, the normal cost of retirement for a teacher is reflected in the General Purpose Aid for Local Schools expenditures for School Finance and Operations Team Unit and included in the costs for the school administrative unit that employs the teacher. The remaining employer retirement cost component is the unfunded actuarial liability, which forms the expenditures for teacher retirement.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

TEACHER RETIREMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	176,943,716	176,943,716				
TOTAL EXPENDITURES	176,943,716	176,943,716				

**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: 1983 Telephone: (207) 624-6892
 Reference: Policy Area: 02 Umbrella: 05 Unit: 071U Citation: T0020A M.R.S.A., Sect.: Chap 119
 Average Counts-All Positions: 51.887 Legislative Count: 23.50

PURPOSE:

The mission of Education in the Unorganized Territories (EUT) is to deliver a comprehensive range of educational services to all eligible pupils aged 3 to 20 who are legal residents of the Unorganized Territory of Maine.

Title 20-A, Chapter 119 establishes the Commissioner's statutory authority to provide elementary and secondary schooling through the operation of schools in the unorganized territory or to provide resident pupils with transportation services and tuition in order to attend school in the nearest public school system. A total of 937 pupils reside in the unorganized territory.

ORGANIZATION:

Education in the Unorganized Territories consists of a Director State Schools EUT, an Education Specialist III who serves as the Director of Special Education for the unorganized territory, a Business Manager, a Secretary Specialist and a full-time Accounting Associate I. All positions except the Director of Special Education are located at the central office in Augusta.

PROGRAM:

Education in the Unorganized Territory is responsible for the operation of three elementary schools with a total enrollment of approximately 103 pupils (Connor, Edmunds, and Kingman). Employees in these schools include teacher / principal, teachers, office assistant IIs, teacher aides, janitors / bus drivers and cooks. Transportation for these schools is provided through the operation of 19 buses. In addition, 834 pupils are tuitioned to 76 local school systems, with

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transportation provided through the operation of 19 buses and approximately 11 contracted conveyances. In addition, the UT works collaboratively with 24 LEA(Local Education Agency) to coordinate bus routes to transport UT children to and from school. Pupils who reside in more remote locations are provided educational services through a variety of alternative methods such as room and board in lieu of transportation, tutors, and home schooling.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EDUCATION UNORGANIZED TERRITORY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,495,741	1,392,533			103,208	
HEALTH BENEFITS	539,496	510,569			28,927	
RETIREMENTS	274,684	255,663			19,021	
OTHER FRINGE BENEFITS	27,971	25,716			2,255	
COMPUTER SERVICES	14,203	5,406			8,797	
CONTRACTUAL SERVICES	8,965,441	8,890,543			74,898	
RENTS	8,664	8,664				
COMMODITIES	115,954	79,789			36,165	
EQUIPMENT	5,000	5,000				
TRANSFER TO OTHER FUNDS	17,631				17,631	
TOTAL EXPENDITURES	11,464,785	11,173,883			290,902	

DEPARTMENT OF ENVIRONMENTAL PROTECTION
DEPARTMENT OF ENVIRONMENTAL PROTECTION
EVERY DAY, ACTING COMMISSIONER

WATS: (800) 452-1942

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

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

FAX: (207) 287-2814

Established: 1972

Telephone: (207) 287-2812

Reference: Policy Area: 04 Umbrella: 06 Unit: 096 Citation: T0038

M.R.S.A., Sect.: 0000341-A

Average Counts-All Positions: 394.962

Legislative Count: 391.50

Units:

BUREAU OF AIR QUALITY

BUREAU OF LAND AND WATER QUALITY

OFFICE OF THE COMMISSIONER

BUREAU OF REMEDIATION AND WASTE MANAGEMENT

BOARD OF ENVIRONMENTAL PROTECTION

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 the improvement of environmental protection, administers grants, issues licenses and initiates enforcement actions. The department negotiates agreements with federal, state and municipal agencies, administer laws relating to the environment and educate the public and regulated community on environmental issues and obligations.

ORGANIZATION:

On July 1, 1972, the Department was formally created with a broad mandate of responsibilities extending to air, land, water, waste and other environmental areas of concern.

PROGRAM:

The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus, programs and specific initiatives.

The Bureau of Air Quality administers state air pollution laws and the Federal Clean Air Act. The bureau conducts air monitoring and modeling, licenses air emissions, enforces license conditions and manages technical data.

The Bureau of Remediation and Waste Management is responsible for responding to discharges or spills of oil products or hazardous matter; directing the cleanup or mitigation of adverse effects associated with uncontrolled hazardous substance sites; and managing hazardous wastes, hazardous substances, petroleum products and biomedical waste; administering the State's solid waste facility licensing program, the asbestos and lead abatement programs, and the sludge and residuals landspreading program.

The Bureau of Water Quality is responsible for assessing the quality of Maine's waterways, licensing waste water discharges and reporting water body uses and recommended classifications to the Legislature.

The Bureau of Land and Water Quality is responsible for administering the laws and regulations related to a wide range of land development activities, including large-scale developments, stormwater, impacts to natural resources (ponds, streams, wetlands, etc.), mining and gravel pits, shoreland zoning, and hydropower facilities. The Bureau also performs compliance and enforcement tasks to ensure land development activities are in compliance with the licenses issued. Additionally, the Bureau is charged with assessing the quality of Maine's waterways, licensing waste water discharges, reporting water body uses, and recommended classifications to the Legislature.

LICENSES:

Licenses: Air Emission, Oil Terminal Facility, Hazardous Waste Treatment Facility

DEPARTMENT OF ENVIRONMENTAL PROTECTION

& 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, Hydropower, 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, Small Scale Wind.

(See Bureau entries for details)

PUBLICATIONS:

Guidance documents include short documents on a variety of laws, programs and environmental issues, and periodic publications, on timely topics of relatively narrow focus.

Study reports as directed by the Legislature.

(see www.Maine.gov/DEP for details)

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	18,798,570	3,404,289	10,776,043		4,618,238	
HEALTH BENEFITS	6,609,542	1,246,395	3,738,336		1,624,811	
RETIREMENTS	3,684,406	633,407	2,174,520		876,479	
OTHER FRINGE BENEFITS	386,689	70,636	223,965		92,088	
COMPUTER SERVICES	804,937	229,278	556,282		19,377	
CONTRACTUAL SERVICES	11,598,836	579,518	10,181,722	15,172	821,069	1,355
RENTS	1,054,300	158,597	841,768	2,278	51,657	
COMMODITIES	520,241	88,427	285,607	14,561	131,646	
GRANTS, SUBSIDIES, PENSIONS	7,751,819	571,500	4,721,305		2,098,674	360,340
EQUIPMENT	327,083		269,353		57,730	
TRANSFER TO OTHER FUNDS	1,202,118		934,416	1,041	266,661	
TOTAL EXPENDITURES	52,738,541	6,982,047	34,703,317	33,052	10,658,430	361,695

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	6,124,821		2,763,484		3,361,337	
HEALTH BENEFITS	2,187,405		1,004,899		1,182,506	
RETIREMENTS	1,155,429		523,300		632,129	
OTHER FRINGE BENEFITS	120,006		55,288		64,718	
COMPUTER SERVICES	69,596		51,554		18,042	
CONTRACTUAL SERVICES	1,240,408		873,826		366,582	
RENTS	162,314		116,444		45,870	
COMMODITIES	109,524		12,090		97,434	
GRANTS, SUBSIDIES, PENSIONS	3,605,374		2,588,622		1,016,752	
EQUIPMENT	221,948		187,078		34,870	
TRANSFER TO OTHER FUNDS	363,277		175,658		187,619	
TOTAL EXPENDITURES	15,360,102		8,352,243		7,007,859	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

BUREAU OF AIR QUALITY
MARC CONE, DIRECTOR

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) 287-1932

Reference: Policy Area: 04 *Umbrella:* 06 *Unit:* 096A *Citation:* T0038

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

Average Counts-All Positions: 18.000

Legislative Count: 18.00

PURPOSE:

The Bureau of Air Quality implements state air pollution laws and the federal Clean Air Act, and administers the Department of Environmental Protection's accounts and environmental data management systems. The Bureau issues air emission licenses, assesses ambient air impacts from emissions, ensures compliance with state and federal air emission regulations, monitors ambient air quality, manages data systems to measure environmental impacts and program performance, and manages financial transactions for environmental protection program implementation.

ORGANIZATION:

The Bureau consists of the Division of Licensing and Compliance, the Division of Air Quality Assessment, and the Division of Resource Administration.

PROGRAM:

The Licensing and Compliance Division issue air emission licenses and ensures compliance with state and federal laws for stationary sources. The Licensing Section performs technical reviews of license applications, evaluates emission control technologies, identifies applicable state and federal regulatory requirements, provides technical assistance and drafts licensing documents. The Mobile Sources Section ensures new vehicles sold in Maine meet low emission standards; and conducts inspections of trucks under the statewide heavy-duty diesel-testing program, and on-board diagnostic inspections for Cumberland County's enhanced motor vehicle inspection program. The Compliance Section provides compliance assistance, conducts facility inspections, reviews compliance reports, and investigates and responds to complaints from the public. The Enforcement Section resolves discovered or reported violations through education or formal enforcement actions, and reviews facility emission testing.

The Air Quality Assessment Division monitors ambient air quality across the state, performs air chemistry analytic work and conducts data assessments for air quality trends and forecasts. The Monitoring Section operates and maintains the State's air quality monitoring networks for a variety of pollutants following federal requirements and reports all monitoring results to EPA. The Laboratory and Quality Assurance Section analyzes canister samples for over 100 Hazardous Air Pollutants (HAPs) and particulate matter filters for over 30 trace metals, both primarily collected at ambient sites but occasionally from a source's stack emission points operates a Photochemical Assessment Monitoring Station (PAMS) for reactive oxides of nitrogen (NO_x) and volatile organic compounds (VOCs); and provides quality assurance support for all monitoring activities, including calibration standards and performance audits. The Atmospheric Science & Analysis Section assesses ambient air quality data for trends, issues daily state-wide ozone and particle pollution forecasts, and performs complex regional technical data analyses.

The Resource Administration Division performs agency-wide functions in three areas: Environmental Data Management; Collections, Claims and Cost Recovery; and Account Management. The Environmental Data Management team manages databases and environmental data for analysis, reporting, and federal submissions. The Collections, Claims and Cost Recovery Section pursue collection of environmental and licensing fees, and processes oil contamination damage and reimbursement claims. The Account Management team reviews and tracks department expenditures; develops and administers internal controls; and supports grant, loan and contracting activities.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF AIR QUALITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	723,628	629,036			94,592	
HEALTH BENEFITS	262,894	235,297			27,597	
RETIREMENTS	141,860	124,406			17,454	
OTHER FRINGE BENEFITS	14,164	12,052			2,112	
COMPUTER SERVICES	623	272			351	
CONTRACTUAL SERVICES	74,217	23,132		15,172	35,913	
RENTS	8,041	5,763		2,278		
COMMODITIES	67,780	27,991		14,561	25,228	
GRANTS, SUBSIDIES, PENSIONS	838,768				838,768	
EQUIPMENT	22,860				22,860	
TRANSFER TO OTHER FUNDS	7,651			1,041	6,610	
TOTAL EXPENDITURES	2,162,486	1,057,949		33,052	1,071,485	

**OFFICE OF THE COMMISSIONER
AVERY DAY, ACTING COMMISSIONER**

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330
 Mail Address: 17 STATE HOUSE 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.: 000000342
 Average Counts-All Positions: 33.000 Legislative Count: 33.00

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, agency licensing, enforcement activities, legislative initiatives, coordinates strategic planning and quality assurance, and provides support services to the Department. The Office also serves as primary liaison with the Office of Attorney General.

The Office of Innovation and Assistance reviews departmental initiatives and makes recommendations to the Commissioner on how to integrate multi-media, innovative programs and technical assistance. The Office administers the Small Business Technical Assistance Program (SBTAP), and the state's Environmental Leader programs.

The Office of Education and Outreach develops and coordinates departmental communications and outreach initiatives. Staff provides the central point of contact for the media and the general public. The Office is responsible for delivery of proactive, integrated and professional quality educational initiatives and for execution of the agency's annual legislative agenda.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,539,682	260,597	1,279,085			
HEALTH BENEFITS	480,517	62,374	418,143			
RETIREMENTS	276,295	34,287	242,008			
OTHER FRINGE BENEFITS	39,015	5,556	33,459			
COMPUTER SERVICES	673,449	210,153	463,296			
CONTRACTUAL SERVICES	1,610,286	174,963	1,435,323			
RENTS	188,736	46,647	142,089			
COMMODITIES	53,895	4,304	49,591			
TRANSFER TO OTHER FUNDS	132,144		132,144			
TOTAL EXPENDITURES	4,994,019	798,881	4,195,138			

BOARD OF ENVIRONMENTAL PROTECTION

JAMES PARKER, 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:*
Reference: Policy Area: 04 *Umbrella:* 06 *Unit:* 101 *Citation:* T0038 *M.R.S.A., Sect.:* 000000341C
Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

PURPOSE:

The Board of Environmental Protection (Board) is charged with providing informed, independent and timely decisions on the interpretation, administration and enforcement of the laws relating to environmental protection, and with providing for credible, fair and responsible public participation in Department decisions. The Board fulfills its purpose through major substantive rulemaking, decisions on applications of statewide significance, decisions on appeals of the Commissioner's licensing and enforcement actions, and recommending changes in the law to the Legislature.

ORGANIZATION:

The Board consists of seven members appointed by the Governor, subject to review by the joint standing committee of the Legislature having jurisdiction over natural resource matters and confirmation by the Senate. Members are selected to represent a broad range of professional backgrounds and experiences. At least three members must have technical or scientific backgrounds in environmental issues and no more than four members may reside in the same Congressional District. Members serve four-year terms, and a member may not serve more than two consecutive four-year terms. The Governor appoints one member to serve as chair. The Board is staffed by the Executive Analyst. 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 generally held twice monthly in Augusta; additional meetings and hearings 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 generally meets on the first and third Thursdays of each month to undertake its work including major substantive rulemaking, appeals of licensing or enforcement actions, and review of certain applications of statewide significance. 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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

and decided by the Commissioner; however, state law provides that certain license applications will be decided by the Board including applications for certain 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	123,218		123,218			
HEALTH BENEFITS	35,837		35,837			
RETIREMENTS	28,200		28,200			
OTHER FRINGE BENEFITS	1,555		1,555			
CONTRACTUAL SERVICES	10,208		10,208			
RENTS	3,486		3,486			
COMMODITIES	961		961			
TRANSFER TO OTHER FUNDS	5,050		5,050			
TOTAL EXPENDITURES	208,515		208,515			

BUREAU OF LAND AND WATER QUALITY
MICK KUHNS, DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333
Established: 1994
Reference: Policy Area: 04 *Umbrella:* 06 *Unit:* 096B *Citation:*
Average Counts-All Positions: 71.000

FAX: (207) 287-7191
Telephone: (207) 287-2827
M.R.S.A., Sect.:
Legislative Count: 71.00

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 protected natural resources of the state.

The Bureau administers the: Site Location of Development Act; Natural Resources Protection Act; Mandatory Shoreland Zoning Act; Maine Waterway Development and Conservation Act; Stormwater Management Law; Erosion and Sedimentation Control Law; Performance Standards for Excavations for Borrow, Clay, Topsoil, or Silt; Performance Standards for Quarries; the Maine Wind Energy Act; 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 Department of Agriculture, Conservation and Forestry.

ORGANIZATION:

There are three divisions in this bureau: the Division of Land Resource Regulation, the Division of Water Quality Management, and the Division of Environmental Assessment.

PROGRAM:

The Land Resource Regulation Division reviews applications under the Site

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 Division also issues licenses and water quality certifications to hydropower facilities.

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, compliance and enforcement. The Division also oversees the operation of all wastewater treatment facilities, certifies wastewater treatment operators and provides technical assistance.

In addition, the Water Quality Management Division administers funding programs for the planning, design and construction of wastewater treatment facilities. These include the State Revolving Fund (SRF) which funds rehabilitation and upgrade projects to maintain Maine's existing inventory of municipal wastewater treatment and collection facilities. They also include the Small Communities Grant program, which focuses on remediating failing septic systems throughout the state, the Overboard Discharge Removal Program, which provides grants for the removal of certain systems as obligated under current law, and the Boat Pumpout Grant Program that provides grants for boat pumpout facilities.

The Division of Environmental Assessment is responsible for monitoring and assessing ground/surface water quality to provide the scientific foundation for the land and water regulatory programs as well as for developing environmental indicators to evaluate program effectiveness. The Division oversees the development of the biennial Integrated Water Quality Monitoring and Assessment Report, Surface Water Ambient Toxics Monitoring Program, the Dioxin Monitoring Program, the Lakes Program, and the Invasive Aquatic Species Program, and does quality assurance and control of the Volunteer Lake Monitoring Program. Services include biological, toxicological and water quality computer modeling of wastewater impacts, complete ambient monitoring and investigative capabilities. The Division also coordinates regulatory/non-regulatory approaches that are tailored to problems in specific watersheds and administers the Nonpoint Source Program under section 319 and section 604b of the Federal Clean Water Act. The Division assists with education and outreach and public awareness campaigns to carry out these programs.

LICENSES:

Waste Discharge Licenses; Maine MEPDES permits; Certificates of Tax Exemptions; Site Location of Development permits; Natural Resources Protection Act permits; Stormwater Management Law permits; Borrow, Clay, Topsoil, Silt and Quarry notices; 401 Water Quality Certifications; Coastal Zone Management Consistency Determinations; Hydropower Permits; Shoreland Zoning Municipal Ordinance Approvals; IRS Certifications for five year amortization and for tax exempt bonding.

PUBLICATIONS:

Gravel Road Maintenance Manual (2010):
http://www.maine.gov/dep/land/watershed/camp/road/gravel_road_manual.pdf
Maine Erosion and Sedimentation Control BMPs (2003):
<http://www.maine.gov/dep/land/erosion/index.html>
The Buffer Handbook (1998) and associated plant list:
<http://www.maine.gov/dep/land/watershed/buffhandbook.pdf>
http://www.maine.gov/dep/land/watershed/buffer_plant_list.pdf
Maine Shoreland Zoning - A Handbook for Shoreland Owners (Spring 2008):
<http://www.maine.gov/dep/water/lakes/publake.htm>
Maine Stormwater BMP Manual (2010):
<http://www.maine.gov/dep/land/stormwater/index.html>

(Representative list. More at www.maine.gov/dep)

DEPARTMENT OF ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF LAND AND WATER QUALITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	3,357,262	2,356,852	766,935		233,475	
HEALTH BENEFITS	1,206,511	876,718	250,065		79,728	
RETIREMENTS	631,163	445,609	139,647		45,907	
OTHER FRINGE BENEFITS	68,668	49,595	15,135		3,938	
COMPUTER SERVICES	18,569	18,569				
CONTRACTUAL SERVICES	363,278	325,733	28,554		8,991	
RENTS	108,597	104,144	4,453			
COMMODITIES	60,733	55,954	4,779			
GRANTS, SUBSIDIES, PENSIONS	1,776,843	571,500	601,849		243,154	360,340
TRANSFER TO OTHER FUNDS	51,440		39,340		12,100	
TOTAL EXPENDITURES	7,643,064	4,804,674	1,850,757		627,293	360,340

BUREAU OF REMEDIATION AND WASTE MANAGEMENT
LESLIE ANDERSON, ACTING DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

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

Established: 1980

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

Average Counts-All Positions: 135.924

FAX: (207) 287-7826

Telephone: (207) 287-7890

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

Legislative Count: 135.00

PURPOSE:

The Bureau of Remediation and Waste Management administers Maine's oil, hazardous material, solid waste management and sustainability programs, including: emergency response for oil and hazardous materials spills; regulation of aboveground and underground oil storage facilities; certification of underground oil storage facility installers and inspectors; licensing of waste facilities, waste transporters, oil terminals, and spreading sites for septage, sludge and other residuals; oversight of asbestos and lead management and disposal; investigation and cleanup of uncontrolled hazardous substances sites; coordination with EPA on investigation and clean-up of Superfund sites; implementation of the Brownfields and Voluntary Response Action Programs; administration of mercury reduction, toxics use reduction and end of life product stewardship programs; and implementation of recycling and waste diversion 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 Fund Insurance Review Board, Oil Spill Advisory Committee and 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, Solid Waste Management, and Sustainability. 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. The Division administers the lead and asbestos programs. 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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Grant program.

The Division of Response Services is the lead entity for response to oil spills in Maine, and is the co-lead, along with the appropriate public safety agency, for the assessment and remediation of hazardous materials releases in Maine. This division responds to reports of spills and threatened releases of petroleum products and hazardous materials, responds to reports of incidents involving weapons of mass destruction and clandestine drug labs, coordinates emergency clean up, and provides training to local fire departments and to the state's hazardous materials teams.

The Division of Technical Services provides technical support to the Bureau's other divisions and programs in the areas of engineering, geology and chemistry. The division plans and implements the cleanup of long term petroleum remediation sites, provides technical assistance to the business community and the general public, and operates a program to replace home heating oil tanks that are at high risk of leaking.

The Division 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, reviews applications for coverage 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 Sustainability Division merges a number of cross-media programs, including: waste reduction, recycling, composting and reuse programs; product stewardship program activities and compliance; and safer chemicals programs. Included are the mercury added product initiatives as well as the recycling of used electronics program. Chemical management programs include the toxic chemical reduction and priority chemical reporting programs. The Unit's greenhouse gas and climate adaptation role focuses on Maine's strategy for addressing potential impacts from climate change including changing water levels, species migration and related effects.

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>.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REMEDIATION AND WASTE MANAGEMENT	TOTAL		SPECIAL REVENUE	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	6,929,959	157,804	5,843,321		928,834	
HEALTH BENEFITS	2,436,378	72,005	2,029,392		334,981	
RETIREMENTS	1,451,460	29,105	1,241,365		180,990	
OTHER FRINGE BENEFITS	143,281	3,432	118,529		21,320	
COMPUTER SERVICES	42,699	284	41,432		983	
CONTRACTUAL SERVICES	8,300,438	55,690	7,833,810		409,583	1,355
RENTS	583,125	2,042	575,296		5,787	
COMMODITIES	227,348	178	218,186		8,984	
GRANTS, SUBSIDIES, PENSIONS	1,530,834		1,530,834			
EQUIPMENT			82,275			
TRANSFER TO OTHER FUNDS	642,555		582,224		60,331	
TOTAL EXPENDITURES	22,370,352	320,540	20,096,664		1,951,793	1,355

**BOARD OF UNDERGROUND STORAGE TANK INSTALLERS
WILLIAM CARVER, CHAIR**

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

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

Established: 1985

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

FAX:

Telephone: (207) 287-2651

M.R.S.A., Sect.: 000010003

PURPOSE:

The Board of Underground Storage Tank Installers was established to safeguard public health, safety and welfare, to protect the public from incompetent and unauthorized persons, to ensure the highest degree of professional conduct on the part of underground oil storage tank installers and inspectors and to assure the availability of underground oil storage tank installations and inspections of high quality to persons in need of those services.

ORGANIZATION:

The Board consists of seven members appointed by the Governor: one from the Department of Environmental Protection; one from the Maine Energy Marketers' Association; one underground oil storage tank installer; one from the Maine Chamber of Commerce and Industry or an underground tank installer or inspector; one from the Maine Fire Chiefs Association; and two public members. The Department provides staff support to the Board.

PROGRAM:

The Board offers initial and final examinations for applicants interested in becoming certified as underground storage tank installers or inspectors. Since the inception of the program in 1985, approximately 275 certificates for underground oil storage tank installers or inspectors and 122 apprentices have been granted. There are currently 78 certified underground storage tank installers and 46 underground storage tank inspectors in Maine.

The Board also accredits continuing education for underground storage tank installers and inspectors. In the past fiscal year, the Department and Board conducted the annual underground storage tank installer and inspector training program for certified underground storage tank installers, inspectors and interested parties with 130 people attending (82 were certified underground tank installers or inspectors). The Board also reviewed and accredited various other programs offered by equipment manufacturers and trade associations.

The third responsibility of the Board is taking disciplinary actions against underground storage tank installers or inspectors who violate statutes, and Board and Department rules. Six complaints were received in fiscal year 2015.

LICENSES:

Underground Oil Storage Tank Installer Certificate

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Underground Oil Storage Tank Inspector Certificate

PUBLICATIONS:

Annual Report to the Commissioner of Environmental Protection
Annual Report to the Department of the Secretary of State.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

**(OFFICE OF) GOVERNOR
PAUL R. LEPAGE, GOVERNOR**

Central Office: STATE HOUSE, AUGUSTA, ME 04333

Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX:* (207) 287-1034

Established: 1920

Telephone: (207) 287-3531

Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 102 *Citation:* T0002 *M.R.S.A., Sect.:* 000000001

Average Counts-All Positions: 47.184

Legislative Count: 46.50

Units:

GOVERNOR'S OFFICE OF COMMUNICATIONS

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL

GOVERNOR'S ENERGY OFFICE

APPOINTMENTS

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

(OFFICE OF) PUBLIC ADVOCATE

PURPOSE:

The Governor serves to direct the affairs of the State according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

PROGRAM:

In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) Governor as to be in reality a part of it. A brief description of each follows.

Governor's Office. The administrative office of the Governor serves to provide staff support to the Governor as he carries out the responsibilities of the Chief Executive of the State of Maine. This support includes functions of correspondence, policy development, legislative relations, national and regional Governors' associations and scheduling preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provides services for the Governor, the Governor's family and guests; maintains House offices for the Governor; displays the mansion during public visiting hours; and assists at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of General Services maintains the grounds, service buildings and exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

EXECUTIVE DEPARTMENT

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	3,037,668	2,179,862	805,024		52,782	
HEALTH BENEFITS	738,454	527,319	194,095		17,040	
RETIREMENTS	400,113	254,006	133,740		12,367	
OTHER FRINGE BENEFITS	104,044	77,342	25,578		1,124	
COMPUTER SERVICES	103,151	68,259	27,258		7,634	
CONTRACTUAL SERVICES	1,127,426	272,305	654,140		200,981	
RENTS	68,938	27,200	41,738			
COMMODITIES	74,349	60,833	12,066		1,450	
GRANTS, SUBSIDIES, PENSIONS	351,536	296,603			54,933	
TRANSFER TO OTHER FUNDS	34,375		26,160			8,215
TOTAL EXPENDITURES	6,040,054	3,763,729	1,919,799		356,526	

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	2,078,595	2,078,595				
HEALTH BENEFITS	506,999	506,999				
RETIREMENTS	251,778	251,778				
OTHER FRINGE BENEFITS	69,979	69,979				
COMPUTER SERVICES	68,259	68,259				
CONTRACTUAL SERVICES	272,305	272,305				
RENTS	27,200	27,200				
COMMODITIES	60,833	60,833				
GRANTS, SUBSIDIES, PENSIONS	336,536	296,603			39,933	
TOTAL EXPENDITURES	3,672,484	3,632,551			39,933	

**GOVERNOR'S OFFICE OF COMMUNICATIONS
PETER STEELE, DIRECTOR**

Central Office: 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001
 Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 FAX: (207) 287-1034
 Established: 2011 Telephone: (207) 287-5086
 Reference: Policy Area: 00 Umbrella: 07 Unit: 662 Citation: T0002 M.R.S.A., Sect.: 00000010
 Average Counts-All Positions: 1.000 Legislative Count: 1.00

PURPOSE:

The Governor's Office of Communications exists to consolidate, coordinate, and streamline communication functions in State Government. The office is administered by the Executive Department.

ORGANIZATION:

The Office is under the control and supervision of the Director of the Governor's Office of Communications. The Director is appointed by and serves at the pleasure of the Governor.

PROGRAM:

The Office provides coordinated public communication services to State departments and agencies.

EXECUTIVE DEPARTMENT

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GOVERNOR'S OFFICE OF COMMUNICATIONS	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	101,267	101,267				
HEALTH BENEFITS	20,320	20,320				
RETIREMENTS	2,228	2,228				
OTHER FRINGE BENEFITS	7,363	7,363				
TOTAL EXPENDITURES	131,178	131,178				

**GOVERNOR'S ENERGY OFFICE
PATRICK C. WOODCOCK, DIRECTOR**

Central Office: 3RD FLOOR CROSS OFFICE BLDG, AUGUSTA, ME 04333
Mail Address: 62 STATE HOUSE STATION, AUGUSTA, ME 04333-0062 *FAX:*
Established: 2008 *Telephone:* (207) 624-7405
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 647 *Citation:* T0002 *M.R.S.A., Sect.:* 000000009
Average Counts-All Positions: 3.000 *Legislative Count:* 3.00

PURPOSE:

The Governor's Energy Office (GEO) was created to form effective public and private partnerships that advance Maine's energy security and economic development in an environmentally responsible manner. The GEO is responsible for planning and coordinating state energy policy, and serves as the primary energy policy advisor to the Governor. As the designated State Energy Office, the GEO is charged with providing leadership in the development of public and private partnerships that achieve clean, reliable, affordable, efficient, sustainable, indigenous and renewable energy resources. It is the responsibility of the GEO to work in conjunction with other departments of State government, the Legislature, and private and nonprofit sectors to advance and optimize Maine's energy security, economic development and environmental health. Maine's energy objectives are supported in part through GEO oversight and administration of the U.S. State Energy Program (SEP) funds and priorities.

ORGANIZATION:

The GEO is established in the Executive Department and is directly responsible to the Governor.

PROGRAM:

By January 15th of each year, the director prepares and submits to the Governor and to the joint standing committee of the Legislature having jurisdiction over utilities and energy matters the following reports:

Governor's Energy Office Annual Report, which includes updates on progress toward implementing the State Energy Plan, and accounts for the Office's resources devoted to its various duties and activities.

Interagency Review Panel's (IRP) report on activities and actions pertaining to the use or potential use of statutory corridors for energy infrastructure.

Activities of the office regarding the development and permitting of renewable energy generation facilities.

Every two years, the GEO is responsible for submitting an updated State Comprehensive Energy Plan, which includes identification of transmission and other infrastructure needs; energy assurance planning; an assessment of the progress made toward state wind energy goals and their tangible benefits; the association between energy planning and meeting greenhouse gas reduction goals; and, a listing of recommended actions to facilitate the development of renewable energy generation.

EXECUTIVE DEPARTMENT

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GOVERNOR'S ENERGY OFFICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	150,126		97,344		52,782	
HEALTH BENEFITS	26,423		9,383		17,040	
RETIREMENTS	12,367				12,367	
OTHER FRINGE BENEFITS	9,126		8,002		1,124	
COMPUTER SERVICES	7,634				7,634	
CONTRACTUAL SERVICES	341,136		140,155		200,981	
COMMODITIES	1,450				1,450	
GRANTS, SUBSIDIES, PENSIONS	15,000				15,000	
TRANSFER TO OTHER FUNDS	15,352		7,137		8,215	
TOTAL EXPENDITURES	578,614		262,021		316,593	

**GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY
LEONARD I. SHARON, CHAIR**

Central Office: 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001
Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX:*
Established: 1987 *Telephone:* (207) 287-3531
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 102J *Citation:* GFY95 *M.R.S.A., Sect.:* 000000008

PURPOSE:

As established by Executive Order 25 FY11/12 on November 1, 2011, the Governor's Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice to the Governor on all applications for gubernatorial clemency. The Board meets at the call of the Chairman.

ORGANIZATION:

The Governor's Board on Executive Clemency consists of three members who have demonstrated humanitarian concern, as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assist them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The members of the board are appointed by the Governor to serve at the Governor's pleasure, and serve without compensation.

PROGRAM:

The Governor's Board on Executive Clemency reviews requests for pardons and commutations in order to determine a petitioner's eligibility for a hearing. After each hearing, the Board makes recommendations on each petition to the Governor. The sole power to grant clemency remains with the Governor.

Information on Executive Clemency and petition forms is available from the Pardon Clerk, Maine Department of Corrections, Division of Adult Community Services, 111 State House Station, Augusta, Maine 04333-0111.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

JOSH TARDY, CHAIR

Central Office: 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001
Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX:*
Established: 1988 *Telephone:* (207) 287-3531
Reference: Policy Area: 00 *Umbrella:* 07 *Unit:* 102P *Citation:* GFY88 *M.R.S.A., Sect.:* 000000004

PURPOSE:

As established by Executive Order 9 FY94/95 on February 10, 1995, the Governor's Select Committee on Judicial Appointments is charged with the responsibility of investigating, evaluating and providing advice to the Governor on all applicants for judicial appointments. The Committee meets at the call of the Chair.

ORGANIZATION:

The Committee consists of five or more members who represent various interests in Maine's legal community. The members are appointed by the Governor and serve at the Governor's pleasure.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

(OFFICE OF) PUBLIC ADVOCATE

TIMOTHY SCHNEIDER, PUBLIC ADVOCATE
PATTY J MOODY-D'ANGELO, PUBLIC SERVICE MANAGER II

Central Office: 103 WATER STREET, 3RD FLOOR, HALLOWELL, ME 04347
Mail Address: 112 STATE HOUSE STATION, AUGUSTA, ME 04333 *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: 8.000 *Legislative Count:* 8.00

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 2015, the Office of Public Advocate completed its 34th year of advocacy on behalf of utility customers before the Public Utilities Commission. During the past 34 years the Public Advocate has saved ratepayers more than \$557 million through its advocacy and negotiations.

ORGANIZATION:

In 1981, 35-A M.R.S.A., § 1701 established the office as an agency of the Executive Department to represent the interests of utility consumers before regulatory bodies, the courts and the Legislature. Beginning in 1999 the office moved from a General Fund basis for its budget to a system of utility assessments. The office no longer receives any General Fund dollars. In 2009 the Legislature gave the Public Advocate a fixed term in order to provide the office greater independence from political influence.

In addition to the Public Advocate, the office currently employs seven staff members, including three support staff and four attorneys. The office also uses expert witness consultants in technically or financially complicated cases. The Public Advocate is appointed by the Governor and confirmed by the Legislature.

EXECUTIVE DEPARTMENT

PUBLICATIONS:

Guidelines for Consumer Participation in Public Hearings Held by the Maine Public Utilities Commission (no charge)

Annual Report to the Joint Standing Committee on Energy, Utilities and Technology of the Legislature - September 15, 2015 (no charge)

Shopping for Electricity - A notice from the State of Maine, Office of the Public Advocate

Ratewatcher Telecom Guide, Volume 25, Summer 2015 (no charge)

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

(OFFICE OF) PUBLIC ADVOCATE

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	707,680		707,680			
HEALTH BENEFITS	184,712		184,712			
RETIREMENTS	133,740		133,740			
OTHER FRINGE BENEFITS	17,576		17,576			
COMPUTER SERVICES	27,258		27,258			
CONTRACTUAL SERVICES	513,984		513,984			
RENTS	41,738		41,738			
COMMODITIES	12,066		12,066			
TRANSFER TO OTHER FUNDS	19,024		19,024			
TOTAL EXPENDITURES	1,657,778		1,657,778			

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

**MARY C. MAYHEW, COMMISSIONER
SAMUEL ADOLPHSEN, CHIEF OPERATING OFFICER**

Central Office: 221 STATE STREET, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-3005
Established: 1975 *Telephone:* (207) 287-4223
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144 *Citation:* T0022A *M.R.S.A., Sect.:* 0000000201
Average Counts-All Positions: 2564.000 *Legislative Count:* 2562.50

Units:

*OFFICE OF CHILD AND FAMILY SERVICES
DIVISION OF POPULATION HEALTH (HUMAN SERVICES)
DATA, RESEARCH AND VITAL STATISTICS
DIVISION OF DISABILITY DETERMINATION SERVICES
DIVISION OF INFECTIOUS DISEASE (HUMAN SERVICES)
OFFICE FOR FAMILY INDEPENDENCE
MAINE CENTER FOR DISEASE CONTROL AND PREVENTION*

*DIVISION OF ENVIRONMENTAL HEALTH (HUMAN SERVICES)
FINANCE
OFFICE OF MAINECARE SERVICES
OFFICE OF AGING AND DISABILITY SERVICES
MAINE PUBLIC DRINKING WATER COMMISSION
DISTRICT 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 the Department of Health and Human Services (DHHS) by combining and reorganizing the former Department of Human Services (DHS) and the former Department of Behavioral and Developmental Services (BDS). The organizational framework for the new department was established the following year by Public Law 2005, Ch. 412.

PROGRAM:

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

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

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

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

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	100,127,736	50,445,643	27,946,432		21,735,661	
HEALTH BENEFITS	39,086,303	18,460,320	12,166,681		8,459,302	
RETIREMENTS	18,759,393	8,915,221	5,692,996		4,151,176	
OTHER FRINGE BENEFITS	2,026,863	962,424	618,221		446,218	
COMPUTER SERVICES	63,750,793	16,138,352	10,530,904		37,081,537	
CONTRACTUAL SERVICES	96,705,695	29,824,312	15,558,165		51,323,218	
RENTS	10,221,564	5,751,418	3,364,591		1,105,555	
COMMODITIES	20,896,855	6,468,497	13,385,518		1,042,840	
GRANTS, SUBSIDIES, PENSIONS	2,695,043,888	670,214,628	347,821,237		1,675,276,418	1,731,605
EQUIPMENT	694,282	18,565			675,717	
TRANSFER TO OTHER FUNDS	9,613,615		3,555,266		6,058,349	
COST OF GOODS SOLD	100	61	39			
TOTAL EXPENDITURES	3,056,927,087	807,199,441	440,640,050		1,807,355,991	1,731,605

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY DHS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,059,190	619,461	439,729			
HEALTH BENEFITS	414,397	241,074	173,323			
RETIREMENTS	207,279	126,258	81,021			
OTHER FRINGE BENEFITS	22,818	13,383	9,435			
COMPUTER SERVICES	74,958	59,814	15,144			
CONTRACTUAL SERVICES	1,219,004	1,204,675	14,329			
RENTS	83,229	81,112	2,117			
COMMODITIES	11,719	10,869	850			
GRANTS, SUBSIDIES, PENSIONS	3,473,444	3,473,444				
TRANSFER TO OTHER FUNDS	35,760		35,760			
TOTAL EXPENDITURES	6,601,798	5,830,090	771,708			

OFFICE OF CHILD AND FAMILY SERVICES

JAMES MARTIN, 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: 89.000 Legislative Count: 89.00

PURPOSE:

The Office of Child and Family Services (OCFS) seeks to serve and protect Maine's vulnerable children and families. We have two primary priorities: ensuring the safety of all youth and assisting youth to become productive community members. OCFS supports Maine's children and their families by providing children's behavioral health, child welfare, early childhood and community services.

ORGANIZATION:

Established in 1974 and reorganized in 2012, OCFS administers and monitors both direct and community-based services throughout the state. OCFS is structured as eight district offices reporting to a central administrative office, and provides services from Eliot to Fort Kent. In addition, OCFS manages a statewide 24/7 child abuse hotline that operates in Augusta.

PROGRAM:

Early Intervention and Prevention - This program seeks to promote the health, well-being and safety of children and families by reducing the risk and effect of adverse childhood experiences (such as neglect, trauma or exposure to violence). Administering services focused on increasing protective factors such as health, education, safety promotion, social connections and family strengthening

DEPARTMENT OF HEALTH AND HUMAN SERVICES

supports, this work is done through the following units: Child Welfare Intake Unit, Early Care and Education Unit, Policy and Training Unit, Prevention Services Unit and the Youth Transition Unit.

Child Welfare - This program seeks safety, well-being and permanent homes for children while working with professionalism and respecting the dignity of all families. Child abuse reports are investigated on behalf of Maine communities, working to keep children safe and to guide families in creating safe homes for children.

Behavioral Health - This program provides behavioral health treatment and services for children from birth up to their 21st birthday. OCFS provides oversight and policy management for MaineCare services related to children and youth with developmental disabilities/delays, intellectual disabilities, autism spectrum disorders and mental health disorders.

Operations - This program performs a variety of functions that assist DHHS/OCFS managers, supervisors and field staff in managing their performance, as well as programs that provide oversight of contracted services that assist the children and families served. Its mission is to provide efficient, effective and quality services in the areas of administration, financial service, contract oversight and management, quality improvement programing and information services to all OCFS programs.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF CHILD AND FAMILY SERVICES	TOTAL FOR		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	4,112,158	2,807,571	861,575		443,012	
HEALTH BENEFITS	1,579,195	829,913	497,622		251,660	
RETIREMENTS	779,964	418,747	250,317		110,900	
OTHER FRINGE BENEFITS	90,376	51,851	26,337		12,188	
COMPUTER SERVICES	996,330	428,968	202,119		365,243	
CONTRACTUAL SERVICES	4,878,570	2,331,941	82,112		2,464,517	
RENTS	437,719	211,751	122,927		103,041	
COMMODITIES	201,190	150,709	10,853		39,628	
GRANTS, SUBSIDIES, PENSIONS	107,044,968	68,830,451	3,279,757		34,934,760	
TRANSFER TO OTHER FUNDS	363,018		128,239		234,779	
COST OF GOODS SOLD	100	61	39			
TOTAL EXPENDITURES	120,483,588	76,061,963	5,461,897		38,959,728	

DIVISION OF POPULATION HEALTH (HUMAN SERVICES)
DEBRA WIGAND, DIRECTOR

Central Office: 286 WATER STREET, AUGUSTA, ME 04333-0011
 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-4631
 Established: 1937 Telephone: (207) 287-4624
 Reference: Policy Area: 05 Umbrella: 10 Unit: 144F Citation: M.R.S.A., Sect.:
 Average Counts-All Positions: 31.000 Legislative Count: 31.00

PURPOSE:

The Division of Population Health (DPH) promotes health and reduces disease in three program areas: Healthy and Safe Living, Children Have a Healthy Start and Chronic Disease Prevention and Control. The DPH provides data-informed public health planning, implementation and evaluation to decrease high-risk health behaviors and chronic diseases and improve the health of Maine residents across their life span.

PROGRAM:

The Healthy and Safe Living Program works to decrease health costs and reduced quality of life associated with tobacco, obesity and injuries. The program provides information and support so people can make healthy choices about tobacco, physical activity, nutrition, oral health and preventing injury; it does

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so by providing training on best-practice, public education/outreach and support of community-based partners. Data collection, analysis, and dissemination are aspects of the program that ensure programming is based on need and emerging health trends. By focusing on support and development of healthy, safe environments the program seeks to prevent the onset of chronic or sudden medical conditions, thus preventing diseases or disability.

The Children Have a Healthy Start Program works to improve the health of the Maternal Child Health (MCH) population (women 15 to 44 years, children birth through 21 years, and children with special health needs). The program supports training of best-practice at the community-level, direct funding of services to community-based partners and public health nursing services. Data collection, analysis and dissemination are aspects of the program that ensure programming is based on need and emerging health trends. The program collaborates with governmental and non-governmental agencies and organizations. The concept of prevention is vital. By addressing health in preconception, pregnancy and childhood, there is opportunity to prevent chronic and costly conditions such as obesity.

The Chronic Disease Prevention and Control Program works to prevent, detect and control some of the most serious chronic health conditions (asthma, cancer, diabetes and heart disease). It provides training, public education and funds community based partners. Data collection, analysis and distribution ensures programming is based on need and emerging health trends.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF POPULATION HEALTH (HUMAN SERVICES)	TOTAL					
	FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,354,848				1,354,848	
HEALTH BENEFITS	447,826				447,826	
RETIREMENTS	256,726				256,726	
OTHER FRINGE BENEFITS	27,914				27,914	
COMPUTER SERVICES	33,617				33,617	
CONTRACTUAL SERVICES	598,171				598,171	
RENTS	9,816				9,816	
COMMODITIES	1,646				1,646	
GRANTS, SUBSIDIES, PENSIONS	7,447,785				7,447,785	
TRANSFER TO OTHER FUNDS	131,750				131,750	
TOTAL EXPENDITURES	10,310,099				10,310,099	

DATA, RESEARCH AND VITAL STATISTICS
JAMES MARKIEWICZ, 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) 287-8104
 Reference: Policy Area: 05 Umbrella: 10 Unit: 146 Citation: T0022 M.R.S.A., Sect.: 000002701

PURPOSE:
 Data, Research and Vital Statistics is now part of the Division of Public Health Systems (DPHS). The Division provides oversight and management to four programs within the Maine Center for Disease Control and Prevention with a systems focus on preserving and promoting public health. The programs are the Health and Environmental Testing Laboratory; Public Health Emergency Preparedness; Data, Research and Vital Statistics; and District Public Health.

PROGRAM:
 Health and Environmental Testing Laboratory (HETL)
 HETL is a state resource in the prevention, treatment and control of hazards that threaten the health of the community and environment. Core functions include: monitoring public and private water supplies for chemical and microbiological contaminants necessary for public health and regulatory compliance; monitoring

DEPARTMENT OF HEALTH AND HUMAN SERVICES

and diagnosing infectious diseases; performing a wide range of environmental testing, including radiation, pesticides and industrial pollutants; detecting lead poisoning; forensic testing for the drug enforcement agency and highway safety; and providing key alert data to support the state's emergency preparedness to chemical and biological terrorism.

Public Health Emergency Preparedness (PHEP)

PHEP is responsible for the planning, coordination and response to bioterrorism and other public health emergencies. PHEP works with multiple federal, State and local partners to protect the health and safety of all Maine people through the development and implementation of a coordinated, statewide protocol that assures the early detection, containment and management of public health emergency events.

Data, Research and Vital Statistics (DRVS)

DRVS administers Maine's vital records system and provides quantitative information for surveillance, planning, policy development, program management and evaluation. DRVS produces detailed population estimates for use within and outside the Department of Health and Human Services and compiles data on health status and health resources. The office provides technical assistance and consultation on survey procedures and statistical analysis. It is an affiliate State census data center.

District Public Health

The Public Health District Liaisons are located within and across Maine's public health districts. The District Liaisons are charged with providing technical assistance, lines of communication and a quality feedback loop to strengthen and improve delivery and accountability of public health services at local and district levels (22 MRS §412).

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF DISABILITY DETERMINATION SERVICES **SCOTT MACK, DIRECTOR**

Central Office: CARLTON MILLS, 1705 US RTE 202, WINTHROP, ME 04364

Mail Address: 116 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *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: 64.000

Legislative Count: 64.00

PURPOSE:

To provide timely, accurate and fair disability decisions to Maine citizens filing under the Title II (coverage based) or Title XVI (low-income based) sections of the Social Security Act. In 2005, the responsibility for Disability Determination Services was assigned to the Office for Family Independence.

ORGANIZATION:

Disability Determination Services exists as a partnership between the State and federal governments. The agency had an operating budget of \$9.6 million for fiscal year 2015 and employs 64 people. The workforce includes disability claim examiners, physicians, psychologists and various administrative and support people. Oversight and funding is provided by the Social Security Administration.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF DISABILITY DETERMINATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	2,208,312				2,208,312	
HEALTH BENEFITS	850,821				850,821	
RETIREMENTS	410,403				410,403	
OTHER FRINGE BENEFITS	41,418				41,418	
COMPUTER SERVICES	126,086				126,086	
CONTRACTUAL SERVICES	1,704,516				1,704,516	
RENTS	309,528				309,528	
COMMODITIES	13,967				13,967	
GRANTS, SUBSIDIES, PENSIONS	2,160,303				2,160,303	
TRANSFER TO OTHER FUNDS	273,307				273,307	
TOTAL EXPENDITURES	8,098,661				8,098,661	

DIVISION OF INFECTIOUS DISEASE (HUMAN SERVICES)
LORI WOLANSKI, DIRECTOR

WATS: (800) 821-5821

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

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-8186

Established: 1972

Telephone: (207) 287-6448

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

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 surveillance, prevention and control of infectious diseases.

PROGRAM:

The Division of Infectious Disease implements its mission through four program areas: Infectious Disease Epidemiology; Medical Epidemiology; Human Immunodeficiency Virus (HIV), Sexually Transmitted Diseases (STD) and Viral Hepatitis; and Maine Immunization Program.

The Infectious Disease Epidemiology Program conducts surveillance for notifiable diseases and conditions of potential public health significance, investigates outbreaks and clusters of disease, and recommends appropriate intervention strategies. In addition, the program consults with health care providers on the prevention and control of various infectious diseases and provides public health alerts, advisories and updates to key public health stakeholders.

The Medical Epidemiology Program provides medical leadership, guidance and consultation on strategic, operational and clinical issues to all Division programs and also provides medical epidemiology guidance to other Divisions within Maine CDC. The Healthcare Associated Infections Prevention Program within the Medical Epidemiology Program works to reduce and prevent infections acquired in healthcare facilities. Through collaboration with hospitals and other State agencies, this program regularly establishes best practices for the prevention of healthcare associated infections.

The HIV, STD, and Viral Hepatitis Program works to reduce associated disease-related morbidity and mortality. The program partners with community health professionals and individuals to prevent the transmission of HIV, STD and Viral Hepatitis infection through outreach and testing services targeted to populations most impacted by disease. In addition, it administers the funds to provide medical case management for people living with HIV/AIDS, and oversees the AID's Drug Assistance program (ADAP) as the payer of last resort for low income Mainer's living with HIV/AIDS.

The Maine Immunization Program strives to ensure full protection of all Maine people from vaccine preventable disease. Through cooperative partnerships with

DEPARTMENT OF HEALTH AND HUMAN SERVICES

public and private health practitioners and community members, the program provides: vaccines; comprehensive education and technical assistance; vaccine-preventable disease tracking and outbreak control; population-based management tools; and compassionate support services that link individuals into comprehensive healthcare systems. This program manages universal immunization for insured or underinsured children in the State, as well as the federal Vaccines for Children Program.

LICENSES:

n/a

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF INFECTIOUS DISEASE (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	211,601		211,601			
TOTAL EXPENDITURES	211,601		211,601			

OFFICE FOR FAMILY INDEPENDENCE

BETHANY HAMM, DIRECTOR

Central Office: 19 UNION STREET, AUGUSTA, ME 04333-0011
 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-5096
 Established: 1913 Telephone: (207) 624-4103
 Reference: Policy Area: 05 Umbrella: 10 Unit: 144B Citation: M.R.S.A., Sect.:
 Average Counts-All Positions: 378.50 Legislative Count: 378.50

PURPOSE:

The Office for Family Independence (OFI) administers multiple State and federal programs to help Maine citizens in need. There are 16 offices across the State where staff assists people who may need assistance.

In addition to policy and program functions, OFI also monitors benefit distribution through quality assurance activities, investigations and recovery through audits of municipal welfare programs and investigations and recovery through staff for public assistance programs.

ORGANIZATION:

The central office unit provides staff support to the department's local offices. As an administrative unit of the Department of Health and Human Services, the office's internal structure and functions are subject to the discretion of the Commissioner of the Department Health and Human Services. Funding for all programs except General Assistance is provided by the federal and State government. General Assistance is funded by the State and municipal governments. All programs follow the regulations of their respective funding sources.

PROGRAM:

Temporary Assistance for Needy Families (TANF) is a work program that provides financial assistance in the form of cash to families with children who 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. This cash support is intended to help families meet their basic necessities such as food, shelter and clothing. TANF programs are funded primarily through a federal block grant, with a required State maintenance of effort contribution.

The Parents as Scholars program provides financial assistance in the form of cash that is the same as the TANF program. This aid is provided to parents enrolled in a post-secondary education program. Additional Support for People in Retraining and Employment (ASPIRE) engages with people receiving TANF to support their efforts to attain employment and become self-sufficient.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Transitional Services provides post-TANF assistance in the form of child care, transportation and medical assistance. Alternative Aid provides voucher payments for services to help parents retain or obtain employment and to help them remain self-supporting. Emergency Assistance provides payment of services to families who are threatened by destitution or homelessness because of emergency situations.

The Food Supplement Program (formerly Food Stamps)(SNAP), provides a monthly benefit via an electronic benefits card credit to be used to supplement the family's food budget. Transitional Food Supplement benefits are provided to participants based on a TANF closure. SNAP-Education provides nutrition education for Maine residents who are SNAP eligible. SNAP Education and Food Supplement benefits are 100 percent federally funded. The State pays one-half the administrative cost.

Medicaid (MaineCare) and Cub Care provides payment of medical expenses, including long term care, for children, parents, elderly and disabled who meet financial and non-financial criteria. Medicaid is funded through State contributions with a federal match of approximately 62.67 percent (benefits) and 50 percent (administration).

State Supplemental Benefit provides a small State funded monthly cash benefit to recipients of federal Supplemental Security Income (SSI). This benefit is required as part of the maintenance of effort for Medicaid participation.

Division of Support Enforcement and Recovery (DSER) establishes and enforces child support obligations. Tasks involve the location of missing parents, establishment of paternity and the initiation of enforcement actions to recover current and past due support. Administrative expenses of the DSER program are matched 66 percent by federal dollars; the remaining costs are borne by the State.

General Assistance provides vouchers at the municipal level for individuals who meet strict income and asset criteria. General Assistance is the program of last resort for basic life necessities. General Assistance is funded through a combination of State and municipal contributions.

The Division of Disability Determination (DDS) is responsible to provide disability decisions to Maine citizens who apply for Social Security Disability programs. DDS is funded 100 percent by federal dollars.

Refugee Cash and Medical Assistance provides federally funded monthly cash benefit and provides federally funded dollars to pays for medical services to refugees and their families for a period of eight months.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE FOR FAMILY INDEPENDENCE	TOTAL		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	14,283,951	3,706,369	3,111,742		7,465,840	
HEALTH BENEFITS	5,816,744	1,533,251	1,173,600		3,109,893	
RETIREMENTS	2,656,679	730,897	530,782		1,395,000	
OTHER FRINGE BENEFITS	284,378	73,405	54,620		156,353	
COMPUTER SERVICES	14,036,987	3,143,073	8,231,836		2,662,078	
CONTRACTUAL SERVICES	14,118,902	5,627,219	2,451,585		6,040,098	
RENTS	14,529	5,144	5,302		4,083	
COMMODITIES	223,240	87,200	26,557		109,483	
GRANTS, SUBSIDIES, PENSIONS	190,897,470	54,936,588	88,172,630		47,788,252	
TRANSFER TO OTHER FUNDS	1,771,857		761,135		1,010,722	
TOTAL EXPENDITURES	244,104,737	69,843,146	104,519,789		69,741,802	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

MAINE CENTER FOR DISEASE CONTROL AND PREVENTION
KENNETH ALBERT, DIRECTOR AND COO
CHRISTINE 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:

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

Average Counts-All Positions: 338.000

Legislative Count: 336.50

PURPOSE:

The Maine Center for Disease Control and Prevention (Maine CDC) serves as the State's public health agency. Its purpose is to preserve, protect and promote the health of all Maine people.

ORGANIZATION:

The Director and COO of the Maine CDC serves as the state public health leader and officer. Maine CDC has five functional divisions: Environmental Health, Public Health Systems, Infectious Disease, Population Health and Health Equity.

PROGRAM:

Maine CDC's programs, about 45 in number, cover a wide area of topics including chronic disease, laboratory testing, vital statistics, drinking water, food safety, infectious disease, public health emergencies, tobacco use and exposure, family planning, lead poisoning, immunizations, maternal and child health and social determinants of health.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CENTER FOR DISEASE CONTROL AND PREVENTION	TOTAL					
	FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	13,159,348	3,123,380	3,837,508		6,198,460	
HEALTH BENEFITS	4,688,467	1,005,799	1,401,045		2,281,623	
RETIREMENTS	2,475,750	575,612	713,601		1,186,537	
OTHER FRINGE BENEFITS	261,826	59,176	75,653		126,997	
COMPUTER SERVICES	4,309,675	910,718	402,679		2,996,278	
CONTRACTUAL SERVICES	18,160,222	1,271,943	5,847,519		11,040,760	
RENTS	1,133,178	239,373	288,333		605,472	
COMMODITIES	14,616,722	658,778	13,103,926		854,018	
GRANTS, SUBSIDIES, PENSIONS	33,807,948	309,078	9,089,520		22,677,745	1,731,605
EQUIPMENT	694,282	18,565			675,717	
TRANSFER TO OTHER FUNDS	1,675,294		456,555		1,218,739	
TOTAL EXPENDITURES	94,982,712	8,172,422	35,216,339		49,862,346	1,731,605

DIVISION OF ENVIRONMENTAL HEALTH (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:

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

Average Counts-All Positions: 5.000

Legislative Count: 5.00

PURPOSE:

The Division of Environmental Health exists to protect and promote the health and safety of Maine's population by ensuring the safety of public drinking water, the proper disposal of subsurface wastewater and the proper storage, handling, preparation and service of food. The Division licenses and inspects sources of

DEPARTMENT OF HEALTH AND HUMAN SERVICES

radiation and oversees the storage of high-level nuclear waste. It minimizes minimizing exposures to toxic substances such as lead, radon and mercury and identifies health problems which may be related to environmental or occupational risk factors. The Division of Environmental Health exists as well to advise State agencies and the Legislature about the potential health implications of policy actions and provide public information on preventative and corrective actions to reduce environmental hazards and the risk of adverse health outcomes.

PROGRAM:

The Division of Environmental Health consists of four programs: Drinking Water, including the Subsurface Wastewater Unit; Health Inspection; Radiation Control; and Environmental and Occupational Health. Drinking Water and Health Inspection staff are located at DHHS offices throughout the State. All other staff are centrally located in Augusta.

The Drinking Water Program is responsible for ensuring that public water systems provide safe and reliable supplies of drinking water to more than half of the State's population. The program regulates 1,900 public water systems. It also provides grants and low interest loans to eligible systems for infrastructure improvements, wellhead protection and source water protection through the Drinking Water State Revolving Loan Fund.

The Subsurface Wastewater Unit is responsible for the proper implementation of the State's Subsurface Wastewater Disposal Rules, site evaluator licensing and the oversight of local plumbing inspectors located in every municipality in Maine.

The Health Inspection Program licenses and inspects about 8,500 businesses including restaurants, mobile food vending carts, public pools and spas, campgrounds, youth camps, sports camps, mass gatherings/large festivals, lodging places, body artists, including body piercing, tattooing, micro-pigmentation and electrology. The program also provides statewide emergency response services for public health events such as fires, floods, power failures and water and food borne disease outbreaks.

The Radiation Control Program is responsible for emergency preparedness and response to radiation events; oversight of radon testers, mitigators and labs; minimizing radiation exposure through licensing and inspection of all sources of radiation including X-Ray, mammography, radioactive materials and tanning facilities; oversight of low-level radioactive waste generators; and monitoring of Maine's high-level nuclear waste storage facility.

The Environmental and Occupational Health Program (EOHP) is responsible for the reduction or elimination of childhood lead poisoning. It evaluates and analyzes data to determine whether natural phenomenon or the presence of toxic chemicals in the environment present significant health problems to the people of Maine. It provides epidemiological analyses to support surveillance activities to target public health interventions, evaluate the effectiveness of interventions and track trends in environmental health. This program is directed by the State's Toxicologist who has additional responsibilities as the State's leading authority on toxicological matters that could affect human health.

LICENSES:

The Division of Environmental Health is responsible for registering or licensing: eating places; caterers; senior citizen meals; school kitchens; lodging places; cottages; campgrounds; recreational camps; youth camps; bed and breakfasts; mass gatherings; public pools and spas; retail tobacco vendors; vending machines; tattooing; electrology; body piercing; micro-pigmentation; compressed air tanks; x-ray machines; tanning machines; radioactive materials; radon testers and mitigators; radon testing labs; low-level nuclear waste generators; water treatment plant and water distribution system operators; well drillers and pump installers; site evaluators; and bulk water transporters.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ENVIRONMENTAL HEALTH (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	186,363		186,363			
HEALTH BENEFITS	58,555		58,555			
RETIREMENTS	34,346		34,346			
OTHER FRINGE BENEFITS	2,282		2,282			
COMPUTER SERVICES	18,615		18,615			
CONTRACTUAL SERVICES	40,704		40,704			
RENTS	28,282		28,282			
COMMODITIES	2,994		2,994			
GRANTS, SUBSIDIES, PENSIONS	1,300		1,300			
TRANSFER TO OTHER FUNDS	17,956		17,956			
TOTAL EXPENDITURES	391,397		391,397			

FINANCE

ALEXANDER PORTEOUS, 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) 287-5159
 Reference: Policy Area: 05 Umbrella: 10 Unit: 144M Citation: M.R.S.A., Sect.:
 Average Counts-All Positions: 144.000 Legislative Count: 144.00

PURPOSE:

The Department of Health and Human Services manages a \$3.4 billion budget and serves a large portion of Maine's population. DHHS Finance links program operations with fiscal and audit activities to coordinate department policies, procedures, budgets and strategies. DHHS Finance is responsible for oversight of the department's budget and for managing the resources entrusted therein, such that they are employed in an efficient and effective manner.

ORGANIZATION:

DHHS Finance is composed of the Division of Audit, the Budget Unit, the Division of Contract Management, the Division of Program and Fiscal Coordination and the Rate Setting Unit. It also receives significant support from the DHHS Service Center and the MaineCare Finance Unit.

The Division of Audit has five verticals. The MaineCare Cost Settlement Unit and the Social Service Contract Unit perform compliance and cost settlement audits on approximately 600 different provider organizations and community agencies which receive more than \$1.5 billion of State and federal funds through either the MaineCare program or from contracted services. The Program Integrity Unit conducts post-payment reviews and complaint follow-ups to identify potential MaineCare provider fraud. The Internal Audit Unit is responsible for monitoring all audit findings of the department, as well as testing internal controls to assure compliance with State and federal regulations. The Fraud Investigation and Recovery Unit is responsible for investigating potential member fraud and for identifying overpayments caused by agency error, unintentional household error or intentional program violation.

The Division of Contract Management (DCM) provides administration of purchased services agreements and contracts. DCM reviews, approves and processes more than 1,000 agreements each year. Administration of these agreements entails review and monitoring of financial activities, including budgets, expenses, performance measurements and payments. DCM provides technical assistance for agreement and request-for-proposal (RFP) development. It promotes best business practices in contracting to ensure consistency, accountability and cost-effectiveness so that services delivered meet the needs of beneficiaries; fulfill the mission of the department; and adhere to requirements set forth by each funding source.

The Budget Unit and Division of Program and Fiscal Coordination are responsible

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for the financial analysis and coordination of fiscal management activities. These groups oversee budget development, management and implementation thereof, financial forecasting and process improvement to align activities with department strategy and policies. The Budget Unit and the Division of Program and Fiscal Coordination track expenditures and forecast future cash, allotment and contractual obligations, while also reporting budgeted and actual expenses to executive leadership, program managers, the Maine Legislature and other interested parties.

The Rate Setting Unit is responsible for establishing and maintaining reimbursement policy and payment rates for all providers and payment programs within the department. The unit determines adequate methods of reimbursement for departmental services provided by designated agencies or providers as required in Chapter 101 and Chapter 115 and by various federal agencies.

The DHHS Financial Service Center, which is part of DAFS but serves the department in an exclusive client relationship, establishes internal controls to ensure reliable financial reporting, effective and efficient operations and compliance with applicable State and federal statutes, rules and regulations. The Service Center is also responsible for all DHHS federal grant program accounting.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FINANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	6,574,562	3,632,463	2,849,884		92,215	
HEALTH BENEFITS	2,183,800	1,237,089	915,923		30,788	
RETIREMENTS	1,288,500	734,467	536,263		17,770	
OTHER FRINGE BENEFITS	128,805	73,225	53,570		2,010	
COMPUTER SERVICES	1,102,480	650,108	448,827		3,545	
CONTRACTUAL SERVICES	10,253,283	6,042,481	4,203,574		7,228	
RENTS	105,798	68,650	37,131		17	
COMMODITIES	35,562	20,560	15,002			
GRANTS, SUBSIDIES, PENSIONS	1,332,542				1,332,542	
TRANSFER TO OTHER FUNDS	444,941		437,531		7,410	
TOTAL EXPENDITURES	23,450,273	12,459,043	9,497,705		1,493,525	

OFFICE OF MAINECARE SERVICES
STEFANIE NADEAU, DIRECTOR

Central Office: 242 STATE STREET, AUGUSTA, ME 04333-0011
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-2675
Established: 1978 *Telephone:* (207) 287-2093
Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144D *Citation:* *M.R.S.A., Sect.:*
Average Counts-All Positions: 269.000 *Legislative Count:* 269.00

PURPOSE:

The Office of MaineCare Services (OMS) administers the department's Medicaid services in compliance with federal and state Laws. The office manages these programs to assure they operate according to federal policy and with the department's goals and mandates. OMS works to ensure accountability of the services delivered focused on the effectiveness and efficiencies of the service.

ORGANIZATION:

The office contains the following divisions:

Operations, including:

The Claims Unit processes non-pharmacy claims for reimbursement. Claims examiners manually review and troubleshoot claims if MIHMS cannot adjudicate automatically.

The Adjustment Unit works with providers to process adjustments in response to a

DEPARTMENT OF HEALTH AND HUMAN SERVICES

provider's request for review related to overpayment or underpayment of claims.

Third Party Liability, which includes Estate Recovery, Casualty Recovery and Pay and Chase activities and secures reimbursement from liable third party payers or MaineCare recipients when MaineCare enrollees or their family members have other insurance coverage, are injured in an accident, or have assets that should be used to pay down expenses reimbursed by MaineCare.

The Pharmacy Unit manages the Pharmacy Help Desk, assisting members with Medicare Part D enrollment, maintains the Preferred Drug List (PDL) and oversees MaineCare's Drug Rebate program

The Policy Division develops rules and regulations, defines the scope of coverage, maintains the Medicaid State Plan to incorporate administrative and legislative changes into the Medicaid program and submits waiver requests to the federal government that supports the State's desire to adopt innovative solutions to coverage issues. This division works with the federal Centers for Medicare and Medicaid Services (CMS).

The Business Analytic and Data Management Unit provides stakeholders with reliable, timely and accurate program and financial information, delivering operational support and strategic insight. The group focuses on data reporting by producing ad hoc data requests and conducting analysis as requested by the Legislature, management, other agencies and external sources.

Strategic Initiatives focuses the value-based purchasing strategy, consisting of a set of inter-related reform efforts designed to drive better care and increased accountability. This includes Emergency Department (ED) Care Collaborative, Health Homes and Accountable Communities.

The ED Care Management Collaborative began as a pilot project with MaineGeneral Medical Center in 2010 and was expanded in 2011 to all hospital EDs in the state, maintaining the original goal of decreased ED utilization by high utilizer members and improved health outcomes for high needs, high utilizers of the ED through statewide care management.

The Health Homes initiative coordinates the total care of the individual through a primary care centered approach. Stage A began in 2013 targeting individuals who have two or more chronic conditions or are diagnosed with one and are at risk of another. It includes 170 primary care practices and 10 Community Care Teams, covering over 50,000 MaineCare members. Stage B began in April 2014, targeting individuals with Serious and Persistent Mental Illness (SPMI) and children with Serious Emotional Disturbance (SED). Currently involved are 25 organizations with over 70 locations around the State, and the initial enrollment included approximately 2,000 members.

Accountable Care Communities (ACC) is MaineCare's version of an Accountable Care Organization (ACO). It provides a new payment opportunity for providers who organize and coordinate care to achieve high quality, lower cost of care for a defined population of MaineCare beneficiaries. This initiative began on August 1, 2014 involving five lead entities from the health care community, covering approximately 29,000 members.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF MAINECARE SERVICES	TOTAL					
	FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	11,482,048	4,317,427	3,593,953		3,570,668	
HEALTH BENEFITS	4,271,037	1,563,523	1,350,818		1,356,696	
RETIREMENTS	2,194,573	803,274	700,156		691,143	
OTHER FRINGE BENEFITS	226,755	81,867	74,220		70,668	
COMPUTER SERVICES	40,412,281	9,410,831	278,242		30,723,208	
CONTRACTUAL SERVICES	39,762,669	9,694,880	926,073		29,141,716	
RENTS	338,999	167,713	98,491		72,795	
COMMODITIES	5,235,699	5,190,094	21,933		23,672	
GRANTS, SUBSIDIES, PENSIONS	2,333,657,568	536,945,214	246,995,221		1,549,717,133	
TRANSFER TO OTHER FUNDS	3,459,277		331,856		3,127,421	
TOTAL EXPENDITURES	2,441,040,906	568,174,823	254,370,963		1,618,495,120	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF AGING AND DISABILITY SERVICES

GARY WOLCOTT, DIRECTOR

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

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-9229

Established: 2012

Telephone: (207) 287-9200

Reference: Policy Area: 05 *Umbrella:* 10 *Unit:* 144G *Citation:*

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

Average Counts-All Positions: 90.000

Legislative Count: 90.00

PURPOSE:

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

ORGANIZATION:

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

PROGRAM:

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

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

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

Programs fall within the following major categories:

Brain Injury/Other Related Conditions, including the management of two federal waivers and the development and oversight of the State Plan.

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

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

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

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

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES

the Aging and Disability Resource Centers.

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

Information Services, which includes the management, oversight and development of multiple information technology systems across the OADS.

PUBLICATIONS:

Please refer to the DHHS website at www.maine.gov.dhhs/oads

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF AGING AND DISABILITY SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	4,273,445	3,871,139			402,306	
HEALTH BENEFITS	1,565,062	1,435,065			129,997	
RETIREMENTS	823,960	741,263			82,697	
OTHER FRINGE BENEFITS	82,864	74,194			8,670	
COMPUTER SERVICES	384,545	192,125	20,938		171,482	
CONTRACTUAL SERVICES	937,596	592,373	19,012		326,211	
RENTS	90,272	89,347	121		804	
COMMODITIES	22,048	21,622			426	
GRANTS, SUBSIDIES, PENSIONS	14,490,296	5,211,297	61,101		9,217,898	
TRANSFER TO OTHER FUNDS	56,156		1,935		54,221	
TOTAL EXPENDITURES	22,726,244	12,228,425	103,107		10,394,712	

MAINE PUBLIC DRINKING WATER COMMISSION

JEFF LACASSE, CHAIRPERSON

Central Office: 286 WATER STREET, AUGUSTA, ME 04333-0011
 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-4172
 Established: 1993 Telephone: (207) 287-2070
 Reference: Policy Area: 05 Umbrella: 10 Unit: 560 Citation: T00022 M.R.S.A., Sect.: 00002660C
 Average Counts-All Positions: 4.000 Legislative Count: 4.00

PURPOSE:

The Maine Public Drinking Water Commission serves as an advisory board to the Maine CDC Drinking Water Program. The Commission evaluates the proportion of Drinking Water Program effort dedicated to each type of public water system, evaluates Drinking Water Program workloads, staffing and resource needs and determines funding requirements, fee formula, fee assessments and collection schedules for each type of public water system.

ORGANIZATION:

The Commission, created by the 116th Legislature, consists of nine members, eight who represent the interest of the regulated community and the drinking water public. The Commissioner of the Department of Health and Human Services or designee is the ninth member. Commissioners are appointed by the Governor and serve for a term of four years. The Commission meets at least quarterly.

PROGRAM:

The Commission provides representatives of the drinking water industry and the public with the opportunity to provide input and oversight over the Maine CDC Drinking Water Program. It meets on a quarterly basis with Drinking Water Program staff to review budgets and to discuss public water system needs. The Commission provides input on major policy setting at the Drinking Water Program and advocates on behalf of the Drinking Water Program when needed. In addition, the Commission makes annual recommendations to the Drinking Water Program on the rate and structure of the annual fee on public water systems.

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LICENSES:

n/a

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC DRINKING WATER COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	276,601		276,601			
HEALTH BENEFITS	104,515		104,515			
RETIREMENTS	50,309		50,309			
OTHER FRINGE BENEFITS	5,597		5,597			
COMPUTER SERVICES	12,362		12,362			
CONTRACTUAL SERVICES	43,746		43,746			
RENTS	31,207		31,207			
COMMODITIES	3,295		3,295			
GRANTS, SUBSIDIES, PENSIONS	500,000	500,000				
TRANSFER TO OTHER FUNDS	11,297		11,297			
TOTAL EXPENDITURES	1,038,929	500,000	538,929			

**DISTRICT OPERATIONS
MARTHA KLUZAK, DIRECTOR**

Central Office: 221 STATE STREET, AUGUSTA, ME 04333
 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-3005
 Established: 1975 Telephone: (207) 287-5837
 Reference: Policy Area: 05 Umbrella: 10 Unit: 144R Citation: M.R.S.A., Sect.:
 Average Counts-All Positions: 1125.500 Legislative Count: 1125.50

PURPOSE:

The Division of District Operations (Facilities) provides oversight of the state-owned and leased facilities occupied by the Department of Health and Human Services and manages the clerical and administrative support functions provided to the department's program operations housed in those offices.

ORGANIZATION:

District Operations (Facilities) consists of 72.5 positions which include Business Services Managers, Office Managers, Reception and Switchboard Operators and clerical staff in the 16 district offices.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DISTRICT OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	41,156,910	28,367,832	12,789,078			
HEALTH BENEFITS	17,105,885	10,614,606	6,491,279			
RETIREMENTS	7,580,906	4,784,704	2,796,202			
OTHER FRINGE BENEFITS	851,830	535,323	316,507			
COMPUTER SERVICES	2,242,855	1,342,714	900,141			
CONTRACTUAL SERVICES	4,988,311	3,058,801	1,929,510			
RENTS	7,639,009	4,888,328	2,750,681			
COMMODITIES	528,773	328,665	200,108			
GRANTS, SUBSIDIES, PENSIONS	18,664	8,557	10,107			
TRANSFER TO OTHER FUNDS	1,373,003		1,373,003			
TOTAL EXPENDITURES	83,486,146	53,929,530	29,556,616			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
CHANDLER WOODCOCK, COMMISSIONER
TIMOTHY E. PEABODY, DEPUTY COMMISSIONER

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

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-6395

Established: 1980

Telephone: (207) 287-5202

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

Average Counts-All Positions: 297.766

Legislative Count: 290.00

Units:

DIVISION OF LICENSING AND REGISTRATION

MAINE OUTDOOR HERITAGE FUND BOARD

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)

DIVISION OF ENGINEERING

BUREAU OF RESOURCE MANAGEMENT (IF&W)

ADVISORY BOARD FOR THE LICENSING OF GUIDES

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).

Over 90% of the Department's annual budget comes from sportsman's dollars. The overall budget is comprised of three parts: general fund, federal grant funds and other special revenue funds. The Department's revenue from license sales, registrations, fees and other items is constitutionally protected and can only be used for the administration of the Department. This requires the Legislature to appropriate to the Department a general fund appropriation that is not less than the revenues collected by the Department for a given year. In essence, this gives the Department an advance from the general fund against anticipated revenue which is then repaid to the general fund with the Department's revenue from license sales, registrations and fees as it is received through the fiscal year. This allows the Department to overcome fluctuations in license sales and fees that occur throughout the year impacting cash flow and instead have a predictable and responsible budget. The difference between the annual appropriated amount and the actual revenue earned through license sales, registrations, fees and other items is the true general fund contribution to the Department, which was approximately 10% in Fiscal Year 2015. Federal Funds come from the US Fish and Wildlife Service's Wildlife and Sport Fish Restoration Program. These funds are distributed to State fish and wildlife agencies through grants authorized under the Pittman-Robertson Wildlife Restoration Act (PR) and the Dingell-Johnson Sport Fish Restoration Act (DJ). The funds are generated by excise taxes and import duties on equipment and gear manufactured for purchase by hunters, anglers, boaters, archers, and recreational shooters. Federal taxes on motorboat and small engine fuels are also a source of DJ funding. These federal funds require a matching share which comes from state hunting, trapping and fishing licenses. This program is an example of a user pay, user benefits program based on hunters, trappers, and anglers who recreate here in Maine. In this case all the residents and visitors to Maine benefit from the sportsman's dollars as they are used to manage all of the Fisheries and Wildlife resources of the State of Maine both game and nongame.

ORGANIZATION:

The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer laws enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were later replaced by the

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	14,677,992	10,106,312	1,136,870		3,434,810	
HEALTH BENEFITS	5,737,746	3,932,339	459,280		1,346,127	
RETIREMENTS	3,262,998	2,342,782	250,564		669,652	
OTHER FRINGE BENEFITS	330,855	246,737	23,639		60,479	
COMPUTER SERVICES	1,097,853	850,865	218,617		28,371	
CONTRACTUAL SERVICES	6,592,159	3,606,161	1,273,360		1,712,638	
RENTS	2,244,034	1,790,309	80,824		372,901	
COMMODITIES	1,728,176	877,927	562,994		287,255	
GRANTS, SUBSIDIES, PENSIONS	3,262,348	1,995	521,322		2,739,031	
PURCHASE OF LAND	656,545		107,566		548,979	
EQUIPMENT	690,794	205,387	179,258		306,149	
TRANSFER TO OTHER FUNDS	382,140	3,614	226,184		152,342	
TOTAL EXPENDITURES	40,663,640	23,964,428	5,040,478		11,658,734	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	376,483	261,139	115,344			
HEALTH BENEFITS	98,804	53,408	45,396			
RETIREMENTS	76,699	49,582	27,117			
OTHER FRINGE BENEFITS	5,611	3,244	2,367			
COMPUTER SERVICES	709,422	708,555	867			
CONTRACTUAL SERVICES	1,138,396	1,049,472	88,924			
RENTS	8,478	6,374	2,104			
COMMODITIES	67,809	8,199	59,610			
TRANSFER TO OTHER FUNDS	85,918	2,996	82,922			
TOTAL EXPENDITURES	2,567,620	2,142,969	424,651			

**DIVISION OF LICENSING AND REGISTRATION
BILL SWAN, DIR LIC & REGISTRATION**

Central Office: 284 STATE ST, AUGUSTA, ME
 Mail Address: 41 STATEHOUSE STATION, AUGUSTA, ME 04333-0041 FAX: Telephone: (207) 287-5202
 Established: 1965 Reference: Policy Area: 04 Umbrella: 09 Unit: 167 Citation: T0012 M.R.S.A., Sect.: 000010052
 Average Counts-All Positions: 20.000 Legislative Count: 20.00

PURPOSE:

The purpose of the Division is to administer the issuance of department licenses, stamps and permits and the registration of snowmobiles, watercraft and all-terrain vehicles.

ORGANIZATION:

In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau was structured in the following manner: Accounting Section-headed by a Chief Accountant; Division of Engineering and Realty-headed by a Supervisor; Division of Licensing and Registration-headed by a Director; Personnel Section-headed by a Personnel Officer; Central Purchasing and Supply Section-headed by a Property Officer.

During fiscal year 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 OF INLAND FISHERIES AND WILDLIFE

Department's IT functions under a consolidated Natural Resources IT cluster. The licensing and registration, engineering and land acquisition functions were left in Administrative Services. In 2009, legislation was passed to change the name from the Bureau of Administrative Services, to the Division of Licensing, Registration and Engineering to more accurately reflect the responsibilities and duties of the Division. In 2011, the Engineering Division was separated from Licensing and Registration to become its own Division. The Natural Resources Service Center coordinates the purchase of capital equipment and supplies and disperses these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

PROGRAM:

The Division of Licensing and Registration provides the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Division also registers all watercraft, snowmobiles and all-terrain vehicles. The operation of these machines is regulated in cooperation with all law enforcement agencies and information is provided as required.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF LICENSING AND REGISTRATION	TOTAL		SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	835,738	745,609	90,129			
HEALTH BENEFITS	374,868	327,544	47,324			
RETIREMENTS	168,281	143,026	25,255			
OTHER FRINGE BENEFITS	17,464	15,206	2,258			
COMPUTER SERVICES	339,937	128,668	211,269			
CONTRACTUAL SERVICES	1,033,096	680,394	352,702			
RENTS	351,093	340,035	11,058			
COMMODITIES	390,365	112,265	278,100			
GRANTS, SUBSIDIES, PENSIONS	35,322		35,322			
EQUIPMENT	62,844	45,344	17,500			
TRANSFER TO OTHER FUNDS	16,973		16,973			
TOTAL EXPENDITURES	3,625,981	2,538,091	1,087,890			

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

JEFFREY C. LEWIS, CHAIRPERSON

Central Office: 284 STATE ST, AUGUSTA, ME
Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:*
Established: 1945 *Telephone:* (207) 287-5202
Reference: Policy Area: 04 Umbrella: 09 Unit: 140 Citation: T0012 M.R.S.A., Sect.: 000010151

PURPOSE:

To provide advice and consent to the Commissioner of Inland Fisheries and Wildlife on regulation changes necessary for the proper implementation, enforcement and interpretation of any provision of law that the Commissioner is charged with the duty of administering.

ORGANIZATION:

The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of ten members representing one or more counties of the State on fish and wildlife related issues. The Commissioner is a non-voting member of the Council ex officio but may vote to break a tie. Appointments are for three (3) years or until successors are appointed and qualified. No person shall serve more than two (2) consecutive three (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.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 eight (8) times during fiscal year 2014.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF ENGINEERING

RICHARD PARKER, DIR, DIV OF ENGINEERING

Central Office: 284 STATE STREET, AUGUSTA, ME 04333-0041

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

Established: 2011

Telephone: (207) 287-5218

Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 661 *Citation:* T00012 *M.R.S.A., Sect.:* 0010052-A

PURPOSE:

The purpose of the Division is to administer contracts for work or services performed for the Department; and to coordinate the design, maintenance and report of all Department-owned facilities and infrastructure by utilization of Department staff and/or outside contractors. The Division also prepares the capital improvement plan to be printed in the budget document.

ORGANIZATION:

In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau was structured in the following manner: Accounting Section-headed by a Chief Accountant; Division of Engineering and Realty-headed by a Supervisor; Division of Licensing and Registration-headed by a Director; Personnel Section-headed by a Personnel Officer; Central Purchasing and Supply Section-headed by a Property Officer.

During fiscal year 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 Resources Departments within State government. The licensing and registration, engineering and land acquisition functions were left in Administrative Services. In 2009, legislation was passed to change the name from the Bureau of Administrative Services, to the Division of Licensing, Registration and Engineering to more accurately reflect the responsibilities and duties of the Division. In 2011, the Engineering Division was separated from Licensing and Registration to become its own Division.

PROGRAM:

The Division of Engineering oversees the design, maintenance and repair of department-owned facilities and infrastructure, including the preparation of a capital improvement plan to be printed in the budget document.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**ADVISORY BOARD FOR THE LICENSING OF GUIDES
CHANDLER WOODCOCK, COMMISSIONER**

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

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

Established: 1975

Telephone: (207) 287-5202

Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 142 *Citation:* T0012 *M.R.S.A., Sect.:* 000010153

PURPOSE:

The Advisory Board for the Licensing of Guides was established:

- A. To provide advice and consent regarding rules proposed by the Commissioner;
- B. At the request of the Commissioner, to conduct oral examinations of applicants for guide licenses;
- C. To review guide complaints and handle accordingly; and
- D. To advise the Commissioner on granting and revoking guide licenses.

ORGANIZATION:

The Advisory Board for the Licensing of Guides, established by Title 5, section 12004-I, subsection 23, shall consist of the following eight members:

- A. One subordinate officer of the department designated by the Commissioner;
- B. Two wardens of the department;
- C. Four representatives of the public, with no more than three holding license under this chapter 927, to be appointed by the Governor for a term of three years to reflect a wide diversity of guiding experience. At least two members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379; and
- D. One marine patrol officer of the Department of Marine Resources.

PROGRAM:

The categories of licenses granted by the Advisory Board for the Licensing of Guides are as follows:

Master
Hunting
Fishing
Recreation
Hunting/Fishing
Hunting/Recreation
Fishing/Recreation
Sea Kayaking
Tidewater Fish
Recreation/Sea Kayaking
Fish/Tidewater

LICENSES:

Master Guides License
Hunting Guides License
Fishing Guides License
Recreational Guides License
Tidewater Guides License
Sea Kayaking Guides License

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

MAINE OUTDOOR HERITAGE FUND BOARD
CAROL GAY, SECRETARIAT

Central Office: 284 STATE ST., AUGUSTA, ME 04333-0041
 Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 FAX: (207) 287-8094
 Established: 1995 Telephone: (207) 458-8421
 Reference: Policy Area: 04 Umbrella: 09 Unit: 585 Citation: T0012 M.R.S.A., Sect.: 000010308

PURPOSE:

The Maine Outdoor Heritage Fund was established by the Legislature in 1995 after it became clear there was insufficient funding for worthwhile projects that would perpetuate Maine's outdoor heritage -- the state's endangered species, wildlife habitat and pristine lands for outdoor recreation. By funding the program solely with revenue from the sale of special Outdoor Heritage lottery tickets, the Legislature was able to support financially worthwhile projects without using revenue from the General Fund.

ORGANIZATION:

The Maine Outdoor Heritage Fund is governed by a board of seven members. The Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Agriculture, Conservation and Forestry and the Coordinator of the Natural Areas Program are permanent members. With approval from the Legislature, the Governor appoints four citizen members to staggered four-year terms. One citizen member must represent a state sportsman's organization, one must represent a state wildlife conservation organization and one must work in a field related to natural resources. The Board has hired an administrator on a contractual basis to perform the duties of administering the grants once they are awarded, organizing the application process for grants and coordinating with the Lottery Commission and other state and private organizations.

PROGRAM:

The Board awards grants semi-annually to natural resources agencies and organizations for conservation and recreation projects that meet the guidelines stated in the Outdoor Heritage Fund's Strategic Plan.

The grants are awarded in four categories:

- fisheries and wildlife, and habitat conservation projects;
- acquisition and management of public lands, parks, wildlife conservation areas, public access and outdoor recreation sites and facilities;
- endangered and threatened species conservation projects;
- natural resources law enforcement and protection of public health.

Revenue is raised from the sale of instant lottery tickets, which are available at most outlets that sell other Maine State Lottery tickets. The Outdoor Heritage ticket design changes twice per year.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE OUTDOOR HERITAGE FUND BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	440		440			
CONTRACTUAL SERVICES	64,215		64,215			
RENTS	153		153			
COMMODITIES	16,202		16,202			
GRANTS, SUBSIDIES, PENSIONS	303,527		303,527			
TRANSFER TO OTHER FUNDS	2,863		2,863			
TOTAL EXPENDITURES	387,400		387,400			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)
BONNIE HOLDING, DIR PUBLIC INFO & EDUC**

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 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 e-mails per week.

Media and public relations provides press releases about the Department, its programs and the work of the Maine Warden Service to newspapers, radio and television in both written and electronic formats as well as through a media contact person. The Division publishes the "Monthly Report" each month, sent electronically to a wide e-mail distribution list. It also provides feature articles for magazines and periodicals, and utilizes social networking to expand our outreach capabilities. The Division currently maintains Facebook pages on a daily basis.

The Maine Wildlife Park in Gray, Maine hosted over 110,000 visitors last year. A variety of wildlife and conservation school programs and tours are offered at the Park, reaching well over 4,000 Maine school children annually. Teacher workshops are offered statewide using Project WILD to assist classroom teachers and other educators to become more informed about Maine wildlife and conservation. The Division provides support for the popular Maine Conservation Camp scholarship program and the "Becoming an Outdoors-Woman" workshops.

Swan Island, located in the Kennebec River off the shore of Richmond, Maine provides another location for educational and outdoor recreation opportunities. An island steeped in Maine history, the buildings and land are favorite spots and the island is busy year round, with the emphasis on spring, summer and fall programs.

The Division represents the Department at sportsman shows (instate, out-of-state and Canada) and produces and distributes a variety of advertising to promote outdoor recreation in the state, including our safety instruction programs, and also supports 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

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

outdoor activities. Programs such as "Hooked on Fishing" are held statewide, both open water and ice fishing, and certify their instruction. The Division annually produces multiple law books covering the laws, rules and regulations for hunting and trapping, snowmobiling, ice fishing, open water fishing, boating and ATV's.

Information and Education also provides support to other Department divisions for video, photography, displays, presentations, and the design, development, and distribution of printed material.

PUBLICATIONS:

- Maine Wildlife Park calendars and brochures
- Swan Island brochures
- Warm water and cold water fish ID cards
- Animal track cards
- Coloring posters
- Warm water and cold water fish posters
- Animal track posters
- Mammal posters
- Hunt/Fish maps and series of six brochures
- Fishing Opportunities of Maine
- Go Fish MDI
- Outdoor Partners brochure
- Avoiding Bear Conflicts brochure
- Fishes of Maine book
- The Maine Way cookbook

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)	TOTAL		SPECIAL		HIGHWAY	FEDERAL	MISC
	FOR	GENERAL	REVENUE	FUNDS			
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS	FUNDS
SALARIES & WAGES	656,183	372,056	171,658			112,469	
HEALTH BENEFITS	236,824	128,216	74,328			34,280	
RETIREMENTS	109,683	57,929	31,515			20,239	
OTHER FRINGE BENEFITS	14,253	9,918	2,221			2,114	
COMPUTER SERVICES	5,200	2,621	2,579				
CONTRACTUAL SERVICES	421,831	159,721	123,648			138,462	
RENTS	51,135	26,665	19,057			5,413	
COMMODITIES	169,402	30,780	89,482			49,140	
GRANTS, SUBSIDIES, PENSIONS	135,234		135,234				
TRANSFER TO OTHER FUNDS	99,292	618	88,543			10,131	
TOTAL EXPENDITURES	1,899,037	788,524	738,265			372,248	

BUREAU OF RESOURCE MANAGEMENT (IF&W)
JAMES CONNOLLY, 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) 287-5259
 Reference: Policy Area: 04 Umbrella: 09 Unit: 189 Citation: T0012 M.R.S.A., Sect.: 000010053
 Average Counts-All Positions: 120.577 Legislative Count: 120.00

PURPOSE:

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

ORGANIZATION:

The Bureau of Resource Management was established by the 11th 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

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

Division of Fisheries and Hatcheries
Support Services Section

PROGRAM:

Division of Wildlife:

Management of Maine's Wildlife: Management of Maine's wildlife is carefully planned and monitored. Department biologists enlist members of the public to help develop long-term management goals for Maine's key wildlife species. Biologists use that public input in management systems that direct how the Wildlife Division manages a species. The Department owns or has management agreements on more than 100,000 acres of land acquired for wildlife management purposes. These wildlife management areas (WMAs) are covered by management plans that are designed to maintain or create the highest quality wildlife habitats possible, allow public access and recreational use, and serve as demonstration areas. In addition, the Department works with the Bureau of Parks and Lands to implement wildlife habitat management on the state's public reserved and state park lands, as well as with private landowners interested in wildlife management.

Research and Assessment -The Wildlife Assessment and Management Project's objectives are to: Coordinate, supervise, plan, and direct all wildlife projects; collect and analyze information on species abundance, use, habitat requirements, and habitat quality and quantity; monitor wildlife populations; maintain species assessments and management systems; produce technical reports and develop recommendations for specific harvest and use regulations in support of the Department's species management goals and objectives; and provide biological guidance and technical support to all parties having management, planning, or regulatory responsibility concerning wildlife.

Division of Fisheries and Hatcheries:

Fisheries Management - The Fisheries Management section conducts several types of field studies designed to monitor the status of several major sport fish species (salmon, trout char, bass), minor sport fish (yellow perch, brown bullhead), and other species including smelt and baitfish. Collectively, this information is used to develop management recommendations, including changes to stocking rates.

Fisheries Research - Our fisheries research focuses on understanding the existing biological principles of our fisheries and developing management techniques needed to support these fisheries and the associated management programs. Recently the work has focused on smelt, habitat improvement projects on streams, radio telemetry studies associated with wild brook trout and landlocked salmon, as well as lake trout spawning and northern pike spawning.

Propagation of Fish - The fish needed to support statewide fisheries management programs are produced and reared in the Department's eight fish hatcheries/rearing stations. Currently the hatchery program raises four strains of brook trout, three strains of brown trout, landlocked salmon, lake trout, splake and rainbow trout. Approximately 1.3 million salmon and trout are stocked annually.

Division of Safety:

The Safety Division provides a number of programs that inform the public on how to fish, hunt, trap, and operate recreational vehicles safely. These programs reach more than 9,000 participants each year using a cadre of more than 500 volunteers and 11 part-time staff.

Support Services Section:

The Support Services Section houses the Environmental Review, Computer Services, Federal Aid Coordination, Water Access, and Habitat Information Transfer Programs within Resource Management.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE MANAGEMENT (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	5,756,673	2,333,711	437,435		2,985,527	
HEALTH BENEFITS	2,325,575	972,993	160,542		1,192,040	
RETIREMENTS	1,064,848	421,501	80,405		562,942	
OTHER FRINGE BENEFITS	103,791	45,181	8,234		50,376	
COMPUTER SERVICES	41,463	9,641	3,903		27,919	
CONTRACTUAL SERVICES	2,540,749	576,636	531,629		1,432,484	
RENTS	442,329	99,268	35,014		308,047	
COMMODITIES	776,058	468,247	95,756		212,055	
GRANTS, SUBSIDIES, PENSIONS	2,739,031				2,739,031	
PURCHASE OF LAND	656,545		107,566		548,979	
EQUIPMENT	450,547	127,043	17,355		306,149	
TRANSFER TO OTHER FUNDS	161,928		26,964		134,964	
TOTAL EXPENDITURES	17,059,537	5,054,221	1,504,803		10,500,513	

BUREAU OF WARDEN SERVICE (IF&W)

JOEL WILKINSON, GAME WARDEN COLONEL
CHRIS CLOUTIER, GAME WARDEN MAJOR

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

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

Established: 1965

Telephone: (207) 287-2766

Reference: Policy Area: 04 *Umbrella:* 09 *Unit:* 218 *Citation:* T0012 *M.R.S.A., Sect.:* 000010054

Average Counts-All Positions: 133.348

Legislative Count: 131.00

PURPOSE:

The primary function of the Maine Warden Service is to enforce Title 12, Chapters 901-939, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws and recreational vehicle laws (snowmobile and ATV). The Maine Warden Service is, by statute, responsible for searches for persons presumed lost or drowned in the fields, forests and inland waters of the State of Maine. Game Wardens of the Maine Warden Service are uniformed law enforcement officers with full police powers and statewide jurisdiction.

ORGANIZATION:

The Maine Warden Service was formally established on March 9, 1880, and was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau of Warden Service currently consists of a Game Warden Colonel (Chief Warden), a Game Warden Major (Deputy Chief Warden), a Game Warden Captain, 5 Game Warden Lieutenants, 15 Game Warden Sergeants, 4 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 91 District Game Wardens, 4 Game Warden Specialists, and 6 Deputy Game Wardens. Support services within the Maine Warden Service include a Dive Team, Incident Management Team (for Search and Rescue & Natural Disasters), K-9 Team, Special Investigations Team, Aviation Division, Evidence Recovery Team, Use of Force Team, Forensic Mapping Team, and Critical Incident Stress Debrief Team.

PROGRAM:

Conservation Law Enforcement: In fiscal year 2015, the Maine Warden Service responded to 24,297 complaints on matters of conservation law enforcement, search and rescue, and Inland Fisheries and Wildlife rules and regulations. During 2015, 4,053 persons were prosecuted for violation of laws and rules pertaining to fish, wildlife, boating, and recreational vehicles. To accomplish the Conservation Law Enforcement and Search and Rescue mission of the Bureau, in 2015 Game Wardens drove 2,944,825 miles.

Search and Rescue: During 2015, the Maine Warden Service responded to 406 searches for persons lost in the fields and forests of Maine or presumed to be

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

drowned on the inland waters of the State.

Data Collection: During 2015, Maine Warden Service was responsible for assisting with compiling the following data for management purposes: assistance with the administration of fur tagging stations, big game registration stations and tracking predation and vehicle mortality numbers of whitetail deer.

LICENSES:

- Special dog training area license
- License to hold field trials for sporting dogs
- Snowmobile race permit
- Import permit (fish and wildlife)
- Eel permit for licensed trappers (20 lbs. of eels)
- Permit to stock rabbit
- Permit to allow the use of a suppressor while hunting

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF WARDEN SERVICE (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	7,052,475	6,393,796	321,864		336,815	
HEALTH BENEFITS	2,701,674	2,450,178	131,690		119,806	
RETIREMENTS	1,843,486	1,670,744	86,272		86,470	
OTHER FRINGE BENEFITS	189,736	173,188	8,559		7,989	
COMPUTER SERVICES	1,832	1,380			452	
CONTRACTUAL SERVICES	1,393,872	1,139,939	112,241		141,692	
RENTS	1,390,849	1,317,969	13,439		59,441	
COMMODITIES	308,341	258,436	23,845		26,060	
GRANTS, SUBSIDIES, PENSIONS	49,234	1,995	47,239			
EQUIPMENT	177,403	33,000	144,403			
TRANSFER TO OTHER FUNDS	15,167		7,920		7,247	
TOTAL EXPENDITURES	15,124,069	13,440,625	897,472		785,972	

JUDICIAL DEPARTMENT

JUDICIAL DEPARTMENT

HON. LEIGH I. SAUFLEY, CHIEF JUSTICE

Central Office: ADMIN OFFICE OF THE COURTS, PORTLAND, ME 04112-4820

Mail Address: BOX 4820, PORTLAND, ME 04112-4820

FAX:

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: 501.500

Legislative Count: 501.50

Units:

ADMINISTRATIVE OFFICE OF THE COURTS

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

BOARD OF BAR EXAMINERS

BOARD OF OVERSEERS OF THE BAR

COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE

SUPERIOR COURT

DISTRICT COURT FOR THE STATE OF MAINE

SUPREME JUDICIAL COURT

PURPOSE:

The purpose of the Judicial Branch is to administer justice by providing a safe, accessible, efficient and impartial system of dispute resolution that serves the public interest, protects individual rights, and instills respect for the law.

ORGANIZATION:

Until the signing of the Articles of Agreement for Separation in 1820, Maine was part of Massachusetts and included in the Massachusetts court system. In 1820, Article VI, Section 1, of the new Maine Constitution established the Judicial Branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court." The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices and authorized the justices to travel in circuits. The Probate Courts were created in 1820 as county-based courts and have remained so.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court as a trial court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when 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.

JUDICIAL DEPARTMENT

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL					
	FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	26,127,291	24,377,629	528,701		1,220,961	
HEALTH BENEFITS	9,027,468	8,500,201	191,848		335,419	
RETIREMENTS	4,344,623	4,070,324	83,781		190,518	
OTHER FRINGE BENEFITS	589,869	554,091	13,693		22,085	
COMPUTER SERVICES	1,843,148	1,400,684	156,640		285,824	
CONTRACTUAL SERVICES	13,678,808	11,907,790	1,124,323		646,695	
RENTS	1,985,992	1,975,992			10,000	
COMMODITIES	1,124,096	1,038,700	15,669		69,727	
GRANTS, SUBSIDIES, PENSIONS	1,381,926	46,848	1,315,078		20,000	
BUILDING IMPROVEMENTS	124,791	29,548	95,243			
EQUIPMENT	28,581		28,581			
INTEREST-DEBT RETIREMENT	10,180,014	10,180,014				
TRANSFER TO OTHER FUNDS	75,431	-196,549	32,541		239,439	
TOTAL EXPENDITURES	70,512,038	63,885,272	3,586,098		3,040,668	

JUDICIAL DEPARTMENT	TOTAL					
	FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	26,127,291	24,377,629	528,701		1,220,961	
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TRANSFER TO OTHER FUNDS	75,431	-196,549	32,541		239,439	
TOTAL EXPENDITURES	70,512,038	63,885,272	3,586,098		3,040,668	

**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.: 00000015

PURPOSE:
 The State Court Administrator, under the supervision of the Chief Justice of the Supreme Judicial Court, is required by statute to: survey and study Judicial Branch operations to improve administration and management of the court system; develop and recommend long-range plans for the Judicial Branch; examine the status of all court dockets and make recommendations concerning the assignment of personnel; investigate complaints about the operation of the courts; examine and maintain court statistical systems, and collect and analyze statistical data relating to court operations; prescribe uniform policies and business methods to be used in all courts; implement standards and policies set by the Chief Justice; act as fiscal officer of the courts including the oversight of all budgetary and accounting functions; and examine and supervise arrangements for court facilities, equipment and supplies.

In addition, the State Court Administrator is required to submit an Annual Report to the Chief Justice, Legislature and Governor reporting the activities of the preceding fiscal year; maintain liaison with the other branches and agencies of government; prepare and plan for the operation of District and Superior Court

JUDICIAL DEPARTMENT

clerks' offices; develop and implement educational and training programs for nonjudicial personnel; plan and implement arrangements for court security; report on out-of-state travel; and prepare impact statements for executive orders and proposed legislation; perform other duties consistent with the powers delegated and assigned by the Chief Justice and the Supreme Judicial Court.

ORGANIZATION:

The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. The Administrative Office staff is appointed by the State Court Administrator with the approval of the Chief Justice. The staff administers the accounting, technology, fiscal, legislative, personnel, purchasing, planning, research, court operations, facility and security related functions for the court system.

PROGRAM:

Under the direction of the State Court Administrator, the Administrative Office of the Courts continued its involvement in ongoing areas of court automation, fiscal administration, court security, facilities management and personnel administration. Initiatives were undertaken to improve court security, enhance case processing technology, increase the availability and quality of interpretation services, and adapt court operations to meet the needs of Maine's citizens.

PUBLICATIONS:

All publications, along with Court statistics information and helpful links, are available on-line at www.courts.maine.gov.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF BAR EXAMINERS

JENNIFER A. ARCHER, CHAIR

DEBORAH FIRESTONE, ESQ, EXECUTIVE DIRECTOR

Central Office: 40 WATER STREET, 2ND FLOOR, HALLOWELL, ME 04347

Mail Address: PO BOX 140, AUGUSTA, ME 04332-0140

Established: 1899

Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 291 *Citation:* T0004

FAX: (207) 622-0059

Telephone: (207) 623-2464

M.R.S.A., Sect.: 000000801

PURPOSE:

The purpose of the Board of Bar Examiners is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice as attorneys in the several courts of the State. After passing the examination and compliance with the statutes has been accomplished, the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION:

The Board is composed of seven lawyers of the State and two representatives of the public appointed by the Governor. As the terms of the members expire, members of the Board are appointed annually by the Governor on the recommendation of the Supreme Judicial Court, and hold office for terms of five (5) years, beginning on the first day of January of the year of appointment and ending on the last day of December of the year of expiration of the appointment.

The Board holds two examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect a chair and a secretary who may, but need not be, the same person, and a treasurer. The Board makes rules and regulations relative to the performance and duties of the Board and to the examinations which the Board

JUDICIAL DEPARTMENT

conducts. Five members of said Board shall constitute a quorum for the transaction of business.

PROGRAM:

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of foreign law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination and
5. the effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of the other jurisdictions in bar examination matters.

LICENSES:

Certificate:

Certificate of Qualification for Admission to the Bar

PUBLICATIONS:

"Rules of the Board" - (Maine Bar Admission Rules)
Available online at www.mainebarexaminers.org

FINANCES, FISCAL YEAR 2015: 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

Established: 1996

Reference: Policy Area: 06 Umbrella: 40 Unit: 589 Citation: T0004 M.R.S.A., Sect.: 000000018B

FAX: (207) 822-0781

Telephone: (207) 822-0721

PURPOSE:

The purpose and objective of the Court Alternative Dispute Resolution Service (CADRES) is to provide an administrative structure for court-connected Alternative Dispute Resolution (ADR) services in Maine Courts.

ORGANIZATION:

The operation and policies of the Service are overseen by the Court Alternative Resolution Service Committee. Members of the Committee are appointed by the Chief Justice of the Supreme Judicial Court pursuant to 4 MRSA Section 18-B. The Director administers statewide rosters and oversees the work of mediators and other ADR neutrals. The neutrals provide services as required in each of the State's District and Superior Court locations.

PROGRAM:

CADRES provides ADR services - including mediation, arbitration and early neutral evaluation - to the parties in court cases in Maine in all counties. CADRES selects and maintains statewide rosters of neutrals in various types of cases: small claims, family matters, evictions, land use/environmental and civil litigation. More than 150 neutrals are available statewide to provide ADR services under the auspices of the courts. In District Court, referral to mediation is mandatory in most contested family matters and is available in other types of cases. In Superior Court, pursuant to Rule 16B of the Maine Rules of

JUDICIAL DEPARTMENT

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 2015: 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: 1 COURT STREET, AUGUSTA, ME 04330

Mail Address: 163 STATE HOUSE STATION, AUGUSTA, ME 04333-0163 *FAX:*

Established: 1961

Telephone: (207) 213-2985

Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 279 *Citation:* T0004 *M.R.S.A., Sect.:* 000000151

PURPOSE:

The purpose of the District Court is to serve as a court of general jurisdiction in law and equity for the State, excluding jury trials.

ORGANIZATION:

The District Court was originally created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court's jurisdiction has expanded substantially. In criminal matters, it has original jurisdiction in non-felony cases. However, effective July 1, 2015 the Judicial Branch developed a Unified Criminal Docket (UCD) for all criminal misdemeanor and felony matters. Responsibility for all criminal matters in the UCD is shared by justices of the Superior Court and judges of the District Court.

Until March 15, 2001, the Court had concurrent jurisdiction with the Superior Court in divorce and non-equitable civil cases involving not more than \$30,000. As of March 15, 2001, the monetary claim limit for civil cases was eliminated, creating concurrent jurisdiction with the Superior Court. The District Court now has exclusive jurisdiction of divorce and family cases. The District Court also may grant equitable relief in a wide variety of cases including unfair trade practices and cases involving environmental law violations.

The District Court hears all child protection cases, and protection from abuse and protection from harassment cases. The District Court is the small claims court (for cases involving not more than \$6,000) and the juvenile court. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for the enforcement of money judgments. The District Court also has original jurisdiction over civil violations, and exclusive jurisdiction over all violations bureau matters.

There are 38 judges in the District Court, including the Chief Judge, who is designated by the Chief Justice of the Supreme Judicial Court. All District Court judges are appointed by the Governor, reviewed by the Joint Standing Committee on the Judiciary, and confirmed by the Senate for seven-year terms. Pursuant to Administrative Order, District Court judges may also sit in the Superior Court. In the District Court, judges are assigned by the Chief Judge to sit in any District Court in the State.

PROGRAM:

Within the District Court, there are administrative units and systems designed to enable the Court to achieve its purposes. The Family Division of the District Court was established by the Second Session of the 118th Legislature, which enacted 4 M.R.S.A. section 183 as follows: "There is established within the District Court a Family Division that has jurisdiction over family matters filed in District Court. The Family Division shall provide a system of justice that is responsive to the needs of families and the support of their children." In May of 1998, Family Case Management Officers, renamed Family Law Magistrates in 2005, began to hear and dispose of certain family matter cases, usually involving child support.

JUDICIAL DEPARTMENT

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, Hancock, and Washington Counties. The Family Treatment Drug Court is operating within the Maine District Court in the Lewiston-Auburn area, the Bangor area and in Central Maine. This federally funded docket works with families in child protection proceedings when substance abuse is a major problem in the family. The District Court also operates Domestic Violence Monitoring Courts in several locations throughout the State. This grant-funded docket provides ongoing court monitoring of individuals that have been convicted of criminal acts of domestic violence. The Chief Judge of the District Court rosters all Guardians ad Litem (GAL), who are appointed by the Court in part to provide children with a voice in family and child protection matters in the District Court. The Chief Judge of the District Court also appoints all Bail Commissioners and Justices of the Peace.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

ROBERT MOYER, CHAIRMAN

CABANNE HOWARD, ESQ., EXECUTIVE SECRETARY

Central Office: P.O. BOX 8058, PORTLAND, ME 04104-8058

Mail Address: PO BOX 8058, PORTLAND, ME 04104-8058

Established: 1978

Reference: Policy Area: 06 Umbrella: 40 Unit: 276J Citation: J1978

FAX:

Telephone: (207) 780-4364

M.R.S.A., Sect.: JJC-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, all appointed by the Supreme Judicial Court upon the recommendation of the Governor. Four alternate members are also appointed to serve with respect to any matter from which a regular member is excused or otherwise unavailable.

PROGRAM:

Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts involved in the complaint appear to come within its authority, a copy of the complaint is submitted to the judge for a response, unless the allegations or facts available to the Committee show that no disciplinary misconduct is involved. At the time a complaint is submitted to the judge, an investigation is conducted appropriate to the circumstances of the complaint. Based upon its investigation and the judge's response, the Committee determines whether the complaint should be dismissed or whether an evidentiary hearing is necessary.

The Committee cannot itself impose disciplinary sanctions. Unless the complaint is dismissed, the Committee's findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court in any matter in which the Committee finds misconduct warranting formal disciplinary action. Thereafter, the matter is in the hands of the Court. The Committee may also seek informal correction of any judicial conduct or practice that may create an

JUDICIAL DEPARTMENT

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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF OVERSEERS OF THE BAR VICTORIA POWERS, ESQ., CHAIR JACQUELINE M. ROGERS, EXECUTIVE DIRECTOR

Central Office: 97 WINTHROP STREET, AUGUSTA, ME 04330

Mail Address: PO BOX 527, AUGUSTA, ME 04332-0527

Established: 1978

Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 276B *Citation:* J1978

FAX: (207) 623-4175

Telephone: (207) 623-1121

M.R.S.A., Sect.: 000004890

PURPOSE:

The mission of the Board of Overseers of the Bar is to encourage and promote competent and ethical practice by members of the Maine bar, and to make these standards known to members of the public, so that they have confidence in the legal profession in Maine. The Board accomplishes its mission on several fronts including attorney registration, continuing legal education requirements, ethical guidance, and attorney regulation. The Guardian ad Litem Review Board, an independent unit within the Board, administers the registration and regulation of Guardians ad litem as defined in the Maine Rules for Guardians ad Litem.

ORGANIZATION:

The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM:

This unit's activities are limited to the performance of its duties as defined in the Maine Bar Rules, the Maine Rules of Professional Conduct, and the Maine Rules of Guardians ad Litem. In general, the Board supervises and administers the registration of attorneys admitted to the Maine bar and Guardians ad Litem rostered by the Court; investigates and processes ethical complaints that allege violations of the Maine Bar Rules, the Maine Rules of Professional Conduct, or the Maine Rules for Guardians ad Litem; provides a procedure for the arbitration of fee disputes between clients and attorneys; and provides limited consulting and advisory services for the court with respect to the interpretation and application of the Maine Bar Rules, the Maine Rules of Professional Conduct and the Maine Rules of Guardians ad Litem.

PUBLICATIONS:

"The Grievance Process: Rules and Steps to Follow in the Grievance Process"
(Free)

JUDICIAL DEPARTMENT

"Legal Fee Arbitration: Rules and Steps to follow in the Fee Arbitration Process"
(Free)

"Board of Overseers of the Bar Annual Report." Posted on Board's website at
www.mebaroverseers.org

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

SUPERIOR COURT HON. ROLAND A. COLE, CHIEF JUSTICE

Central Office: 205 NEWBURY STREET, PORTLAND, ME

Mail Address: PO BOX 412, PORTLAND, ME 04112

Established: 1930

Reference: Policy Area: 06 *Umbrella:* 40 *Unit:* 278 *Citation:* T0004

FAX:

Telephone: (207) 822-4174
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. 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. Since its creation, the Superior Court has had exclusive jurisdiction over all felony-level criminal proceedings; however, the Judicial Branch has developed a Unified Criminal Docket (UCD) process for all criminal misdemeanor and felony matters, which is expected to be fully implemented Statewide by July 1, 2015. Responsibility for criminal matters in the UCD is shared by justices of the Superior Court and judges of the District Court.

ORGANIZATION:

There are 17 justices of the Superior Court who hold sessions of the court in each of the State's 16 counties. The justices are appointed by the Governor for seven year terms, with the consent of the Legislature. A single justice is designated by the Chief Justice of the Supreme Judicial Court to serve as the Chief Justice of the Superior Court.

The Chief Justice of the Superior Court is responsible for establishing the regular and special assignments of the justices, for specifying when the Grand Jury shall be summoned in each county, and for assigning justices to the Single-Justice program and to Post-Conviction Review matters, and to other matters throughout the State. The Chief Justice also supervises the Medical Malpractice Pre-Litigation Screening Panel program for all medical malpractice cases in the Superior Court.

PROGRAM:

In 2004, the Superior Court established a statewide Single-Justice system in which an individual justice is assigned for all purposes to each civil and criminal homicide case, including manslaughter, filed in the State. As a result, only one justice is responsible for all decisions and matters in each of those cases.

The Superior Court also conducts several types of problem-solving courts throughout the State, including the Business and Consumer Docket (aka The Business Court), the Adult Drug Treatment Court and the combined Co-occurring Disorders and Veterans Court. The Superior Court also has pioneered the use of judicially assisted settlement conferences, a highly successful form of mediation in which a judge not involved with the case being mediated serves as the neutral. This system is now used throughout the trial court system.

JUDICIAL DEPARTMENT

FINANCES, FISCAL YEAR 2015: 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
Established: 1920
Reference: Policy Area: 06 Umbrella: 40 Unit: 276 Citation: T0004

FAX:
Telephone: (207) 822-4146
M.R.S.A., Sect.: 000000001

PURPOSE:

The purpose of the Supreme Judicial Court sitting as the Law Court is to serve as the final appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations, and orders governing the administration of the Judicial Department.

ORGANIZATION:

The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. As of January 1, 2001, the Law Court hears appeals of civil and criminal cases from District and Superior Courts; appeals from all final judgments, orders and decrees of the Probate Court; appeals of decisions of the Public Utilities Commission and the Workers Compensation Board. A justice of the Supreme Judicial Court may be assigned by the Chief Justice to sit in the Superior Court or the District Court to hear cases of any type, including post-conviction matters and jury trials.

In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court may be called upon to make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Maine Supreme Judicial Court serve as the Sentence Review Panel for the review of sentences of one year or more.

The Supreme Judicial Court has seven members: the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. By statute, the Chief Justice is head of the Judicial Branch, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Branch. Upon retirement, a Supreme Judicial Court Justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

LICENSES:

Admission to Practice - Attorney At Law, 4 M.R.S.A. Sec. 801

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

DEPARTMENT OF LABOR

JEANNE S. PAQUETTE, COMMISSIONER

RICHARD FREUND, DEPUTY COMMISSIONER

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME 04330

Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX:* (207) 287-5292

Established: 1971

Telephone: (207) 621-5095

Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 158 *Citation:* T0026 *M.R.S.A., Sect.:* 000001401A

Average Counts-All Positions: 549.500

Legislative Count: 549.50

Units:

OFFICE OF THE COMMISSIONER

DIVISION OF ADMINISTRATIVE HEARINGS

STATE BOARD OF ARBITRATION AND CONCILIATION

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

DIVISION FOR THE DEAF, HARD OF HEARING AND LATE

DEAFENED

COMMISSION FOR THE DEAF, HARD OF HEARING & LATE

DEAFENED

BUREAU OF EMPLOYMENT SERVICES

BUREAU OF UNEMPLOYMENT COMPENSATION

STATE WORKFORCE INVESTMENT BOARD

BUREAU OF LABOR STANDARDS

MAINE LABOR RELATIONS BOARD

PANEL OF MEDIATORS

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

BUREAU OF REHABILITATION SERVICES

MAINE UNEMPLOYMENT INSURANCE COMMISSION

CENTER FOR WORKFORCE RESEARCH AND INFORMATION

PURPOSE:

The Department of Labor strives to improve business and employment in Maine.

ORGANIZATION:

The Department of Labor is comprised of the units listed above. These units are organized around five core agencies: Employment Services; Labor Standards; Rehabilitation Services; Unemployment Compensation; and Workforce Research and Information. The Maine Labor Relations Board handles Labor Relations and functions as a quasi-independent agency within the Department.

PROGRAM:

The Department seeks to support Maine businesses in their growth, expansion and job creation. The Department assists Maine workers in their search for sustainable and fulfilling employment. The Department's efforts include helping match businesses with potential employees and helping workers improve their skills to achieve their employment goals. People with disabilities can receive additional assistance in their employment search. To help foster growth in Maine, the Department provides comprehensive information on subjects such as wages, industries and workforce demographics to aid decision-makers in business, government and the general public.

Improving workplace safety for Maine workers is an important role of the Department. Reducing workplace injuries has a positive impact on both workers and business including worker health, fewer missed days and lower business costs. The Department is responsible for the enforcement of labor laws and regulations.

LICENSES:

None.

DEPARTMENT OF LABOR

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	21,486,803	2,201,924	2,384,547		16,678,602	221,730
HEALTH BENEFITS	8,228,886	797,317	797,674		6,546,056	87,839
RETIREMENTS	3,950,748	411,916	371,866		3,125,237	41,729
OTHER FRINGE BENEFITS	422,820	41,367	43,822		333,218	4,413
COMPUTER SERVICES	5,846,491	98,176	394,893		5,318,102	35,320
CONTRACTUAL SERVICES	8,628,290	876,149	2,029,552		5,671,905	50,684
RENTS	3,383,869	1,060,993	785,192		1,505,283	32,401
COMMODITIES	439,882	18,419	93,689		326,875	899
GRANTS, SUBSIDIES, PENSIONS	162,959,801	3,980,319	770,037		26,730,477	131,478,968
EQUIPMENT	29,500				29,500	
TRANSFER TO OTHER FUNDS	852,096		152,056		688,510	11,530
TOTAL EXPENDITURES	216,229,186	9,486,580	7,823,328		66,953,765	131,965,513

OFFICE OF THE COMMISSIONER

JEANNE S. PAQUETTE, COMMISSIONER
RICHARD FREUND, DEPUTY COMMISSIONER

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME 04330
Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX:* (207) 287-5292
Established: 1983 *Telephone:* (207) 621-5095
Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 168 *Citation:* T0026 *M.R.S.A., Sect.:* 000001401A
Average Counts-All Positions: 11.000 *Legislative Count:* 11.00

PURPOSE:

The Office of the Commissioner provides leadership and overall direction for the Department, and is the primary liaison with the Legislature and the public.

ORGANIZATION:

The Commissioner and Deputy Commissioner, along with their support staff, comprise the Office.

PROGRAM:

The Commissioner and the staff work closely with program directors and with both federal and state government administrators. Coordination with these entities is crucial to delivering effective services that align with federal and state policy decisions.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	656,055	51,975	604,080			
HEALTH BENEFITS	171,613	13,540	158,073			
RETIREMENTS	71,271	5,557	65,714			
OTHER FRINGE BENEFITS	13,392	1,009	12,383			
COMPUTER SERVICES	26,596		26,596			
CONTRACTUAL SERVICES	1,952,971	232,963	1,720,008			
RENTS	135,263		135,263			
COMMODITIES	14,637		14,637			
TRANSFER TO OTHER FUNDS	51,807		51,807			
TOTAL EXPENDITURES	3,093,605	305,044	2,788,561			

DEPARTMENT OF LABOR

DIVISION OF ADMINISTRATIVE HEARINGS
ELIZABETH WYMAN, CHIEF HEARINGS EXAMINER
LAURA BOYETT, DIRECTOR

Central Office: 45 COMMERCE CENTER DR, AUGUSTA, ME 04330-9477
Mail Address: 47 STATE HOUSE STATION, AUGUSTA, ME 04330-9477 *FAX:* (207) 287-3733
Established: 1988 *Telephone:* (207) 621-5133
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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE BOARD OF ARBITRATION AND CONCILIATION
MARC P. AYOTTE, EXECUTIVE DIRECTOR, MLRB

Central Office: 2ND FLOOR, ELKINS BLDG, AUGUSTA, ME
Mail Address: 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090 *FAX:* (207) 287-4416
Established: 1909 *Telephone:* (207) 287-4335
Reference: *Policy Area:* 01 *Umbrella:* 12 *Unit:* 186 *Citation:* T0026 *M.R.S.A., Sect.:* 000000931

PURPOSE:

The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector.

ORGANIZATION:

The Maine Board of Arbitration and Conciliation originally was created in 1909, and experienced major reorganization in 1955 and procedural reform in 1985. The board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the primary positions. All

DEPARTMENT OF LABOR

primary and alternate members of the board are appointed by the Governor for terms of three years. Appropriations for the board are included in the budget of the Maine Labor Relations Board.

PROGRAM:

In fiscal year 2015, requests for board services increased from fiscal year 2014. In fiscal year 2015, 28 requests for services were received. The variety of employee and employer units requesting service in the past few years reflects the growing perception in the public sector labor relations community of the Board's stature in providing quality and professional arbitration and conciliation services. In addition to the new matters filed in fiscal year 2015, there were six cases carried over from the prior year which required hearing and disposition by the board or other action. Of the 28 filings in fiscal year 2015, 24 were grievance arbitration requests; there were two requests for fact finding services and two requests for interest arbitration.

Under the statutes governing public employee collective bargaining, the Board is given authority to hear fact finding and interest arbitration matters when there is a mutual submission for such services. In all, the board issued seven formal Decisions and Awards during fiscal year 2015, compared with 10 in 2014.

In addition to the matters proceeding to hearing and formal Decision and Award, one other dispute was conciliated with the assistance of board panel members and was settled at the hearing. The board convened to hear 14 matters, seven concluded by formal Decision and Award and two resolved at hearing. Several matters were withdrawn or are scheduled for withdrawal. Withdrawals usually indicate settlement on the issues by the parties, often after a hearing has been scheduled.

LICENSES:

None.

PUBLICATIONS:

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation Uniform Arbitration Act.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

KAREN FRASER, ACTING 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) 623-7961

Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 150 *Citation:* T0026 *M.R.S.A., Sect.:* 000001418A

Average Counts-All Positions: 38.000 *Legislative Count:* 38.00

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

DEPARTMENT OF LABOR

provides services in CareerCenters 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.

The Business Enterprise Program (BEP) was developed under federal legislation enacted in 1936 called the Randolph-Sheppard Act. Under this law, legally blind individuals are given the priority to operate "vending facilities" on federal property. The operation of BEP facilities on state and municipal property in the State of Maine is provided by state legislation which parallels the federal act. This program provides employment opportunities for persons who are blind.

LICENSES:

None.

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
7. Business Enterprise Program

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	1,610,078	426,135	43,818		1,140,125	
HEALTH BENEFITS	588,890	150,213	15,436		423,241	
RETIREMENTS	296,806	78,536	8,076		210,194	
OTHER FRINGE BENEFITS	32,002	6,930	967		24,105	
COMPUTER SERVICES	98,316	20,822	1,459		76,035	
CONTRACTUAL SERVICES	323,103	89,895	33,526		199,682	
RENTS	322,601	262,529	904		59,168	
COMMODITIES	77,405	11,100	22,687		43,618	
GRANTS, SUBSIDIES, PENSIONS	4,223,199	1,916,086	11,457		2,295,656	
TRANSFER TO OTHER FUNDS	54,850		3,022		51,828	
TOTAL EXPENDITURES	7,627,250	2,962,246	141,352		4,523,652	

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DIVISION FOR THE DEAF, HARD OF HEARING AND LATE DEAFENED

TERRY MORRELL, 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:

In 2012, for streamlining purposes, legislation was put in place to move the supervision of the Division for the Deaf, Hard of Hearing and Late Deafened (DDHHL) under the Division of Vocational Rehabilitation (DVR). The purpose of the DDHHL 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. By moving the DDHHL under DVR, employment services is an added service to this division. This work is accomplished through contracts that provide individual and systemic advocacy, as well as the provision of telecommunications equipment. The DDHHL consults with and offers training to state agencies to assist in making state services fully accessible. The DDHHL also provides information and referral services and periodicals to support consumers and providers. There are five specialty vocational rehabilitation counselors for the deaf and hard of hearing who are now housed within this division.

ORGANIZATION:

The Division for the Deaf, Hard of Hearing and Late Deafened was established on November 1, 1982, and was known as the Office of Deafness. The director of the division reports directly to the Director of the Division of Vocational Rehabilitation. 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 2003 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. Supervision and oversight of five Vocational Rehabilitation Counselors for the Deaf and Hard of Hearing is provided by the director.

The division administers a state-created fund to provide for American Sign Language interpretation services for deaf persons who are subject to legal proceedings when meeting with an attorney or advocate. Also, the division provides voluntary identification cards for people who are deaf or hard of hearing.

LICENSES:

None.

PUBLICATIONS:

1. Resources, A Guide to Deaf Services.
2. Using Your TTY Comfortably.
3. Interpreting Licensure Brochures.
4. Maine-Lines Quarterly Newsletter.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

COMMISSION FOR THE DEAF, HARD OF HEARING & LATE DEAFENED

CONRAD STRACK, CHAIR
SITARA SHEIKH, 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) 623-7998
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 three member-at-large positions. One third of the members are people who are deaf, hard of hearing or late deafened. The commission meets quarterly in Augusta on the second Thursday of January, April, June, and October. The chairperson is elected by the Commission and serves a two-year term.

PROGRAM:

Commission activities this past year focused on services for senior citizens, adult education, employment, youth leadership, support for low cost hearing aids and public accessibility for people who are deaf, hard of hearing or late deafened.

LICENSES:

None.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF EMPLOYMENT SERVICES

RICHARD FREUND, ACTING DIRECTOR
DAWN MEALEY, DÉPUTY DIRECTOR

Central Office: 45 COMMERCE CENTER DR, AUGUSTA, ME 04330
Mail Address: 55 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-5933
Established: 1996 *Telephone:* (207) 621-5095
Reference: *Policy Area:* 01 *Umbrella:* 12 *Unit:* 597 *Citation:* T0026 *M.R.S.A., Sect.:* 000001401A
Average Counts-All Positions: 120.500 *Legislative Count:* 120.50

PURPOSE:

The Bureau of Employment Services (BES) is the state administrative and oversight entity responsible for Maine Department of Labor (MDOL) employment and training services. BES is also responsible for developing policies, programs and services for the purpose of enhancing economic success through workforce development. The BES provides services to workers and employers through the CareerCenter network statewide, in conjunction with partner organizations; services are accessible both in person and through the www.mainecareercenter.com website.

The BES works closely with other MDOL bureaus and divisions, the State Workforce Investment Board (SWIB), four Local Workforce Investment Boards, Department of Health and Human Services, Department of Education, Department of Economic and Community Development and other education and economic development entities, along with employer and community groups to ensure that responsive and high

DEPARTMENT OF LABOR

quality services are delivered through Maine's CareerCenters. The Bureau's work includes employment and training services to help provide a skilled workforce and increased employment opportunities for workers. This is accomplished through self-directed and consultative worker services including job placement, career guidance, education and training, and layoff assistance. Workforce consultation, worker recruitment, direct referral to business resources, layoff assistance, and access to training resources are among services available to businesses. The Bureau offers the Maine Job Bank an internet site that matches employers with job openings to job seekers. Occupational information and training are provided to educators, employment training program managers, and policy makers. These services are available through the statewide network of CareerCenters.

ORGANIZATION:

As a bureau within the Maine Department of Labor, services are funded through State General Fund, Federal Workforce Investment Act, Federal Wagner-Peyser, 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, Americans with Disabilities Act, 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.

DEPARTMENT OF LABOR

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF EMPLOYMENT SERVICES EXPENDITURES	TOTAL	SPECIAL		HIGHWAY	FEDERAL	MISC
	FOR	GENERAL	REVENUE			
	ALL FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	5,336,139	367,701	819,490		3,927,218	221,730
HEALTH BENEFITS	2,045,317	133,552	337,287		1,486,639	87,839
RETIREMENTS	992,461	70,522	150,178		730,032	41,729
OTHER FRINGE BENEFITS	103,754	7,306	15,861		76,174	4,413
COMPUTER SERVICES	725,923	28,549	156,216		505,838	35,320
CONTRACTUAL SERVICES	602,698	41,211	22,734		488,069	50,684
RENTS	1,095,669	42,880	452,532		567,856	32,401
COMMODITIES	58,838	507	41,061		16,371	899
GRANTS, SUBSIDIES, PENSIONS	14,292,197	198,366	480,352		11,835,715	1,777,764
TRANSFER TO OTHER FUNDS	250,318		49,377		189,411	11,530
TOTAL EXPENDITURES	25,503,314	890,594	2,525,088		19,823,323	2,264,309

BUREAU OF UNEMPLOYMENT COMPENSATION

LAURA BOYETT, DIRECTOR
PATRICIA O'BRIEN, 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: 197,000 *Legislative Count:* 197.00

PURPOSE:

The Bureau of Unemployment Compensation administers multiple federal and state unemployment insurance benefit programs that provide 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 is the Division of Benefit Services which includes the Unemployment Claims Centers that are responsible for making initial determinations of benefit eligibility and for processing benefit claims and payments. This division also includes the unemployment fraud investigation and benefit overpayment collections units and all processes associated with banking and the issuance of benefit payments. The Division of Employer Services incorporates all unemployment tax functions including employer registration and account management as well as the field advisor and examiner unit that provides employer technical assistance around unemployment laws and regulations and ensures Maine workers are properly classified for unemployment insurance coverage. The Administration & Program Performance Division is responsible for overall bureau administrative functions including budget oversight, contract management, program security, federal program activities and records management. The benefits accuracy measurement unit is also part of this division as well as responsibility for all program performance evaluation reviews and program integrity functions. 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 pertaining to the loss of employment that was not caused by the individual. The following programs were in effect during the fiscal year: State Unemployment Insurance (UI); Unemployment Compensation for Federal Employees (UCFE); Unemployment Compensation for Ex-Service Members (UCX); the Dislocated Workers Benefit (DWB) program; and, the federal Trade Readjustment Allowances (TRA) program. The expenditure information also includes all expenses for the Center for Workforce Research and Information (Unit 594).

DEPARTMENT OF LABOR

LICENSES:

None.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF UNEMPLOYMENT COMPENSATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	6,144,865				6,144,865	
HEALTH BENEFITS	2,564,314				2,564,314	
RETIREMENTS	1,158,576				1,158,576	
OTHER FRINGE BENEFITS	120,795				120,795	
COMPUTER SERVICES	4,053,487		5,183		4,048,304	
CONTRACTUAL SERVICES	4,118,137				4,118,137	
RENTS	770,295				770,295	
COMMODITIES	145,233				145,233	
GRANTS, SUBSIDIES, PENSIONS	134,653,216				4,952,012	129,701,204
TRANSFER TO OTHER FUNDS	226,895		59		226,836	
TOTAL EXPENDITURES	153,955,813		5,242		24,249,367	129,701,204

STATE WORKFORCE INVESTMENT BOARD

FRED WEBBER, CHAIR
GARRET OSWALD, DIRECTOR

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) 621-5087

Reference: Policy Area: 01 Umbrella: 12 Unit: 605 Citation: T0026 M.R.S.A., Sect.: 000002006

Average Counts-All Positions: 3.000

Legislative Count: 3.000

PURPOSE:

The State Workforce Investment Board, formerly known as Maine Jobs Council, was created in 1997 out of the recognition that a more strategic, coordinated approach was needed to cultivate an educated and skilled workforce.

ORGANIZATION:

The Board is comprised of representatives from business, labor, education, community organizations and the public. Additionally, seven subcommittees are established to address the workforce development issues related to: people with disabilities, women, apprenticeship, older workers, youth, veterans and program policy. The Department of Labor and the Department of Education jointly administer the State Workforce Investment Board.

PROGRAM:

The board's strategies are to encourage and assist the people of Maine to upgrade their education and skills; encourage employers to invest in the education and training of their workers; ensure cooperation among the State public education and training institutions; and ensure that public resources are targeted to high quality outcomes.

Investment in the education and training of Maine workers is one of the most important issues affecting the quality of economic development. This investment will have long-term impact on the quality of jobs and level of earnings that will be achieved by people living in Maine for years to come.

LICENSES:

None.

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FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE WORKFORCE INVESTMENT BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	177,354				177,354	
HEALTH BENEFITS	47,400				47,400	
RETIREMENTS	40,951				40,951	
OTHER FRINGE BENEFITS	4,751				4,751	
COMPUTER SERVICES	1,176		1,130		46	
CONTRACTUAL SERVICES	13,291		9,113		4,178	
RENTS	2,078		2,078			
GRANTS, SUBSIDIES, PENSIONS	50,000				50,000	
TRANSFER TO OTHER FUNDS	6,974		299		6,675	
TOTAL EXPENDITURES	343,975		12,620		331,355	

BUREAU OF LABOR STANDARDS

**PAMELA MEGATHLIN, DIRECTOR
VACANT, DEPUTY DIRECTOR**

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME 04330

Mail Address: 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 *FAX:* (207) 623-7934

Established: 1973

Telephone: (207) 623-7932

Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 170 *Citation:* T0026 *M.R.S.A., Sect.:* 000000041

Average Counts-All Positions: 39.000

Legislative Count: 39.00

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 to be in compliance with state and federal labor laws.

ORGANIZATION:

The Bureau was established in 1873 as an activity under the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, the Bureau of Industrial and Labor Statistics was established by the Legislature. In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children and women, the protection of the physical well-being of factory workers and the payment of wages. The department remained as a separate entity until 1972, when in the reorganization of State government; it became the Bureau of Labor and Industry within the new Department of Manpower Affairs. In 1975, the Bureau's name was changed to the Bureau of Labor. In 1981, when the name of the Department of Manpower Affairs was changed to the Department of Labor, the bureau's name changed to the Bureau of Labor Standards.

PROGRAM:

The Technical Services Division includes both the Research and Statistics unit and the Customer Service unit. The Research and Statistics Unit collects and publishes statistical data concerning labor and industry, collects and analyzes data on the prevalence and causes of occupational injuries and illnesses and to evaluate interventions towards lessening their number and effect. Regular data series prepared by this unit 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 bureaus and departments information center, assists callers, distributes brochures, maintains the video library, registers customers for classes, and processes work permits, labor

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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/>
<http://www.maine.gov/wcb/departments/triagencypublications.htm>

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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF LABOR STANDARDS	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL FUNDS	FUND FUNDS	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,597,859	391,917	794,002		411,940	
HEALTH BENEFITS	598,155	159,738	276,610		161,807	
RETIREMENTS	278,162	66,880	136,208		75,074	
OTHER FRINGE BENEFITS	31,692	8,144	14,388		9,160	
COMPUTER SERVICES	246,929	32,246	203,089		11,594	
CONTRACTUAL SERVICES	340,768	79,698	228,411		32,659	
RENTS	233,242	37,551	194,415		1,276	
COMMODITIES	16,935	1,628	15,304		3	
GRANTS, SUBSIDIES, PENSIONS	25,152		25,152			
EQUIPMENT	29,500				29,500	
TRANSFER TO OTHER FUNDS	47,463		34,438		13,025	
TOTAL EXPENDITURES	3,445,857	777,802	1,922,017		746,038	

MAINE LABOR RELATIONS BOARD
MARC P. AYOTTE, EXECUTIVE DIRECTOR

Central Office: 2ND FL, ELKINS BLDG, 19 ELKINS, AUGUSTA, ME
 Mail Address: 90 STATE HOUSE STATION, AUGUSTA, ME 04333
 Established: 1972
 Reference: Policy Area: 01 Umbrella: 12 Unit: 180 Citation: T0026
 Average Counts-All Positions: 5.000

FAX: (207) 287-4416
 Telephone: (207) 287-2015
 M.R.S.A., Sect.: 000000968
 Legislative Count: 5.00

PURPOSE:

The Maine Labor Relations Board was established to improve the relationship between public employers and their employees by providing a uniform basis for recognizing the right of public employees to join labor organizations of their

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choosing, and to be represented by such organizations in collective bargaining. State, county, municipal, school department, university, community college, judicial, and legislative employees come within the Board's jurisdiction.

If employers and employee organizations are unable to agree on appropriate bargaining units, they are created through the unit determination process. Once an appropriate unit is constituted, and absent voluntary recognition by the public employer, the board conducts a representation election to determine whether a majority of unit employees wish to be represented by an employee organization for purposes of collective bargaining.

Established bargaining units may be modified by agreement of the public employer and the bargaining agent or through the unit clarification process. Unit employees seeking to change or decertify their bargaining agent may petition the Board to conduct a secret ballot election. Board staff conduct unit proceedings and representation elections, subject to review by the Board. The Board also adjudicates alleged unfair labor practices, referred to as "prohibited acts" under the four labor relations statutes.

The various labor relations statutes administered by the Board prohibit public employees from engaging in work stoppages, strikes or slowdowns and provide dispute resolution procedures in lieu of the self-help options available to employees and employers in the private sector. The dispute resolution procedures include mediation, fact finding, interest arbitration, and, in the case of judicial employees, an option for mediation-arbitration.

ORGANIZATION:

The Maine Labor Relations Board consists of three primary members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chair. These members, and their alternates (two for each of the primary positions), are appointed by the Governor and confirmed by the Legislature, serve for terms of four years.

PROGRAM:

The municipal sector continues to be the most diversified and most active of all sectors utilizing the services of the Maine Labor Relations Board. During fiscal year 2015, 39 voluntary or joint agreements relative to bargaining units were received, up from 19 in the prior year. During fiscal year 2015, six unit determination or clarification petitions were filed, compared with 12 such filings in fiscal year 2014. There were eight election requests received by the board in fiscal year 2015. In addition to this, the Board received four decertification/certification requests and three straight decertification election requests. With respect to election activities, there were 23 election requests in all requiring attention during the fiscal year. In all, Board officials conducted 16 elections pursuant to the various petitions filed. The Board received 29 prohibited practice complaints in fiscal year 2015, a slight decrease from the 31 complaints filed in fiscal year 2014. The administration and processing of these complaints involves both the Board and its staff in the details of docketing, arranging hearings before the Board members, processing prehearing conferences, scheduling post-hearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

LICENSES:

None.

PUBLICATIONS:

INTERNET SITE: The board's site may be found at the State of Maine web site and contains a search engine and a substantial data base of the board's decisions. (<http://www.maine.gov/mlrb>)

The Municipal Public Employees Labor Relations Law

The State Employees Labor Relations Act

The University of Maine System Labor Relations Act

The Judicial Employees Labor Relations Act

The Rules and Procedures of the Maine Labor Relations Board

Index and Abstracts of MLRB Prohibited Practice and Representation Appeals

Decisions, 1973-88

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FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE LABOR RELATIONS BOARD EXPENDITURES	TOTAL	GENERAL FUNDS	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS					
SALARIES & WAGES	317,972	258,072	59,900			
HEALTH BENEFITS	83,866	83,866				
RETIREMENTS	60,326	60,326				
OTHER FRINGE BENEFITS	3,268	3,268				
COMPUTER SERVICES	4,832	4,832				
CONTRACTUAL SERVICES	27,169	12,656	14,513			
COMMODITIES	3,815	3,815				
TRANSFER TO OTHER FUNDS	11,240		11,240			
TOTAL EXPENDITURES	512,488	426,835	85,653			

PANEL OF MEDIATORS
MARC P. AYOTTE, EXECUTIVE DIRECTOR

Central Office: 2ND FL, ELKINS BLDG, 19 ELKINS, AUGUSTA, ME
Mail Address: 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090 *FAX:* (207) 287-4416
Established: 1976 *Telephone:* (207) 287-2015
Reference: Policy Area: 01 Umbrella: 12 Unit: 187 Citation: T0026 M.R.S.A., Sect.: 000000892

PURPOSE:

The Panel of Mediators was established to implement the public policy of the State of Maine by providing a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. By law, mediation procedures are mandatory, whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION:

The Panel of Mediators was established in 1951 and came under the administrative auspices of the Maine Labor Relations Board in 1973. The law provides that there be no 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:

In fiscal year 2015, the number of new requests for mediation services increased from the level experienced last year. New mediation requests received during 2015 numbered 68 (51 last year). In addition, there were 27 matters carried over from fiscal year 2014 that required mediation activity this year. Thus, the number of matters filed, pending, and requiring attention in 2015 reached a total of 95, up from 87 the previous year. The panel achieved a settlement rate of 63% for matters concluded this year, including those carried forward from 2014. There was one request for preventive mediation services in 2015. Upon the joint request of the parties, members of the panel train bargaining team members at the outset of negotiations and then facilitate collaborative, problem-solving bargaining for our client community.

LICENSES:

None.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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BOARD OF OCCUPATIONAL SAFETY AND HEALTH

MICHAEL SAUDA, CHAIR

PAMELA MEGATHLIN, DIRECTOR, LABOR STANDARDS

Central Office: 45 COMMERCE DR, AUGUSTA, ME

Mail Address: 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 *FAX:*

Established: 1975

Telephone: (207) 623-7900

Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 179 *Citation:* T0026 *M.R.S.A., Sect.:* 000000564

PURPOSE:

The board was established to formulate and adopt reasonable rules for safe and healthful working conditions in places of public employment provided by the State, county, municipal corporation, school district or other public corporation or political subdivision. The rules must conform as far as practicable with nationally recognized standards of occupational safety and health. The board also hears appeals of Bureau of Labor Standards enforcement actions by regulated parties.

ORGANIZATION:

The Board of Occupational Safety and Health was created in 1976. It consists of ten members, nine appointed by the Governor and one being the Director of the Bureau of Labor Standards. Appointed members include management and labor representatives from the state, county, and local levels, two public members, and one member from the insurance industry. The Bureau of Labor Standards enforces the rules adopted by the board.

PROGRAM:

The board meets four times to review and propose regulations for adoption and otherwise assist the bureau's enforcement activities. 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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF REHABILITATION SERVICES

KAREN FRASER, ACTING BUREAU DIRECTOR

BETSY HOPKINS, DIVISION DIRECTOR

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME 04330

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 287-5292

Established: 1994

Telephone: (207) 623-7961

Reference: Policy Area: 01 *Umbrella:* 12 *Unit:* 152 *Citation:* T0026 *M.R.S.A., Sect.:* 000001412C

Average Counts-All Positions: 112.000

Legislative Count: 112.00

PURPOSE:

The purpose of the Bureau of Rehabilitation Services (BRS) is to help Maine

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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. In 1994, the Legislature moved the Division of Rehabilitation Services to the Department of Education, and in 1996, moved the Division to the Department of Labor.

PROGRAM:

The main program within the Bureau of Rehabilitation Services is the Division of Vocational Rehabilitation. This program provides comprehensive vocational rehabilitation services and endeavors to bring about full access to employment, independence and community integration for people with disabilities. Vocational Rehabilitation assists eligible individuals with physical or mental disabilities to prepare for and achieve an employment outcome. "Employment outcome" means entering or retaining full-time employment, or, if appropriate, part-time competitive employment in the integrated labor market, supported-employment, or any other type of employment in an integrated setting, including self-employment, telecommuting, or business ownership, that is consistent with an individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

LICENSES:

None.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REHABILITATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	4,746,154	694,980	52,017		3,999,157	
HEALTH BENEFITS	1,836,919	252,513	6,658		1,577,748	
RETIREMENTS	879,360	128,085	9,587		741,688	
OTHER FRINGE BENEFITS	94,618	14,474			80,144	
COMPUTER SERVICES	462,584	440			462,144	
CONTRACTUAL SERVICES	1,128,730	384,275			744,455	
RENTS	725,037	682,552			42,485	
COMMODITIES	120,629	872			119,757	
GRANTS, SUBSIDIES, PENSIONS	9,716,037	1,865,866	253,077		7,597,094	
TRANSFER TO OTHER FUNDS	182,956		1,593		181,363	
TOTAL EXPENDITURES	19,893,024	4,024,057	322,932		15,546,035	

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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:* (207) 287-4554

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 location of the parties, ability of parties to travel and complexity of the case. In addition, the Commission also considers requests for waiver of benefit overpayments, for tax setoffs, requests of seasonality determinations and for approval of eligible training programs. The Commission also reviews the Rules Governing the Administration of the Employment Security Law for possible revision through the rulemaking process.

LICENSES:

None.

PUBLICATIONS:

None

FINANCES, FISCAL YEAR 2015: 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: 118 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

Average Counts-All Positions: 24.000

Legislative Count: 24.00

PURPOSE:

The Center for Workforce Research and Information collects, analyzes and reports

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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 articles and interactive data sets to provide CWRI's customers with data and analysis about Maine's Labor markets. Our publications page <http://www.maine.gov/labor/cwri/pubs.html> contains articles about Maine and National workforce issues authored by both CWRI staff and external economic journals.

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FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTER FOR WORKFORCE RESEARCH AND INFORMATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	900,326	11,143	11,241		877,942	
HEALTH BENEFITS	292,411	3,894	3,610		284,907	
RETIREMENTS	172,835	2,011	2,103		168,721	
OTHER FRINGE BENEFITS	18,549	237	223		18,089	
COMPUTER SERVICES	226,647	11,287	1,220		214,140	
CONTRACTUAL SERVICES	121,423	35,451	1,248		84,724	
RENTS	99,683	35,480			64,203	
COMMODITIES	2,389	497			1,892	
TRANSFER TO OTHER FUNDS	19,596		222		19,374	
TOTAL EXPENDITURES	1,853,859	100,000	19,867		1,733,992	

LAW AND LEGISLATIVE REFERENCE LIBRARY

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: T00003 M.R.S.A., Sect.: 0000000171
Average Counts-All Positions: 14.000 Legislative Count: 14.00

PURPOSE:

The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine. As State Law Librarian, the Director coordinates records management activities within the Legislature.

ORGANIZATION:

The Library was created by action of the Legislature, with the transfer of functions formerly performed by the law section of the Maine State Library. The nonpartisan Director is appointed by the Legislative Council.

PROGRAM:

The Library provides reference, interlibrary loan and circulation services by telephone and 711 relay service, via e-mail, through the postal service and in person. The shared URSUS Internet catalog (<http://ursus.maine.edu>) gives access to the Library's collection and supports circulation functions. Public computers in the Library provide access to Maine statutes and cases, citators, legislative bill status, the Internet and a comprehensive legal research service. The Library Internet site includes historical tables and lists, legal research links a guide to frequently-requested Maine laws, and a large collection of digitized materials relating to Maine law and legislation. To support research the library staff search a variety of print and electronic resources.

The Library collects all state statutes, selected legal treatises, and resources for non-lawyers. The Library's special resources include biographical information on legislators and members of Maine's legal community and an extensive collection of newspaper clippings on topics of legislative interest. The Library subscribes to most daily and weekly newspapers published in Maine and a selection of law reviews and other legal publications from around the country. The Library also has the most complete collection of Maine legislative materials available anywhere, including committee files that contain copies of written testimony. The Library staff prepares legislative histories on request and lends compiled histories. Many of these materials are now available electronically as well. The Library participates in state and federal depository programs, receiving documents and providing access to online government information.

The URSUS system also supports new acquisitions and serials control. The Internet catalog shows items that are on order and issues that have been received for serials such as court reports, codes, journals and updates to topical works.

PUBLICATIONS:

- *INTERNET SITE - <http://legislature.maine.gov/lawlibrary/>
- *Law and Legislative Digital Library - <http://www.maine.gov/legis/lawlib/1ldl/1ldlhome.htm>
- *Facebook presence
- *Library Briefs (newsletter)
- *Front Page news list and RSS feed
- *Legisbrief Cumulative Index
- *Maine State Law and Legislative Reference Library (brochure)
- *Where to Find Our Library Online (brochure)
- *How to Find Law Review Articles (brochure)
- *Resource Sharing (brochure)
- *How to Find Newspapers and Clippings (brochure)
- *How to Find Books (brochure)
- *Maine Education Finance Studies (bibliography)

LAW AND LEGISLATIVE REFERENCE LIBRARY

- *Maine Economic Development and Policy: Studies and Reports 1929-2012 (bibliography)
- *Legal Resources for Non-Lawyers: Employment Law (bibliography)
- *Legal Sources for Non-Lawyers: Family Law (bibliography)
- *Consolidation and Regionalization Studies and Reports on Maine Schools (bibliography)
- *Maine Tax Studies and Reports (bibliography)
- *Compiled Legislative Histories on Major Topics (electronic and print)

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	671,071	671,071				
HEALTH BENEFITS	200,168	200,168				
RETIREMENTS	121,552	121,552				
OTHER FRINGE BENEFITS	12,448	12,448				
COMPUTER SERVICES	4,029	4,029				
CONTRACTUAL SERVICES	339,378	339,378				
COMMODITIES	2,799	2,799				
TOTAL EXPENDITURES	1,351,445	1,351,445				

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	671,071	671,071				
HEALTH BENEFITS	200,168	200,168				
RETIREMENTS	121,552	121,552				
OTHER FRINGE BENEFITS	12,448	12,448				
COMPUTER SERVICES	4,029	4,029				
CONTRACTUAL SERVICES	339,378	339,378				
COMMODITIES	2,799	2,799				
TOTAL EXPENDITURES	1,351,445	1,351,445				

LEGISLATIVE DEPARTMENT

LEGISLATURE

MICHAEL D. THIBODEAU, PRESIDENT OF THE SENATE

MARK W. EVES, SPEAKER OF THE HOUSE

Central Office: STATE HOUSE, AUGUSTA, ME

Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:*

Established: 1820

Telephone: (207) 287-1615

Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 260 *Citation:* C0004 *M.R.S.A., Sect.:* 001-00001

Average Counts-All Positions: 182.198

Legislative Count: 146.50

Units:

CITIZEN TRADE POLICY COMMISSION

COMMISSION ON UNIFORM STATE LAWS

OFFICE OF FISCAL AND PROGRAM REVIEW

OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY

OFFICE OF POLICY AND LEGAL ANALYSIS

SENATE

OFFICE OF THE REVISOR OF STATUTES

HOUSE OF REPRESENTATIVES

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

LEGISLATIVE COUNCIL

STATE HOUSE AND CAPITOL PARK COMMISSION

(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE

COMMISSION ON INTERSTATE COOPERATION

COUNCIL

PURPOSE:

"To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States." (Maine Constitution, Article IV, Part Third, Section 1.)

ORGANIZATION:

The organization of the Legislature of Maine is determined by the Constitution of Maine, by Maine Statutes, and by legislative rules. The Senate consists of 35 members, and the House of Representatives consists of 151 members. All members of both chambers are elected from single member districts. The House has three additional non-voting members who are elected by the Penobscot Indian Nation, the Passamaquoddy Tribe and the Houlton Band of Maliseet Indians, respectively, to represent their tribes at the Legislature.

The 127th Legislature is organized into 16 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 127th 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 and the Government Oversight Committee.

PROGRAM:

The First Regular Session of the 127th Legislature was convened on December 3, 2014 and adjourned sine die on July 16, 2015. In the First Regular Session, the Legislature considered 1,455 legislative instruments. Three hundred eighty eight bills and 54 Resolves were chaptered into law. One hundred seventy eight bills were vetoed by the Governor, 126 of which were overridden and the rest sustained by the Legislature.

PUBLICATIONS:

*INTERNET SITE - <http://legislature.maine.gov/>

*SENATE AND HOUSE REGISTERS - (published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules and Committee Rosters.

*HOUSE AND SENATE ROSTER and Seating Arrangement - (published biennially). Edited by the Clerk of the House and Secretary of the Senate. Contains photos.

*LEGISLATIVE RECORD - Complete record of legislative action, including floor debates. Available in proof form by mail subscription through Legislative Document Service. Bound copies on loan through the State Library.

*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)

LEGISLATIVE DEPARTMENT

*HISTORY AND FINAL DISPOSITION OF LEGISLATIVE DOCUMENTS - Summary of the Legislature's action on all legislative documents considered during legislative session. Compiled by the Legislative Information Office.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	12,049,882	12,048,149	1,733			
HEALTH BENEFITS	4,581,774	4,581,774				
RETIREMENTS	1,700,096	1,700,096				
OTHER FRINGE BENEFITS	215,285	215,285				
COMPUTER SERVICES	489,638	489,638				
CONTRACTUAL SERVICES	3,262,487	3,258,395	4,092			
RENTS	31,112	31,112				
COMMODITIES	95,459	95,459				
GRANTS, SUBSIDIES, PENSIONS	200,270	200,270				
EQUIPMENT	42,013	42,013				
TRANSFER TO OTHER FUNDS	221		221			
TOTAL EXPENDITURES	22,668,237	22,662,191	6,046			



Michael Thibodeau
President of the Senate



Mark Eves
Speaker of the House of Representatives

LEGISLATIVE DEPARTMENT

CITIZEN TRADE POLICY COMMISSION
GRANT T. PENNOYER, EXECUTIVE DIRECTOR

Central Office: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115
Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621
Established: 2004 *Telephone:* (207) 287-1615
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 681 *Citation:* T000010 *M.R.S.A., Sect.:* 000000011

PURPOSE:

The commission is established to assess and monitor the legal and economic impacts of trade agreements on state and local laws, working conditions and the business environment; to provide a mechanism for citizens and Legislators to voice their concerns and recommendations; and to make policy recommendations designed to protect Maine's jobs, business environment and laws from any negative impact of trade agreements.

ORGANIZATION:

The Citizen Trade Policy Commission comprises 17 voting members and four ex officio nonvoting members as follows: voting members include three Senators; three Representatives; ten members of the public (three of whom are appointed by the Speaker of the House, three by the President of the Senate, and four by the Governor); and the Attorney General or the Attorney General's designee.

Ex officio, non-voting members include the commissioners of the following departments or the commissioners' designees: Department of Labor; Department of Environmental Protection; Department of Agriculture, Conservation and Forestry; and the Department of Health and Human Services.

PUBLICATIONS:

2014 TRADE POLICY ASSESSMENT:
Maine Agriculture and Food Systems in the Transatlantic Trade and Investment Partnership by Karen Hansen-Kuhn, IATP and John Piotti, Maine Farmland Trust, July 2014

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CITIZEN TRADE POLICY COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	660	660				
CONTRACTUAL SERVICES	22,530	22,530				
TOTAL EXPENDITURES	23,190	23,190				

OFFICE OF FISCAL AND PROGRAM REVIEW
CHRISTOPHER W. NOLAN, DIRECTOR

Central Office: STATE HOUSE - ROOM 226, AUGUSTA, ME 04333-0005
Mail Address: 5 STATE HOUSE STATION, AUGUSTA, ME 04333-0005 *FAX:* (207) 287-6469
Established: 1962 *Telephone:* (207) 287-1635
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 263F *Citation:* T00003 *M.R.S.A., Sect.:* 000000161

PURPOSE:

The Office of Fiscal and Program Review collects, 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

LEGISLATIVE DEPARTMENT

Appropriations and Financial Affairs, the Joint Standing Committee on Taxation, the Joint Standing Committee on Transportation (for fiscal matters only), the Joint Standing Committee on Health and Human Services (for fiscal matters only) and other legislative committees as assigned. The Director of the Office and one of the Office's Principal Analysts represent the Legislature on the Revenue Forecasting Committee, which was established in law (5 MRSA, section 1710-E) to provide policy makers with revenue projections.

ORGANIZATION:

The Office of Fiscal and Program Review is one of several nonpartisan offices operating under the direction of the Legislative Council and its Executive Director. It is led by a director who is appointed by the Legislative Council and is staffed by eight other professional staff and two administrative positions.

PUBLICATIONS:

*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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF POLICY AND LEGAL ANALYSIS

MARION HYLAN BARR, DIRECTOR

Central Office: 2ND FLOOR, CROSS BLDG, RM 215, AUGUSTA, ME 04333-0013

Mail Address: 13 STATE HOUSE STATION, AUGUSTA, ME 04333-0013 *FAX:* (207) 287-1275

Established: 1973

Telephone: (207) 287-1670

Reference: Policy Area: 00 Umbrella: 30 Unit: 263P Citation: T00003 M.R.S.A., Sect.: 000000161

PURPOSE:

The Office of Policy and Legal Analysis is a nonpartisan office of the Maine Legislature that provides information, policy and legal analysis and assistance in formulating and drafting legislative proposals, reports and recommendations.

The Office provides nonpartisan research, analysis and professional staffing to joint standing committees of the Legislature, select committees, legislative study commissions and individual legislators. Major functions include: analysis of legislation, preparation of research documents, facilitation of committee decision-making and drafting of committee amendments and committee bills. The Office also assists the Office of the Revisor of Statutes in drafting initial bills for introduction to each legislative session.

When the Legislature is not in session, the Office provides staff support for interim legislative committee meetings and legislative studies authorized by the Legislative Council or established by law or joint order. Staff support to legislative committees and study committees includes providing policy and legal research and analysis and preparing final reports and accompanying legislation. The Office also assists the joint standing committees in fulfilling their legislative responsibilities relating to oversight of agency rule-making and the periodic review of agency programs and operations.

ORGANIZATION:

The Office of Policy and Legal Analysis is one of several nonpartisan offices operating under the direction of the Legislative Council and its executive

LEGISLATIVE DEPARTMENT

director. The office has a staff of 23, including an office director who is appointed by the Legislative Council.

PUBLICATIONS:

The following general reference publications are available for a nominal or no charge and are available on the office website:

"Legislators' Handbook - A Guide for Maine Legislators: Procedures, Services and Facts" updated at the beginning of each legislative biennium;

"Legislative Digest of Bill Summaries and Enacted Laws", published after adjournment of each regular session of the Legislature; and

*Legislative Study Reports on various topics, published each year.

*INTERNET SITE - <http://legislature.maine.gov/legis/opla>

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF THE REVISOR OF STATUTES SUZANNE M. GRESSER, REVISOR OF STATUTES

Central Office: STATE HOUSE - FIRST FLOOR, AUGUSTA, ME

Mail Address: 7 STATE HOUSE STATION, AUGUSTA, ME 04333-0007 *FAX:* (207) 287-6468

Established: 1928

Telephone: (207) 287-1650

Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 263R *Citation:* T00003 *M.R.S.A., Sect.:* 000000161

PURPOSE:

The Office of the Revisor of Statutes was originally created in 1928 and later established as the Office of Legislative Research in 1947. The Office reassumed its original name in 1986. The Office is nonpartisan and performs four primary functions: legislative drafting and editing, engrossing, publication of laws, and maintenance of the statutes and the Constitution of Maine. The Office is the point where legislative instruments, including original bills and floor amendments, are initially filed and then produced in final form for introduction; the office reviews, edits and processes committee amendments and new drafts; it serves as clerk of the Committee on Bills in the Second Reading for both the House and Senate; and it is responsible for examining all bills in Second Reading for both the House and Senate, and for engrossing all bills prior to their enactment. The Office tracks legislation by title and section number to detect potential duplication and conflicts.

The Office publishes all laws enacted during each legislative session as the Laws of the State of Maine and assists the commercial publishers of the Maine Revised Statutes by providing materials for the supplementary pamphlets and pocket parts.

The office may be contacted via e-mail: revisor.office@legislature.maine.gov.

PUBLICATIONS:

*INTERNET SITE - <http://legislature.maine.gov/ros/publications/>

"Maine Revised Statutes Annotated" - Available to the public from Thomson/West, 610 Opperman Drive, Eagan, MN 55123, at current price.

"Maine Revised Statutes" - Available at the office's website, <http://www.mainelegislature.org/legis/statutes/>

"Laws of the State of Maine" - Contains all session laws and related documents of each Legislative session. Beginning with the 117th Legislature until the 124th Legislature, electronic versions of the Laws of the State of Maine are available at the office's website:

LEGISLATIVE DEPARTMENT

<http://www.mainelegislature.org/ros/LOM/LOMoldDirectory.htm>. Beginning with the 124th Legislature, pdf versions of each volume of the Laws of the State of Maine are available at: <http://www.mainelegislature.org/ros/LOM/LOMpdfDirectory.htm>. Limited hard copies are available from the Revisor's Office at time of publication for a nominal fee and through the Law and Legislative Reference Library thereafter.

Chartered Laws - Individual hard copies of laws enacted in the current biennium available from the Engrossing Division at (207) 287-1324. Individual copies of enacted laws beginning with the 117th Legislature are available on-line at the office's website: <http://www.mainelegislature.org/ros/LOM/LOMDirectory.htm>.

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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION GRANT T. PENNOYER, EXECUTIVE DIRECTOR

Central Office: STATEHOUSE, AUGUSTA, ME

Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:*

Established: 1978

Telephone: (207) 287-1615

Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 300 *Citation:* T0003 *M.R.S.A., Sect.:* 000000227

PURPOSE:

The purpose of the Commission is to advise the Legislature in identifying ways to encourage increased cooperation between Maine and Canada; and, specifically, between the Maine Legislature and the legislative bodies of Canada, and to promote economic, cultural and educational exchanges between Maine and the Canadian provinces.

ORGANIZATION:

Created by statute in February, 1978, the Maine-Canadian Legislative Advisory Commission consists of eight (8) members, four (4) of whom are appointed by the Speaker of the House and four (4) of whom are appointed by the President of the Senate. At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House must be fluent in the French language.

3 MRSA §227 authorizes members to be compensated as provided in Title 5, Chapter 379.

PROGRAM:

The Maine-Canadian Legislative Advisory Commission continues to encourage and support economic, cultural and educational exchanges between Maine and the Canadian provinces, including Franco-American Day activities.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE DEPARTMENT

STATE HOUSE AND CAPITOL PARK COMMISSION
GRANT T. PENNOYER, EXECUTIVE DIRECTOR
KIRK MOHNEY, CHAIR

Central Office: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115
Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621
Established: 1988 *Telephone:* (207) 287-1615
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 519 *Citation:* T0003 *M.R.S.A., Sect.:* 000000901A

PURPOSE:

The State House and Capitol Park Commission was created in 1988 (Chapter 816, P.L. 1987) to develop and recommend a plan for the preservation and development of the aesthetic and historical integrity of the State House and its immediate grounds and to work in cooperation with the Capitol Planning Commission to coordinate planning and specific projects. The Commission's jurisdiction was extended in 1989 to include Capitol Park.

ORGANIZATION:

The State House and Capitol Park Commission comprises 11 voting members and five ex officio members as follows: voting members include the Director of the Maine Historic Preservation Commission; six members of the public (four of whom are appointed jointly by the Speaker of the House and the President of the Senate, and two by the Governor); the Governor, Speaker of the House, President of the Senate or their representatives; and the Director of the State House and Capitol Park Commission. The Director of the Maine Historic Preservation Commission is the chair of the State House and Capitol Park Commission.

Ex officio, non-voting members include the Director of the Maine State Museum; the Director of the Maine Arts Commission, the Director of the Bureau of General Services; the Chair of the Capitol Planning Commission; and the Executive Director of the Legislative Council.

PROGRAM:

The Commission continues to oversee the implementation of a master plan for repair and restoration projects in the State House and in Capitol Park.

The projects, all of which are in keeping with the master plans for the State House and Capitol Park, including patching and re-painting of the building interior, roof maintenance and repair, repair of entry stairs, sidewalk and pavement repairs and protection, repairs to the high dome and restoration of Capitol Park by restoring paths, allées, seating and picnicking areas and installation of water control devices.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

COMMISSION ON INTERSTATE COOPERATION
GRANT T. PENNOYER, EXECUTIVE DIRECTOR

Central Office: STATE HOUSE, AUGUSTA, ME
Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621
Established: 1939 *Telephone:* (207) 287-1615
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 272 *Citation:* T0003 *M.R.S.A., Sect.:* 000000201

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.

LEGISLATIVE DEPARTMENT

PROGRAM:

This program includes Maine's annual dues to two national organizations that serve as clearinghouses for information on State programs of national and international interest and provide support to state legislatures: the Council of State Governments and the National Conference of State Legislatures. The Council of State Governments/Eastern Regional Council is a bipartisan organization serving all three branches of government and provides a regional network for identifying and sharing ideas with state leaders and monitors activities in the federal government and their impact on state issues and programs. The National Conference of State Legislatures is a bipartisan organization which serves the legislators and legislative staff of the nation's 50 states, its commonwealths and territories with the objectives of improving the quality and effectiveness of state legislatures, fostering interstate communication and cooperation, and ensuring states a strong, cohesive voice in the federal system.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON INTERSTATE COOPERATION	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
CONTRACTUAL SERVICES	224,179	224,179				
TOTAL EXPENDITURES	224,179	224,179				

**COMMISSION ON UNIFORM STATE LAWS
C/O BRUCE A. COGGESHALL, CHAIRPERSON**

Central Office: 254 COMMERCIAL STREET, PORTLAND, ME 04101-1110
 Mail Address: 254 COMMERCIAL STREET, 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.

ORGANIZATION:

The Commission is authorized and organized pursuant to 3 M.R.S.A. §241:

The Commission on Uniform State Laws, as established by Title 5, section 12004-K, subsection 8, shall consist of 3 members to be appointed for a term of 4 years by the Governor. The commission shall also consist of any residents who, because of long service in the cause of state legislation, are elected life members of the National Conference of Commissioners on Uniform State Laws. The commission shall examine subjects on which uniformity of legislation in the different states is desirable; ascertain the best means to effect uniformity; cooperate with the commissioners of other states in the consideration and drafting of uniform acts for submission to the Legislatures of the several states; and prepare bills for introduction in the Legislature.

Commissioners are not compensated for their work. They seek reimbursement for expenses as Maine's delegates to the National Conference. The National Conference seeks payment of dues from Maine.

PROGRAM:

The Maine Commission on Uniform State Laws is a participant in the National Conference of Commissioners on Uniform State Laws in its work as a Committee of the whole and on its drafting and review subcommittees. 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

LEGISLATIVE DEPARTMENT

Act and Uniform Unclaimed Property Act are examples of Acts developed and adopted by the Conference which have great value to the several states, and are among the 59 Uniform Acts adopted by the State of Maine in the last century.

The Commission, like its counterparts in other states, works through appropriate legislative committees, the Maine State Bar Association and others having an interest in the particular uniform act.

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request or at www.uniformlawcommission.com

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY KEVIN DIETERICH, DIRECTOR

Central Office: STATE HOUSE RM 262, AUGUSTA, ME 04333

Mail Address: 110 STATE HOUSE STATION, AUGUSTA, ME 04333-0100 *FAX:* (207) 287-2557

Established: 1996

Telephone: (207) 287-1625

Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 2631 *Citation:*

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

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 and development of the applications that support the legislative process and the operations of individual legislative offices. Office is also jointly responsible for all chamber and committee room audio/video infrastructure, software, networks, servers, IT security and legislative email systems.

PROGRAM:

During fiscal year 2014-15, the Office of Legislative Information Technology (LIT) continued to virtualize servers to lower current and future operating costs and to reduce reliance on physical servers to better insure systems uptime and failover. The same methodology is currently being deployed to the Legislature's off-site disaster recovery location. A new UPS/battery backup system was purchased to safeguard the Legislature's servers and networks in the event of an extended power outage. In the application development area, LIT continued work to rewrite and enhance existing (legacy) applications to improve performance as well as write and add new programs and functionality as requested by the Offices of the Legislature.

The Office of Information Technology also provided technology support services to the production offices, the House of Representatives, the Senate and individual members, resolving hardware, software and printing problems and providing instruction in the use of technology throughout the fiscal year.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE DEPARTMENT

SENATE

**MICHAEL D. THIBODEAU, PRESIDENT OF THE SENATE
HEATHER J. R. PRIEST, SECRETARY OF THE SENATE**

Central Office: STATE HOUSE, AUGUSTA, ME 04333-0003
Mail Address: 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003 *FAX:* (207) 287-5862
Established: 1820 *Telephone:* (207) 287-1500
Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 261 *Citation:* C0004 *M.R.S.A., Sect.:* 002-00001

PURPOSE:

The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor. Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue. It may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce new raising of revenue.

The Senate is the sole judge of the qualifications of its members. It maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval (formerly confirmed by the Executive Council). Article IV, Part Second, Section 7, empowers the Senate to try all impeachments.

ORGANIZATION:

The Senate has remained constant in its form of organization as a Constitutional body since its establishment in 1820. As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate currently consists of 35 Senators. Each Senator is elected for a term of two years, and limited to four consecutive terms. A Senator must be a citizen of Maine for at least one year, be a resident of the district for at least 3 months prior to the election and continue to reside within the district during the term of office, and be 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 2013, the Legislature, by a vote of 2/3rds of the members in each body, apportioned the Senate and House districts.

The Senate elects a President, who presides over all its proceedings; a Secretary and Assistant Secretary, who serve as chief administrative officers. The major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 MRSA, Section 168), are permitted to hire their own staff assistants, with the approval of the presiding officer.

PROGRAM:

Under Article IV, Part Third, Section 1 of the Constitution of Maine, the First Regular Session of the 127th Maine Legislature convened on Wednesday, December 3, 2014 and met for 69 legislative days. After completing all of its business, the Senate adjourned sine die at 6:05 p.m. on Thursday, July 16, 2015.

The Second Regular Session of the 127th Maine Legislature will convene on Wednesday, January 6, 2016.

PUBLICATIONS:

Senate Website: <http://www.legislature.maine.gov/senate>

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE DEPARTMENT

HOUSE OF REPRESENTATIVES

MARK W. EVES, SPEAKER OF THE HOUSE
ROBERT B. HUNT, HOUSE CLERK

Central Office: ROOM 300, STATE HOUSE, AUGUSTA, ME 04333

Mail Address: 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002 *FAX:* (207) 287-1456

Established: 1820

Telephone: (207) 287-1400

Reference: Policy Area: 00 Umbrella: 30 Unit: 262 Citation: C0004 M.R.S.A., Sect.: 001-00002

PURPOSE:

The House of Representatives has by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue and, by Article IV, Part First, Section 8 of the Maine Constitution, the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION:

The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820. The House of Representatives consists of 151 members elected from single member districts for terms of 2 years. Members are limited to four consecutive terms. A Representative must be a citizen of the United States for at least five years prior to the election, have been a resident of Maine for at least one year, be a resident of the election district at the time of the nomination for placement on a primary, general or special election ballot, have been a resident of the election district for three months prior to the election and continue to be a resident of that district during the term, and be 21 years of age when seated as a member.

The Constitution of Maine requires that the House of Representatives be reapportioned by the Legislature itself, or, if this is not done within the required period of time, by the Supreme Judicial Court. The Legislature's reapportionment plan must be enacted by a vote of 2/3 of the Members of each House and such action is subject to the Governor's approval.

The House elects a Speaker who presides over the proceedings, a Clerk and Assistant Clerk. The individual political parties in the House elect their own leaders and assistant leaders. By House Rules (Rule 104) the leadership of the House is permitted to hire its own assistants.

PROGRAM:

The House convened its First Regular Session of the 127th Maine Legislature on Wednesday, December 3, 2014 and adjourned from its First Regular Session on Thursday, July 16, 2015. During the First Regular Session there were 954 House-sponsored Legislative Documents, 1 Initiated Bill, 29 House Orders, 17 House-sponsored Joint Orders, and 26 House-sponsored Joint Resolutions considered. House members submitted 60 Floor Amendments and 446 Committee Amendments to the Clerk for reproduction.

PUBLICATIONS:

*HOUSE INTERNET SITE - <http://legislature.maine.gov/house/>

*HOUSE ADVANCE JOURNAL AND CALENDAR-Available at the Clerk's Office; or by mail subscription through Legislative Document Service.

*WEEKLY LEGISLATIVE REPORT - (published weekly during sessions). Edited by the Clerk of the House. Lists all bills printed and enacted, and resolves finally passed. Available at the Clerk's Office, and by mail subscription through Legislative Document Service.

*WEEKLY LEGISLATIVE CALENDAR (published weekly). Edited by the Clerk of the House. Lists legislative committee meetings and the subjects committees are

LEGISLATIVE DEPARTMENT

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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE COUNCIL

MICHAEL D. THIBODEAU, CHAIR

GRANT T. PENNOYER, EXECUTIVE DIRECTOR

Central Office: 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003

Mail Address: 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003 *FAX:* (207) 287-5862

Established: 1973

Telephone: (207) 287-1500

Reference: Policy Area: 00 *Umbrella:* 30 *Unit:* 263 *Citation:* T0003 *M.R.S.A., Sect.:* 000000161

Average Counts-All Positions: 182.198

Legislative Count: 146.50

PURPOSE:

The Legislative Council is responsible for overall administration and management of the Legislative Branch. Its general powers and duties are set out in statute (3 MRSA Section 162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. They include approval of all legislative budgets and provision for financial oversight of legislative funds; establishing salary and benefit schedules for all legislative employees, except as otherwise provided by law; planning and overseeing projects designed to improve the organization, operation, and physical facilities of the Legislature; and allocation of work to legislative committees when the Legislature is not in session.

The Council also appoints the directors of the nonpartisan offices, including the Executive Director of the Legislative Council, the State Law Librarian, the Revisor of Statutes, and the Directors of the Offices of Fiscal and Program Review, Policy and Legal Analysis and Legislative Information Technology. In addition, the Council appoints the nonpartisan director of the Office of Program Evaluation and Government Accountability. The Council has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 MRSA Section 162-B.

ORGANIZATION:

The Legislative Council consists of the ten elected members of leadership: the President of the Senate, the Speaker of the House, and the Majority and Minority Floor Leaders and Majority and Minority Assistant Floor Leaders for the House and the Democratic and Republican Floor Leaders and Democratic and Republican Assistant Floor Leaders for the Senate. The Council Chair and Vice-Chair are elected by the Legislative Council at the beginning of each legislative biennium and serve for the entire biennium. By tradition, the Council chair alternates every two years between the House and the Senate. Any action by the Legislative Council requires the affirmative votes of a majority of the members.

The Council is supported by an Executive Director and six nonpartisan staff offices.

PROGRAM:

The Legislative Council is responsible by law for providing professional, nonpartisan staff support services to the Legislature and its officers, members, committees and commissions. These services include bill drafting; general policy, legal and fiscal research and analysis; fiscal note preparation; committee staffing; computer support services; public information; library and reference services and support; and general administrative services.

LEGISLATIVE DEPARTMENT

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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	12,049,222	12,047,489	1,733			
HEALTH BENEFITS	4,581,774	4,581,774				
RETIREMENTS	1,700,096	1,700,096				
OTHER FRINGE BENEFITS	215,285	215,285				
COMPUTER SERVICES	489,638	489,638				
CONTRACTUAL SERVICES	3,015,778	3,011,686	4,092			
RENTS	31,112	31,112				
COMMODITIES	95,459	95,459				
GRANTS, SUBSIDIES, PENSIONS	200,270	200,270				
EQUIPMENT	42,013	42,013				
TRANSFER TO OTHER FUNDS	221		221			
TOTAL EXPENDITURES	22,420,868	22,414,822	6,046			

(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

GRANT T. PENNOYER, EXECUTIVE DIRECTOR

Central Office: STATE HOUSE, AUGUSTA, ME
 Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 FAX: (207) 287-1621
 Established: 1973 Telephone: (207) 287-1615
 Reference: Policy Area: 00 Umbrella: 30 Unit: 264 Citation: T0003 M.R.S.A., Sect.: 000000162

PURPOSE:

The Executive Director is the executive officer of the Legislature and directs the activities and services of the nonpartisan staff offices consistent with policies established by the Legislative Council. Statutory functions of the office include: agenda preparation and meeting management for the Legislative Council; implementing policy decisions of the council, providing administrative support to the Legislature, including all legislative payroll and benefits administration, legislators' expense reimbursements, accounting and budgeting, and human resource management. The Executive Director has overall responsibility for improvements, renovations and maintenance of the State House, other legislative facilities and grounds, and is an ex officio member of the State House and Capitol Park Commission.

Within the Office of the Executive Director is the Legislative Information Office which is responsible for providing information to the public and legislators on legislation and other legislative matters, maintaining information relating to legislation considered each biennium, producing the history and final disposition of bills, scheduling committee hearings on gubernatorial nominations, and coordinating the scheduling and work of committee clerks each legislative session.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF MARINE RESOURCES

DEPARTMENT OF MARINE RESOURCES

PATRICK KELIHER, COMMISSIONER

MEREDITH MENDELSON, DEPUTY COMMISSIONER

Central Office: 32 BLOSSOM LANE, AUGUSTA, ME 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: 165.750

Legislative Count: 161.00

Units:

ADVISORY COUNCIL (TO MARINE RESOURCES)

BUREAU OF MARINE PATROL

DIVISION OF AQUACULTURE

BUREAU OF PUBLIC HEALTH

BUREAU OF POLICY AND MANAGEMENT

BUREAU OF MARINE SCIENCE

PURPOSE:

The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, administering and enforcing marine laws and regulations, and by advising agencies of government concerned with development or activity in coastal waters.

The Department has the authority to enter into reciprocal enforcement agreements with other states, interstate regional authorities and the federal government; to cooperate, consult and advise with other appropriate state agencies on all interrelated matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law.

ORGANIZATION:

The Department 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.

The Department currently consists of four Bureaus, including the Bureau of Policy and Management, the Bureau of Marine Science, the Bureau of Public Health, the Bureau of Marine Patrol and the Division of Aquaculture. Advisory councils are established by statute for Lobster, Scallop, Sea Urchin, Shellfish and Sea Run Fisheries and Habitat, as well as Commercial Fishing Safety and Aquaculture. In addition, seven lobster policy management councils (Zones) are established with authority to hold referenda regarding lobster fishing regulations.

PROGRAM:

There has been significant effort to put needed management programs in place to assure sustainable fisheries. As management constraints are placed on 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 and public health, boating safety, and marine education.

In addition to management of state water fisheries, many fisheries management

DEPARTMENT OF MARINE RESOURCES

issues are addressed through the New England Fisheries Management Council and the Atlantic States Marine Fisheries Commission. The fisheries involved include: lobster, herring, groundfish, shrimp, striped bass, menhaden, herring, scallops, mahogany quahogs, and others. There will be continued demands on agency time to participate in development of federal and interjurisdictional fisheries management plans. The Department has specific regulatory authority to place immediate restrictions on emerging new fisheries. The Department gathers both commercial and recreational fishery landings statistics.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	7,784,916	3,877,781	2,433,534		1,473,601	
HEALTH BENEFITS	2,938,104	1,401,650	964,368		572,086	
RETIREMENTS	1,623,198	840,372	500,567		282,259	
OTHER FRINGE BENEFITS	164,447	85,979	50,751		27,717	
COMPUTER SERVICES	937,383	471,355	461,828		4,200	
CONTRACTUAL SERVICES	3,142,954	1,360,340	1,581,092		201,522	
RENTS	726,169	458,065	181,302		86,802	
COMMODITIES	655,575	390,107	231,641		33,827	
GRANTS, SUBSIDIES, PENSIONS	2,329,590		12,647		2,316,943	
BUILDING IMPROVEMENTS	139,661		139,661			
EQUIPMENT	548,634	16,181	527,643		4,810	
TRANSFER TO OTHER FUNDS	288,058	240	200,099		87,719	
TOTAL EXPENDITURES	21,278,689	8,902,070	7,285,133		5,091,486	

ADVISORY COUNCIL (TO MARINE RESOURCES)

JAMES MARKOS, CHAIRMAN
PATRICK KELIHER, COMMISSIONER

Central Office: 32 BLOSSOM LANE, AUGUSTA, ME 04333
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 624-6024
Established: 1947 *Telephone:* (207) 624-6550
Reference: Policy Area: 04 Umbrella: 13 Unit: 190 Citation: T0012 M.R.S.A., Sect.: 000006024

PURPOSE:

The Marine Resources Advisory Council, established by Title 5, section 12004-G and Title 12, section 6024, consists of 16 members and provides advice to the Commissioner on policy matters affecting the fishing industry, and outlines the problems and needs of the segments of the industry they represent.

ORGANIZATION:

The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. The Advisory Council is appointed by the Governor and confirmed by the Legislature. It consists of commercial harvesters and dealers, a public member, a recreational fisherman, an aquaculture member and the chairs of the Lobster, Sea Urchin, Shellfish, and Sea Run Fisheries and Habitat Advisory Councils.

PROGRAM:

The Council meets quarterly to provide advice to the Commissioner on policy matters affecting the industry, to provide advice and consent over Department rule-making, and to outline the problems and needs of the Maine fishing industry.

DEPARTMENT OF MARINE RESOURCES

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF AQUACULTURE
JON LEWIS, AQUACULTURE ENV. COORD.
PATRICK KELIHER, COMMISSIONER

Central Office: 194 MCKOWN PT RD, WEST BOOTHBAY HARBOR, ME 04575
Mail Address: PO BOX 8, WEST BOOTHBAY HARBOR, ME 04575 *FAX:* (207) 633-9579
Established: 2013 *Telephone:* (207) 633-9594
Reference: Policy Area: 04 *Umbrella:* 13 *Unit:* 188B *Citation:* *M.R.S.A., Sect.:*
Average Counts-All Positions: 3.000 *Legislative Count:* 3.00

PURPOSE:

The Aquaculture Division is responsible for scientific oversight of all finfish, shellfish and seaweed farms in the State's marine waters.

ORGANIZATION:

Following the reorganization that removed the Division of Aquaculture from the Bureau of Marine Science, the Division consists of two marine scientists.

PROGRAM:

Responsibilities of this Division include scientific SCUBA investigations of potential lease sites to ensure proposed operations are ecologically acceptable and to develop information against which lease decision criteria are evaluated in the adjudicatory process. The Division monitors the ecological impacts of finfish aquaculture operations in the State in concert with the Department of Environmental Protection. This includes oversight of farm operations, inventory and feed inputs, any chemical therapeutants used in farm operations, and continued evaluation of the environmental response to farm inputs to ensure operations are not substantially injurious to marine organisms.

As part of aquaculture oversight and permitting, staff evaluates all requests for fish transfers and other marine organism introductions and importations in an effort to prevent or limit the spread of pathogens of concern. Additionally staff work in association with the Aquatic Animal Health Technical Committee to respond to any reports of pathogens in farm raised finfish and shellfish and to develop the appropriate regulatory response to disease concerns.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF AQUACULTURE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	123,282		123,282			
HEALTH BENEFITS	47,339		47,339			
RETIREMENTS	22,721		22,721			
OTHER FRINGE BENEFITS	2,537		2,537			
CONTRACTUAL SERVICES	7,772		7,772			
RENTS	8,045		8,045			
COMMODITIES	2,802		2,802			
TOTAL EXPENDITURES	214,498		214,498			

DEPARTMENT OF MARINE RESOURCES

BUREAU OF POLICY AND MANAGEMENT

PATRICK KELIHER, COMMISSIONER

MEREDITH MENDELSON, DEPUTY COMMISSIONER

Central Office: 32 BLOSSOM LANE, AUGUSTA, ME 04333

Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 624-6024

Established: 1978

Telephone: (207) 624-6550

Reference: Policy Area: 04 *Umbrella:* 13 *Unit:* 188A *Citation:* T0012 *M.R.S.A., Sect.:* 000006021

Average Counts-All Positions: 15.000

Legislative Count: 15.00

PURPOSE:

The Bureau of Policy and Management performs the administrative functions of the Department of Marine Resources (DMR), develops policy for the management of Maine's marine resources, and advises other governmental agencies concerned with development or activity in coastal waters.

Duties include coordination of public hearings for regulation changes, and aquaculture leases following Administrative Procedures Act (APA) procedures; maintenance of statistics; and contact with central service agencies.

ORGANIZATION:

The Bureau of Policy and Management provides service to the Department in equipment, purchasing and assists in the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings & aquaculture leases. Liaison with the New England Fishery Management Council and the Atlantic States Marine Fisheries Commission is provided by Bureau personnel. The Bureau administers the department's financial records and provides liaison with the Legislature and various types of communications for the marine fishing industry. Includes policy staff that interacts with the council's that is advisory to the department.

PROGRAM:

The Office carries out directives of the Commissioner of Marine Resources in performing his/her statutory responsibilities. The Office provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, and assists in preparing strategic plans, licensure and processes of the Department.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF POLICY AND MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	946,985	486,068	460,917			
HEALTH BENEFITS	316,738	133,571	183,167			
RETIREMENTS	176,846	82,015	94,831			
OTHER FRINGE BENEFITS	18,970	10,152	8,818			
COMPUTER SERVICES	824,102	461,161	362,941			
CONTRACTUAL SERVICES	998,421	716,418	282,003			
RENTS	15,118	14,342	776			
COMMODITIES	21,769	18,867	2,902			
BUILDING IMPROVEMENTS	66,981		66,981			
EQUIPMENT	179,838		179,838			
TRANSFER TO OTHER FUNDS	46,976		46,976			
TOTAL EXPENDITURES	3,612,744	1,922,594	1,690,150			

DEPARTMENT OF MARINE RESOURCES

BUREAU OF MARINE PATROL
JON CORNISH, COLONEL

Central Office: 32 BLOSSOM LANE, AUGUSTA, ME 04333
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333
Established: 1978
Reference: Policy Area: 04 Umbrella: 13 Unit: 188P Citation: T0012
Average Counts-All Positions: 61.000

FAX: (207) 624-6024
Telephone: (207) 624-6550
M.R.S.A., Sect.: 000006025
Legislative Count: 61.00

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. Maine has over 125,000 state registered vessels. Inclusive of BMP's duties are, but are not limited to, 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, 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.

The Bureau has also 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. Marine Patrol Officers are also federally deputized to assist with enforcement of federal fishing regulations under a Joint Enforcement Agreement with the National Oceanic and Atmospheric Administration/ National Marine Fisheries Services (NOAA/NMFS) Office of Law Enforcement. Industry voluntary compliance and stringent enforcement of Marine Resources laws help to protect all natural resources. Its responsibilities also include receiving fees from approximately 37 types of licenses and permits. Detailed records are maintained on all licenses, landings, management, and federal/state programs.

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 Lamaine. The Licensing section handles license sales and eligibility, statistics, information processing, and inquiries from the public.

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.

DEPARTMENT OF MARINE RESOURCES

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE PATROL	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,898,201	2,047,633	722,570		127,998	
HEALTH BENEFITS	1,077,929	723,996	288,689		65,244	
RETIREMENTS	708,746	503,074	172,356		33,316	
OTHER FRINGE BENEFITS	71,281	49,972	17,606		3,703	
COMPUTER SERVICES	79,365	5,318	74,047			
CONTRACTUAL SERVICES	971,689	139,766	831,923			
RENTS	438,704	298,436	140,268			
COMMODITIES	284,297	81,560	202,737			
BUILDING IMPROVEMENTS	72,681		72,681			
EQUIPMENT	332,305		332,305			
TRANSFER TO OTHER FUNDS	90,441	240	82,453		7,748	
TOTAL EXPENDITURES	7,025,639	3,849,995	2,937,635		238,009	

**BUREAU OF PUBLIC HEALTH
KOHL KANWIT, DIRECTOR**

Central Office: 169 MCKOWN PT. RD, WEST BOOTHBAY HARBOR, ME 04575
 Mail Address: PO BOX 8, WEST BOOTHBAY HARBOR, ME 04575 FAX: (207) 633-9579
 Established: 2013 Telephone: (207) 633-9535
 Reference: Policy Area: 04 Umbrella: 13 Unit: 188C Citation: M.R.S.A., Sect.:
 Average Counts-All Positions: 29.500 Legislative Count: 29.00

PURPOSE:

The Bureau of Public Health is primarily responsible for monitoring bivalve shellfish resources and ensuring their sanitation through regulation of the growing areas, harvesting, processing, and distribution under the National Shellfish Sanitation Program standards. The three major programs within the Bureau include Growing Area, Dealer Inspection and Shellfish Management. The Growing Area Program conducts water quality monitoring and pollution source identification for the classification of shellfish growing areas and biotoxin monitoring to ensure shellfish are safe for human consumption. The Dealer Inspection Program inspects and certifies bivalve shellfish dealers to ensure they have sanitary conditions and practices that reduce time and temperature abuse and contamination or adulteration. The Shellfish Management Program works with towns that are involved in municipal shellfish management programs. Approximately 71 towns of the 90 along the coast participate in shellfish management through shellfish conservation ordinance implementation.

The Bureau assesses the impacts of construction and dredging projects proposed by individuals, municipal and federal governments through the Environmental Permit Review process. The Bureau also participates in the Interstate Shellfish Sanitation Conference which is a cooperative management program with member state shellfish authorities, the federal government (Food and Drug Administration, Environmental Protection Agency and National Oceanic and Atmospheric Administration) and the shellfish industry.

ORGANIZATION:

The Bureau of Public Health was created in fiscal year 2014 and separated from the Bureau of Resource Management. Microbiology and biotoxin laboratories are located both at the West Boothbay Harbor and Lamoine State Park facilities serving the entire coast of Maine. The Bureau is comprised of three programs: Growing Area, Dealer Inspection and Shellfish Management.

PROGRAM:

The Bureau of Public Health evaluates shellfish growing areas and conducts a wholesale dealer evaluation and certification program to protect public health under the National Shellfish Sanitation Program. Staff and volunteers conduct water quality monitoring of shellfish growing areas and shoreline surveys to identify pollution sources with the goal of increasing the amount of

DEPARTMENT OF MARINE RESOURCES

shellfish-producing areas open to harvesting. Biotoxin sampling is conducted to monitor the occurrence of Paralytic Shellfish Poisoning from "Red Tides" and manage shellfish harvest areas as necessary to protect public health. Volunteers monitor phytoplankton in coastal waters to determine the presence of harmful algae. Area biologists work with municipalities with shellfish management programs. Environmental Permit Reviews are conducted in coordination with other state agencies and experts within the Department.

LICENSES:

No licensing activity.

The Shellfish Management Program issues permits for shellfish transplant activities and conservation closures. The Dealer Inspection Program issues dealer certifications and the Growing Area Program issues relay permits and import/export permits specifically related to shellfish sanitation.

PUBLICATIONS:

Growing Area annual, triennial and sanitary survey reports.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PUBLIC HEALTH	TOTAL					
	FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,102,348	656,055	400,575		45,718	
HEALTH BENEFITS	463,378	289,691	161,183		12,504	
RETIREMENTS	206,961	124,728	73,807		8,426	
OTHER FRINGE BENEFITS	22,690	13,768	7,962		960	
COMPUTER SERVICES	422	422				
CONTRACTUAL SERVICES	221,155	168,302	45,183		7,670	
RENTS	89,713	69,888	19,825			
COMMODITIES	96,143	92,300	1,105		2,738	
TOTAL EXPENDITURES	2,202,810	1,415,154	709,640		78,016	

BUREAU OF MARINE SCIENCE

CARL WILSON, DIRECTOR
PATRICK KELIHER, COMMISSIONER

Central Office: MCKOWN POINT, WEST BOOTHBAY, ME 04575

Mail Address: PO BOX 8, WEST BOOTHBAY, ME 04575

Established: 1946

Reference: Policy Area: 04 *Umbrella:* 13 *Unit:* 188S *Citation:* T0012

Average Counts-All Positions: 57.250

FAX: (207) 633-9579

Telephone: (207) 633-9500

M.R.S.A., Sect.: 000006021

Legislative Count: 53.00

PURPOSE:

The Bureau of Resource Management conducts scientific research and monitoring to conserve, restore, and manage the marine and estuarine fishery resources of the State of Maine and conducts educational programs on marine resources. The bureau encompasses three divisions; the Biomonitoring and Assessment Division, the Sea Run Fisheries, and the Education Division.

The Biomonitoring and Assessment Division conducts long-term fishery monitoring programs and research to provide information on stock levels and environments of commercially and recreationally valuable marine organisms that inhabit the state's coastal and offshore waters.

The Sea Run Fisheries and Habitat Division 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. Its overall mission is to conserve, manage restore and enhance diadromous fish populations to their historic range

DEPARTMENT OF MARINE RESOURCES

within the State; to secure sustainable commercial and recreational fisheries for diadromous species; and to conduct and coordinate projects involving research, planning, management, restoration or propagation of diadromous species.

There are 12 species of native diadromous fishes, each of which has specific habitat requirements and differing management needs. The historical ranges of commercially harvested species were fairly well documented by Maine's first Commissioners of Fisheries. Shortnose sturgeon and Atlantic sturgeon spawned only in the Kennebec and Penobscot rivers. Populations of Atlantic tomcod, rainbow smelt, and striped bass were more widely distributed along the coast, but generally did not migrate above the head-of-tide. Most watersheds had runs of alewife, American eel, American shad, Atlantic salmon, and blueback herring, and in large rivers these fish traveled almost 100 miles from the ocean. Sea lamprey and sea-run brook trout were not harvested commercially, and their historic ranges were not described. By the time the Commissioners of Fisheries were appointed in 1867 most runs of diadromous fishes were greatly reduced or extirpated. Much of the focus now is to restore access to historic habitat to restore these species to their fullest potential.

Together the two divisions provide scientific information, services and assistance to the public, industry and governments.

The Education Division operates the Maine State Aquarium, the Burnt Island Lighthouse Station Resource Center and provides education programs for numerous school groups and others throughout the year.

The Bureau also assesses the impacts of construction and dredging projects proposed by individuals, municipal and federal governments, conducts oil spill response activities, and marine education programs for students and the general public.

ORGANIZATION:

The Bureau of Marine Science was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine with a laboratory at McKown Point in Boothbay Harbor that includes fishery, microbiology and biotoxin laboratories; GIS mapping facilities; wet lab; scientific and fishermen's library; and the Maine State Aquarium. A microbiology and biotoxin laboratory located at Lamaine State Park serves the eastern section of the coast. The Bureau is comprised of three divisions: Biological Monitoring and Assessment, Sea Run Fisheries and Habitat, and Marine Education.

The Sea Run Fisheries and Habitat Division's main office is in 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 works in all counties of the state.

The Marine Education Program operates the Maine State Aquarium from May through September and provides education programs for numerous school groups and others throughout the year. Educational and living history programs are conducted at the Burnt Island Lighthouse Station Resource Center. Educational materials are provided to schools throughout the year and presentations of living marine organisms are made at sportsman shows and other events throughout the year.

PROGRAM:

The Biomonitoring and Assessment Division is engaged in interstate management of commercially and recreationally important species including American lobster, northern shrimp, Atlantic herring, striped bass, Atlantic menhaden, bluefish, horseshoe crab, and winter flounder through the Atlantic States Marine Fisheries Commission. Scientific staff participates in data collection, stock assessment, and management plan development for species including groundfish, monkfish, sea scallops, ocean quahogs, and Atlantic herring that are managed by the New England and Mid-Atlantic Fishery Management Councils and National Marine Fisheries Service.

Commercial landings data are collected from seafood dealers and fishermen, and provided to the National Marine Fisheries Service and Atlantic Coastal Cooperative Statistics Program. Tagging studies are conducted on selected species such as Atlantic halibut and winter flounder. Scientists participate in stock assessments and fishery management plan development through the Atlantic States Marine Fisheries Commission and New England Fishery Management Councils. Saltwater angler catches are sampled along the coast for the National Marine

DEPARTMENT OF MARINE RESOURCES

Fisheries Service Marine Recreational Fishery Information Program and Large Pelagics Survey. Long-term monitoring of atmospheric and oceanographic conditions in Boothbay Harbor is conducted. Atlantic salmon focus areas are historic salmon rivers including the Aroostook, Penobscot, Kennebec, Androscoggin, Saco River, Dennys, East Machias, Machias, Pleasant, Narraguagus, Cove Brook, Duck Trap, and Sheepscot. This program involves stocking salmon at various life stages, enumerating and tagging wild salmon parr, identifying and restoring salmon habitat and access to the habitat, and water quality monitoring studies.

The Kennebec and Androscoggin Rivers are the focus of the most intense shad and river herring restoration on the east coast. This program is funded by the hydropower owners on the river who settled with the State and many 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.

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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE SCIENCE	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,714,101	688,025	726,190		1,299,886	
HEALTH BENEFITS	1,032,720	254,392	283,990		494,338	
RETIREMENTS	507,925	130,556	136,852		240,517	
OTHER FRINGE BENEFITS	48,969	12,087	13,828		23,054	
COMPUTER SERVICES	33,494	4,454	24,840		4,200	
CONTRACTUAL SERVICES	943,918	335,854	414,212		193,852	
RENTS	174,588	75,398	12,388		86,802	
COMMODITIES	250,564	197,380	22,095		31,089	
GRANTS, SUBSIDIES, PENSIONS	2,329,590		12,647		2,316,943	
EQUIPMENT	36,491	16,181	15,500		4,810	
TRANSFER TO OTHER FUNDS	150,643		70,671		79,972	
TOTAL EXPENDITURES	8,223,003	1,714,327	1,733,213		4,775,463	

MAINE MARITIME ACADEMY

MAINE MARITIME ACADEMY
DR. WILLIAM J. BRENNAN, PRESIDENT

Central Office: 1 PLEASANT ST, CASTINE, ME 04420

Mail Address: 1 PLEASANT ST, CASTINE, ME 04420

Established: 1941

Reference: Policy Area: 02 Umbrella: 75 Unit: 370 Citation: S1941

FAX: (207) 326-2218

Telephone: (207) 326-4311

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 five divisions: Academic Affairs; Advancement; Enrollment Management; Finance; and Operations. Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by five 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 950 students. Students from the State of Maine typically represent about three fourth 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 auxiliary 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.

MAINE MARITIME ACADEMY

Master of Science degree.
Associate in Science degree.

PUBLICATIONS:

Maine Maritime Academy Catalog
Maine Maritime Academy View Book

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	11,435,742	8,483,304	109,273			2,843,165
TOTAL EXPENDITURES	11,435,742	8,483,304	109,273			2,843,165
 MAINE MARITIME ACADEMY						
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	11,435,742	8,483,304	109,273			2,843,165
TOTAL EXPENDITURES	11,435,742	8,483,304	109,273			2,843,165

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL
REGULATION**

ANNE L. HEAD, COMMISSIONER

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 *FAX:* (207) 624-8595

Established: 1973

Telephone: (207) 624-8511

Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 027 *Citation:* T0010 *M.R.S.A., Sect.:* 000008001

Average Counts-All Positions: 204.708

Legislative Count: 203.50

Units:

DIVISION OF ADMINISTRATIVE SERVICES

OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

BUREAU OF CONSUMER CREDIT PROTECTION

BOARD OF LICENSURE IN MEDICINE

BOARD OF DENTAL EXAMINERS

STATE BOARD OF NURSING

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS

STATE BOARD OF OPTOMETRY

BUREAU OF FINANCIAL INSTITUTIONS

BOARD OF OSTEOPATHIC LICENSURE

BUREAU OF INSURANCE

OFFICE OF SECURITIES

PURPOSE:

The Department of Professional and Financial Regulation serves and protects the public through a broad range of responsibilities and activities, such as examining and overseeing state-chartered financial institutions; regulating bank holding companies; regulating insurance companies, agencies and producers; regulating grantors of consumer credit; administering and enforcing the Maine Uniform Securities Act; and by licensing and regulating numerous professions and occupations.

The Department protects Maine consumers through its licensing, examining and auditing activities. It conducts programs aimed at increasing voluntary compliance with State laws, investigates possible violations of law and undertakes enforcement actions. The Department responds to consumer complaints and requests for information and conducts educational and outreach programs to make consumers aware of their rights under Maine laws.

ORGANIZATION:

The Department of Business Regulation was created in October 1973 as part of State government reorganization designed to consolidate related agencies along functional lines and strengthen executive direction. Some of the agencies originally placed under the jurisdiction of the Department were the Bureau of Banking, the Bureau of Insurance, and the Real Estate Commission.

The Special Session of the 106th Legislature established the Bureau of Consumer Protection (eventually renamed the Bureau of Consumer Credit Protection) to enforce the Maine Consumer Credit Code, which became effective January 1, 1975. In 1987 the name of the Department was changed to Professional and Financial Regulation.

The special session of the 107th Legislature established a central licensing division, now called the Office of Professional and Occupational Regulation (OPOR). Since that time, several new state licensing programs have been created and placed within OPOR. Licensing programs have also been transferred to OPOR from other departments, and existing independent agencies have been moved into OPOR. Today, the Office oversees 29 professional and occupational licensing boards and directly administers 8 licensing programs without boards.

Today, the Department consists of a centralized Administrative Services Division, which includes the Commissioner's Office, and 5 agencies: the Bureau of Financial Institutions (formerly the Bureau of Banking), the Bureau of Insurance, the Bureau of Consumer Credit Protection (formerly the Office of Consumer Credit Regulation), the Maine Office of Securities, and the Office of Professional and Occupational Regulation.

In addition to programs directly administered by OPOR, 6 professional licensing boards are affiliated with the Department: the Board of Licensure in Medicine, the Maine State Board of Nursing, the Board of Dental 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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

monitors all policy implementation and strategic planning, and directs the day-to-day management of the Department. The Commissioner develops the Department's legislative program and coordinates it within the Department and with the Administration.

The Commissioner is responsible for reviewing the policy and operation of agencies within the Department to insure that each complies with its statutory and public service responsibilities. The Commissioner may not interfere with the exercise of discretionary regulatory or licensing authority vested by statute directly in the bureaus, offices, boards and commissions of the Department.

In the case of affiliated boards, the Commissioner acts as a liaison with the Governor and with other units of state government. Affiliated boards submit their budgets through the Department.

Internet Address: <http://www.maine.gov/pfr>

LICENSES:

See reports of component units.

PUBLICATIONS:

See reports of component units.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	10,077,770		10,077,770			
HEALTH BENEFITS	3,446,347		3,446,347			
RETIREMENTS	1,914,855		1,914,855			
OTHER FRINGE BENEFITS	196,481		196,481			
COMPUTER SERVICES	3,762,722		3,762,722			
CONTRACTUAL SERVICES	5,464,402		5,458,776		5,626	
RENTS	897,312		889,562		7,750	
COMMODITIES	114,993		114,993			
GRANTS, SUBSIDIES, PENSIONS	96,252		96,252			
EQUIPMENT	10,660		10,660			
TRANSFER TO OTHER FUNDS	368,733		368,445		288	
TOTAL EXPENDITURES	26,350,527		26,336,863		13,664	

DIVISION OF ADMINISTRATIVE SERVICES

ANNE L. HEAD, COMMISSIONER

RACHEL H. HENSBEE, DIRECTOR ADMIN SERVICES

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 *FAX:* (207) 624-8690

Established: 1974

Telephone: (207) 624-8511

Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 028 *Citation:* T0010 *M.R.S.A., Sect.:* 000008003

Average Counts-All Positions: 7.000

Legislative Count: 7.00

PURPOSE:

The Administrative Services Division provides administrative, information technology, and legislative support for all bureaus, offices, boards and commissions within the Department. Its centralized support covers such functions as budget development, contract review, purchases, cash receipts, computer services, legislative support, public relations, reception and facility management.

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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	347,119		347,119			
HEALTH BENEFITS	110,393		110,393			
RETIREMENTS	60,092		60,092			
OTHER FRINGE BENEFITS	7,305		7,305			
COMPUTER SERVICES	3,549,611		3,549,611			
CONTRACTUAL SERVICES	903,051		903,051			
RENTS	48,719		48,719			
COMMODITIES	12,211		12,211			
EQUIPMENT	10,660		10,660			
TRANSFER TO OTHER FUNDS	20,729		20,729			
TOTAL EXPENDITURES	5,069,890		5,069,890			

BUREAU OF CONSUMER CREDIT PROTECTION
WILLIAM N. LUND, SUPERINTENDENT

WATS: (800) 332-8529
 TTY: (207) 624-8563

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345
 Mail Address: 35 STATE HOUSE STA, AUGUSTA, ME 04333-0035
 Established: 1975
 Reference: Policy Area: 07 Umbrella: 02 Unit: 030 Citation: T0009A M.R.S.A., Sect.: 006-00103
 Average Counts-All Positions: 14,000

FAX: (207) 582-7699
 Telephone: (207) 624-8527

Legislative Count: 14.00

PURPOSE:

The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer loans, credit sales and debt collection. A primary responsibility of the agency is to protect Maine consumers through implementation of the Maine Consumer Credit Code.

The Code requires the agency to promote the development of equitable consumer

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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, pawn brokers, consumer 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, returned check diversion program providers, refund anticipation loan facilitators, insurance premium finance companies, payday lenders, residential real estate property preservation companies and employee leasing companies.

The agency is also responsible for facilitating the state's foreclosure intake, counseling and referral program, receiving information from mortgage lenders and servicers relating to homeowners in default on their loans, and providing those consumers with information detailing the availability of counseling, mediation and legal defense resources. The agency administers and staffs a toll-free mortgage foreclosure prevention hotline (1-888-NO-4CLOZ), providing financial counseling and referral services to homeowners.

ORGANIZATION:

The Maine Consumer Credit Code, enacted by the 106th Legislature, took effect on January 1, 1975 and established an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature changed the name of the agency to the Bureau of Consumer Credit Protection. Public Law 390 (1995) again changed the name of the agency, to the Office of Consumer Credit Regulation, effective January 1, 1996. This legislation also shifted responsibility for ensuring Consumer Credit Code compliance by banks and credit unions to the Bureau of Financial Institutions. The 123rd Legislature re-designated the agency as the Bureau of Consumer Credit Protection, effective September 20, 2007.

PROGRAM:

During fiscal year 2015, the agency's Complaint Division responded to 1,198 complaints (656 formal written complaints and 542 foreclosure 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, \$103,597.45 was credited or refunded to consumers.

The Bureau's Compliance Examination Division conducted examinations of 84 companies, including 52 payroll processors, 17 retail automobile dealers, 1 sales finance company, 1 pawnbroker, 6 debt collectors, 2 repossession companies, 1 payday lender, 1 debt management service provider, 1 litigation funding provider, 1 manufactured home dealer and 1 general creditor. After reviewing 2,982 transactions, the Bureau cited creditors for 95 violations of the Maine Consumer Credit Code, 9 Fair Credit Reporting Act violations, 87 Truth-in-Lending violations, 8 Graham-Leach-Bliley Act violations, 15 Fair Debt Collection Act violations, 38 Title 10 (Payroll Processor) violations, 10 Electronic Funds Transfer Act violations, 1 Equal Credit Opportunity Act violation, 1 Office of Foreign Asset Control violation, and 1 National Automated Clearing House Association violation. Creditors and lenders violations were primarily technical in nature, and the majority of disclosure violations did not require restitution to Maine consumers. Violations discovered during compliance examinations resulted in \$16,235.74 in refunds or credits to Maine consumers.

During FY '15 the Bureau's foreclosure prevention and outreach staff mailed informational letters to 29,081 homeowners in default on their home loans, a decrease from the FY '14 total of 42,522 such mailings, and completed 499 referrals to housing counselors under contract with the Bureau, a decrease from the 918 referrals made in fiscal year 2014.

The agency licensed or registered the following numbers of creditors and businesses in FY15 - Supervised Lenders: mortgage companies (437 main offices, 233 branches); consumer loan companies (16 main offices, 5 branch office): 691;

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Other Creditors 924*; Sales Finance Companies (148 main offices, 15 branches): 163; Insurance Premium Finance Companies: 7; Debt Collectors (524 main offices, 358 branches):882; Loan Brokers: mortgage brokers (66 main offices, 9 branches); consumer loan brokers (4 main offices): 79; Mortgage Loan Originators: 3,125; Credit Reporting Agencies: 32; Money Transmitters: 67; Money Transmitter Delegates: 1,869; Non-bank ATM Machine Operators: 1,430; Debt Management Service Providers (debt adjusters): 45; Employee Leasing Companies: 100; Check Cashers: 6; Payday Lenders (6 main offices, 6 branches): 12; Refund Anticipation Loan Providers (6 main offices, 67 branches): 73; Residential Real Estate Property Preservation Companies: 37; Exchange Facilitators: 16; NSF Check Diversion Companies (1 main office, 1 branch office):2; Repossession Companies: 26; Litigation Funding Providers: 4; Real Estate Settlement Agencies (184 main offices, 33 branches): 217; and Payroll Processors: 309. In total, the Bureau provided regulatory oversight with respect to 10,116 licensees and registrants.

*This year's "Other Creditor" tally includes the following categories: Loan Servicers (193 main offices, 57 branches): 250; Manufactured Home Dealers: 9; New Car Dealers: 111; Used Car Dealers: 181; Rent-to-Own Merchants (52 main offices, 12 branches): 64; Pawnbrokers: 55.

LICENSES:

LICENSES: Collection Agencies, Supervised Lenders, Loan Brokers, Repossession Companies, Money Order Issuers/Money Transmitters, Foreclosure Purchasers, NSF Check Diversion Companies, IRS Code Section 1031 Exchange Facilitators, Insurance Premium Finance Companies, Payday Lenders, Payroll Processors, Residential Real Estate Property Preservation Providers, Refund Anticipation Loan Facilitators and Mortgage Loan Originators.

REGISTRATIONS: Consumer Credit Code Annual Creditor Notifications, Credit Reporting Agencies, Rent-to-Own Companies, Pawnbrokers, Non-bank ATM Operators, Debt Management Service Providers, Check Cashers, Foreign Currency Exchangers, Loan Servicers, Litigation Funding Providers, Manufactured Home Dealers, Used Car Dealers, New Car Dealers, Sales Finance Companies, General Creditors and Real Estate Settlement Agencies.

PUBLICATIONS:

- Downeaster Common Sense Guide to Student Loans
- Downeaster Guide: Consumer Credit 101
- Downeaster Common Sense Guide: Gone Phishing - Identifying and Avoiding Consumer Scams
- Downeaster Common Sense Guide: Finding, Buying and Keeping Your Maine Home
- Downeaster Guide to Elder Financial Protection
- Downeaster Common Sense Guide: Automobile Buying and Financing
- Downeaster Common Sense Guide: Credit Reports and Credit Scores

(All free to Maine residents)

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	627,194		627,194			
HEALTH BENEFITS	207,272		207,272			
RETIREMENTS	123,838		123,838			
OTHER FRINGE BENEFITS	11,097		11,097			
CONTRACTUAL SERVICES	589,596		589,596			
RENTS	34,115		34,115			
COMMODITIES	9,336		9,336			
TRANSFER TO OTHER FUNDS	17,542		17,542			
TOTAL EXPENDITURES	1,619,990		1,619,990			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF DENTAL EXAMINERS
PENNY VAILLANCOURT, EXECUTIVE DIRECTOR

Central Office: 161 CAPITOL STREET, AUGUSTA, ME 04333
Mail Address: 143 STATE HOUSE STATION, AUGUSTA, ME 04333-0143 *FAX:* (207) 287-8140
Established: 1891 *Telephone:* (207) 287-3333
Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 313 *Citation:* T0032 *M.R.S.A., Sect.:* 000001071
Average Counts-All Positions: 3.000 *Legislative Count:* 3.00

PURPOSE:

The purpose of the Board is to protect the public health and welfare by seeking to ensure that the public is served by competent and honest practitioners. This is done by establishing minimum standards of proficiency, and by examining, licensing, regulating and disciplining those who practice in the profession. The primary responsibilities of the Board are to license qualified applicants; promulgate rules; investigate complaints and cases of possible noncompliance with laws; and impose discipline when deemed appropriate. The primary responsibilities of the Board are to grant licenses in the following categories: dentists, dental hygienists, dental hygiene therapists, denturists, independent practice dental hygienists, expanded function dental assistants, and dental radiographers. The Board also issues permits to qualified licensees to perform certain dental procedures, including the use of nitrous oxide, local anesthesia, moderate sedation, deep sedation and general anesthesia.

ORGANIZATION:

The Board of Dental Examiners was originally established in 1891, and its current composition includes nine-members as follows: 5 dentists, 2 dental hygienists, 1 denturist and 1 public member. The Board also has a Dental Hygienist Subcommittee and a Denturist Subcommittee comprised of denturists, dental hygienists and dentists who make recommendations to the full Board on regulatory matters. All members are appointed by the Governor and meetings are scheduled on a monthly basis.

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 examination. The two subcommittees each elect a chair and a secretary at their annual meetings.

PROGRAM:

During fiscal year 2015, the Board of Dental Examiners met at least monthly with lengthy agendas, including interviews for licensure, consumer and licensee complaints, and informal conferences with licensees. The Subcommittee on Denturists met seven times during fiscal year 2015, for the purpose of conducting initial reviews of applications, continuing education and complaints and providing a recommendation to the full Board. The Subcommittee on Dental Hygienists met ten times during fiscal year 2015 for the purpose of conducting initial reviews of applications, continuing education and complaints.

The Board issued 26 dentist licenses, increasing the total number of active dentist licenses to 727 for the fiscal year. The Board issued seven faculty dentist licenses, increasing the total number of active faculty licenses to 8 for the fiscal year. The Board issued 43 hygiene licenses, increasing the total number of active dental hygiene licenses to 1211 for the fiscal year. The Board issued 13 independent practice dental hygiene licenses, bringing the total number of active independent practice dental hygienists to 79 for the fiscal year. The Board did not issue any denturist licenses; however, the total number of active denturist licenses is 22 for the fiscal year. The Board issued 88 dental radiography registrations, increasing the total number of active dental radiographers to 1447 for the fiscal year. The Board issued 7 expanded function dental assistant certificates, increasing the total number of active expanded function dental assistants to 69 for the fiscal year. There are 105 permits issued to dentists to administer moderate sedation or general anesthesia/deep sedation in their practice(s).

The Board issued 45 local anesthesia permits to licensed hygienists this fiscal

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

year, which brings the total number to 560. Twenty-six new nitrous oxide permits were issued to licensed hygienists this fiscal year, which brings the total number to 255 for the fiscal year.

LICENSES:

- Dentist
- Dental Hygienist
- Dental Hygiene Therapist
- Denturist
- Dental Radiographer
- Expanded Function Dental Assistant
- Externship permit
- Faculty License
- Independent Practice Dental Hygienist
- Limited License
- Local Anesthesia Permit
- Moderate and Deep Sedation Permit
- Nitrous Oxide Permit
- Sedation Permit (Moderate, Deep and General Anesthesia)
- Temporary Permit/License

PUBLICATIONS:

"Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology"
 Newsletter/Bulletin

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	155,065		155,065			
HEALTH BENEFITS	55,551		55,551			
RETIREMENTS	29,712		29,712			
OTHER FRINGE BENEFITS	3,099		3,099			
COMPUTER SERVICES	23,568		23,568			
CONTRACTUAL SERVICES	85,315		85,315			
RENTS	17,993		17,993			
COMMODITIES	7,332		7,332			
GRANTS, SUBSIDIES, PENSIONS	34,999		34,999			
TRANSFER TO OTHER FUNDS	10,680		10,680			
TOTAL EXPENDITURES	423,314		423,314			

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS

DAVID JACKSON, EXECUTIVE DIRECTOR

Central Office: 295 WATER ST., STE. 207, AUGUSTA, ME 04330
 Mail Address: 92 STATE HOUSE STATION, AUGUSTA, ME 04333
 Established: 1935
 Reference: Policy Area: 07 Umbrella: 02 Unit: 322 Citation: T0032
 Average Counts-All Positions: 1.438

FAX: (207) 287-3239
 Telephone: (207) 287-3236
 M.R.S.A., Sect.: 000001301
 Legislative Count: 1.00

PURPOSE:

The State Board of Licensure for Professional Engineers was established in 1935 to protect the public through the regulation of the practice of engineering in the State of Maine by establishing and maintaining professional standards. The Board is authorized to examine, certify, and license applicants who qualify as Professional Engineers or Engineer-Interns in Maine; to renew licenses upon payment of specified fees; to publish and distribute a roster of all licensed professional engineers; to make rules not inconsistent with state laws relating to engineers; and to investigate complaints of alleged violations of such laws

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

and rules, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION:

The Board is composed of seven members. The Governor appoints five Professional Engineers and one public member for five-year terms. The seventh member of the Board is the Chief Engineer of the Department of Transportation, who serves ex-officio. The Board members elect a chair and vice-chair from their membership each year.

The Board maintains membership in the National Council of Examiners for Engineering and Surveying (NCEES). Board members participate in NCEES activities and serve on national committees with other member boards from all fifty states, the District of Columbia, and four territorial jurisdictions. This facilitates reciprocal licensure processes and helps assure minimum competence to practice. Board members also maintain membership in state and national engineering societies. These efforts keep the Board informed of trends and activities in the engineering profession.

PROGRAM:

As of June 30, 2014, a total of 5875 professional engineers were licensed in Maine. Of the professional engineers licensed in Maine, 1972, or slightly fewer than 34%, have a residential address in Maine.

During FY 2015, 337 candidates were licensed as professional engineers. Of those candidates, 87 qualified for original licensure through written examination, and 250 qualified for licensure by comity with other jurisdictions. The 231 comity applicants whose records are maintained by NCEES had an expedited approval process because their credentials were previously verified by NCEES. Changes to the statute eliminated an oral exam option effective October 9, 2013.

Professional qualifying examinations are administered under an agreement between the Board and the National Council of Examiners for Engineering and Surveying (NCEES).

The Principles and Practices Exam (PE) and the Structural Exam (SE) are qualifying exams for professional engineering licensure. The Fundamentals of Engineering Exam (FE) is the qualifying exam for engineer-intern certification.

Examinations given at Orono, ME in October, 2014 had the following results:
PE exam candidates: 54 PE passed: 38
SE exam candidates: 7 SE passed: 1*

Examinations given at Orono, ME in April, 2015 had the following results:
PE exam candidates: 69 PE passed: 47
SE exam candidates: 5 SE passed: 2*

*The SE exam is a two-component exam. A passing score is reflected only after a candidate has received an acceptable score on both portions of the exam.

The FE exam is a computer-based examination administered year-round. Applicants for Engineer-Intern Certification apply only after passing the FE exam and graduating from an approved degree program. FE results are for examinations administered from July 1, 2014 through June 30, 2015.

FE exam candidates: 151 FE passed: 86

The Board held five meetings during fiscal year 2015: August 14, 2014, November 20, 2014, January 15, 2015, March 19, 2015, and June 18, 2015.

LICENSES:

Professional Engineer License
Engineer-Intern Certification

PUBLICATIONS:

"Roster of Professional Engineers" \$10.00 - available online for free.
"Title 32, Revised Statutes of Maine, Chapter 19, Engineers"

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"02-322 C.M.R. Ch. 1-6"

"Newsletter" - Twice each year - also available online

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	105,047		105,047			
HEALTH BENEFITS	31,718		31,718			
RETIREMENTS	22,783		22,783			
OTHER FRINGE BENEFITS	2,173		2,173			
COMPUTER SERVICES	3,199		3,199			
CONTRACTUAL SERVICES	48,653		48,653			
RENTS	12,471		12,471			
COMMODITIES	4,072		4,072			
TRANSFER TO OTHER FUNDS	6,161		6,161			
TOTAL EXPENDITURES	236,277		236,277			

BUREAU OF FINANCIAL INSTITUTIONS
LLOYD P. LAFOUNTAIN III, SUPERINTENDENT

WATS: (207) 624-8570

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345

Mail Address: 36 STATE HOUSE STATION, AUGUSTA, ME 04333-0036 FAX: (207) 624-8590

Established: 1927

Telephone: (207) 624-8570

Reference: Policy Area: 07 Umbrella: 02 Unit: 029 Citation: T0009B M.R.S.A., Sect.: 000000121

Average Counts-All Positions: 19.000

Legislative Count: 19.00

PURPOSE:

The Bureau of Financial Institutions was established to supervise all financial institutions chartered by the State to maintain and promote: safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare.

The Bureau has been given the authority and responsibility to: promulgate rules and regulations to govern the activities, operations and procedures of financial institutions; conduct an on-site examination of each financial institution supervised by the Bureau at least every 36 months; require reports and information necessary for proper supervision; summon persons and subpoena witnesses in connection with Bureau matters; order any 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, Administration & Legal Affairs, is responsible for the development of the

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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 2015, 16 safety and soundness examinations and 45 specialized examinations (i.e., trust, compliance, information technology, and visitations) were completed. In addition, 2 joint examinations were conducted with the federal regulators (one each with the FDIC and the FRB). A computer-based system also monitors bank performance between on-site visits.

In fiscal year 2015, the Bureau received and processed 10 notifications from financial institutions to establish a new branch; and processed 4 applications: one from an individual acquiring a controlling interest in a Maine financial institution approved on June 17, 2015, another from a Maine financial institution and 2 individuals to establish a nondepository trust company, which was approved subsequent to the fiscal yearend on July 15, 2015, and two from Maine financial institutions to reorganize into a common mutual holding company formation, which was approved subsequent to fiscal yearend on September 10, 2015.

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 2015, the Bureau responded to 486 consumer complaints and inquiries and assisted Maine consumers in obtaining 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 2014. (Back issues 1996-2013 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCIAL INSTITUTIONS	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	950,436		950,436			
HEALTH BENEFITS	329,260		329,260			
RETIREMENTS	182,690		182,690			
OTHER FRINGE BENEFITS	18,977		18,977			
CONTRACTUAL SERVICES	243,312		243,312			
RENTS	61,765		61,765			
COMMODITIES	7,631		7,631			
TRANSFER TO OTHER FUNDS	26,037		26,037			
TOTAL EXPENDITURES	1,820,108		1,820,108			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BUREAU OF INSURANCE

ERIC CIOPPA, SUPERINTENDANT

WATS: (800) 300-5000

Central Office: 76 NORTHERN AVE., GARDINER,, ME 04345

Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1970

Reference: Policy Area: 07 Umbrella: 02 Unit: 031 Citation: T0024A
Average Counts-All Positions: 73.000

FAX: (207) 624-8599

Telephone: (207) 624-8475

M.R.S.A., Sect.: 000000200
Legislative Count: 73.00

PURPOSE:

To regulate all insurance entities and persons authorized to transact the business of insurance in Maine for the purpose of protecting the public interest. To accomplish this purpose the Bureau is empowered to license insurance companies, non-profit hospital, medical or other health service organizations, health maintenance organizations, medical utilization review entities, third-party administrators, advisory organizations, captive insurance companies, multiple employer welfare arrangements, and reinsurance intermediaries/managers. The Bureau registers preferred provider organizations, risk purchasing groups, risk retention groups, managing general agents, pharmacy benefits managers and service contract providers.

The Bureau examines domestic insurers not less than once every five years. The examinations assess the insurer's internal control environment, the insurer's prospective risks, and, the insurer's financial condition. In addition, the Bureau has certain limited responsibilities for the examination of foreign insurers authorized to do business in the state. The Bureau also reviews the annual financial statements of insurance companies, and examines and issues licenses total 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 workers compensation self-insurance status, subject to Title 39-A, for individual entities, groups, and group self-insurance reinsurance accounts. The Bureau provides assistance to consumers regarding certain insurance related matters. The Bureau may seek suspension or revocation of licenses, or impose financial penalties in instances where insurance companies, producers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of 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 P and C insurance. The Unit also resolves complaints involving workers compensation rating, and reviews all workers compensation filings. The unit conducts consumer outreach throughout the year, including producing a number of brochures. The Administrative Unit is responsible for the organization and maintenance of administrative and legislative files. The Licensing Unit processes licenses for producers, adjusters, consultants and agencies. The Examination Unit examines domestic insurance companies. The Alternative Risk Unit reviews and evaluates applications for self-insurers of workers' compensation, captive insurance companies, multiple employer welfare

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arrangements, continuing care retirement communities, health alliances and reinsurance arrangements. The Financial Analysis Unit issues licenses to domestic insurers transacting business in Maine and monitors the solvency of insurers transacting business in Maine. Insurance companies seeking licensure submit financial and operational information for review. The level of ongoing financial review and analysis is determined by the entity's status as a domestic or foreign insurance company. The Financial Analysis Unit also reviews the following applicants: HMOs, surplus lines companies, risk retention groups, risk purchasing groups, managing general agents, reinsurance intermediaries, accredited reinsurers, fraternal benefit societies, third party administrators, professional employee organizations and service contract providers. The Financial Analysis Unit also performs market analysis. The market analysis function involves reviewing complaint data and financial results to determine companies that need market reviews. The Market Analysis Unit is responsible for ongoing surveillance of the Maine insurance marketplace to identify companies that may be operating in a manner that is not consistent with Maine laws, rules and regulations. Once identified, action is taken to bring the company into compliance. The Consumer Health Care Division reviews all life and health policy forms and processes license applications for medical utilization review entities and preferred provider organizations. The division also reviews managed care networks, provides information to consumers regarding health care plans, assists enrollees in understanding their rights under health care plans, and assists consumers with complaints. The division conducts consumer outreach throughout the year, including producing a number of brochures and attending outreach events. The Life and Health Actuarial Unit reviews rates for health, long term care, and Medicare supplement. The unit also evaluates mandated benefits, maintains related databases, and is responsible for the data analysis of the individual and small group markets.

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; Managing General Agents; Structured Settlement Transferees, Pharmacy Benefits Managers and Service Contract Providers.

PUBLICATIONS:

Consumer Guide to Long Term Care Insurance; Medicare Supplement Insurance Comparison Chart; Medicare Supplement Filed Rates Comparison Chart; Choosing a Medigap policy; Are you Eligible for or do you have Medicare?; Guide to Health Insurance 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; Health Insurance Appeals Process Guide; Disability Insurance Guide; Consumer Guide to Auto Insurance; Auto Insurance, Making the Claims Process Easier; Consumer Guide to Youthful Drivers; Consumer Guide to Cancellation or Nonrenewal of Personal Automobile and Property Insurance; Personal Auto Insurance Complaint Comparison; Consumer Guide to Homeowners Insurance; 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; Homeowners' Inventory Checklist; Pet Insurance; Insuring your Farm - the Basics of Property & Liability Coverage; Insuring Your Business - the Basics of Property

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& 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	3,725,480		3,725,480			
HEALTH BENEFITS	1,242,293		1,242,293			
RETIREMENTS	712,299		712,299			
OTHER FRINGE BENEFITS	73,445		73,445			
COMPUTER SERVICES	4,668		4,668			
CONTRACTUAL SERVICES	1,434,562		1,434,562			
RENTS	220,907		220,907			
COMMODITIES	23,497		23,497			
TRANSFER TO OTHER FUNDS	88,105		88,105			
TOTAL EXPENDITURES	7,525,256		7,525,256			

OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

ANNE L HEAD, DIRECTOR

TTY: (888) 577-6690

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1976

Telephone: (207) 624-8603

Reference: Policy Area: 07 Umbrella: 02 Unit: 041 Citation: T0010

M.R.S.A., Sect.: 000008003

Average Counts-All Positions: 56.500

Legislative Count: 56.50

PURPOSE:

The Office of Professional and Occupational Regulation (OPOR) administers 37 professional and occupational licensing programs. The statutory mission of the Office is to ensure that the public is served by competent and honest practitioners who have demonstrated a minimum level of proficiency in their fields. OPOR staff implements legislatively set qualifications for licensure, sets standards of practice and ethical behavior in conjunction with licensing boards, and assists in conducting disciplinary proceedings.

ORGANIZATION:

The Office is comprised of 55 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 2015 (July 1, 2014 - June 30, 2015), 1,431 complaints were

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active, 1,039 new complaints were opened, and 1,066 were closed.

Internet Address: <http://www.maine.gov/professionallicensing>

LICENSES:

During FY 2015, the Office of Professional and Occupational Regulation maintained more than 111,000 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 initial license and license renewal for most professions, as well as information on license and continuing education requirements and disciplinary actions taken by boards and commissions. In addition, the agency uses the state GovDelivery subscription service to update licensees and the public about new information and important developments in each program.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	2,367,517		2,367,517			
HEALTH BENEFITS	862,090		862,090			
RETIREMENTS	438,619		438,619			
OTHER FRINGE BENEFITS	45,964		45,964			
COMPUTER SERVICES	87,971		87,971			
CONTRACTUAL SERVICES	1,206,018		1,200,392		5,626	
RENTS	320,873		313,123		7,750	
COMMODITIES	25,154		25,154			
TRANSFER TO OTHER FUNDS	115,152		114,864		288	
TOTAL EXPENDITURES	5,469,358		5,455,694		13,664	

OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
BOARDS/COMMISSIONS

Board of Accountancy Catherine Carroll, Administrator	624-8605
State Board of Alcohol and Drug Counselors Geraldine Betts, Administrator	624-8625
Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers Karen Bivins, Administrator	624-8524
Athletic Trainers Jennifer Hawk	624-8617
Board of Licensing of Auctioneers Karen Bivins, Administrator	624-8524
Barbering and Cosmetology Licensing Program Geraldine Betts, Administrator	624-8625
Boilers and Pressure Vessels Safety Program Catherine Carroll, Administrator	624-8605
Charities/Professional Fund Raisers Jennifer Hawk	624-8617
Board of Chiropractic Licensure Geraldine Betts, Administrator	624-8625
Board of Complementary Health Care Providers Geraldine Betts, Administrator	624-8625
Board of Counseling Professionals Licensure Torrey Gray, Administrator	624-8420
Board of Licensure of Dietetic Practice Torrey Gray, Administrator	624-8420
Electricians' Examining Board Catherine Carroll, Administrator	624-8605
Elevator and Tramway Safety Program Catherine Carroll, Administrator	624-8605
Board of Licensure of Foresters Karen Bivins, Administrator	624-8524
State Board of Funeral Service Torrey Gray, Administrator	624-8420
Board of Certification for Geologists and Soil Scientists Catherine Carroll, Administrator	624-8605
Board of Speech, Audiology and Hearing Torrey Gray, Administrator	624-8420
Interpreters for the Deaf & Hard-of-Hearing Jennifer Hawk	624-8617
Board of Licensure for Professional Land Surveyors Karen Bivins, Administrator	624-8524
Maine Fuel Board	

Catherine Carroll, Administrator	624-8605
Manufactured Housing Board Robert LeClair, Executive Director	624-8678
Massage Therapist Licensing Program Torrey Gray, Administrator	624-8420
Nursing Home Administrators Licensing Board Torrey Gray, Administrator	624-8420
Board of Occupational Therapy Practice Torrey Gray, Administrator	624-8420
Board of Pharmacy Geraldine Betts, Administrator	624-8625
Board of Examiners in Physical Therapy Geraldine Betts, Administrator	624-8625
Plumbers' Examining Board Catherine Carroll, Administrator	624-8605
Board of Licensure of Podiatric Medicine Torrey Gray, Administrator	624-8420
State Board of Examiners of Psychologists Geraldine Betts, Administrator	624-8625
Radiologic Technology Board of Examiners Torrey Gray, Administrator	624-8420
Board of Real Estate Appraisers Karen Bivins, Administrator	624-8524
Real Estate Commission Karen Bivins, Director	624-8524
Board of Respiratory Care Practitioners Geraldine Betts, Administrator	624-8625
State Board of Social Worker Licensure Torrey Gray, Administrator	624-8420
Transient Sellers Jennifer Hawk	624-8617
State Board of Veterinary Medicine Geraldine Betts, Administrator	624-8625

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF LICENSURE IN MEDICINE
MAROULLA GLEATON, MD, CHAIRMAN
DENNIS E. SMITH, EXECUTIVE DIRECTOR

Central Office: 161 CAPITOL ST., AUGUSTA, ME 04330

Mail Address: 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137 *FAX:* (207) 287-6590

Established: 1995

Telephone: (207) 287-3601

Reference: Policy Area: 07 *Umbrella:* 02 *Unit:* 373 *Citation:* T0032 *M.R.S.A., Sect.:* 000003263

Average Counts-All Positions: 9.770

Legislative Count: 9.00

PURPOSE:

The Board of Licensure in Medicine was established in 1895. The Board's mission is to protect the public. It accomplishes this by: ensuring that applicants for licensure are ethical and competent to practice medicine or render medical services; investigating and, when appropriate, disciplining licensees; and educating licensees through rule-making, letters of guidance, and by providing educational outreach such as links to relevant medical practice issues on its website.

ORGANIZATION:

When established in 1895, the Board of Registration of Physicians and Surgeons consisted of 6 physicians appointed by the Governor, with the consent of the Council. The physicians served for terms of 6 years. Since that time, the Legislature has changed the composition as well as the name of the Board. At present, the Board is comprised of ten (10) members: six (6) physicians; three (3) public members; and one (1) physician assistant. All members are appointed by the Governor for terms of six (6) years unless they are completing the term of a former member. Although the law only requires the Board to meet quarterly, the Board convenes regular monthly meetings, and typically meets eleven (11) times per year. In July of odd-numbered years the Board elects a chairman and a secretary. Board meetings are open to the public and meeting dates and times are published at the beginning of each calendar year in Maine newspapers, on its website, and in the "Weekly Legislative Calendar." Any person may receive a public agenda in advance of any meeting by visiting the Board's Internet Address: <http://www.maine.gov/md> or by telephone request to the Board office.

The Board is affiliated with the Dept. of Professional and Financial Regulation, but retains operational management and decision-making autonomy. Physician appointees to the Board must be graduates of legally chartered colleges or universities which confer degrees in medicine and must have actively engaged in the licensed practice of medicine in Maine for at least five (5) years preceding appointment. Public representative appointees or their immediate household member(s) may not earn income from activities related to the practice of medicine. The physician assistant appointee must be licensed by the Board and actively engaged in rendering medical services in Maine for at least five (5) preceding appointment to the Board.

A Physician Assistant Advisory Committee aids in the formulation of joint rules pertaining to physician assistants who are licensed by the Board of Licensure in Medicine and the Board of Osteopathic Licensure. Organizations in which the Board participates include the Eastern Region Medical Boards, the Federation of State Medical Boards, and Administrators In Medicine.

PROGRAM:

LICENSURE: The Board utilizes the Federation Credentials Verification Service ("FCVS") of the Federation of State Medical Boards, as well as employment history to evaluate the qualifications of applicants for licensure.

COMPLAINTS, INVESTIGATIONS, AND DISCIPLINE: The Board receives complaints from the public, including patients or relatives of patients. In addition, the Board initiates complaints and investigations based upon information received from a variety of sources, including but not limited to healthcare providers, healthcare entities, law enforcement, the Department of Health and Human Services, other licensing boards, and the Federation of State Medical Boards Disciplinary Alert. The Board imposes discipline by either entering into a Consent Agreement with the licensee and the Office of Attorney General or by issuing a Decision and Order

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

following a hearing in conformance with the Maine Administrative Procedure Act. All disciplinary actions are reported to the National Practitioner Data Bank and the Federation of State Medical Boards. In calendar year 2014, the Board ordered thirteen (13) disciplines.

License and discipline information is available at no cost at the Board office, by telephone, and at the Board's Internet Address: <http://www.maine.gov/md>

LICENSES:

- M.D. License to Practice Medicine and Surgery
- M.D. License to Practice Medicine and Surgery as a Camp Physician
- M.D. Temporary License to Practice Medicine and Surgery
- M.D. Emergency License
- M.D. Administrative License
- M.D. Temporary Educational Certificate
- M.D. Volunteer License
- Physician Assistant License

PUBLICATIONS:

- Consumer's Guide to the Licensing, Regulation, and Disciplining of Physicians in Maine
- Licensee's Guide to the Complaint Process
- Guide to the Informal Conference Process
- Guide to the Adjudicatory Hearing Process

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF LICENSURE IN MEDICINE	TOTAL		GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS						
EXPENDITURES							
SALARIES & WAGES	539,471			539,471			
HEALTH BENEFITS	207,847			207,847			
RETIREMENTS	100,562			100,562			
OTHER FRINGE BENEFITS	11,126			11,126			
COMPUTER SERVICES	47,168			47,168			
CONTRACTUAL SERVICES	347,136			347,136			
RENTS	80,083			80,083			
COMMODITIES	7,239			7,239			
GRANTS, SUBSIDIES, PENSIONS	61,253			61,253			
TRANSFER TO OTHER FUNDS	26,442			26,442			
TOTAL EXPENDITURES	1,428,327			1,428,327			

STATE BOARD OF NURSING
KIM ESQUIBEL PHD, MSN, RN, EXECUTIVE DIRECTOR

Central Office: 161 CAPITOL ST., AUGUSTA, ME 04330
 Mail Address: 158 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX: (207) 287-1149
 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 registered nurses; to renew the licenses of all qualified registered nurses, practical nurses and advanced practice registered nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to approve

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

programs of training that prepare certified nursing assistants to perform selected nursing services when such services are delegated by a registered nurse.

Additional responsibilities of the Board are to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered nurses or as licensed practical nurses; to approve nursing educational programs in the State and meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw approval from such nursing educational programs for failure to meet requirements; and to approve the credentials of registered nurses who have completed an educational program that prepares the registered nurse to function as an advanced practice registered nurse. An advanced practice registered nurse includes the following: certified nurse practitioner, certified nurse-midwife, certified registered nurse anesthetist and certified clinical nurse specialist.

ORGANIZATION:

The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

In 1991, the Board of Nursing was affiliated with the Department of Professional and Financial Regulation. In 1995, an advanced practice registered nurse member was added to the Board of Nursing, which changed the composition of the Board as follows: six registered professional nurses, one licensed practical nurse, and two representatives of the public. All members are appointed by the Governor for terms of four years. The Board annually elects from its membership a chairperson and a secretary. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM:

During fiscal year 2015, the Board met in 8 regular sessions for a total of 12 days; the Board met in 11 subcommittee sessions for a total of 10 days; the Board met in 2 adjudicatory hearing sessions for a total of 2 days. In addition, Board members participated in committee meetings; served on committees of the National Council of State Boards of Nursing; and represented the Board at conferences or meetings with individuals or groups on matters pertinent to Board business. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. On July 1, 2001, Maine implemented the Interstate Nurse Licensure Compact which allows for recognition of the registered professional nurse's license and licensed practical (or vocational) nurse's license if the nurse is from another Compact state.

A second major responsibility of the Board of Nursing is approval of all basic nursing programs that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Maine has 15 Board-approved nursing programs: 14 to prepare registered nurses and 1 to prepare practical nurses. The names of these programs follow: Baccalaureate Degree Nursing Programs: University of Southern Maine; St. Joseph's College; Husson University; University of Maine; University of Maine at Fort Kent; University of New England; and Kaplan University. Associate Degree Nursing Programs: Maine College of Health Professions (formerly CMMC); University of Maine at Augusta; Kennebec Valley Community College; Northern Maine Community College; Central Maine Community College; Eastern Maine Community College; and Southern Maine Community College. In addition, the University of Southern Maine has a generic Masters in Nursing Program for Non-Nurses. Practical nursing programs are approved to be offered at the community colleges and currently, Intercoast Career Institute has approval to offer a practical nursing program through March 31, 2016.

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 2015, the Board received 273

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in fiscal year 2015: revocation of license (4); suspended license (5); accepted voluntary surrender of license (19); placed license on probation (34); warned, censured, reprimanded or fined (29); terminated probation (4); took no action/dismissed complaint (188); license renewal denied (2); fined for unlicensed practice (137); denied licensure by endorsement (0); denied licensure by examination (0); denied reinstatement (1); letters of concern issued (59).

In November, 2005, the Board successfully launched its online licensure renewal program with an average utilization rate of 92%.

LICENSES:

Nurses licensed by Endorsement during fiscal year 2015:
 Registered Professional Nurses from other states: (860)
 Licensed Practical Nurses: from other states: (85).

Nurses licensed by Examination during fiscal year 2015:
 Registered Professional Nurses (695)
 Licensed Practical Nurses (30)

Nurses licensed by Renewal and Reinstatement during fiscal year 2015:
 Registered Professional Nurses licensed by: Renewal (10,475), Reinstatement (482)
 Licensed Practical Nurses licensed by: Renewal (1,032), Reinstatement (91)

TOTAL ACTIVE LICENSES:

Registered Professional Nurses: 25,889 (includes 2012 APRN)
 Licensed Practical Nurses: 2,406

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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	377,327		377,327			
HEALTH BENEFITS	125,263		125,263			
RETIREMENTS	72,098		72,098			
OTHER FRINGE BENEFITS	7,004		7,004			
COMPUTER SERVICES	38,208		38,208			
CONTRACTUAL SERVICES	263,141		263,141			
RENTS	52,519		52,519			
COMMODITIES	8,076		8,076			
TRANSFER TO OTHER FUNDS	21,151		21,151			
TOTAL EXPENDITURES	964,787		964,787			

**STATE BOARD OF OPTOMETRY
 STEPHEN EBERSOLE O.D., PRESIDENT**

Central Office: GARDINER ANNEX, GARDINER, ME 04345
Mail Address: 113 STATE HOUSE STATION, AUGUSTA, ME 04333 *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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE:

The Maine State Board of Optometry was established to protect the people of Maine through regulation to maintain high professional standards in the practice of optometry. The primary responsibilities of the Board are to examine and license qualified applicants to practice the profession of optometry, to renew all licenses annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program approved by the Board, and to revoke, refuse or suspend any license for violation of the laws relating to optometry.

The Board investigates all complaints and cases of non-compliance with optometry law and rules, and makes recommendations for disposition. It also enforces standards established by law and makes such other reasonable rules, consistent with the law, as the Board deems necessary.

ORGANIZATION:

The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October 1973. The Board consists of 6 members appointed by the Governor for terms of 5 years. Five of the members must be resident optometrists engaged in active practice for a period of at least 5 years prior to their appointment. The sixth member must be a consumer member having no pecuniary interest in optometry or optical products. Annually, the Board elects a president, secretary-treasurer, and complaint officer.

PROGRAM:

The Board meets four times a year. The Board administers, yearly, a written exam in February, May, August, November and by appointment.

LICENSES:

All licensees must renew their license on or before April 1st of each year. Before a license can be renewed, licensees must complete 25 hours of continuing education requirements and \$350 renewal fee.

Licensees who graduated after 1996 were upgraded to the authority level of Therapeutic Advanced Glaucoma which allows them to independently treat patients with glaucoma. Licensees who graduated before 1996 and are licensed at the Therapeutic Advanced authority level must satisfy Section 2430-B (2) of Maine Optometry Law before their license can be upgraded to Therapeutic Advanced Glaucoma.

COMPLAINTS:

The Board received eight complaints in 2015. The Board voted to dismiss three complaints on the ground of no violation of Maine Optometry Laws/Rules. Five cases are pending Board review.

PUBLICATIONS:

The Maine Optometry Law

Rules of Practice Complaint Procedure

You may also view information about the Board, download forms, view disciplinary actions, search for a licensee, Optometrist may renew online and more at the Board's website:
<http://www.maine.gov/pfr/professionallicensing/professions/optometry/index.html>

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF OPTOMETRY	TOTAL					HIGHWAY	FEDERAL	MISC
	FUNDS	GENERAL	REVENUE	FUNDS	FUNDS			
EXPENDITURES								
SALARIES & WAGES	25,486		25,486					
HEALTH BENEFITS	10,702		10,702					
RETIREMENTS	4,587		4,587					
OTHER FRINGE BENEFITS	515		515					
COMPUTER SERVICES	2,078		2,078					
CONTRACTUAL SERVICES	19,655		19,655					
COMMODITIES	114		114					
TRANSFER TO OTHER FUNDS	4,651		4,651					
TOTAL EXPENDITURES	67,788		67,788					

BOARD OF OSTEOPATHIC LICENSURE
JOSEPH R. DEKAY D.O., CHAIR

Central Office: 161 CAPITOL ST., AUGUSTA, ME 04330
Mail Address: 142 STATE HOUSE STATION, AUGUSTA, ME 04333-0142 *FAX:* (207) 287-3015
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. In 2014, the Legislature increased the Board to 10 members, adding a Physician Assistant. All members are appointed by the Governor and 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, 1987, 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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 December meeting in Augusta, Maine: Joseph R. D. deKay, D.O., Chair,; Scott Thomas, D.O., Vice Chair; Natania Piper, 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 2015: 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	48,212		48,212			
HEALTH BENEFITS	15,130		15,130			
RETIREMENTS	8,257		8,257			
OTHER FRINGE BENEFITS	640		640			
COMPUTER SERVICES	4,825		4,825			
CONTRACTUAL SERVICES	110,729		110,729			
RENTS	8,467		8,467			
COMMODITIES	1,492		1,492			
TRANSFER TO OTHER FUNDS	8,152		8,152			
TOTAL EXPENDITURES	205,904		205,904			

OFFICE OF SECURITIES

JUDITH M. SHAW, SECURITIES ADMINISTRATOR

WATS: (877) 624-8551
TTY: (888) 577-6690

Central Office: 76 NORTHERN AVE., GARDINER, ME 04345
 Mail Address: 121 STATE HOUSE STATION, AUGUSTA, ME 04333-0121 FAX: (207) 624-8590
 Established: 1973 Telephone: (207) 624-8551
 Reference: Policy Area: 07 Umbrella: 02 Unit: 032 Citation: T00032 M.R.S.A., Sect.: 000016601
 Average Counts-All Positions: 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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 2015, the Office received and processed 35,119 applications and amendments to register securities, terminations of registrations, and notice filings for federally covered securities (increase of 8% over fiscal year 2014); and 355 private placement filings and amendments (decrease of 11%). As of June 2015, there were 1,262 broker-dealers licensed to do business in Maine (a 1% decrease from June 2014); 104,071 licensed agents of broker-dealers (increase of 5%); 1,109 investment adviser licensees or notice filers (increase of 7%); and 2,466 licensed investment adviser representatives (4% increase). In connection with the Office's review of licensing applications, the Office processed 81 broker-dealer applications, (17% increase from fiscal year 2014); 23,856 agent applications (5% increase); 16 investment adviser license applications (60% increase); and 309 investment adviser representative applications (16% decrease). The Office now receives and processes most securities filings and license applications electronically.

In fiscal year 2015, the Office conducted 13 examinations of licensee offices.

In fiscal year 2015, through its enforcement efforts, the Office sanctioned 21 respondents. The Office ordered or obtained judgments ordering the payment of restitution to investors in the amount of \$541,767.91 and assessed \$320,542.05 in penalties for violations of Maine's securities and business opportunity laws. The Office entered into 1 consent agreement and 7 consent orders and issued 1 cease and desist order and 1 decision and order. The Office referred no cases for civil suit and 3 cases for criminal prosecution and has 3 criminal cases awaiting trial. With assistance from the Office of Securities, the Office of the Attorney General successfully prosecuted 2 criminal cases, both of which resulted in prison sentences.

In fiscal year 2015 the Office collected over \$28 million 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:

Available electronically and in hard copy: Five Keys to Investing Success; The Basics for Investing in Stocks; A Primer for Investing in Bonds; Mutual Funds and ETF's: Maybe All You'll Ever Need; Getting Help With Your Investments; Maximize

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Your Retirement Investments; Gold: What Every Investor Should Know; Financial Field Manual: The Personal Finance Guide for Military Families; Resources For Maine Investors Approaching or In Retirement; and The ABCs for APS Professionals: How to Identify and Report Investment Fraud.

Available in hard copy: Fighting Fraud 101: Smart Tips for Older Investors.

Available electronically: Where to Invest Your College Money.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SECURITIES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	809,418		809,418			
HEALTH BENEFITS	248,827		248,827			
RETIREMENTS	159,318		159,318			
OTHER FRINGE BENEFITS	15,137		15,137			
COMPUTER SERVICES	1,426		1,426			
CONTRACTUAL SERVICES	213,233		213,233			
RENTS	39,401		39,401			
COMMODITIES	8,839		8,839			
TRANSFER TO OTHER FUNDS	23,933		23,933			
TOTAL EXPENDITURES	1,519,532		1,519,532			

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

**OFFICE OF PROGRAM EVALUATION AND GOVERNMENT
ACCOUNTABILITY**

BETH ASHCROFT, DIRECTOR

Central Office: RM 107, CROSS STATE OFF. BLDG, AUGUSTA, ME 04333-0082

Mail Address: 82 STATE HOUSE STATION, AUGUSTA, ME 04333-0082 *FAX:* (207) 287-1906

Established: 2002

Telephone: (207) 287-1901

Reference: Policy Area: 00 Umbrella: 33 Unit: 628 Citation: T0003 M.R.S.A., Sect.: 000000991

Average Counts-All Positions: 7.000

Legislative Count: 7.00

PURPOSE:

The Office of Program Evaluation and Government Accountability (OPEGA) assists the Legislature in ensuring that public funds are expended in the most effective, efficient and economical manner possible. It also aids the Legislature in ensuring that such funds are used to support activities and functions that produce satisfactory results and comply with State and Federal mandates.

ORGANIZATION:

The Legislature created this non-partisan office by statute, PL 2001, chapter 702, with an effective date of July 25, 2002, but the start-up of the office did not occur until the Director was hired in January 2005. The Director is appointed by the Legislative Council for a term of 5 years. By Joint Rule, the Legislature established the 12-member, bi-partisan and bi-cameral Government Oversight Committee which oversees the activities of the office.

PROGRAM:

The Office of Program Evaluation and Government Accountability conducts independent and objective performance audits and evaluations of state agencies, programs and functions. As necessary, OPEGA also conducts reviews of other entities receiving public funds administered by the State, or which expend private monies for public purposes. Such other entities include: local and county governments, special districts, utility districts, regional development agencies, municipal or nonprofit corporations, state contractors and any public official or public employee.

Performance audit and evaluation topics are selected by the Government Oversight Committee according to an established process. The Office defines the scope of each project in conjunction with the Committee, but then performs the review without any further direction from the Committee. The work of the Office is normally guided by the GAO Government Auditing Standards and follows an established process that provides for on-going communication with the entity under review.

The Office produces a final report on each review discussing the work performed, the conclusions reached, and any identified areas for improvement with related recommendations. The report is released and orally-presented to the Committee during a public meeting and is then distributed as a public record.

PUBLICATIONS:

Internet Site - <http://www.legislature.maine.gov/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 - 2015

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	487,994	487,994				
HEALTH BENEFITS	138,458	138,458				
RETIREMENTS	89,643	89,643				
OTHER FRINGE BENEFITS	10,376	10,376				
COMPUTER SERVICES	29,615	29,615				
CONTRACTUAL SERVICES	119,634	119,634				
COMMODITIES	799	799				
TOTAL EXPENDITURES	876,519	876,519				
OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	487,994	487,994				
HEALTH BENEFITS	138,458	138,458				
RETIREMENTS	89,643	89,643				
OTHER FRINGE BENEFITS	10,376	10,376				
COMPUTER SERVICES	29,615	29,615				
CONTRACTUAL SERVICES	119,634	119,634				
COMMODITIES	799	799				
TOTAL EXPENDITURES	876,519	876,519				

DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

JOHN E. MORRIS, COMMISSIONER

JANET JOYEUX, ASST TO THE COMMISSIONER

WATS: (800) 452-4664

TTY: (207) 287-3659

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 FAX: (207) 287-3042

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: 625.000

Legislative Count: 625.00

Units:

DIVISION OF BUILDING CODES AND STANDARDS

BUREAU OF CAPITOL POLICE

MISSING CHILDREN INFORMATION CLEARINGHOUSE

MAINE CRIMINAL JUSTICE ACADEMY

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE

ACADEMY

MAINE DRUG ENFORCEMENT AGENCY

CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU

EMERGENCY MEDICAL SERVICES BOARD

OFFICE OF THE STATE FIRE MARSHAL

GAMBLING CONTROL BOARD

BUREAU OF HIGHWAY SAFETY

STATE BUREAU OF IDENTIFICATION

BUREAU OF STATE POLICE

PURPOSE:

The Department of Public Safety was established to serve the people by providing, coordinating and leading a responsive and comprehensive public safety system to protect their lives, rights and properties.

Employees of the Maine Department of Public Safety will continue to serve the public to the best of their ability by being dedicated and accountable and by managing resources effectively and efficiently. The Maine Department of Public Safety seeks to preserve the public order and to protect the persons, property, rights and privileges of all people in the State through ethical leadership and the development of employees, while upholding and respecting the constitutional rights of all persons to liberty, equity and justice.

ORGANIZATION:

The Department of Public Safety was created in 1971, consolidating the former Department of State Police, the Enforcement Division of the State Liquor Commission, the employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety.

In 1978, the Bureau of Capitol Police was added to the organization of the Department. The responsibility for the administration of the Highway Safety Program from the Department of Transportation was added and in 1990 the Legislature changed the name to the Bureau of Highway Safety.

The Maine Drug Enforcement Agency and the Maine Drug Enforcement Agency Advisory Board were created by the 113th Legislature to develop and carry out a Statewide Drug Enforcement Program.

Public Law 1991, chapter 588, transferred the responsibility for Emergency Medical Services from the then Department of Human Services to Public Safety.

During 1993, the 116th Legislature created the Missing Children Information Clearinghouse requiring the Department to collect and disseminate complete information related to missing children.

The 121st Legislature passed LD 1683, An Act Relating to the Establishment of a Maine Communications System Policy Board, as Public Law 2003, chapter 678. Historically, emergency communications dispatch had been the responsibility of the Bureau of State Police within the Department of Public Safety. Sixty positions were transferred from the Bureau of State Police into the new Consolidated Emergency Communications Bureau. In addition, to provide the unit with a civilian director, the position of Director, Bureau of Consolidated Emergency Communications was created. The new Director began on October 25, 2006. In 2014 the Orono Regional Communications Center Moved from Orono to Bangor along with several units of the Maine State Police.

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

DEPARTMENT OF PUBLIC SAFETY

of Public Safety to provide administrative support and technical assistance to the Codes and Standards Board, established in Title 5, section 12004-G, subsection 5-A. This Bureau has been consolidated under the Fire Marshal's Office.

The financial data includes expenses of Emergency Medical Services.

PROGRAM:

Other than administration of the department, the activities during fiscal year 2014-15 are discussed in the individual reports of its bureaus. During fiscal year 2005-06, all financial and human resources functions were consolidated into the Department of Administrative and Financial Services.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL		SPECIAL			
	FOR ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	35,098,814	14,414,653	6,215,719	9,858,883	1,301,734	3,307,825
HEALTH BENEFITS	12,132,894	4,896,567	2,105,302	3,548,435	371,624	1,210,966
RETIREMENTS	8,362,699	3,459,173	1,616,489	2,414,710	277,293	595,034
OTHER FRINGE BENEFITS	1,241,338	580,012	184,209	389,753	21,115	66,249
COMPUTER SERVICES	4,610,626	2,032,475	656,390	1,143,186	325,825	452,750
CONTRACTUAL SERVICES	18,866,225	9,534,645	2,234,381	4,734,404	2,243,631	119,164
RENTS	1,663,040	921,209	349,584	265,775	4,634	121,838
COMMODITIES	1,934,597	871,076	253,473	541,269	243,849	24,930
GRANTS, SUBSIDIES, PENSIONS	8,549,386	24,590	5,363,422	33,443	3,127,931	
EQUIPMENT	1,119,398		540,599	217,028	361,771	
INTEREST-DEBT RETIREMENT	2,107,145	1,369,644		737,501		
TRANSFER TO OTHER FUNDS	975,935	32	370,412	426,154	76,834	102,503
TOTAL EXPENDITURES	96,662,097	38,104,076	19,889,980	24,310,541	8,356,241	6,001,259

DEPARTMENT OF PUBLIC SAFETY	TOTAL		SPECIAL			
	FOR ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	668,616	359,437	157,798	54,408	96,973	
HEALTH BENEFITS	192,758	88,141	49,082	13,877	41,658	
RETIREMENTS	109,183	48,516	30,925	11,870	17,872	
OTHER FRINGE BENEFITS	14,551	7,702	3,782	1,054	2,013	
COMPUTER SERVICES	122,842	68,209	22,335	3,395	28,903	
CONTRACTUAL SERVICES	1,411,890	484,420	222,186	645,113	60,171	
RENTS	68,479	44,173	1,147	18,700	4,459	
COMMODITIES	16,978	8,009	8,251		718	
GRANTS, SUBSIDIES, PENSIONS	1,026,087	11,815			1,014,272	
TRANSFER TO OTHER FUNDS	26,000		8,605	13,005	4,390	
TOTAL EXPENDITURES	3,657,384	1,120,422	504,111	761,422	1,271,429	

DIVISION OF BUILDING CODES AND STANDARDS

RICHARD MCCARTHY, PS LIC/INSP SUPERVISOR

WATS: (800) 452-4664
TTY: (207) 287-3659

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
 Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 FAX: (207) 287-6251
 Established: 2008 Telephone: (207) 626-3886
 Reference: Policy Area: 06 Umbrella: 16 Unit: 642 Citation: T00025 M.R.S.A., Sect.: 000002372

PURPOSE:

The Division of Building Codes and Standards within the Office of the State Fire Marshall 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, § 9722, subsection 6.

The Technical Building Codes and Standards Board, established in Title 5, §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

DEPARTMENT OF PUBLIC SAFETY

Building and Energy Code and the fire and life safety codes in Title 25, §2452 and §2465 and to provide for training for municipal building officials, local code enforcement officers and 3rd-party inspectors.

ORGANIZATION:

The Board consists of 11 voting members, appointed by the Governor.

The Assistant State Fire Marshall of Inspections certified in building standards serves as the division director and principal administrative and supervisory employee of the board. The Assistant State Fire Marshall supervises the staff employed to carry out the duties of the board including, but not limited to, providing technical support and public outreach for the adoption of the code, amendments, conflict resolutions and interpretations. The Division and board will provide nonbinding interpretation of the code for professionals and the general public and will establish and maintain a publicly accessible website to publish general technical assistance, code updates and interpretations and post-training course schedules.

Financial data is included under Office of the State Fire Marshal Unit 224.

PROGRAM:

The Board 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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF PUBLIC SAFETY

BUREAU OF CAPITOL POLICE

RUSSELL GAUVIN, CHIEF

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 68 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 287-6212

Established: 2009

Telephone: (207) 287-4357

Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 656 *Citation:* T00025 *M.R.S.A., Sect.:* 00002902

Average Counts-All Positions: 14.500

Legislative Count: 14.50

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, investigates crimes and enforces laws, including parking and traffic regulations, and responds to alarms and other calls for help or assistance on the two campuses. In addition, since early 2014, a unit within the Bureau of Capitol Police has been dedicated to specifically service the law enforcement, safety and security needs at the Riverview Psychiatric Center. As part of our protective role, Capitol Police screeners conduct entry screening for weapons at the entrance to the State House. The Bureau's night watchpersons check 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 1968, and was made a branch of the Department of Public Safety in 1977, the Bureau of Capitol Security. The Legislature changed the name to the Bureau of Capitol Police in 2009 to better reflect the agency's law enforcement role. There currently is a staff of fifteen: the Capitol Police Chief, one police sergeant, six police officers, two night watchpersons, four security screeners, and one part-time administrative assistant. Prior to 1977, some of the functions of the Bureau were the responsibility of the Bureau of Public Improvements.

PROGRAM:

The major objectives of the Bureau are ensuring the safety of members of the legislature, staff, employees and visitors; and the security of the State buildings and property for the complexes to which we provide service. During fiscal year 2014-15, the employees within the Bureau found, initiated or responded to 34,311 documented events, incidents or activities. 196 of these incidents resulted in criminal investigations being initiated. These range from thefts of property to assaults, criminal trespass or criminal threatening. Officers investigated a number of threatening communications aimed at legislators or state employees and kept the peace at numerous public hearings, rallies and protests during the year. Officers issued 321 traffic summonses or warnings, and 1,168 parking tickets. They also investigated 15 motor vehicle crashes. Capitol Police screeners examined 96,121 items being brought into the building and prevented 1,212 dangerous items from being brought into the State House. Watchpersons conducted 10,492 building or property safety and security checks.

LICENSES:

The Bureau of Capitol Police issues Capitol Area Activity Permits. 56 permits were issued during fiscal year 2014-15 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

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FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CAPITOL POLICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	394,855	496,432	-101,577			
HEALTH BENEFITS	268,425	212,004	56,421			
RETIREMENTS	158,185	117,562	40,623			
OTHER FRINGE BENEFITS	21,217	15,813	5,404			
COMPUTER SERVICES	33,530	20,497	13,033			
CONTRACTUAL SERVICES	-24,870	15,299	-40,169			
RENTS	34,886	30,733	4,153			
COMMODITIES	19,452	3,493	15,959			
TOTAL EXPENDITURES	905,680	911,833	-6,153			

MISSING CHILDREN INFORMATION CLEARINGHOUSE

JOHN E. MORRIS, COMMISSIONER
ROBERT A. WILLIAMS, CHIEF, MAINE STATE POLICE

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX:* (207) 287-3042
Established: 1993 *Telephone:* (207) 626-3803
Reference: Policy Area: 06 Umbrella: 16 Unit: 562 Citation: T0025 M.R.S.A., Sect.: 000002155

PURPOSE:

The Missing Children Information Clearinghouse was established as an operating unit of the Maine State Police and central repository of information for missing and exploited children.

ORGANIZATION:

The Missing Children Information Clearinghouse, by law, is the responsibility of the Commissioner of Public Safety.

PROGRAM:

The purpose of the Clearinghouse is to establish a system for communication of information related to children who are determined missing by their parents, guardians, legal custodians, or by a law enforcement agency, and to provide a centralized file for missing children within the state.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE CRIMINAL JUSTICE ACADEMY

JOHN ROGERS, DIRECTOR

Central Office: 15 OAK GROVE ROAD, VASSALBORO, ME 04989
Mail Address: 15 OAK GROVE ROAD, VASSALBORO, ME 04989 *FAX:* (207) 877-8027
Established: 1973 *Telephone:* (207) 877-8000
Reference: Policy Area: 06 Umbrella: 16 Unit: 228 Citation: T0025 M.R.S.A., Sect.: 000002801
Average Counts-All Positions: 11.000 *Legislative Count:* 11.00

PURPOSE:

The Maine Criminal Justice Academy was established to provide a central training facility for state, county and municipal law enforcement and corrections officers. The campus is located at the former Oak Grove-Coburn School in Vassalboro, Maine. From 1972 until December 28, 2000, the Academy was located at 93 Silver Street in Waterville, at the former Thomas College facility. The new

DEPARTMENT OF PUBLIC SAFETY

campus has a lecture hall that seats 75 students and ten additional classrooms, extensive meeting space, on site dining facilities, and can house 130 students. The building also has a state of the art special training center, a fully equipped weight/exercise room, an indoor running track, and formal parade grounds.

The mission of the Maine Criminal Justice Academy is to provide the highest level of training, within given resources, to law enforcement and correctional officers in the State. By statute, the Academy is required to provide a basic training program for all full-time law enforcement officers, judicial marshals, capitol police officers, pre-service training for all part-time law enforcement officers, and basic corrections training for all county and state correctional officers.

The Academy also coordinates the eight Regional Training Districts across the state, which provides in-service training to officers in remote areas.

ORGANIZATION:

The Academy has 11 full-time employees and operates with an annual budget of \$2 million, of which \$600,000 comes from the General Fund and \$1.4 million comes from fees, tuition and other revenues. In addition to the full-time staff, the Academy relies heavily on volunteer instructors from state, county and municipal law enforcement agencies, county and state corrections agencies and other criminal justice fields. The Academy provides many instructor development classes in order that these students can be the future volunteer instructors. This partnership philosophy has been supported by the Police Chiefs and Sheriffs in Maine to provide very cost effective training to their respective agencies. In 2014, the Academy had 17,409 hours of donated instructor time from 130 different agencies.

PROGRAM:

During the year, the MCJA Board of Trustees certified 106 full-time state, county and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 294 corrections officers who graduated from the Basic Corrections Training Program, and 119 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 13 law enforcement officers from the Basic Law Enforcement Training Program and 0 corrections officers from the Basic Corrections Training Program. The Board awarded 91 Instructor and Firearms Instructor Certificates, 10 Executive Certificates, 22 Canine Handler Certificates and many others. During the training year, 65 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 12 certificates for criminal conduct/convictions, waived 9 certificates for criminal conduct/convictions and gave 7 consent agreements and/or suspensions for criminal conduct/convictions. The Academy also provided 5 classes online during 2014 through Justice Planning and Management Associates.

LICENSES:

1. 106 - Basic Law Enforcement Officer certifications
2. 119 - Part Time Law Enforcement Officer certifications
3. 294 - Basic Correctional Officer certifications
4. 10 - Law Enforcement Executive certifications
5. 18 - Firearms Instructor certifications
6. 73 - Instructor certifications
7. 49 - Law Enforcement Intermediate certifications
8. 2 - Law Enforcement Advanced certifications
9. 29 - Crisis Negotiator certifications
10. 11 - Electronic Speed Measurement Instructor certifications
11. 9 - Federal Law Enforcement Officer Limited Authority certifications
12. 22 - Canine Handler Team certifications
13. 2 - Canine Trainer or Assistant Canine Trainer certifications
14. 8 - Extensions for the Basic Law Enforcement Training Program
15. 2 - Extensions for the Basic Corrections Training Program
16. 7 - Extensions for Part-Time Officers to Work Beyond 1040 Hours in a Calendar Year
17. 8 - New courses were approved

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PUBLICATIONS:

Annual Report to the Joint Standing Committee on Criminal Justice and Public Safety
Annual Training Catalog

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CRIMINAL JUSTICE ACADEMY EXPENDITURES	TOTAL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC
	FOR					
	ALL					
SALARIES & WAGES	768,981	226,728	542,253			
HEALTH BENEFITS	262,248	29,021	233,227			
RETIREMENTS	145,951	41,786	104,165			
OTHER FRINGE BENEFITS	35,497	21,126	14,371			
COMPUTER SERVICES	64,673	18	64,655			
CONTRACTUAL SERVICES	628,831	536,074	92,757			
RENTS	11,844		11,844			
COMMODITIES	41,081	13,856	27,225			
TRANSFER TO OTHER FUNDS	162,724		162,724			
TOTAL EXPENDITURES	2,121,830	868,609	1,253,221			

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

AMY J. BERRY, CHAIRPERSON

Central Office: 30 ANTHOINE STREET, SOUTH PORTLAND, ME 04106
Mail Address: 30 ANTHOINE STREET, SOUTH PORTLAND, ME 04106 *FAX:* (207) 799-4810
Established: 1969 *Telephone:* (207) 799-5511
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 227 *Citation:* T0025 *M.R.S.A., Sect.:* 000002802

PURPOSE:

The primary responsibilities of the Maine Criminal Justice Academy Board of Trustees are to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Maine Criminal Justice Academy (MCJA) students and to prescribe the content of the curriculum. The Board of Trustees is empowered to certify and set standards for the certification and decertification of law enforcement executives, law enforcement officers, corrections officers, judicial marshals, capitol police officers, canine handler teams, instructors, harbor masters, and many 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, that are all ex-officio. The following members are appointed by the Governor: a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a criminal prosecutor from one of the offices of the District Attorney, a representative of a federal law enforcement agency, three citizens, a municipal official and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve 3 year terms, except ex-officio members who remain on the board during their term of office.

PROGRAM:

During 2014, the MCJA Board of Trustees certified 106 full-time State, County and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 294 corrections officers who graduated from the Basic Corrections Training Program, and 119 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 13 law enforcement officers from the Basic Law Enforcement Training Program and 0 corrections officers from the Basic Corrections Training Program. The Board awarded 91 Instructor and Firearms Instructor Certificates, 10 Executive Certificates, 22 Canine Handler Certificates and many others. During

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the training year, 65 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 12 certificates for criminal conduct/convictions, waived 9 certificates³ for criminal conduct/convictions and gave 7 consent agreements and/or suspensions for criminal conduct/convictions. The Academy also provided 5 classes online during 2014 through the Justice Planning and Management Associates (JPMA).

LICENSES:

See the Maine Criminal Justice Academy

PUBLICATIONS:

See the Maine Criminal Justice Academy

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE DRUG ENFORCEMENT AGENCY ROY MCKINNEY, DIRECTOR

TTY: (207) 287-3659

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

Mail Address: 166 STATE HOUSE STATION, AUGUSTA, ME 04333-0166 *FAX:* (207) 287-3042

Established: 1987

Telephone: (207) 626-3850

Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 230 *Citation:* T0025 *M.R.S.A., Sect.:* 000002955

Average Counts-All Positions: 3,000

Legislative Count: 3.00

PURPOSE:

The purpose of the Maine Drug Enforcement Agency (MDEA) is to provide a central administrative structure for the establishment, coordination, and oversight of specialized narcotics and narcotics-related investigative units within the State of Maine through a multi-jurisdictional drug task force approach. MDEA was created to address the upper and mid-level drug dealers that operate below the interest of the Federal law enforcement authorities that focus on international, interstate and substantial violators, and the street level efforts that focus on the small dealers and those caught in possession. The task force concept brings together the resources of adjoining and overlapping enforcement entities, particularly in situations in which sparse resources are spread over great distances. This approach has proven to be one of the most effective tools in proactively addressing the proliferation of illegal drug activity through the pooling of skills, enhanced intelligence sharing, increased personnel resources, more equipment available, concentration of effort on a clear goal, and reduced jurisdictional boundary problems. In addition to the consolidation of investigatory resources, the Maine Drug Enforcement Agency also integrates prosecuting personnel with the day-to-day case work investigators.

ORGANIZATION:

The Bureau of Intergovernmental Drug Enforcement was created by the 113th Legislature by passage of 25 MRSA, chapter 353. Funding of the Agency was established by the Anti-Drug Abuse Act of 1986. In 1991 the Legislature changed the Agency name to the Maine Drug Enforcement Agency. This Agency has been placed within the organizational structure of the Department of Public Safety and is managed by a Director who reports to the Commissioner of Public Safety. The Maine Drug Enforcement Agency is a statewide multi-jurisdictional task force, and its personnel are assigned to the task force by municipal, county, state and tribal law enforcement agencies.

PROGRAM:

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

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infrastructure; strengthen intelligence and information sharing; enhance collaboration and coordination with all law enforcement agencies; and establish effective partnerships with agencies focused on reducing drug abuse.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DRUG ENFORCEMENT AGENCY	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	158,588	158,588				
HEALTH BENEFITS	37,960	37,960				
RETIREMENTS	12,920	12,920				
OTHER FRINGE BENEFITS	2,865	2,865				
COMPUTER SERVICES	242,211	98,255	142,837		1,119	
CONTRACTUAL SERVICES	3,314,975	2,369,058	176,874		769,043	
RENTS	612,560	450,418	162,142			
COMMODITIES	46,156	10,621	23,957		11,578	
EQUIPMENT	37,924				37,924	
TRANSFER TO OTHER FUNDS	4,667		1,895		2,772	
TOTAL EXPENDITURES	4,470,826	3,140,685	507,705		822,436	

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:* T00025 *M.R.S.A., Sect.:* 00001533
Average Counts-All Positions: 70.000 *Legislative Count:* 70.00

PURPOSE:

The Bureau of Consolidated Emergency Communications shall carry out the policies, procedures and standards that have been established to provide cooperative use of the department's communications system for municipal, county and state governmental agencies.

ORGANIZATION:

The Bureau of Consolidated Emergency Communications was established in Public Law 2013, chapter 19, which also transferred the responsibilities of the Maine Communications System Policy Board (established in Public Law 2003, chapter 678) to the newly created Bureau of Consolidated Emergency Communications.

Historically, emergency communications dispatch has been the responsibility of the Bureau of State Police within the Department of Public Safety. The State Police ran four dispatch centers in Houlton, Orono, Augusta and Gray which provided services not only for themselves, but for several other state agencies, some municipalities, the Maine Turnpike Authority and for Aroostook County. The Policy Board legislation called for a separate communications unit within the Department. This administrative change was achieved in fiscal year 2006-07. Fifty-four existing Emergency Communications Specialist positions and 6 Emergency Communications Supervisor positions were transferred from the Bureau of State Police into the new Bureau of Consolidated Emergency Communications. In addition, to provide the unit with a civilian director, the position of Director, Bureau of Consolidated Emergency Communications was created. The new position began on October 25, 2006.

Public Law 2003, chapter 359, An Act To Facilitate the Implementation, Maintenance and Operations of the E-9-1-1 Emergency System, 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 to be moved. Public Law 2008, chapter 622, required that this Bureau

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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 PSAP call-taking and public safety dispatching services. With the issuing of that Order, several jurisdictions did not renew contracts and went to agencies that provided services for a lesser rate. Public Law 2009, chapter 617, in part removed the requirement that the Maine Public Utilities Commission hold a rate case for the setting of the Emergency Services Communications Bureau's user fees. This ability was returned to the Bureau of Consolidated Emergency Communications.

In the spring of 2014, the Orono RCC relocated to a renovated building at the Bangor International Airport, and is co-located with Maine State Police, Troop E and Major Crime Unit North.

PROGRAM:

These Communications Centers provide emergency and non-emergency call taking and dispatching for 7 state agencies, one county Sheriff's Office and 18 municipal fire and/or emergency medical services. The centers also provide backup public safety answering point (PSAP) capabilities for local and county PSAPs.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	3,307,825					3,307,825
HEALTH BENEFITS	1,210,966					1,210,966
RETIREMENTS	595,034					595,034
OTHER FRINGE BENEFITS	66,249					66,249
COMPUTER SERVICES	452,750					452,750
CONTRACTUAL SERVICES	119,164					119,164
RENTS	121,838					121,838
COMMODITIES	24,930					24,930
TRANSFER TO OTHER FUNDS	102,503					102,503
TOTAL EXPENDITURES	6,001,259					6,001,259

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

Established: 1981

FAX: (207) 287-6251

Telephone: (207) 626-3860

Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 163 *Citation:* T0032 *M.R.S.A., Sect.:* 00000088

PURPOSE:

The Maine Emergency Medical Services Board (MEMS) is responsible for the training, licensing and coordination of all ambulance services and the emergency medical technicians who staff them. MEMS is also responsible for licensing emergency medical dispatch centers and emergency medical dispatchers. Currently, training for emergency medical dispatch is conducted by the Emergency Services Communications Bureau at the Public Utilities Commission.

ORGANIZATION:

The 17 member Maine Emergency Medical Services Board is the sole emergency medical services (EMS) rulemaking authority and provides policy direction for all Maine EMS. Daily responsibilities are assigned to the central office staff of seven. There are also six independent (non-state) regional contracts to coordinate education and assist local EMS services with quality assurance, medical control, and mutual aid planning. Maine has 275 ambulance and non-transporting services providing basic and advanced emergency medical care, that also includes specialized air medical and rescue transportation services. There are over 6,000 licensed EMS personnel (including Emergency Medical Dispatchers); 37 acute care hospitals (including

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three designated Trauma Centers); ~ 500 EMS vehicles; and ~1,500 emergency physicians, nurses, and ambulance vehicle operators. Maine EMS is also responsible for providing quality improvement assistance to the dispatch centers.

PROGRAM:

The Maine EMS system conducts hundreds of training programs for ambulance services, emergency medical services providers (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 285,000 calls in 2014.

Financial information related to EMS is included under Department of Public Safety unit 219.

LICENSES:

Ambulance Vehicle Licenses
Emergency Medical Service Vehicle Authorization
Ambulance and Non-Transporting Service Licenses and Permits
Emergency Medical Responder, Emergency Medical Technician, Advanced EMT, EMT-Critical Care (grandfathered until 2016), and Paramedic Licensure
EMS Training Centers
EMS Instructor-Coordinator Certification
Air Ambulance Licenses
Emergency Medical Dispatcher
Emergency Medical Dispatch Centers

PUBLICATIONS:

Laws and Regulations - Maine EMS System
Maine EMS Trauma System Plan
Maine EMS Health & Safety Manual
Maine EMS Prehospital Treatment Protocols
Clinical Behavioral Objectives for EMS Education
Maine EMS Run Report Manual
Maine EMS Paramedic Interfacility Transfer Program
Maine EMS Training Curricula (Emergency Medical Responder through Paramedic)
Maine EMS "Comfort Care/Do Not Resuscitate" patient/provider information kit
Special Circumstances Protocols
Spine Injury Management
Emergency Medical Dispatch Priority Reference System
All of the above documents are available through the Maine EMS web site:
www.maine.gov/dps/ems

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF THE STATE FIRE MARSHAL JOSEPH THOMAS, STATE FIRE MARSHAL

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

Mail Address: 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052 *FAX:* (207) 287-6251

Established: 1973

Telephone: (207) 626-3870

Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 224 *Citation:* T0025 *M.R.S.A., Sect.:* 000002396

Average Counts-All Positions: 44,000

Legislative Count: 44.00

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

DEPARTMENT OF PUBLIC SAFETY

containment of fire and the protection of life and property; the suppression of arson and investigation of cause, origin and circumstances of fires, the storage, sale and use of combustibles, flammables and explosives; the installation, maintenance or sale of automatic and other fire alarm systems and fire extinguishing systems; the construction, maintenance and regulation of fire escapes; the adequacy of means of egress, in case of fire, from buildings; and other such duties as may be conferred or imposed by law.

ORGANIZATION:

The Division of State Fire Prevention was created in 1937 to combat an increasing number of fraudulent insurance claims resulting from set fires. Since then, there has been a substantial growth in the areas of responsibility of the Office of the State Fire Marshal, which replaced the Division of State Fire Prevention in 1972. The scope of statutory authority has broadened to include a number of activities related to life safety as well as fire prevention and law enforcement. Financial data includes expenditures of the Bureau of Building Codes and Standards.

PROGRAM:

The programs of the State Fire Marshal have primary goals of 1) Investigation of the origin and cause of fires and explosions; 2) Arson investigation, evidence gathering and case preparation for possible prosecution; 3) Regulate, permit and inspect for the use of explosives, fireworks, and certain flammable liquids; 4) Inspect approximately 25 different types of buildings and facilities with the primary focus to enforce life safety codes and standards; 5) Review plans to issue permits for construction and alteration of public buildings, 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

DEPARTMENT OF PUBLIC SAFETY

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	2,208,177	123,694	2,084,483			
HEALTH BENEFITS	774,624	44,952	729,672			
RETIREMENTS	558,982	27,433	531,549			
OTHER FRINGE BENEFITS	46,427	2,434	43,993			
COMPUTER SERVICES	159,722	3,901	155,821			
CONTRACTUAL SERVICES	620,197	24,853	595,344			
RENTS	132,067	3,208	128,859			
COMMODITIES	94,944	838	94,106			
GRANTS, SUBSIDIES, PENSIONS	100,000		100,000			
EQUIPMENT	175,268		175,268			
TRANSFER TO OTHER FUNDS	65,374		65,374			
TOTAL EXPENDITURES	4,935,782	231,313	4,704,469			

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) 626-3900
 Reference: Policy Area: 06 Umbrella: 16 Unit: 633 Citation: T0008 M.R.S.A., Sect.: 000001002
 Average Counts-All Positions: 18.00 Legislative Count: 18.00

PURPOSE:

The Gambling Control Board is responsible for the inspection, monitoring and investigation of the companies and individuals that are associated with the gaming activities at 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 16 employees assigned to it. A Maine State Police detective performs the investigative functions associated with licensing and any criminal matters. Nine civilian inspectors are located at the gaming facilities during all hours the facilities are open to observe operations. One Inspector Supervisor supervises the activities of the Inspectors at the casinos. Two auditors insure proper accounting and distribution of funds generated from the gaming facility. An Office Specialist and an Office Assistant are assigned to the unit to assist with the administrative duties of the Board and the Unit. The 17th 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 Control 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 auditors assigned to the Gambling Control Board (unit) work with the private

DEPARTMENT OF PUBLIC SAFETY

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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GAMBLING CONTROL BOARD EXPENDITURES	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
SALARIES & WAGES	749,151	749,151				
HEALTH BENEFITS	249,987	249,987				
RETIREMENTS	135,920	135,920				
OTHER FRINGE BENEFITS	16,957	16,957				
COMPUTER SERVICES	34,566	32,765	1,801			
CONTRACTUAL SERVICES	1,066,014	690,358	375,656			
RENTS	48,904	48,086	818			
COMMODITIES	3,262	3,208	54			
GRANTS, SUBSIDIES, PENSIONS	5,173,742		5,173,742			
TRANSFER TO OTHER FUNDS	6,925	19	6,906			
TOTAL EXPENDITURES	7,485,428	1,926,451	5,558,977			

**BUREAU OF HIGHWAY SAFETY
LAUREN V. STEWART, DIRECTOR**

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
 Mail Address: 164 STATE HOUSE STATION, AUGUSTA, ME 04333-0164 FAX: (207) 287-3430
 Established: 1980 Telephone: (207) 626-3840
 Reference: Policy Area: 06 Umbrella: 16 Unit: 221 Citation: T0025 M.R.S.A., Sect.: 000002902
 Average Counts-All Positions: 7.000 Legislative Count: 7.00

PURPOSE:

The Bureau of Highway Safety is responsible for the state's highway safety programs 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 funds and administers education and enforcement programs and countermeasures to decrease fatalities, injuries and property damage resulting from motor vehicle crashes. Such emphasis areas include: occupant restraint, child restraint, speed enforcement, enforcement training programs, distracted driving, alcohol and other drug countermeasures, emergency medical services, driver training, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, and traffic records systems.

The Bureau also directs the Defensive Driving program (MDD) and administers the

DEPARTMENT OF PUBLIC SAFETY

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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HIGHWAY SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	256,033		15,800	34,396		205,837
HEALTH BENEFITS	110,573		7,549	20,334		82,690
RETIREMENTS	50,589		2,972	6,339		41,278
OTHER FRINGE BENEFITS	5,330		319	665		4,346
COMPUTER SERVICES	115,831		20	12,205		103,606
CONTRACTUAL SERVICES	1,312,231		15,274	272,134		1,024,823
RENTS	29,157			28,982		175
COMMODITIES	21,602		414	6,206		14,982
GRANTS, SUBSIDIES, PENSIONS	2,203,338		89,680		2,113,658	
EQUIPMENT	285,347		10,000		275,347	
TRANSFER TO OTHER FUNDS	37,535		836	8,123		28,576
TOTAL EXPENDITURES	4,427,566		142,864	389,384		3,895,318

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 works with local law enforcement agencies to refer new offenders and update verification information. In addition they maintain all the information that is posted on the state Sex Offender Registry website.

DEPARTMENT OF PUBLIC SAFETY

FINANCES, FISCAL YEAR 2015: 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
JOHN E. COTE, DEPUTY CHIEF

WATS: (800) 452-4664

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 *FAX:* (207) 287-3042
Established: 1925 *Telephone:* (207) 624-7200
Reference: Policy Area: 06 *Umbrella:* 16 *Unit:* 222 *Citation:* T0025 *M.R.S.A., Sect.:* 000001501
Average Counts-All Positions: 445.50 *Legislative Count:* 445.50

PURPOSE:

The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and crisis. The Bureau was established to patrol the highways, especially outside the compact portion of cities and towns without local law enforcement agencies. The Bureau provides specialized response teams to support major critical incidents, manages the State's crime laboratory, the State's designated intelligence fusion center, the State Bureau of Identification, and Maine's Computer Crimes Unit. The Bureau also provides security for the Governor and family on a twenty-four hour basis.

ORGANIZATION:

The State Police was established 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. Today, the State Police is comprised of: eight field troops patrolling the rural areas and the Maine Turnpike, one troop focused on commercial vehicle enforcement regulations, two Major Crimes Units, seven other units and eight specialty teams organized within the Support Services Division.

PROGRAM:

The programs of the Maine State Police have primary goals of 1) Patrolling rural areas of Maine without organized police departments for the purpose of preventing and investigating criminal activity; 2) Enforcing traffic safety laws in rural areas, on the Maine Turnpike and Interstate System; 3) Overseeing the Motor Vehicle Inspection Program and enforcing the Commercial Motor Vehicle laws and rules; 4) Investigating homicides that occur outside Portland and Bangor; 5) Investigating child abuse cases; 6) Providing specialized support, such as response teams, computer and crime laboratory services to all law enforcement agencies; 7) Providing a repository for criminal history and records information; 8) Provide specialized administrative, licensing, and enforcement services.

DEPARTMENT OF PUBLIC SAFETY

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS		GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES							
SALARIES & WAGES	26,586,585	12,300,621	3,516,962	9,770,079	998,923		
HEALTH BENEFITS	9,025,353	4,234,501	1,029,352	3,514,224	247,276		
RETIREMENTS	6,595,934	3,075,036	906,254	2,396,501	218,143		
OTHER FRINGE BENEFITS	1,032,245	513,116	116,340	388,033	14,756		
COMPUTER SERVICES	3,384,500	1,808,829	255,889	1,127,585	192,197		
CONTRACTUAL SERVICES	10,417,792	5,414,582	796,459	3,817,157	389,594		
RENTS	603,307	344,592	40,622	218,093			
COMMODITIES	1,666,195	831,052	83,508	535,063	216,572		
GRANTS, SUBSIDIES, PENSIONS	46,218	12,775		33,443			
EQUIPMENT	620,859		355,331	217,028	48,500		
INTEREST-DEBT RETIREMENT	2,107,145	1,369,644		737,501			
TRANSFER TO OTHER FUNDS	570,206	13	124,071	405,026	41,096		
TOTAL EXPENDITURES	62,656,339	29,904,761	7,224,788	23,159,733	2,367,057		

PUBLIC UTILITIES COMMISSION

PUBLIC UTILITIES COMMISSION

HARRY LANPHEAR, ADMIN DIR PUC

NANCY GOODWIN, ASST ADMIN DIR PUC

WATS: (800) 452-4699

Central Office: 101 SECOND STREET, HALLOWELL, ME 04347

Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME 04333-0018 FAX: (207) 287-1039

Established: 1913

Telephone: (207) 287-3831

Reference: Policy Area: 07 Umbrella: 65 Unit: 407 Citation: T0035A M.R.S.A., Sect.: 000000103

Average Counts-All Positions: 65.250

Legislative Count: 65.00

Units:

EMERGENCY SERVICES COMMUNICATION BUREAU

E-9-1-1 COUNCIL

PURPOSE:

The Public Utilities Commission's purpose is to protect the public by ensuring that utilities in the State of Maine provide safe, adequate and reliable service to the public at rates that are reasonable and just. The Commission acts as a quasi-judicial body which decides cases involving rates, service, financing, and other activities of the utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over approximately 153 water utilities, 14 electric utilities, 7 gas utilities, 23 local telephone utilities, 1 water carrier, 307 competitive electricity providers, and 330 competitive local and interchange carriers.

The Commission is divided into five operating divisions with respective powers and duties as follows:

The ADMINISTRATIVE DIVISION is responsible for fiscal, personnel, contract, docket management and information technology, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The CONSUMER ASSISTANCE AND SAFETY DIVISION (CASD) receives, analyzes and responds to complaints from Maine utility customers. This Division is also responsible for gas safety and Dig Safe activities. The LEGAL DIVISION represents the Commission before Federal and State appellate and trial courts and agencies. It provides hearings examiners and staff attorneys in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals. The TELEPHONE AND WATER DIVISION is responsible for financial, technical, and policy related investigations and analyses conducted by the Commission on telephone and water utilities. The Division provides expert advice to the Commission on such matters as revenues, expenses, engineering, economics, technology and other technical aspects related to the telephone and water industries. The ELECTRIC AND GAS DIVISION is responsible for financial, technical, and policy related investigations and analyses conducted by the Commission on electric and gas utilities. The Division provides expert advice to the Commission on such matters as revenues, expenses, engineering, economics, technology and other technical aspects related to the electric and gas industries.

ORGANIZATION:

The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission (PUC). It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and conferred upon the Public Utilities Commission all powers vested in that Board, as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. The Commission also acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motorbuses or trucks transporting passengers or freight for-hire over any street or highway in Maine. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under chapter 174 of the Private and Special Laws of 1963. Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. Public Law 1987, chapter 141 conferred to the Commission jurisdiction over cable television systems providing

PUBLIC UTILITIES COMMISSION

service like telephone companies and pole attachment charges for cable television systems. Public Law 1991, chapter 342, exempted cellular telephone providers, from regulation as public utilities, as long as one provider does not "exclusively control" the assigned service area and unless the Commission determines that the cellular provider is engaged in providing basic exchange telephone service. Public Law 1999, chapter 718, gave the Commission enforcement authority over the Dig Safe damage prevention statute. Public Law 2003, chapter 359, moved the Emergency Services Communication Bureau to the Commission giving it oversight responsibility for the E-9-1-1 program.

The present Public Utilities Commission consists of 3 Commissioners appointed by the Governor subject to review by the legislative committee having jurisdiction over public utilities and to confirmation by the Senate, for terms of 6 years. The Governor designates one Commissioner as Chairman and all 3 Commissioners devote full time to their duties.

PROGRAM:

The Commission regulates the State's electric transmission and distribution companies, telephone, gas, and water utilities, as well as water carriers. The basic purpose of this regulatory system is to assure safe, reasonable and adequate service at rates that are just and reasonable to customers and public utilities. During the 12 months ending June 30, 2015, 390 cases were filed with the Commission and the Commission closed 419 cases.

The Commission's Consumer Assistance and Safety Division (CASD) is charged with ensuring that consumers and utilities receive fair and equitable service through CASD educational and complaint resolution programs. During the 12 months ending December 2014, CASD handled 10,513 consumer contacts, including 8,753 information requests and 800 complaints. The vast majority of complaints (90%) were related to the electric and telephone utilities with 9% attributable to telephone utilities and 81% attributable to electric utilities, 3% attributable to gas utilities, and 7% attributable to water utilities. In addition, the CASD ordered \$455,600 in abatements to customers. The CASD received 318 utility exemption requests during 2014. Finally, CASD received 642 requests from utilities to disconnect customers from service during the winter of 2014.

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)

Electronic documents from the Commission such as orders, briefs, recommendations and the like, for parties or interested persons in cases can be obtained from the Commission's Case Management System, which can be accessed from the Commission's web site at: www.maine.gov/mpuc/. Copies of these materials may be requested and the requestor will be charged printing costs. All Commission reports, orders, rules and docket information can be found on the Commission's website at: www.maine.gov/mpuc/

PUBLIC UTILITIES COMMISSION

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	4,083,817		4,079,526		4,291	
HEALTH BENEFITS	1,187,938		1,186,616		1,322	
RETIREMENTS	845,823		844,818		1,005	
OTHER FRINGE BENEFITS	79,064		78,969		95	
COMPUTER SERVICES	573,356		573,356			
CONTRACTUAL SERVICES	7,814,304	10,442	7,803,862			
RENTS	584,359		584,359			
COMMODITIES	18,350		18,350			
GRANTS, SUBSIDIES, PENSIONS	1,270,442		1,270,442			
TRANSFER TO OTHER FUNDS	93,956		93,956			
TOTAL EXPENDITURES	16,551,409	10,442	16,534,254		6,713	

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	3,536,739		3,532,448		4,291	
HEALTH BENEFITS	1,027,624		1,026,302		1,322	
RETIREMENTS	737,672		736,667		1,005	
OTHER FRINGE BENEFITS	68,138		68,043		95	
COMPUTER SERVICES	493,061		493,061			
CONTRACTUAL SERVICES	1,329,643		1,329,643			
RENTS	529,709		529,709			
COMMODITIES	12,638		12,638			
GRANTS, SUBSIDIES, PENSIONS	1,268,942		1,268,942			
TRANSFER TO OTHER FUNDS	81,752		81,752			
TOTAL EXPENDITURES	9,085,918		9,079,205		6,713	

EMERGENCY SERVICES COMMUNICATION BUREAU
HARRY LANPHEAR, 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 04333-0018 FAX: (207) 287-1039
 Established: 2003 Telephone: (207) 287-3831
 Reference: Policy Area: 07 Umbrella: 65 Unit: 625 Citation: T0025 M.R.S.A., Sect.: 000002926
 Average Counts-All Positions: 9.000 Legislative Count: 9.000

PURPOSE:

The Emergency Services Communication Bureau, established in 1994, has been part of the Maine Public Utilities Commission since September 13, 2003. The Bureau is responsible for the implementation and management of the Enhanced 9-1-1 system. The Bureau, in consultation with the E-9-1-1 Council, will develop all system elements, standards and cost estimates necessary to provide for the installation and operation of a statewide E-9-1-1 system.

PROGRAM:

In July 2014, the Bureau completed transitioning from its legacy E-9-1-1 system to Next Gen 9-1-1, the next step in emergency communications that will allow access to 9-1-1 from non-voice services such as text messaging, and automated crash notification systems as standards are developed and tested. This dramatic change prepares Maine's system to receive and recognize the location of 9-1-1 requests from any of these devices.

Geographic Information Systems play a critical role within the Next Gen 9-1-1 system. Bureau staff provides local municipalities and counties technical assistance in the naming and numbering of all streets and road networks.

PUBLIC UTILITIES COMMISSION

PUBLICATIONS:

Maine Enhanced 9-1-1 Addressing Officers Manual, fourth edition
 Web Page www.maine911.com
 PSAP Training Manual

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EMERGENCY SERVICES COMMUNICATION BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	547,077		547,077			
HEALTH BENEFITS	160,314		160,314			
RETIREMENTS	108,151		108,151			
OTHER FRINGE BENEFITS	10,926		10,926			
COMPUTER SERVICES	80,295		80,295			
CONTRACTUAL SERVICES	6,484,661	10,442	6,474,219			
RENTS	54,650		54,650			
COMMODITIES	5,712		5,712			
GRANTS, SUBSIDIES, PENSIONS	1,500		1,500			
TRANSFER TO OTHER FUNDS	12,204		12,204			
TOTAL EXPENDITURES	7,465,490	10,442	7,455,048			

E-9-1-1 COUNCIL

MARK A. VANNOY, CHAIRMAN - PUC

WATS: (800) 452-4699

Central Office: 101 SECOND STREET, HALLOWELL, ME 04347

Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME 04333-0018 FAX: (207) 287-1039

Established: 2003

Telephone: (207) 287-3831

Reference: Policy Area: 07 Umbrella: 65 Unit: 634 Citation: T0025 M.R.S.A., Sect.: 000002925

PURPOSE:

The E-9-1-1 Council is composed of 17 members and was established to advise the Emergency Services Communication Bureau on the activities relating to the establishment of an E-9-1-1 system, review and comment on rules proposed by the Bureau, and assist the Bureau in providing public information about implementation and operation of the E-9-1-1 system.

ORGANIZATION:

The membership of the council is: one person appointed by the Public Utilities Commission, one person appointed by the Commissioner of Public Safety, and 15 persons appointed by the Governor from nominations as detailed in 25 MRSA, section 2925.

PROGRAM:

The Council shall advise and assist the Emergency Services Communication Bureau in the implementation of the E-9-1-1 system.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

DEPARTMENT OF THE SECRETARY OF STATE
MATTHEW DUNLAP, SECRETARY OF STATE
BARBARA REDMOND, CHIEF DEPUTY SECRETARY

Central Office: NASH SCHOOL, FLOOR 2, AUGUSTA, ME 04330

Mail Address: 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX:* (207) 287-8598

Established: 1920

Telephone: (207) 626-8400

Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250 *Citation:* T0005 *M.R.S.A., Sect.:* 000000081

Average Counts-All Positions: 418.500

Legislative Count: 418.50

Units:

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

DIVISION OF LEGAL AFFAIRS

MAINE STATE ARCHIVES

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

DIVISION OF ARCHIVES SERVICES

BUREAU OF MOTOR VEHICLES

DIVISION OF CORPORATIONS, UCC AND COMMISSIONS

DIVISION OF PUBLIC SERVICES

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

DIVISION OF RECORDS MANAGEMENT SERVICES

DIVISION OF DRIVER LICENSE SERVICES

REGULATORY FAIRNESS BOARD

DIVISION OF ELECTIONS AND APA

BUREAU OF THE SPECIAL ADVOCATE

DIVISION OF INFORMATION TECHNOLOGY

DIVISION OF VEHICLE SERVICES

OFFICE OF INVESTIGATION

PURPOSE:

The Office of the Secretary of State provides administrative and policy oversight for the Department of the Secretary of State. The Secretary of State is provided for in the Constitution of the State of Maine and is therein required to attend the Governor, the Senate and the House of Representatives as they shall respectively require, to keep and preserve the records of all their official acts and proceedings, and to perform such other duties as required by law.

Maine statute provides for additional duties of the Secretary of State as follows: Title 4 (notaries); Title 5 (Office of the Special Advocate, Regulatory Fairness Board, Address Confidentiality program, archives, notaries, boards and commissions, and the Administrative Procedures Act); Title 10 (service and trade marks); Title 11 (Uniform Commercial Code filings); Titles 13, 13-A, and 13-B (corporations); Title 21-A (elections and citizen initiated legislation); Title 29-A (motor vehicles); Title 30-A (election of county officers) and Title 31 (limited partnerships and limited liability companies). In all, over 800 separate sections of Maine law make reference to duties of the Secretary of State.

Specifically, the Office of the Secretary of State is responsible for the overall administration, including finances, personnel and programs, of the Department of the Secretary of State's respective bureaus: the Maine State Archives; the Bureau of Corporations, Elections and Commissions; and the Bureau of Motor Vehicles.

ORGANIZATION:

The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Division was established in 1891 when the Secretary of State was designated responsibility for printing and distributing ballots to towns, providing returns and performing other duties related to elections.

The Bureau of Motor Vehicles was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919, registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State as a function of the Corporation Division. Also in 1963, the Department of the Secretary of State was first recognized under law with the Secretary of State designated as its executive head.

The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978. The Office of the Special Advocate was created in 2011 to provide assistance to small businesses and staff

DEPARTMENT OF THE SECRETARY OF STATE

the Regulatory Fairness Board.

PROGRAM:

The Department is made up of three bureaus: the Maine State Archives, the Bureau of Corporations, Elections and Commissions (CEC), and the Bureau of Motor Vehicles (BMV), and two Offices, the Office of the Secretary and the Office of Information Services. As a Constitutional Officer, the Secretary is charged with carrying out the Department's diverse responsibilities and unique mission.

Customer service and government efficiency are top priorities. The Department is recognized as a leader in the effort to enhance access to information and services through the use of technology. With more than 20 online services in place, the Department continues to identify services that can be offered electronically and made available to the public and businesses 24 hours a day, 7 days a week. Through a partnership with the Information Resource of Maine (InforME), new online services are being launched on a regular basis.

The Department takes its responsibilities in the area of elections and civic education very seriously and conducts a variety of projects designed to strengthen our democracy.

The Department's commitment to young people is evident in programs such as the Maine Student Mock Election, Maine History Day and the Eighth Grade Citizenship Awards. That commitment carries throughout the entire Department, as evidenced by improvements in teen driving laws and the Parent's Supervised Driving Program.

The Small Business Advocate conducted outreach to a wide variety of organizations, and worked to resolve regulatory issues between state agencies and small businesses.

LICENSES:

See Bureau information for specific listings.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL					
	FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	15,335,701	1,659,710	135,400	13,526,152	14,439	
HEALTH BENEFITS	6,420,423	664,105	53,930	5,694,834	7,554	
RETIREMENTS	2,890,592	311,781	28,040	2,548,110	2,661	
OTHER FRINGE BENEFITS	306,401	33,482	2,856	269,815	248	
COMPUTER SERVICES	3,077,627	405,009	47,002	1,611,992	1,013,624	
CONTRACTUAL SERVICES	4,794,578	454,238	27,164	4,239,999	73,177	
RENTS	1,547,893	7,072	207	1,538,955	1,659	
COMMODITIES	1,417,791	59,118	76,898	1,268,143	13,632	
GRANTS, SUBSIDIES, PENSIONS	993,523		984,279		9,244	
BUILDING IMPROVEMENTS	364,342			364,342		
EQUIPMENT	263,871	101,349		162,522		
TRANSFER TO OTHER FUNDS	1,578,262		17,617	1,513,317	47,328	
TOTAL EXPENDITURES	38,991,004	3,695,864	1,373,393	32,738,181	1,183,566	

DEPARTMENT OF THE SECRETARY OF STATE

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)
DAVID LACHANCE, DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04330
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9013
Established: 1943 *Telephone:* (207) 624-9005
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250D *Citation:* T0029-A *M.R.S.A., Sect.:* 000000151

PURPOSE:

The Division of Administrative Services provides services for the bureaus, divisions and sections within the Department of the Secretary of State. This includes the Bureau of Corporations, Elections and Commissions (CEC), the Maine Archives, Information Services, and the Bureau of Motor Vehicles (BMV). The divisions within the BMV consist of Driver License Services, Legal Affairs, Adjudications & Hearings, Office of Investigations, Public Services and Vehicle Services. The Administrative Services division provides financial and management support services including accounting, audit, budgeting, inventory management, human resources, payroll, plate manufacturing, records management, revenue collection, central stores and supply, mail handling, and facilities management. These services are for the main office, 13 branch offices, 21 outreach locations operated by 2 mobile units, Archives, CEC and Secretary of State's office.

ORGANIZATION:

In an effort to maximize efficiencies, consolidate functions and realize savings, the administrative functions of the Bureau of Corporations, Elections and Commissions and the Maine Archives were merged with the Bureau of Motor Vehicles Administrative Services division as part of a cost savings measure in Public Law 2009, chapter 413. In May 2014, the Records Management and Retention section consisting of data entry, data management, central files, numerics, and micro-film/scanning was permanently assigned to Administrative Services as services are provided to the entire agency.

PROGRAM:

The primary functions and activities of the Division include providing General Fund and Highway Fund revenue projections to the Revenue Forecasting Committee, federal grant management, manufacturing and issuing regular and new specialty license plates, completing contracts, monitoring encumbrances and expenditures, ongoing human resources support to employees and supervisors and facilities management. Audit services conducts reviews of municipalities and audits vendor systems to ensure software upgrades reflect recent law changes. Records Management & Retention indexes vehicle and driver history and stores all records via micro-film or digital image following policies and statutory requirements for in-house/state agencies, municipalities, and law enforcement.

PUBLICATIONS:

World Wide Web: <http://www.maine.gov/sos/bmv>

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE STATE ARCHIVES
DAVID CHEEVER, STATE ARCHIVIST
TAMMY MARKS, DIRECTOR

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0084
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: 13.500 *Legislative Count:* 13.50

DEPARTMENT OF THE SECRETARY OF STATE

PURPOSE:

The powers and duties of the State Archivist include responsibility for establishing rules, standards, and procedures governing the creation, use, maintenance, retention, preservation, and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government, as well as county and municipal government agencies, in making their operations more efficient and economical by applying modern records management techniques, including establishing disposition schedules under which agencies may destroy records having exhausted their value to the State; providing technical assistance in specialized fields such as files, forms, general paperwork and electronic records procedures; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in higher-cost office space.

Professional archival services include the selection and preservation of hard copy and digital records that have permanent value to the State, accompanied by the application of specialized technologies and techniques designed to make such records readily accessible for use by the government and the public. These efforts include identifying and arranging records, developing finding aids (inventories, indexes, and guides) to record groups or series, assisting in-person users, responding to mail and electronic mail requests, publishing by microfilm, printing selected records in demand by the public, and posting databases and electronic documents on the Internet.

ORGANIZATION:

The Maine Legislature created the State Archives in 1965, and in 1973 designated the Archives as a central staff agency extending its jurisdiction to the counties and municipalities.

Two operating functions comprise the Maine State Archives: Records Management Services and Archives Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibilities, and exercises general control over publications and agency participation in intergovernmental and public activities.

The State Archivist and the Archives Advisory Board are responsible for authorizing the de-accession and destruction of archival government records that are no longer deemed to have permanent value. The Archives works with the Maine Historical Records Advisory Board to serve historical records repositories throughout Maine. The State Archivist serves as chairman of that Board.

PROGRAM:

Records management consulting and training is available to all government agencies, including counties and municipalities. A comprehensive database system allows for retrieval of records. Special projects included scanning, digitizing records, and/or re-filming of records whose original versions are in poor condition, and deploying searchable databases in the Archives' Research Room. When funding is available, the Archives makes financial grants available for archival preservation and access projects. The Archives' Internet address is: www.maine.gov/sos/arc/ .

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/ .

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FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	456,234	441,795			14,439	
HEALTH BENEFITS	183,406	175,852			7,554	
RETIREMENTS	84,672	82,011			2,661	
OTHER FRINGE BENEFITS	9,955	9,707			248	
COMPUTER SERVICES	371,279	366,563	4,716			
CONTRACTUAL SERVICES	62,738	59,615	1,123		2,000	
RENTS	5,721	5,721				
COMMODITIES	42,348	39,388	2,960			
GRANTS, SUBSIDIES, PENSIONS	9,244				9,244	
EQUIPMENT	91,709	91,709				
TOTAL EXPENDITURES	1,317,306	1,272,361	8,799		36,146	

DIVISION OF ARCHIVES SERVICES

TAMMY MARKS, DIRECTOR

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0084

Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-5517

Established: 1971

Telephone: (207) 287-5799

Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 255A *Citation:* T0005 *M.R.S.A., Sect.:* 000000095

PURPOSE:

The Division of Archives Services was established under the authority of the State Archives to preserve, maintain, service and make available to the government and the public the permanently valuable (archival) documents of the State, including, for example, vital records of birth, death, marriage, divorce, and criminal records, governmental proceedings, photographs, maps, trademarks, and court proceedings.

ORGANIZATION:

The Division became operational upon the completion of construction of the Maine State Archives in 1971.

The number of in-person visits by researchers and the general 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.

PROGRAM:

Services in the Research Room include discreet quiet areas where researchers can examine archival documents, and computers and digital microfilm reader-printers which enhance the readability of images, whence they can be digitally scanned onto disks and other electronic recording devices, reproduced in paper form, and made available on the Internet.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

DIVISION OF CORPORATIONS, UCC AND COMMISSIONS
CATHY BEAUDOIN, DIRECTOR

Central Office: CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0101
Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5874
Established: 1989 *Telephone:* (207) 624-7748
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250Q *Citation:* T0005 *M.R.S.A., Sect.:* 000000081

PURPOSE:

The purpose of the Division of Corporations, UCC and Commissions is to serve as a repository for all records relating to over 94,000 business entities and nonprofit corporations operating in the State and over 187,000 liens filed on personal property under the Uniform Commercial Code. The Division also administers the appointment, renewal and continuing education of over 23,000 Notaries Public, administers the application process for nominees for the office of Dedimus Justice for the Governor's office; records and maintains appointments and information for over 250 boards and commissions listed in Title 5, chapter 379, and processes requests for authentications, Apostilles, and other certifications on the acts of public officials.

ORGANIZATION:

The Director is responsible for the programs of the Division, 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 and limited liability partnerships, and reviews proposed entity names against those on file for availability prior to filing; files over 85,000 annual reports disclosing officer information for all entities on file; assesses penalties for late filing of annual reports; and administratively dissolves or revokes entities which fail to file annual reports, pay penalties, maintain a contact person or do not maintain workers' compensation insurance. The Division maintains over 3,800 active service and trade marks on file and reviews the design and text of the proposed marks against those on file for availability prior to filing. The Division annually files over 45,000 original records, amendments and renewals of security interests in personal property under the Uniform Commercial Code and the Federal Food Security Act. The Division also maintains signature and oath records for Notaries Public, various State officials and appointees to boards and commissions. These records are maintained both as an official record and for authenticating official acts. The Division annually reports to the Governor and the Legislature on the activities of boards and commissions and of potential vacancies on boards and commissions. The Division issues commissions for Notaries Public and provides continuing education for Notaries Public.

The Division maintains public access in the Bureau's reception area to allow walk-in users direct access to corporate and UCC information. The Division works with the business and legal community and other stakeholders to review and consider adoption of uniform or model state filing laws and procedures that are under the responsibility of the Division. Since 2000, the Division has implemented a number of online services to provide 24/7 access to filing systems or view information contained on the Division's databases.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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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 or working supervisor 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 e-mail to individuals or through email drop boxes. Customers also obtain significant information through the Bureau's web pages. The Bureau also has one public access workstation in the reception area to allow walk-in users direct access to the data or information in many of the program areas of the Bureau.

LICENSES:

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

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Notary Public Guide
 Registered and Enrolled Voters Listing
 Internet: www.maine.gov/sos/cec/

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,289,870	1,217,915	71,955			
HEALTH BENEFITS	517,882	488,254	29,628			
RETIREMENTS	242,946	229,771	13,175			
OTHER FRINGE BENEFITS	25,305	23,776	1,529			
COMPUTER SERVICES	1,075,734	38,446	42,286		995,002	
CONTRACTUAL SERVICES	259,995	394,623	22,647			-157,275
RENTS	1,351	1,351				
COMMODITIES	26,667	19,729			6,938	
EQUIPMENT	9,640	9,640				
TRANSFER TO OTHER FUNDS	49,830		8,802		41,028	
TOTAL EXPENDITURES	3,499,220	2,423,505	190,022		885,693	

DIVISION OF DRIVER LICENSE SERVICES

LINDA GRANT, DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9295
Established: 1920 *Telephone:* (207) 624-9124
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250L *Citation:* T0029-A *M.R.S.A., Sect.:* 000001251

PURPOSE:

The Division of Driver License Services was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; regulation of driver education programs; issuance of operators licenses, including the photo license and identification card program; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement.

ORGANIZATION:

The Division was established as a result of reorganization within the Bureau of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained as such until 1970 when it was formed into the Bureau of Driver Improvement and Financial Responsibility. In 1976, the Bureau of Driver Examinations was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978, the Bureau of Driver Licensing and Control was formed into a Division. In 1991, the Examination Section was transferred to the Division. In 1996, regulatory responsibility for driver education programs was transferred to the division. In 1999, as the result of Bureau reorganization, the Division came to be known as the Division of Driver License Services.

PROGRAM:

The primary functions and activities of the Driver License Services Division are ensuring drivers are properly licensed, motor vehicles are properly insured, the regulation of driver education programs, examination of drivers for licensure; processing abstracts of convictions or adjudications of violations of the motor vehicle laws as transmitted from the 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

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the point system or suspending the license or registration as mandated by law. The Division revised the Maine Point System with an effective date of 10/25/2012. The Division reviews individual reports of traffic accidents and invokes the provisions of the Financial Responsibility Law against motorists involved. The Division also suspends licenses based on administrative determination that a person operated a motor vehicle with an excessive alcohol level or was under the legal drinking age and was operating a motor vehicle with any amount of alcohol. The Division manages the Ignition Interlock program and associated requirements that allow a driver to restore driving privileges with the installation of an approved ignition interlock device.

In 2008 the division implemented legal presence and residency laws which requires holders' of a driver's license or identification card to provide proof of legal presence in the US and residency or domicile in this state before obtaining or renewing a credential.

LICENSES:

Driver Education School & Instructors Licenses
Motor Vehicle Operator's License; Class A, B, & C
Motor Vehicle Learner's Permits

PUBLICATIONS:

All Rules are provided at no fee.
Rules & Regulation
The Maine Point System and Administrative License Suspension
Driver License Examination Rules
Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle
Rules for the Suspension of Commercial Driver's License
Rules for the Suspension of Licenses for Failure to Comply with Child Support Orders
Rules Governing Motorcycle Rider Education
Rules Governing Driver Education
Rules Governing Driver License Restrictions
Rules Governing the Sale of Records and Database Related to Driver History, Driver Licensing and Motor Vehicles
Rules for Ignition Interlock Devices
Driver License Examination Manuals - CDL, non-CDL and motorcycle

World Wide Web: <http://www.maine.gov/sos/bmv>

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF ELECTIONS AND APA MELISSA PACKARD, DIRECTOR TRACY WILLETT, ASSISTANT DIRECTOR

Central Office: CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0101
Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-6545
Established: 1996 *Telephone:* (207) 624-7650
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250M *Citation:* *M.R.S.A., Sect.:*

PURPOSE:

The purpose of this Division is to supervise and administer all elections for federal, state and county offices and statewide referenda, and in that capacity advise election officials from 500 municipalities, 600 candidates and the general public regarding election laws and procedures; conduct training sessions for municipal election officials; prepare, proofread and distribute 2,750 separate ballot types and other election materials; tabulate official election results; supervise recounts of contested races; oversee the application of the State's

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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 2,100 rules filed under the Administrative Procedure Act for all State agencies and arranges for the publication of rule-making notices.

ORGANIZATION:

The Director is responsible for the functions of the division, 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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF INFORMATION TECHNOLOGY

DONNA GRANT, DEP SEC. OF STATE

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04330

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9291

Established: 2007

Telephone: (207) 624-9279

Reference: Policy Area: 00 Umbrella: 29 Unit: 2501 Citation: M.R.S.A., Sect.:

PURPOSE:

The Office of Information Services maintains a data Center for the Department of the Secretary of State, and supports the data and technology needs of the Bureau of Motor Vehicles, the Bureau of Corporations, Elections and Commissions, the Maine Stated Archives and the Secretary of State's office.

ORGANIZATION:

The Office of Information Services was established in August of 2006 and provides IT support to the bureaus and offices within the Department of the Secretary of State. Prior to 2006, the computer services unit was part of the Administrative Services Division at the Bureau of Motor Vehicles.

PROGRAM:

In Fiscal Year 2015, the Office started a rewrite of the BMV plate inventory and expanded the document management project by continuing to add documents to the project. The Office kicked off the rewriting of Corporation's software, and completed a digital archives infrastructure for the Maine State Archives. The Office developed an Information Technology Security Charter and Procedures and Guidelines to implement Charter objectives and requirements. Driver licensing

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software was modified to comply with new federal requirements. A hardware and software inventory tracking schedule has been developed to track expiration dates of licenses and maintenance contracts.

FINANCES, FISCAL YEAR 2015: 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 04330

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9258

Established: 1980

Telephone: (207) 624-9257

Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250E *Citation:* T0029-A *M.R.S.A., Sect.:* 000000152

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, consumer complaints and all other law enforcement assignments, assigned by the Deputy Secretary of State. The Office oversees the management and training of the Secretary of State's Critical Incident Management Plan.

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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF LEGAL AFFAIRS ROBERT O'CONNELL, DIRECTOR SUSAN COLE, ASSISTANT DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04330

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9113

Established: 2009

Telephone: (207) 624-9091

Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250F *Citation:* *M.R.S.A., Sect.:*

PURPOSE:

The Division of Legal Affairs, Adjudications and Hearings was established to manage and administer the adjudicatory hearings program and the Motor Vehicle Franchise Board and to provide legal advice, research and direction and guidance to the Bureau.

ORGANIZATION:

The Director is responsible for oversight of a legal staff who conducts

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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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS) DANIEL ONION, CHAIRMAN

TTY: (711) 000-0000

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04330

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9319

Established: 1981

Telephone: (207) 624-9000

Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 259 *Citation:* T0029-A 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 examination and confidential report to be made by one or more members of the board or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the board by a physician of his choice, which must be given due consideration by the Board.

ORGANIZATION:

The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State. To date, there are board members representing the specialties of cardiology, gerontology, internal medicine, neurology or neurological surgery, ophthalmology, psychiatry, family practice and rehabilitative medicine and may include additional members who are professionals in relevant medical fields.

PROGRAM:

The Medical Advisory Board is required to meet at least once every two years and may hold as many meetings as necessary. Additionally the board shall advise the Secretary of State on written medical and vision standards related to operator's licensing which may be adopted as rules and it shall coordinate efforts to educate health care providers and the public in the medical aspects of motor vehicle operating licensing. The board met 4 times in FY15 and maintains a calendar of scheduled meetings.

PUBLICATIONS:

Functional Ability Profiles Governing the Physical, Mental and Emotional

DEPARTMENT OF THE SECRETARY OF STATE

Competence to Operate a Motor Vehicle

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF MOTOR VEHICLES

PATTY MORNEAULT, DEPUTY SECRETARY OF STATE
LESLIE SOARES, SECRETARY SPECIALIST

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04330

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9013

Established: 1905

Telephone: (207) 624-9023

Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 250A *Citation:* T0029-A *M.R.S.A., Sect.:* 000000351

Average Counts-All Positions: 369.00

Legislative Count: 369.00

PURPOSE:

The Bureau of Motor Vehicles was established to provide public safety and better regulation of traffic through administration of the laws of the State relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Bureau provides various motor vehicle registration, license and title services to the residents of Maine at the main office and thirteen branch locations throughout the state.

The Bureau 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 fiscal year 1997, 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 fiscal year 2001, the functions of the Planning Office were transferred to the Administrative Services Division. In 2007, the Division of Public Services was created to focus on customer service. In 2009, the Division of Driver License Services was reorganized resulting in the creation of the new Division of Legal Affairs, Adjudications, and Hearings.

DEPARTMENT OF THE SECRETARY OF STATE

PROGRAM:

The Bureau provides licensing, registration, and title services through 13 branch office locations, 22 outreach stations operated by 2 mobile units, the main office in Augusta and 468 municipal agents.

The Bureau continues to expand its online services to include driver license and ID card renewals and replacements, organ donation, driving records, trailer registration renewals, over-limit permits 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	13,589,598		63,446	13,526,152		
HEALTH BENEFITS	5,719,135		24,301	5,694,834		
RETIREMENTS	2,562,975		14,865	2,548,110		
OTHER FRINGE BENEFITS	271,142		1,327	269,815		
COMPUTER SERVICES	1,630,614				1,611,992	18,622
CONTRACTUAL SERVICES	4,471,845		3,394	4,239,999	228,452	
RENTS	1,540,821		207	1,538,955		1,659
COMMODITIES	1,348,775		73,938	1,268,143	6,694	
GRANTS, SUBSIDIES, PENSIONS	984,279		984,279			
BUILDING IMPROVEMENTS	364,342			364,342		
EQUIPMENT	162,522			162,522		
TRANSFER TO OTHER FUNDS	1,528,432		8,815	1,513,317	6,300	
TOTAL EXPENDITURES	34,174,480		1,174,572	32,738,181	261,727	

DIVISION OF PUBLIC SERVICES

JENNIFER PEASE, DIRECTOR
VICKI LAWRY, OFFICE SPECIALIST 1

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04330
Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9013
Established: 2007 *Telephone:* (207) 624-9008
Reference: Policy Area: 00 Umbrella: 29 Unit: 250N Citation: *M.R.S.A., Sect.:*

PURPOSE:

The Division of Public Services carries out the mission and objectives of the Bureau of Motor Vehicles under the direction of the Deputy Secretary of State and as prescribed by law. The focus of the Division is on providing a wide range of licensing and motor vehicle services to the citizens and businesses throughout the State of Maine, and maintaining offices at convenient places to carry out duties related to applications for registration of and licenses for the operation of motor vehicles.

DEPARTMENT OF THE SECRETARY OF STATE

ORGANIZATION:

The Division of Public Services operates under the direction of the Deputy Secretary of State for the Bureau of Motor Vehicles. The Division is comprised of the Director and Office Specialist as well as three Senior Section Managers who oversee thirteen Branch Managers and seventy-one Customer Representative Associates in three Field Operations Units; the Southern, Central, and Northern Districts. Within the districts are thirteen branch office locations and two Mobile Units that visit twenty-two outreach stations throughout Maine communities on a regular basis. In addition to the Field Operations Units, the Division also reaches the public through our partnership with eight AAA branch locations around the state.

PROGRAM:

Services offered by the Division include, but are not limited to, the processing and issuance of commercial and non-commercial driver licenses, driver permits, state identification cards, commercial and passenger vehicle registrations, trailer registrations, commercial vehicle permits, and disability placards. The Division works closely with the many divisions within the Bureau of Motor Vehicles to follow changing requirements and address operational needs, and was recently reorganized to redouble its focus on public services. Efforts include providing a more user friendly lobby management system, improving efficiency through the identification and use of existing and emerging technologies, improvement of customer service commitments and relationships through personal contact, and increase the integrity between the Bureau and citizens of Maine.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF RECORDS MANAGEMENT SERVICES

TAMMY MARKS, DIRECTOR

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0084

Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-5517

Established: 1971

Telephone: (207) 287-5799

Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 255R *Citation:* T0005 *M.R.S.A., Sect.:* 000000095

PURPOSE:

The Division of Records Management Services, established under the authority of the State Archivist, assists State Agencies in managing their records by means of 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.

During fiscal year 2015, the State Records Center provided nearly 51,000 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 Secretary of State's Bureau of Information Services and with the Office of Information Technology to ensure the preservation of digital records and permanently valuable (archival) digital documents from throughout State government.

PROGRAM:

By law, the Maine State Archives furnishes copies of archival materials in its possession. The Imaging Center provides this service and photographs and microfilms paper records that are deemed too fragile to be handled. A digital and/or microfilm copy is generated for safe Research Room use and for preservation. The Imaging Center duplicates and preserves thousands of images in Archives holdings and provides large format preservation scanning and image reproduction for records such as maps, trademarks, photographs, muster rolls, and

DEPARTMENT OF THE SECRETARY OF STATE

charts.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

REGULATORY FAIRNESS BOARD
MATTHEW DUNLAP, SECRETARY OF STATE

Central Office: 103 SEWALL STREET, AUGUSTA, ME 04330
Mail Address: 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX:* (207) 287-8598
Established: 2011 *Telephone:* (207) 626-8410
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 666 *Citation:* T0005 *M.R.S.A., Sect.:* 0000090-T

PURPOSE:

The Regulatory Fairness Board exists to hear testimony and to report to the Legislature and Governor at least annually on regulatory and statutory changes necessary to enhance the State's business climate.

ORGANIZATION:

The Regulatory Fairness Board was created in Public Law, Chapter 304 (2011) and consists of the Secretary of State, who serves as chair, and four public members appointed as follows: two members appointed by the Governor; one member appointed by the President of the Senate; and one member appointed by the Speaker of the House.

PROGRAM:

The Board has held two public hearings, receiving oral and written testimony from constituents regarding a range of statutes and rules affecting their businesses. The board issued an annual report to the Legislature with recommendations based on the work the board had done over the past year.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF THE SPECIAL ADVOCATE
PEGGY SCHAFFER, SPECIAL ADVOCATE

Central Office: 103 SEWALL STREET, AUGUSTA, ME 04330
Mail Address: 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX:* (207) 287-8598
Established: 2011 *Telephone:* (207) 626-8410
Reference: Policy Area: 00 *Umbrella:* 29 *Unit:* 665 *Citation:* T00005 *M.R.S.A., Sect.:* 0000090-N

PURPOSE:

The Bureau of the Special Advocate exists to assist in resolving regulatory enforcement actions affecting small businesses that, if taken, are likely to result in significant economic hardship, and to advocate for small business interests in other regulatory matters.

ORGANIZATION:

The Bureau of the Special Advocate was created in Public Law, Chapter 304 (2011) and reports directly to the Secretary of State.

PROGRAM:

The Bureau of Special Advocate established and followed protocols to directly assist 15 businesses seeking to address a variety of regulatory actions;

DEPARTMENT OF THE SECRETARY OF STATE

monitored several statutory changes that impact small businesses, including several issues with liquor licensing. The Small Business Advocate helped establish the Maine Broadband Coalition to advocate for legislation to expand broadband in rural Maine, which directly impacts businesses across the state. Additionally, the Special Advocate helped at least 30 businesses with referrals and other guidance; and staffed the Regulatory Fairness Board.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF VEHICLE SERVICES GARRY HINKLEY, DIRECTOR

TTY: (207) 624-9085

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04330

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 624-9204

Established: 1970

Telephone: (207) 624-9191

Reference: Policy Area: 00 Umbrella: 29 Unit: 250S Citation: T0029A M.R.S.A., Sect.: 000000101

PURPOSE:

The purpose of the Division of Vehicle Services is to administer those motor vehicle laws pertaining to the titling and registration of all classes of motor vehicles and trailers. Vehicle Services also administers the commercial vehicle laws. Programs administered include titling and registration requirements, disability parking placards and plates, the municipal excise tax reimbursement program, the International Registration Plan (IRP), short term gross weight increase permits, long term trailers, and fuel use programs including the International Fuel Tax Agreement (IFTA). Further the division administers the federal heavy vehicle use tax program, other tax programs, the Uniform Carrier Registry (UCR), and over dimensional/overweight permits for the movement of non-divisible loads. The division also establishes and maintains motor vehicle reciprocity agreements between the State of Maine and other jurisdictions. The division conducts motor carrier audits for IRP, IFTA, and UCR compliance.

The Division is responsible for training municipal registration agents.

The Division's Motor Carrier Services Office staffs the Motor Carrier Review Board. In 1996, the Board developed and adopted its rules for conducting carrier reviews. The Motor Carrier Services Office also participates in the Federal Motor Carrier Safety Administration's Performance and Registration Information Systems Management (PRISM) program and the Commercial Vehicle Information Systems and Networks (CVISN) program. These programs are designed to improve motor carrier safety and efficiency.

ORGANIZATION:

This division, formerly named the Division of Public Services, was established as one of four Bureaus in 1970 and reorganized into a division in 1978.

With the reorganization in 1999, this division became the Division of Vehicle Services and took on the Commercial Vehicle programs, Dealer Licensing, and the Title and Anti-Theft unit.

PROGRAM:

The division continues to provide a single point of contact for the trucking industry, and oversees the issuance of various commercial vehicle credentials. The effort to increase administrative efficiency and improve the database on commercial vehicles is ongoing. The division also oversees the administration of laws pertaining to 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

DEPARTMENT OF THE SECRETARY OF STATE

fiscal year 2001, the online service to check vanity plate availability was introduced. In fiscal year 2005, online over dimensional permits became available. In 2015, an online replacement title application was implemented.

Also in fiscal year 2005, the vanity plate website was expanded to allow Maine citizens to order their vanity plate choice, using the online service. IFTA E-file and online UCR registration were introduced in 2007. In 2008, Rapid Renewal was expanded to include certain non-resident military renewals. The division oversees various specialty and recognition registration plate programs.

In 2014, the Division implemented a new web-based IFTA computer system; and implemented a non-governmental registration agent program to allow non-governmental agents to issue long term and annual trailer registrations, and motor vehicle registrations.

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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE

RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE

GRANT T. PENNOYER, EXECUTIVE DIRECTOR

Central Office: STATE HOUSE, AUGUSTA, ME 04333-0115

Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621

Established: 1997

Telephone: (207) 287-1615

Reference: Policy Area: 00 *Umbrella:* 32 *Unit:* 627 *Citation:* T0003 *M.R.S.A., Sect.:* 000000162

PURPOSE:

The Reserve Fund for State House Preservation and Maintenance was established to provide sufficient funds for major repairs and renovations to the State House in accordance with 3 M.R.S.A., section 162, sub-section 12-A. After excluding projects that would be more cost effective to complete at a later date, upon the 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, 2015 Revision. In addition to continuing preparation for previously approved roofing repairs to begin in 2016, key projects include the replacement of entry doors and granite repair at the west wing of the State House, mechanical repairs, paver sealant, stairs and pavement inspection and repair, painting and cosmetic upgrades in public areas of the building and exterior granite inspection and repair.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	1,522,334	1,522,334				
TOTAL EXPENDITURES	1,522,334	1,522,334				
RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	1,522,334	1,522,334				
TOTAL EXPENDITURES	1,522,334	1,522,334				

DEPARTMENT OF TRANSPORTATION

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: 2046.910 *Legislative Count:* 826.50
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's mission is to responsibly provide our customers the safest and most reliable transportation system possible, given available resources. MaineDOT was established to plan and develop transportation facilities and services designed to contribute to the economic growth of the State of Maine and the well-being of its people. MaineDOT plans for future transportation needs, and assists in the development, operation, and maintenance of services and facilities, while promoting transportation safety. Key links in the transportation network are a highway system developed to promote safety, personal mobility, economic considerations, community values, and environmental conservation; port and water transportation facilities that support development of coastal resources; freight-and passenger-rail facilities to serve commerce and provide transportation alternatives; transit services for inter- and intra-city travel, and for elderly and disabled populations; and an aviation infrastructure developed with the assistance of the department. MaineDOT, on behalf of the state, also administers all federal or other monies intended for transportation uses.

ORGANIZATION:

Maine Department of Transportation had its origin in 1905, when a Commissioner of Highways was appointed by the Governor and charged with compiling statistics, disseminating information, working for better highways, and advising local officials on the best means of building and maintaining roads and sidewalks. In 1907, the Commissioner became head of a new State Highway Department, which was created to apportion money to political subdivisions, plan road improvements, and contract for road construction. In 1913, both the department and the office of Commissioner of Highways were abolished and replaced by a State Highway Commission, which consisted of three members whom the Governor appointed.

When the state highway system began to grow and state responsibility for highway construction and maintenance increased, the State Highway Commission expanded to include a central office in Augusta and seven offices located throughout the state. During the state government reorganization of 1972, the Commission was dissolved, and all of its functions were transferred to a newly established Department of Transportation headed by a Commissioner appointed by the Governor.

At the same time, several independent, transportation-related agencies such as the Maine Port Authority were integrated into the department. Major changes occurred once again in 1981 when the Commissioner was authorized to organize the department into bureaus and other units.

PROGRAM:

The program of MaineDOT is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

MaineDOT Goals are:

1. **MANAGE THE EXISTING SYSTEM:** Effectively manage Maine's existing transportation system for safety and effectiveness within reliable funding levels.
2. **SUPPORT ECONOMIC OPPORTUNITY:** Wisely invest available resources to support economic opportunity for our customers.
3. **BUILD TRUST:** Demonstrate our core values of integrity, competence, and service, both individually and organizationally.

DEPARTMENT OF TRANSPORTATION

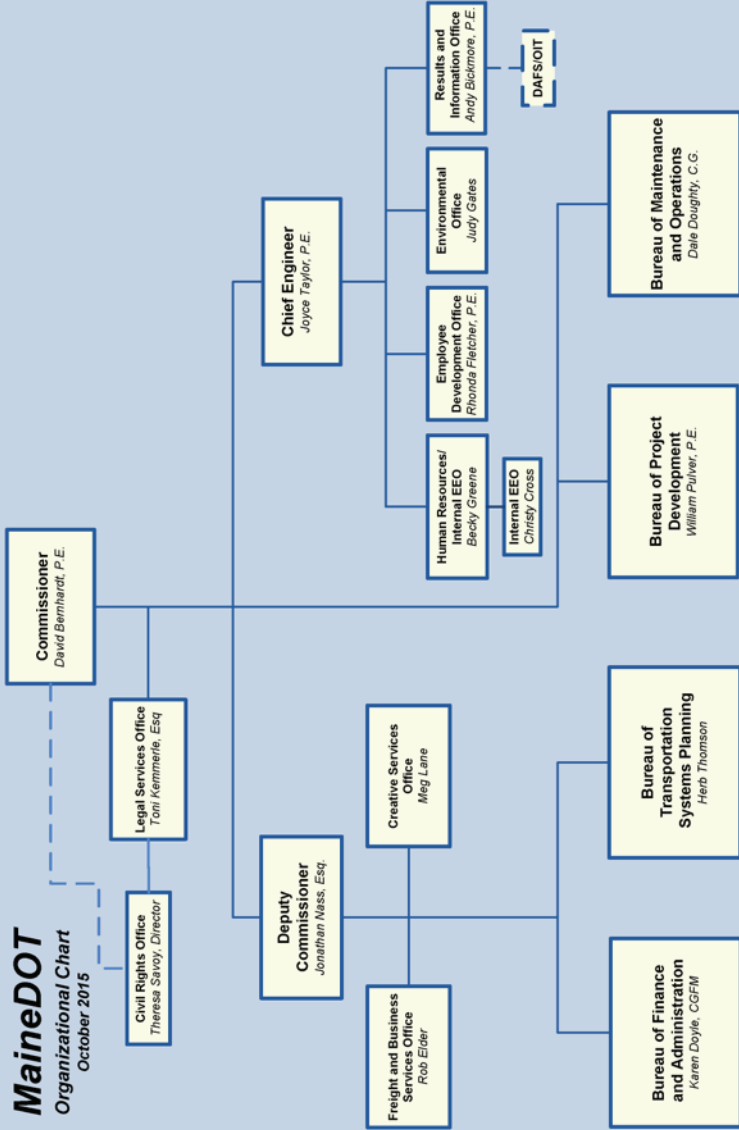
FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	79,775,941		1,931,990	55,509,294	13,167,480	9,167,177
HEALTH BENEFITS	34,165,715		162,624	25,282,445	4,951,748	3,768,898
RETIREMENTS	15,064,981		106,694	10,728,583	2,552,237	1,677,467
OTHER FRINGE BENEFITS	1,820,126		9,527	1,334,688	234,581	241,330
COMPUTER SERVICES	7,074,958		133	6,276,016	445,204	353,605
CONTRACTUAL SERVICES	89,665,047		3,808,965	28,858,836	24,806,890	32,190,356
RENTS	23,703,297		329,321	20,693,463	792,694	1,887,819
COMMODITIES	29,730,587		1,178,267	19,986,466	5,008,667	3,557,187
GRANTS, SUBSIDIES, PENSIONS	35,287,238		4,389,599	21,553,310	7,923,514	1,420,815
EQUIPMENT	295,552,533		52,818,547	27,571,223	149,040,768	66,121,995
INTEREST-DEBT RETIREMENT	35,340,413			18,389,273	16,944,023	7,117
TRANSFER TO OTHER FUNDS	8,127,684		84,324	7,675,102	2,057	366,201
TOTAL EXPENDITURES	655,308,520		64,819,991	243,858,699	225,869,863	120,759,967

MaineDOT

Organizational Chart

October 2015



DEPARTMENT OF TRANSPORTATION

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: 100.000 Legislative Count: 100.00

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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCE AND ADMINISTRATION	TOTAL	SPECIAL		HIGHWAY	FEDERAL	MISC
	FOR	GENERAL	REVENUE			
EXPENDITURES	ALL FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	4,636,568		42,253	4,594,315		
HEALTH BENEFITS	1,829,489		17,997	1,811,492		
RETIREMENTS	902,395		8,175	894,220		
OTHER FRINGE BENEFITS	86,423		802	85,621		
COMPUTER SERVICES	1,389,825			1,389,825		
CONTRACTUAL SERVICES	1,780,730		173,809	1,606,921		
RENTS	208,429		10,329	198,100		
COMMODITIES	437,164		3,723	433,441		
GRANTS, SUBSIDIES, PENSIONS	944			944		
TRANSFER TO OTHER FUNDS	561,399		492	560,907		
TOTAL EXPENDITURES	11,833,366		258,524	11,574,842		

MAINE AERONAUTICAL ADVISORY BOARD

SUE MOREAU, MULTIMODAL PLANNING DIV.

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 FAX:
 Established: 1978 Telephone: (207) 624-3239
 Reference: Policy Area: 08 Umbrella: 17 Unit: 245 Citation: T0006 M.R.S.A., Sect.: 000000302

DEPARTMENT OF TRANSPORTATION

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 the Bureau of Planning or Designee is an ex officio member of the board. The Board meets at the call of the chairman, or at the call of at least 3 members of the Board. Members serve without compensation or expenses.

PROGRAM:

The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and improving the State's role in statewide aviation matters. The Board makes recommendations and proposes initiatives to improve the air transportation system and will make recommendations on potential legislation.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE STATE FERRY ADVISORY BOARD RICK DUBOIS, DIRECTOR, MULTIMODAL OPER

Central Office: 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:

In FY 2015, the Board advised MSFS management on the following key issues:

- The needs analysis for increased parking at the Rockland and Lincolnville terminals. The primary investigation took place during peak season conducting parking counts throughout the day and passenger surveys at the Rockland location with a similar survey performed at Lincolnville. The goal is to outline the extent of the parking demand and offer solutions by early fall.

- Frenchboro's cancellation and makeup trip policies and the associated impact on Swan's Island. At Swan's Island request, it was proposed that make up trips

DEPARTMENT OF TRANSPORTATION

during the winter schedule be made on Friday's since there is no 1:30 trip. A careful analysis of the schedule was performed and it was determined that MSFS cannot accommodate this request within the existing schedule.

- MSFS financial reports indicated a \$475K overall increase of expenditures, primarily due to vessel maintenance and repair.
- CY 2013-2014 ridership report: Total vehicles were up 2.9% and total passengers were up 3.6%.
- The Vinalhaven layover berth project was suspended as the preliminary design indicated that it would have been significantly more expensive than expected and that some of the work may have put the existing pen at risk. Utilization of the Vinalhaven town wharf as a MSFS vessel layover berth was also explored. A determination was made not to pursue due to available water depth in relation to vessel navigational draft.
- Priority status was provided to effect repairs to the Matinicus Island wharf based on inspection results and request from the Matinicus Island advisory board member. The Department programmed and executed the rehabilitation project.
- Vinalhaven sewer project was completed.
- Wi-Fi was installed at all terminal locations.
- North Haven, Bass Harbor and Swan's Island terminal improvements including roofing, lighting, flooring and painting were completed.
- Ferry trip cancellations and island community impact due to emergency trips. The MSFS must adhere to USCG enforced work hour limitations and prescribed rest periods. However, the MSFS strives to identify relief crews, when available to maintain continuity of operations.
- Federal Transit Administration (FTA) random alcohol testing requirement for safety sensitive positions were implemented.
- Passenger limitations during the transportation of propane aboard MSFS vessels and associated impact. In an effort to mitigate customer impact, trips carrying propane are being published at the terminals, island municipal buildings as well as notifications via the MSFS website and text alert system so passengers can plan accordingly.
- Fleet maintenance, infrastructure and goals. A fleet management strategy was drafted and is being implemented to aid the planning process for continued vessel maintenance and replacement efforts.
- Recruitment and retention efforts. A 15% recruitment and retention stipend for AB positions was implemented effective 8/30/14. In addition, the Commissioner has a continuing commitment to reviewing all MSFS position classifications to ensure all duties and responsibilities are adequately reflected.

FINANCES, FISCAL YEAR 2015: 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: 1373.790 *Legislative Count:* 185.00

PURPOSE:

To sustain Maine's transportation network, the Bureau of Maintenance and

DEPARTMENT OF TRANSPORTATION

Operations performs work in three primary areas: Maintenance, Operations, and Production support. Each of these areas has numerous work activities which are recorded by the Bureau as a measure of yearly accomplishments. The information collected is measured to the Department's established levels of service. Heavy and medium trucks, and any associated heavy equipment, are managed through an enterprise account managed by MaineDOT Fleet Services. Our work force has expertise in many diverse specialties, subject areas which are combined with the knowledge by the Bureau and its employees, of the geographic challenges. This approach allows for a streamlined delivery of projects effectively utilizing the expertise of not only our state forces but contractors as well. This collaboration allows the Bureau to achieve, and sometimes exceed their goals.

ORGANIZATION:

The Bureau of Maintenance and Operations consists of five geographic Regions, the Maine State Ferry Service, Fleet Services, and a Central Headquarters unit.

PROGRAM:

MaineDOT's Bureau of Maintenance and Operations (M&O) operates Maine's diverse transportation system. This includes not only the state's highways, but the management and operation of 478 miles of rail owned by the state, the Maine State Ferry Service, operations and oversight of state owned airports and the numerous bridges owned and maintained by the State or Maine.

Within our State highway systems, M&O is responsible for snow and ice control on Maine's 8,300 lane miles of state highways, according to established Customer Service Levels. Six hundred of these lane miles are contracted to be maintained by both contractors and municipalities. Additionally, M & O provides emergency response services 24 hours a day, 365 days a year.

The Bureau's work also includes summer highway maintenance on 8,400 centerline miles of state and state aid highways; inspection and maintenance of over 2,700 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. The Bureau also manages the maintenance and operations of over 478 miles of state owned railroad lines. Of these rail lines, 372.61 miles of it are active rail, assisting in the transporting of goods across the state. M&O also manages highway access, signing, and additional traffic services to state, federal and municipal projects. The Bureau of Maintenance and Operations maintains a Radio Room open 24 hours a day 365 days a year to manage emergency field operations, keep travelers informed of conditions on highways, as well as to work as a liaison with other State entities during an event. Also, the maintenance of rest areas, Visitor Information Centers, the Penobscot Narrows Bridge Observatory and Maine's 511 Traveler Information system which keeps local residents as well as visitors to the state informed, safe and comfortable during travel on our highways. In order to perform this work, M&O's operating resources include:

==> Augusta headquarters, along with five regional offices, seven Ferry Service terminals, and Fleet Services is responsible for the maintenance, purchase and upkeep of the Bureau's heavy equipment. Within the five regions there are 150 smaller crew maintenance facilities;

==> 778 pieces of heavy equipment;

==> Allocation of 1460 full-time employees (FTE's), including 86 FTE's responsible for the year round operation of the Maine State Ferry Service.

DEPARTMENT OF TRANSPORTATION

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	46,890,922		19,849	39,701,127	1,605,976	5,563,970
HEALTH BENEFITS	21,567,498			18,512,681	680,299	2,374,518
RETIREMENTS	8,684,547			7,350,762	320,340	1,013,445
OTHER FRINGE BENEFITS	1,185,842			997,723	30,849	157,270
COMPUTER SERVICES	2,623,035			2,241,261	93,600	288,174
CONTRACTUAL SERVICES	36,326,115		30,800	19,843,830	288,386	16,163,099
RENTS	21,265,617		308,697	18,534,236	536,565	1,886,119
COMMODITIES	25,470,820		864,729	16,858,607	4,500,484	3,247,000
GRANTS, SUBSIDIES, PENSIONS	20,734,197			20,734,197		
EQUIPMENT	9,258,566			8,733,522	525,044	
INTEREST-DEBT RETIREMENT	7,118			1		7,117
TRANSFER TO OTHER FUNDS	1,453,028			1,181,728		271,300
TOTAL EXPENDITURES	195,467,305		1,224,075	154,689,675	8,581,543	30,972,012

**MAINE PILOTAGE COMMISSION
BRIAN DOWNEY, ADMINISTRATOR
KIM KING, TRANS PLANNING ANALYST**

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) 899-7123
 Reference: Policy Area: 08 Umbrella: 17 Unit: 387 Citation: T0038 M.R.S.A., Sect.: 000000089

PURPOSE:

The Maine Pilotage Commission was established to provide for a system of state pilotage devoted to the preservation and protection of lives, property, the environment and vessels entering or leaving state waters. It also acts to ensure the highest standard of efficiency and the availability of pilots that are well-qualified for the discharge of their duties in the aid of commerce and navigation.

ORGANIZATION:

The Maine Pilotage Commission is made up of seven (7) members appointed by the Governor for three-year staggered terms. These members represent the three major pilotage areas of the state, businesses that use the services of pilots, and public members. An Administrator is appointed by the Commissioner of the Department of Transportation. Typically, the Commission meets three times a year for non-emergency business.

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 2015, there were no new licenses issued; four (4) five-year renewed licenses were re-issued; and one (1) new route endorsement was issued. There are ten (10) active, two (2) inactive and one (1) in-training Maine Pilotage Commission pilots.

PUBLICATIONS:

www.maine-pilotage.com

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FINANCES, FISCAL YEAR 2015: 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 MaineDOT Bureau of Planning conducts continuing, cooperative and comprehensive transportation planning for all modes and in all areas of the state, as well as Work Plan development in support of the department's mission, "to responsibly provide our customers the safest and most reliable transportation system possible, given available resources." The fundamental work product of the bureau is the annual Work Plan, and all planning activities of the bureau ultimately result in its development and implementation. As such, the bureau plays a central role in establishing what projects will be constructed or undertaken, and what activities will be performed to achieve across the department in pursuit of MaineDOT's mission and goals. The bureau fulfills federal and state transportation planning requirements, and bureau staff provides technical assistance in transportation planning to municipalities, regional entities and the general public. Under U.S. Department of Transportation Guidance, MaineDOT must meet certain planning and policy goals in order to receive federal transportation funding. In this regard, all state departments of transportation are directed to spend 2% of core Federal Highway Administration funding on planning and research. The bureau works closely with all bureaus and offices in the department and shares administrative support staff with the Office of Freight and Business Services.

ORGANIZATION:

The MaineDOT Bureau of Planning conducts continuing, cooperative and comprehensive transportation planning for all modes and in all areas of the state, as well as Work Plan development in support of the department's mission, "to responsibly provide our customers the safest and most reliable transportation system possible, given available resources." The fundamental work product of the bureau is the annual Work Plan, and all planning activities of the bureau ultimately result in its development and implementation. As such, the bureau plays a central role in establishing what projects will be constructed or undertaken, and what activities will be performed to achieve across the department in pursuit of MaineDOT's mission and goals. The bureau fulfills federal and state transportation planning requirements, and bureau staff provides technical assistance in transportation planning to municipalities, regional entities and the general public. The bureau works closely with all bureaus and offices in the department and shares support staff with the Office of Freight and Business Services.

PROGRAM:

Scoping Division

The Scoping Division develops project 'purpose and need', defines projects, assigns appropriate cost shares and secures project agreements. This division is involved with high-profile, or high-cost projects, as well as potential economic-development opportunities. This division is responsible for enhanced project scoping, traffic analysis, traffic modeling, maintaining the statewide travel-demand model, major planning studies, metropolitan-planning engineering oversight, metropolitan-planning organization planning oversight, competitive grant project scoping, the Safety Hazard Elimination project scoping, Intelligent Transportation Systems planning, and planning-project visualization.

Work Plan Division

The Work Plan Division uses data-driven analyses to support resource allocation, project prioritization and project selection. The division's Program Development

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Section develops and publishes the department's calendar year-based Work Plan, including resource allocation and project selection. The division also prepares the federally required Statewide Transportation Improvement Program (STIP) and coordinates some reporting to federal agencies.

Multimodal Planning Division

The Multimodal Planning Division conducts planning activities statewide for public transit (buses), passenger rail, aviation, public ferries and MaineDOT's bicycle and pedestrian program; manages and administers transit grants and oversees transit operations; purchases equipment on behalf of regional transit agencies; administers aviation grants; and provides aviation engineering oversight. The division is responsible for program compliance for the Federal Transit Administration, for coordinating with other state agencies with transit-related responsibilities, and for identifying, prioritizing and selecting non-highway/bridge projects for the Work Plan.

Outreach Office

The Outreach Office conducts statewide planning activities as required by state and federal law, and to assist communities and stakeholders in addressing transportation issues. The office is responsible for the federally required Long-Range Statewide Transportation Plan (Long-Range Transportation Needs Assessment, or LRTNA), and for state oversight of non-metropolitan planning. Outreach staff works with MaineDOT Region Offices and capital programs and with the bureau's three divisions to identify highway/bridge and multimodal transportation needs, to conduct public process, to prepare applications for competitive grant programs, and to channel customer input to the Work Plan development process.

LICENSES:

N/A

PUBLICATIONS:

MaineDOT Work Plan for Calendar Years 2015-2016-2017 - free and online
Long-Range Statewide Transportation Plan- free and online
Numerous other publications and resources on a variety of technical subjects

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BUREAU OF PROJECT DEVELOPMENT

WILLIAM PULVER, DIRECTOR

RICHARD CRAWFORD, PROGRAM MANAGER

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:*

Established: 1972

Telephone: (207) 624-3350

Reference: Policy Area: 08 *Umbrella:* 17 *Unit:* 246 *Citation:* T0023 *M.R.S.A., Sect.:* 000004206

Average Counts-All Positions: 476.692

Legislative Count: 456.50

PURPOSE:

The Bureau of Project Development's mission is to deliver safe, cost effective, high quality transportation projects and services to Bureau customers on schedule. This entails development of transportation improvement projects from approval of funding through to construction completion, as well as delivery of 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 unique form that now combines functions into three project delivery Programs: Bridge, Highway, and Multimodal. Each Program is composed of multi-functional project teams each having full responsibility for delivery of a specified collection of projects. The Bureau's organization also

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includes three support units: Contracts, Property Office and Materials Testing & Exploration. Each of these units provides support for development of projects, but also Department wide assistance and external non-project services appropriate to their expertise.

PROGRAM:

The Department's overall transportation improvement program continues to emphasize improvement of the existing transportation network and facilities. Projects are developed through an inclusive process that is centered on minimizing and avoiding impacts during construction to the surrounding natural environment, to abutting property owners and to the traveling public. Available Federal funding, application of innovative financing 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	24,062,260		1,488,339	11,213,853	11,360,068	
HEALTH BENEFITS	9,186,617		31,538	4,958,272	4,196,807	
RETIREMENTS	4,692,041		16,973	2,483,600	2,191,468	
OTHER FRINGE BENEFITS	453,159		1,824	251,344	199,991	
COMPUTER SERVICES	2,719,738			2,644,929	74,809	
CONTRACTUAL SERVICES	40,823,660		1,935,172	7,408,085	23,406,903	8,073,500
RENTS	2,226,506		9,727	1,961,127	255,652	
COMMODITIES	3,197,878		10,903	2,694,418	492,557	
GRANTS, SUBSIDIES, PENSIONS	261,641			215,514	46,127	
EQUIPMENT	271,300,492		49,842,152	18,837,702	145,590,436	57,030,202
INTEREST-DEBT RETIREMENT	35,333,295			18,389,272	16,944,023	
TRANSFER TO OTHER FUNDS	1,060,798		44,289	1,016,509		
TOTAL EXPENDITURES	395,318,085		53,380,917	72,074,625	204,758,841	65,103,702

**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: 96.428 Legislative Count: 85.00

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 now reports directly to the Executive Offices. It is charged with planning and developing for a free-flowing intermodal freight network that offers Maine shippers greater choice among modes, increased

DEPARTMENT OF TRANSPORTATION

productivity, improved environmental and safety benefits and reduced transportation costs.

ORGANIZATION:

The Office of Freight and Business Services performs freight planning, program management and manages special projects and operations, such as the Maine Port Authority and rail operations, motor carrier enforcement and development/marketing. It advocates new freight and logistics ideas and technologies and implements economic development strategies in partnership with Maine businesses and shippers.

PROGRAM:

The OFBS is responsible for promoting freight transportation on Maine's highways, railroads, ports and harbors, and in the air. The office is involved in several initiatives, CVISN, with the Bureau of Motor Vehicles and the Maine State Police to utilize intelligent transportation systems technology in commercial vehicle regulation and operations. 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) and the Freight Rail Improvement Program to extend or improve rail access to businesses in an effort to reduce congestion on highways and provide transportation options to more efficient modes.

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 also coordinates with the Bureau of Planning on 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, 2014, provides policy and project guidelines for the office. The OFBS coordinates and develops MaineDOT initiatives with Canadian trade and foreign transportation like Iceland.

LICENSES:

Maine State Pilots License
Maine State Marine Pilots License

PUBLICATIONS:

The Office of Freight Transportation has the following publications available:
Integrated Freight Strategy, Free;
Intelligent Transportation Systems - Commercial Vehicle Operations Business Plan, Free;
Study of Impacts Carried by Exempting Currently Non-Exempt Maine Interstate Highways from Federal Truck Weight Limits
Maine State Rail Plan

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FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	4,186,192		381,549		201,436	3,603,207
HEALTH BENEFITS	1,582,112		113,090		74,642	1,394,380
RETIREMENTS	785,997		81,545		40,430	664,022
OTHER FRINGE BENEFITS	94,703		6,901		3,742	84,060
COMPUTER SERVICES	342,359		133		276,795	65,431
CONTRACTUAL SERVICES	10,734,542		1,669,184		1,111,601	7,953,757
RENTS	2,745		568		477	1,700
COMMODITIES	624,725		298,912		15,626	310,187
GRANTS, SUBSIDIES, PENSIONS	14,290,456		4,388,655	603,599	7,877,387	1,420,815
EQUIPMENT	14,993,476		2,976,395		2,925,288	9,091,793
TRANSFER TO OTHER FUNDS	5,052,460		39,543	4,915,958	2,057	94,902
TOTAL EXPENDITURES	52,689,767		9,956,475	5,519,557	12,529,481	24,684,254

TREASURY DEPARTMENT

(OFFICE OF) TREASURER OF STATE
TERRY HAYES, TREASURER OF STATE
KRISTI L. CARLOW, 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 Board of Emergency Municipal Finance, the Maine Public Utility Financing Bank, Dirigo Health Agency Board of Trustees, Indian Housing Mortgage Insurance Committee, Maine Vaccine Board, and chairs the NextGen College Investing Plan Advisory Committee.

ORGANIZATION:

The Office of the Treasurer of State was established by the Constitution of the State of Maine in 1820 with the Treasurer being elected biennially by both Houses of the Legislature sitting jointly. The Deputy Treasurer of State is designated by law as the chief clerk of the Office of the Treasurer and performs the duties of the Treasurer in the event of a vacancy or other absence.

PROGRAM:

The Office of the Treasurer processes all Cash Receipt Statements from all state departments. In fiscal year 2015, more than 126,810 were processed; more than 827,000 checks were distributed, as well as 658,000 electronic funds transfer vendor payments. Banking services provided to State departments are coordinated by the Treasurer's Office--including deposit access to 40 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 108 funds, averaged more than \$706 million in fiscal year 2015, and was managed for safety and liquidity with yield in mind. In fiscal year 2015 the Cash Pool earned more than \$2.63 million in earnings from investments, including more than \$602,000 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 2015 the State of Maine's outstanding general obligation bond principal was \$420.8 million. Four long-term investments--the Governor Baxter Trust, Lands Reserved Trust, Permanent School Trust and the Several Trust--are managed by the Office of the State Treasurer through contracts with third parties. A trust investment advisory committee led by the Treasurer provides policy advice and authorization for investment transactions. At the close of fiscal year 2015 the value of the trust funds was \$40.6 million.

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes; Annual list of Maine Citizen's Unclaimed Property; Website www.maine.gov/treasurer.

TREASURY DEPARTMENT

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	672,628	672,628				
HEALTH BENEFITS	274,677	274,677				
RETIREMENTS	136,808	136,808				
OTHER FRINGE BENEFITS	14,616	14,616				
COMPUTER SERVICES	94,552	32,303				62,249
CONTRACTUAL SERVICES	572,361	445,571	1,684			125,106
COMMODITIES	10,681	10,226				455
GRANTS, SUBSIDIES, PENSIONS	63,599,206		63,599,206			
INTEREST-DEBT RETIREMENT	77,753,854	77,477,976			275,878	
TRANSFER TO OTHER FUNDS	47		47			
TOTAL EXPENDITURES	143,129,430	79,064,805	63,600,937		275,878	187,810
 (OFFICE OF) TREASURER OF STATE						
	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	672,628	672,628				
HEALTH BENEFITS	274,677	274,677				
RETIREMENTS	136,808	136,808				
OTHER FRINGE BENEFITS	14,616	14,616				
COMPUTER SERVICES	94,552	32,303				62,249
CONTRACTUAL SERVICES	572,361	445,571	1,684			125,106
COMMODITIES	10,681	10,226				455
GRANTS, SUBSIDIES, PENSIONS	63,599,206		63,599,206			
INTEREST-DEBT RETIREMENT	77,753,854	77,477,976			275,878	
TRANSFER TO OTHER FUNDS	47		47			
TOTAL EXPENDITURES	143,129,430	79,064,805	63,600,937		275,878	187,810

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM
JAMES PAGE, CHANCELLOR
SAMUEL W. COLLINS, CHAIR OF THE BOARD

Central Office: 16 CENTRAL STREET, BANGOR, ME 04401

Mail Address: 16 CENTRAL STREET, BANGOR, ME 04401

Established: 1968

Reference: Policy Area: 02 *Umbrella:* 78 *Unit:* 421 *Citation:* S1967

FAX:

Telephone: (207) 973-3201

M.R.S.A., Sect.: 000000229

PURPOSE:

The University of Maine System is the coordinating, policy, and planning entity for Maine's seven public universities and eight educational outreach centers. In that role, it provides undergraduate, graduate, and professional education in a variety of fields, conducts research and performs public service for the people of the State. The System was established to "develop, maintain, and support a structure of public higher education in the State which will assure the most cohesive system possible for planning, action and service in providing higher 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 Governance and University Services (centralized statewide operations)
- > University of Maine

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

- > University of Maine at Augusta
(Includes University College, which consists of 8 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 2014 enrollment totaled 29,613, including many part-time and adult learners. Maine's seven public universities awarded 5,549 degrees in 2013-2014.

PUBLIC SERVICE. In addition to its instructional programs, the University System uses its university facilities, research capabilities, and faculty talent in direct support of community and individual needs throughout the State. A major example: University of Maine Cooperative Extension, supported by federal, state, and county governments, provides education and information directly to families, farmers, businesses, organizations, communities and individuals. Public service activities are encouraged at each university and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies, and the communication of information of importance to the citizens of Maine.

RESEARCH. The research mission of the University System includes expanding faculty skills and teaching competence, increasing knowledge of Maine resources and improving their practical use, and assisting the state and regional economies. Research is encouraged at all universities but is emphasized more at the University of Maine and the University of Southern Maine, which have been designated major centers for basic and applied research within the System. Contributions have been particularly strong in pulp and paper technology, forestry, engineering, law, applied science, public policy, and quaternary studies. University research unquestionably has benefited Maine's business, natural resources and government. State investment in research results in additional federal and private grants and creates additional jobs in Maine.

PUBLICATIONS:

- (1) Financial Report, University of Maine System:
<http://www.maine.edu/about-the-system/system-office/finances/annual-financial-reports/>
- (2) UMS World-Wide Web Site: <http://www.maine.edu/>

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	4,623,228					4,623,228
GRANTS, SUBSIDIES, PENSIONS	199,402,605	195,451,023	3,951,582			
TOTAL EXPENDITURES	204,025,833	195,451,023	3,951,582			4,623,228
BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	4,623,228					4,623,228
GRANTS, SUBSIDIES, PENSIONS	199,402,605	195,451,023	3,951,582			
TOTAL EXPENDITURES	204,025,833	195,451,023	3,951,582			4,623,228

INDEPENDENT AGENCIES - REGULATORY

MAINE CHARTER SCHOOL COMMISSION
SHELLEY REED, CHAIR
BOB KAUTZ, EXEC DIRECTOR

Central Office: 182 STATE HOUSE STATION, AUGUSTA, ME 04333-0182
Mail Address: 182 STATE HOUSE STATION, AUGUSTA, ME 04333-0182 *FAX:* (207) 287-2109
Established: 2011 *Telephone:* (207) 624-6728
Reference: Policy Area: 02 *Umbrella:* 90 *Unit:* 668 *Citation:* T0020A *M.R.S.A., Sect.:* 00002405-8

PURPOSE:

The Maine Charter School Commission was created by Public Law 2011, chapter 414, to authorize and monitor up to ten public charter schools in Maine. The statute provides guidance on the content of applications that must be filed by charter school founders.

The Maine Charter School Commission has adopted:

Chapter 1: Commission Organization and Operation, which describes the organization and operation of the Commission. Effective date: June 16, 2013 - filing 2013-129.

Chapter 2: Procedures for Commission Authorization of Public Charter Schools. This rule sets forth the process by which the Maine Charter School Commission solicits, accepts and reviews applications for the formation of public charter schools. The rule also sets forth the performance indicators that will be used as the performance framework for any approved application and minimum requirements for a sound charter contract in the monitoring and compliance of the contracted public charter schools. Effective date: June 16, 2013 - filing 2013-130.

Chapter 3: This rule sets forth the process by which the Maine Charter School Commission decides whether to renew the charter of a public charter school according to Maine Revised Statutes Title 20-A, Chapter 112, §2411, Charter Term and Renewal. Effective date: June 23, 2014 - filing 2014-120.

ORGANIZATION:

The Maine Charter School Commission originated in October 2011. The Commission consists of seven members appointed by the State Board of Education for 3-year terms. Three members must be members of the State Board, and these three members shall nominate the other four members who must be approved by a majority vote of the State Board.

PROGRAM:

In addition to fulfilling its statutory obligations, the Maine Charter School Commission provides information to organizers of proposed public charter schools.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CHARTER SCHOOL COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	6,765		6,765			
COMPUTER SERVICES	4,592	4,243	349			
CONTRACTUAL SERVICES	155,106	135,904	19,202			
COMMODITIES	1,632	1,614	18			
TRANSFER TO OTHER FUNDS	1,814		1,814			
TOTAL EXPENDITURES	169,909	141,761	28,148			

INDEPENDENT AGENCIES - REGULATORY

STATE BOARD OF EDUCATION
MARTHA HARRIS, CHAIR

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023
Established: 1949
Reference: Policy Area: 02 Umbrella: 90 Unit: 077 Citation: T0020A M.R.S.A., Sect.: 000000401
Average Counts-All Positions: 1.000

TTY: (888) 577-6690

FAX: (207) 624-6618

Telephone: (207) 624-6616

Legislative Count: 1.00

PURPOSE:

The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Education in matters concerning state laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to approve the formation of Community School Districts; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of career and technical education centers; to approve standards for school construction; to approve school construction projects for State aid; to work as a partner with the Department of Education regarding the Essential Programs and Services school finance process; to obtain information regarding applications for granting degrees; to accredit programs at institutions of higher education that train educators; to set the standards for educator's certification, authorization, and approval; to approve applications for out-of-state institutions who wish to offer degree granting programs in Maine; to review the applications for initial degree granting and make recommendations to the Legislature.

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, Public Law 2007, chapter 200, allowing student representation on the State Board of Education. As a result, in 2008 the Board's membership expanded from nine to eleven as it added two high school students (non-voting) who are also appointed by the governor.

PROGRAM:

In addition to fulfilling its statutory obligations, the State Board continues to lead Maine's effort to establish results-based initial teacher certification program; plays a leadership role in policy development and implementation of technology; and sponsors the Maine Teacher of the Year Program.

INDEPENDENT AGENCIES - REGULATORY

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	53,500	53,500				
HEALTH BENEFITS	19,947	19,947				
RETIREMENTS	7,222	7,222				
OTHER FRINGE BENEFITS	797	797				
COMPUTER SERVICES	982	982				
CONTRACTUAL SERVICES	61,794	61,794				
COMMODITIES	3,611	3,611				
TOTAL EXPENDITURES	147,853	147,853				

FUND INSURANCE REVIEW BOARD

MICHAEL BONZAGNI, CHAIR
THERESA J. SCOTT, CLERK

Central Office: 28 TYSON DR., AUGUSTA, ME 04333
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333
Established: 1993
Reference: Policy Area: 04 *Umbrella:* 90 *Unit:* 564 *Citation:* T0038
FAX: (207) 287-7826
Telephone: (207) 287-2651
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: two persons representing the petroleum industry, one of whom is nominated by the Maine Energy Marketers Association (MEMA), four members of the public, two of whom having expertise in biological science, earth science, engineering, insurance or law who are not employed in the petroleum industry and who do not have a direct and substantial financial interest in the petroleum industry; and two members who have expertise in oil storage facility design and installation, oil spill remediation or environmental engineering. 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; and (3) monitoring income and disbursements from the Groundwater Oil Clean-up Fund and adjusting fees as required to avoid a shortfall in the Fund. The board, at such times and in such amounts as it determines necessary, shall direct the transfer of funds from the Underground Oil Storage Replacement Fund to the Groundwater Oil Clean-up Fund.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - REGULATORY

MAINE HEALTH DATA ORGANIZATION

KARYNLEE HARRINGTON, ACTING EXECUTIVE DIRECTOR

Central Office: 151 CAPITOL STREET, AUGUSTA, ME 04333-0102

Mail Address: 102 STATE HOUSE STATION, AUGUSTA, ME 04333-0102 *FAX:* (207) 287-6732

Established: 1996

Telephone: (207) 287-6722

Reference: Policy Area: 05 *Umbrella:* 90 *Unit:* 590 *Citation:* T0022 *M.R.S.A., Sect.:* 000008703

Average Counts-All Positions: 6.000

Legislative Count: 6.00

PURPOSE:

The purpose of the Maine Health Data Organization (MHDO) as defined in Title 22, Chapter 1683, is to create and maintain a useful, objective, reliable, and comprehensive health information database that is used to improve the health care quality for Maine people and to promote transparency of the cost and quality of healthcare in the State in conjunction with the Maine Quality Forum through a publically accessible website.

ORGANIZATION:

The MHDO was created in 1996 as an independent executive agency to maintain and expand the health information database of its predecessor agency, the Maine Health Care Finance Commission. The MHDO has implemented rules and internal policies and procedures for the collection, processing, storage, data release and analysis of claims data, hospital inpatient and outpatient encounter data, hospital financial, restructuring and healthcare quality data. The organization exercises responsible stewardship specific to the security and privacy of the data when making the information accessible to the public.

The MHDO is governed by a Board of Directors as defined in Title 22 Chapter 1683 Section 8703: one member is an employee of the Department of Health and Human Services and one member is a representative of Dirigo Health; four members represent consumers; three members represent employers, with one being a representative of a health management coalition and one a representative of a statewide chamber of commerce; two members represent third-party payers; nine members represent providers (two represent hospitals, two represent physicians, one represents chiropractic services, one represents pharmacists, one represents federally qualified health centers, one represents a home health care organization and one represents mental health organizations). One member is an employee of the Department of Professional and Financial Regulation and serves in a nonvoting, consultative capacity.

PROGRAM:

MHDO created the nation's first All Payer Claims Database (APCD), which is a database of medical, dental, and pharmacy claims that are sent to the MHDO from commercial health insurance carriers, Third Party Administrators (TPA), Pharmacy Benefit Managers (PBM), as well as Medicare and Medicaid. There are over 60 commercial payers and two public payers' currently submitting data to the MHDO. In addition to collecting claims data, Maine was one of the first states to develop a database of hospital inpatient and outpatient hospital encounters. The collection of hospital inpatient data since 1980 makes MHDO's hospital inpatient database one of the most useful in the country for the study of long-term trends in disease and utilization patterns. MHDO has been collecting hospital outpatient (including emergency department) data since 1992. MHDO also collects hospital quality, financial and organizational data.

The MHDO continues its efforts in working with the National Association of Health Data Organizations to advocate for uniformity and for the implementation of national standard of health data among the states. The MHDO releases data to the Maine CDC and 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.

In fiscal year 2015 the MHDO Board met ten times. The Board continues to monitor the Agency's transformation efforts and progress towards its future state goals. See key accomplishments and future state documents here under September 3, 2015 Board Retreat Highlights <https://mhdo.maine.gov/imhdo/boardMtnngs.htm>

INDEPENDENT AGENCIES - REGULATORY

In fiscal year 2015, the MHDO convened a Consumer Advisory group to help the Agency design its new Healthcare Cost and Quality Website. The new website is supported by two Federal grants totaling approximately \$3.7 million.

The MHDO meets on a regular basis with several stakeholder groups as a way to improve external communications with data users, payers and consumers. The user groups provide the agency with feedback that helps guide the agency in its work. Information regarding the users groups can be found at https://mhdo.maine.gov/imhdo/latest_news.htm under User Groups.

PUBLICATIONS:

Examples of reports that have been generated using the MHDO data can be found at https://mhdo.maine.gov/external_reports.htm.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HEALTH DATA ORGANIZATION	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	161,920		161,920			
HEALTH BENEFITS	55,231		55,231			
RETIREMENTS	32,230		32,230			
OTHER FRINGE BENEFITS	2,676		2,676			
COMPUTER SERVICES	3,101,953		1,438,075		1,663,878	
CONTRACTUAL SERVICES	130,514		130,514			
RENTS	20,453		20,453			
COMMODITIES	1,138		1,138			
TRANSFER TO OTHER FUNDS	12,054		6,334		5,720	
TOTAL EXPENDITURES	3,518,169		1,848,571		1,669,598	

WORKERS' COMPENSATION BOARD

PAUL H SIGHINOLFI, EXEC DIR/CHAIR
JAN ADAMS, DD BUSINESS SERVICES

WATS: (888) 801-9087
TTY: (877) 832-5525

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: 109.000 *Legislative Count:* 109.00

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, Commerce, Research and Economic Development with confirmation by the Legislature.

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,

INDEPENDENT AGENCIES - REGULATORY

enacted legislation providing for a Worker Advocate Program to assist unrepresented employees through the mediation and formal hearing phases of dispute resolution. The legislation also provides for a Monitoring, Audit and Enforcement (MAE) Program to track and regulate compliance with the statute by carriers and self insurers. These programs continue to have a very positive impact on the system.

PROGRAM:

The board exists to prevent and resolve disputes between employers and employees over work-related injuries since timely, fair and efficient resolution of disputes enhances Maine workplaces for all Maine's people and to ensure compliance with the Workers' Compensation laws. To ensure the efficient implementation of the Workers' Compensation Act, the board is engaged in the promulgation of rules; the resolution of disputes through formal and informal means; the monitoring of payments to injured workers; the monitoring and enforcement of insurance coverage; the supervision of medical protocols, utilization review, medical fee schedules and enforcement guidelines; the implementation of an independent medical examiner system; the investigation and prosecution of complaints of fraud and misrepresentation. The objectives are accomplished through the dispute resolution process, the Worker Advocate Program, the MAE Program, the Abuse Investigation Unit and support staff.

The board meets on a monthly basis to set policy pursuant to the mandates of the Act. The board has three standing subcommittees: Budget, Personnel and Independent Medical Examiners (IME). The Budget Subcommittee considers all budgetary matters, performance budgeting and determines the assessment. The Personnel Subcommittee maintains the table of organization and prepares personnel policy. The IME Committee deals with the implementation of the Independent Medical Examiner Program. The board has adopted standard operating procedures for all levels of dispute resolution that have eliminated backlogs and significantly reduced the length of time a case is in the system. The board requires the use of electronic data interchange (EDI) for filing of mandatory documents including First Reports of Injury and Notices of Controversy. Interpreter services are provided by the board at its expense. Notification of the availability of services is clearly displayed in all regional offices and is printed in an employee pamphlet.

The board approved the establishment of the MAE Program as mandated under P.L. 1997, chapter 486. The goals of the MAE Program are as follows: (1) to provide the board, Legislature and Governor with timely and reliable data; (2) to monitor and audit payment and filing requirements; (3) to detect those insurers, self-insurers and third-party administrators that are not in compliance; and (4) to ensure that all filing and compliance obligations under the Act are met. (MAE reports are issued quarterly and annually.) The board's information technology projects include: board system rewrite; Dynamic Host Configuration Protocol (DHCP) routing; late filed forms tracking; advocate case management module; abuse unit module; electronic data submission; Notice of Controversy (NOC)/Memorandum of Payment (MOP) measurement; web based Hearing Officer (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 Regular Session of the 125th Legislature, booklet, \$5.00 per copy
Medical Fee Schedule, booklet, \$25.00 each

Workers' Compensation Board Rules and Regulations, booklet, \$10.00 each

Workers' Compensation Board Minutes, \$100.00 per year for minutes or \$150.00 per year for minutes and cumulative index

Forms and Petitions Manual, \$10.00

Most Board publications are available at www.maine.gov

INDEPENDENT AGENCIES - REGULATORY

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WORKERS' COMPENSATION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	5,358,328		5,358,328			
HEALTH BENEFITS	1,946,405		1,946,405			
RETIREMENTS	1,018,238		1,018,238			
OTHER FRINGE BENEFITS	104,176		104,176			
COMPUTER SERVICES	431,142		431,142			
CONTRACTUAL SERVICES	570,661		570,661			
RENTS	477,291		477,291			
COMMODITIES	111,554		111,554			
GRANTS, SUBSIDIES, PENSIONS	65,479		65,479			
TRANSFER TO OTHER FUNDS	293,514		293,514			
TOTAL EXPENDITURES	10,376,788		10,376,788			

First Reports of Injuries

First Reports of Injuries are filed by employers whenever an injured employee loses one or more days from work. Calendar year statistics are shown here.

	<u>Lost Time First Reports</u>
2010	13,929
2011	13,626
2012	13,376
2013	13,211
2014	13,890

*First Reports filed with the Maine Workers' Compensation Board indicating Lost Time.

Dispute Resolution Process

The agency administers a three-tier dispute resolution process (troubleshooting, mediation, and formal hearing or arbitration) in an effort to reduce litigation. Notices of Controversy and Petitions which result in claims assigned (see below) are processed by the Claims Management Unit. A dispute is one person. More than one injury may be involved.

Troubleshooting

	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2010	8,558	8,362	919
2011*	13,927	13,639	631
2012	13,285	13,231	685
2013	13,351	13,358	678
2014	14,035	14,067	646

*2011 began counting individual filings

Mediation

	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2010	2,250	2,222	452
2011	2,458	2,343	567
2012	2,166	2,178	555
2013	2,522	2,556	521
2014	2,755	2,789	487

Formal Hearing

	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2010	2,285	2,210	1,211
2011	1,819	1,450	1,206
2012	1,369	1,429	1,146
2013	1,321	1,311	1,154
2014	1,333	1,376	1,111

Worker Advocate Division

The Worker Advocate Division was created by statute and charged with providing legal counsel to qualified injured workers who do not have private representation. Over the years, the Division has consistently represented about 30% of all injured employees pursuing claims before the Workers' Compensation Board. In 2014, the Division opened 1,515 cases, closed another 1,590 cases and represented injured workers at 1,098 mediations, 118 formal hearings, and lump-sum settled 196 claims. The progress of the Advocate Division since 2009 can be seen in the chart below.

	<u>Cases Opened</u>	<u>Cases Closed</u>	<u>Mediations</u>	<u>Hearings</u>	<u>Lump Sum Settlements</u>
2010	1,574	1,475	1,189	278	168
2011	1,513	1,441	844	185	122
2012	1,454	1,558	1,008	122	171
2013	1,403	1,557	1,021	100	159
2014	1,515	1,590	1,098	118	196

Abuse Investigation Unit

The Abuse Investigation Unit (AIU) performs regulatory enforcement under the Maine Workers' Compensation Act. AIU investigates complaints regarding fraud, illegal or improper conduct and violations of the Act relating to workers' compensation insurance, benefits or programs. Investigations and cases can involve employers, employees and insurers. The Unit consists of six (6) professional staff members and the Board's Assistant General Counsel.

The AIU's enforcement efforts focus on the Act's coverage provisions requiring employers to have workers' compensation insurance for their employees. Coverage cases can include situations of employee misclassification—when workers are improperly treated as independent contractors instead of employees. Maine law provides AIU enforcement tools including civil penalties, suspension of licenses and other authorizations to conduct business issued by the state or local government, and in serious cases, referral to the Attorney General's Office for criminal prosecution.

The Abuse Unit is also responsible for assessing penalties regarding failure to file or late-filing of required forms and administering proceedings for violation of the Act's payment provisions. The AIU coordinates its work with the Board's Coverage Division and Monitoring, Audit and Enforcement Program.

Insurance Coverage Unit and Predetermination of Independent Contractors

Electronic Data Interchange (EDI) has been implemented for the filing of insurance coverage data. The coverage unit monitors the workers' compensation insurance coverage of employers, and reviews requests to waive coverage requirements and applications to be considered an independent contractor.

	<u>Policy Updates</u>	<u>Waiver Applications Processed</u>	<u>Independent Contractor Applications</u>
2010	49,408	1,849	6,252
2011	37,188	1,739	5,158
2012	37,720	1,494	5,432
2013	38,118	1,252	6,342
2014	37,393	1,276	5,737

Claims Management Unit

The claims unit is responsible for managing the Board's claims files, and also monitors mandatory filings to ensure employer/insurer compliance, investigates and resolves questions and errors, and processes filings initiating claims to the Board's Regional Offices for dispute resolution. The statistics below include forms filed for all dates of injury.

	<u>MOP's & Discontinuances</u>	<u>NOC's</u>	<u>Petitions</u>
2010	15,321	10,677	5,645
2011	18,604	10,452	5,504
2012	14,626	10,063	5,104
2013	13,140	12,004	5,304
2014	14,958	10,649	5,529

	<u>Interim/Final Reports</u>	<u>First Reports of Injury (combination of lost time & med only)</u>
2010	14,620	37,632
2011	14,846	36,633
2012	14,841	34,682
2013	13,513	30,651
2014	18,039	29,051

Office of Medical/Rehabilitation Services

Vocational Rehabilitation: In 2014, the Board received 68 applications for evaluation of suitability for vocational rehabilitation. Of the 68 applications, 50 were from injured workers, 15 from employers/insurers, and 3 from Hearing Officers.

Independent Medical Examiner System: Currently, the Board has 25 Independent Medical Examiners. In 2014, there were 488 requests for independent medical exams. Of the 488 requests, 301 were from injured workers, 151 from employers/insurers, 5 from Hearing Officers, and 31 by agreement of the parties.

Office of Monitoring, Audit and Enforcement

The MAE Program continues to have a significant impact on compliance in the State of Maine through its monitoring and auditing efforts. The 2014 Annual Compliance Report continues to show positive performance in First Report of Injury filings, initial indemnity payments, initial Memorandum of Payment filings, and initial indemnity Notice of Controversy filings (see table below).

In 2014, 19 audits of employers/insurers were completed with penalties totaling \$135,425.00. In addition, the MAE program completed 68 employee misclassification audits during 2014. These audits covered 347 employees, \$2,352,325.92 in payroll, \$2,897,888.33 in "subcontractor" wages shown on 1099's, and \$13,708.00 in "casual labor" wages not shown on 1099s and resulted in \$3,599,001.68 in potentially misclassified wages, which may result in \$475,468.68 in unpaid workers' compensation premiums.

	Benchmark	2010	2011	2012	2013	2014
Lost Time First Report Filings Received within 7 Days	85%	86%	87%	85%	85%	84%
Initial Indemnity Payments Made within 14 Days	87%	89%	89%	90%	91%	90%
Initial Memorandum of Payment Filings Received within 17 Days	85%	86%	89%	89%	90%	89%
Initial Indemnity Notice of Controversy Filings Received within 14 Days	90%	94%	95%	95%	95%	94%

INDEPENDENT AGENCIES - REGULATORY

INDEPENDENT AGENCIES - ADVISORY

ALLAGASH WILDERNESS WATERWAY ADVISORY COUNCIL
FREDERICK L. DENICO, CHAIR

Central Office: 18 ELKINS LANE, AUGUSTA, ME 04330
Mail Address: 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-6170
Established: 2007 *Telephone:* (207) 287-3821
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 640 *Citation:* T0012 *M.R.S.A., Sect.:* 00001890-A

PURPOSE:

The Allagash Wilderness Waterway Advisory Council, working with the waterway manager, develops and maintains the plan that advances the mission and goals of the waterway.

ORGANIZATION:

The council consists of 7 members, 6 appointed by the Governor and 1 appointed by the Northeast Regional Director of the National Park Service. Members annually elect a chair from among the 7 members and serve terms of 5 years and not more than 2 terms. The Department of Agriculture, Conservation and Forestry administers the Allagash Wilderness Waterway as a separate region within the Bureau of Parks and Lands.

PROGRAM:

The Allagash Wilderness Waterway Advisory Council provides advice to the manager of the waterway and the Director of the Bureau of Parks & Lands. An endowment fund supports capital acquisitions and improvements, historic, cultural, and educational programs and facilities. The Advisory Council reports to the Director of the Bureau of Parks and Lands regarding the state of the waterway.

The Council's efforts focus on understanding Allagash Wilderness Waterway (AWW) statutes, future projects, the location of snowmobile trails, and tramway visitations by trail. At each meeting the AWW superintendent reports on past and planned activities. The Council guides the waterway manager and his operating team in offering a user friendly recreation experience for all visitors during all seasons.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ANIMAL WELFARE ADVISORY COUNCIL
LIAM HUGHES, DIRECTOR

Central Office: AMHI-DEERING, AUGUSTA, ME 04333-0028
Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548
Established: 1992 *Telephone:* (207) 287-3846
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 651 *Citation:* T0007 *M.R.S.A., Sect.:* 00003906-C

PURPOSE:

The Animal Welfare Advisory Council, was established in 2002 in accordance with Title 5, section 12004-I, subsection 2-C. The membership of the Council, terms of office and duties are listed in Title 7, section 3906-C.

ORGANIZATION:

The council consists of 14 members appointed by the Governor as specified in Maine Revised Statutes, Title 7, §3906-C.

Except for initial appointees, each member serves for a term of 3 years or until the member's successor has been appointed. A member may not serve more than 2 consecutive terms. In the case of a vacancy for any reason, the Governor shall appoint a member representing the same interest to fill the unexpired term.

INDEPENDENT AGENCIES - ADVISORY

Initially, 4 appointed members serve for one year, 4 members serve for 2 years and 3 members serve for 3 years.

The council shall elect one of its members as chair. The chair serves for a 2-year period and may not serve as chair for consecutive 2-year periods. The council shall hold regular public meetings every other month but may waive by majority vote a succeeding meeting. The chair shall call special meetings of the council whenever requested in writing by 2 or more members. The council shall send notice and minutes of the meetings to the joint standing committee of the Legislature having jurisdiction over animal welfare matters.

PROGRAM:

The council 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 2015 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 2015: 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 nine members approved by the Governor as advisors for overlapping terms of six years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of a termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Per 5 MRSA, § 12004-I, subsection 8, advisors serve without compensation, but are reimbursed for expenses incurred as a result of serving on the board.

PROGRAM:

The Archives Advisory Board meets periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules, and on administrative matters of concern. The chair and vice-chair of the board also serve on the Maine State Cultural Affairs Council.

INDEPENDENT AGENCIES - ADVISORY

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State and local government records having no permanent value. Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed "Request for Approval to Dispose of Records" (form MSA 2.1073) or "Request for Approval to Establish Records Disposition Schedules (form MSA 22.1073).

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNCIL

BETHANY HAMM, DIRECTOR

Central Office: 19 UNION STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-3455

Established: 1997

Telephone: (207) 624-4103

Reference: Policy Area: 05 *Umbrella:* 92 *Unit:* 601 *Citation:* T0022 *M.R.S.A., Sect.:* 000003789D

PURPOSE:

The Maine Temporary Assistance for Needy Families Council advises the Commissioner for the Department of Health and Human Services or the Commissioner's designee regarding education, training, job opportunities, quality employment and business ownership opportunities, as well as the operation of any post-secondary education programs administered by the Department and other matters affecting Temporary Assistance for Needy Families (TANF) recipients.

ORGANIZATION:

One member of the council is appointed by the Commissioner and the others include TANF recipients; representatives of employers within the State; organized labor; women's interests; higher education; and organizations that have experience in addressing the training, education and job needs of low-income Mainers.

FINANCES, FISCAL YEAR 2015: 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: N/A, N/A,

Mail Address: N/A, N/A,

Established: 2007

FAX:

Telephone: (207) 341-1225

Reference: Policy Area: 05 *Umbrella:* 92 *Unit:* 652 *Citation:* T0034B *M.R.S.A., Sect.:* 00019001

PURPOSE:

The Acquired Brain Injury Advisory Council was established by Public Law 2007, chapter 239, to provide independent oversight and advice and to make recommendations to the Commissioner of the Department of Health and Human Services.

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

INDEPENDENT AGENCIES - ADVISORY

advocates for persons with acquired brain injuries; five members must represent providers of services to persons with acquired brain injuries; and five members must represent state agencies with expertise in the areas of education, employment, prevention of brain injuries, homelessness, corrections and services to veterans.

PROGRAM:

The council is required to identify issues related to brain injury, including prevention and the needs of individuals with disabilities due to brain injuries and the needs of their families; recommend methods that will enhance health and well-being, promote independence and self-sufficiency, protect and care for those at risk and provide effective and efficient methods of prevention, service and support.

The council seeks information from the broadest range of stakeholders, including persons with brain injuries, their families, rehabilitation experts, providers of services and the public and must hold at least two public hearings annually to gather information on unmet needs and review the status and effectiveness of the array of brain injury programs and services.

The council recommends the priorities and criteria for disbursement of available appropriations to the Commissioner. It must meet at least four times per year and submit a report of its activities and recommendations to both the Commissioner and the Legislature by January 15 of each year.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE CHILDREN'S GROWTH COUNCIL

PETER LINDSAY, CO-CHAIR
NEWELL AUGUR, CO-CHAIR

Central Office: .,

Mail Address: C/O AUGUR & ASSOC, 5 WADE ST, AUGUSTA, ME 04330 *FAX:*

Established: 2008

Telephone: (207) 620-1030

Reference: Policy Area: 05 Umbrella: 92 Unit: 653 Citation: T0005 M.R.S.A., Sect.: 000024001

PURPOSE:

The Maine Children's Growth Council was created in Public Law 2007, chapter 683, to develop, maintain and evaluate a plan for sustainable social and financial investment in the healthy development of the State's young children and their families. The council works with a broad group of stakeholders to implement the plan for a unified, statewide early childhood services system.

ORGANIZATION:

All members of the council are appointed for three-year terms by the Governor, the Senate President or the Speaker of the House and must have a strong interest in early learning and development. There are 34 seats representing a diverse group of legislators, business leaders, providers, parents, researchers, community leaders and government officials. Members who are Legislators are appointed for the duration of the legislative terms in which they were appointed. Members who are not Legislators may serve beyond their designated terms until their successors are appointed.

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

INDEPENDENT AGENCIES - ADVISORY

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:

Invest Early 2020: Building the Foundation for Maine's Future (2012)

Path to a Better Future: The Fiscal Payoff of Investment in Early Childhood in Maine (2013)

Maine Children's Growth Council Report, a statutorily required report to the Legislature on activities and priorities every two years.

All publications, Council records, Committee records, data, and other information is available on the Council website, www.maineecg.org

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

CONTINUING EDUCATION ADVISORY COMMITTEE PAMALA L ROYBAL, INSURANCE DIV. SUPERVISOR

Central Office: 76 NORTHERN AVE, GARDINER, ME 04345

Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8599

Established: 1997

Telephone: (207) 624-8408

Reference: Policy Area: 02 *Umbrella:* 92 *Unit:* 518 *Citation:* T0024A *M.R.S.A., Sect.:* 000001481

PURPOSE:

The purposes of the Continuing Education Advisory Committee are to review and recommend courses submitted to the Bureau by Course Providers for the use of producers and consultants in the fulfillment of the Continuing Education Requirements as a prerequisite to license continuation.

ORGANIZATION:

The 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 an 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 2015, 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.

INDEPENDENT AGENCIES - ADVISORY

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

CRIMINAL LAW ADVISORY COMMISSION JOHN PELLETIER, CHAIR

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME 04333

Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1989

Reference: Policy Area: 06 Umbrella: 92 Unit: 139 Citation: T0017A M.R.S.A., Sect.: 000001351

FAX: (207) 287-3120

Telephone: (207) 626-8800

PURPOSE:

To study Maine criminal and juvenile crime laws and submit proposed changes to the Legislature.

ORGANIZATION:

The Commission consists of nine 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 fiscal year 2015, 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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS JOYCE ORESKOVICH, CO-CHAIR - MANAGEMENT ROTATING , CO-CHAIR - LABOR

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333

Mail Address: 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114 FAX:

Established: 1973

Reference: Policy Area: 00 Umbrella: 92 Unit: 311 Citation: T0005 M.R.S.A., Sect.: 000000884

Telephone: (207) 624-7380

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. Towards these goals, Buck Consultants, an actuarial and human resource consulting firm, serves as an investment performance, plan operations and educational advisor.

INDEPENDENT AGENCIES - ADVISORY

ORGANIZATION:

The original Plan Council was established in 1973, however, subsequent legislation created the Advisory Council on Tax-deferred Arrangements. Members include the Commissioner of Administrative and Financial Services as Chair, or the Commissioner's designee as Co-Chair; the Insurance Superintendent and the Superintendent of Financial Institutions or their designees; and nine labor employees recommended to the Governor by their particular labor unions as follows: four from Maine State Employees Association (MSEA), one from the Maine State Law Enforcement Association (MSLEA), one from American Federation of State, County and Municipal Employees (AFSCME), one from the Maine State Troopers Association (MSTA), and one representative 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:

The Deferred Compensation Plan for Employees of the State of Maine is a voluntary supplemental retirement plan under Internal Revenue Code section 457(b). Enrollment in the Plan is open at all times to permanent State employees. The Plan provides employees a vehicle to defer income on a pre-tax basis and provides retirement investment opportunities through 3 financial service organizations, MassMutual, VOYA Financial and VALIC. The Council retains Buck Consultants, an actuarial and human resource consulting firm, to assist with plan operations and investment oversight. They are charged with negotiating provider fees, selecting appropriate plan investment options, assisting with communication efforts, and advising the Council in plan compliance issues.

Three financial service organizations (FSOs) offer services to eligible employees: VOYA, MassMutual, and VALIC.

PUBLICATIONS:

www.MaineSaves457.com

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ADVISORY COMMITTEE ON DENTAL EDUCATION

RITA FOURNIER, CHAIR
JANEEN VIOLETTE, CLERK, FAME

Central Office: C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949

Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949

FAX: (207) 623-0095

Established: 1999

Telephone: (207) 623-3263

Reference: Policy Area: 02 *Umbrella:* 92 *Unit:* 604 *Citation:* T0020A *M.R.S.A., Sect.:* 000012304

PURPOSE:

To provide loans to Maine residents enrolled in a program of dentistry at an accredited school of dental education, which may be forgivable upon eligible employment and also repayment of dental education loans for certain eligible dental service providers.

ORGANIZATION:

The twelve-member committee consists of: ten voting members appointed by the President of the Senate and the Speaker of the House as follows: one member representing a major statewide organization representing dentists; one member representing a major statewide coalition dedicated to issues concerning ambulatory care; one member representing a major statewide alliance dedicated to children's issues; one member representing the Department of Health and Human Services, 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,

INDEPENDENT AGENCIES - ADVISORY

Bureau of Medical Services. Additionally, two non-voting members participate on the Committee, one who represents Finance Authority of Maine (FAME) appointed by the Speaker of the House and one who represents an office of primary health care appointed by the President of the Senate.

PROGRAM:

The Maine Dental Education Loan and Loan Repayment Programs provide loans to Maine residents enrolled in a program of dentistry at an accredited school of dental education which may be forgivable upon eligible employment and also repayment of dental education loans for certain eligible dental service providers.

The committee advises the FAME on the development of rules and policies to evaluate and improve the programs. The committee also assists FAME in prioritizing loan repayment applications and allocating funds between loans for dental students and loan repayment.

FINANCES, FISCAL YEAR 2015: 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 eight other members designated by statute.

PROGRAM:

The Commission undertakes activities in the areas of criminal justice, legislation and medical education and strongly believes that it is essential to educate the public and policy makers on the negative effects of domestic and sexual abuse or violence.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

DOMESTIC ABUSE HOMICIDE REVIEW PANEL
JOHN E. MORRIS, COMMISSIONER

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-3042
Established: 1997 *Telephone:* (207) 626-3803
Reference: *Policy Area:* 06 *Umbrella:* 92 *Unit:* 600 *Citation:* T0019A *M.R.S.A., Sect.:* 000004013

PURPOSE:

The Domestic Abuse Homicide Review Panel was established in 1997 to review the deaths of persons who are killed by family or household members. Most Panel members have experience in providing services to victims of domestic abuse. The Panel meets monthly to review completed Maine homicide cases for the purpose of making system-based observations and recommendations for a biennial report. These observations and recommendations are directed to State and local agencies and include identification of system gaps, legislative and rule changes as well as policy and procedural changes.

ORGANIZATION:

The Panel is an all volunteer, multidisciplinary group of individuals who attend monthly meetings to review cases with the purpose of making system-based observations and recommendations for the biennial report. Membership on the panel is set forth in 19-A M.R.S.A., section 4013(4)(A). The Panel is housed within the Office of the Attorney General and is staffed from a grant awarded by the Maine Department of Public Safety.

PROGRAM:

The Panel reviews the deaths of persons killed as a result of domestic abuse homicides. These monthly reviews generate data which is collected and compiled relative to domestic abuse homicides. Additionally, the Panel issues a report biennially that reflects the case reviews and makes specific recommendations and observations for systems changes that may save lives.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ADVISORY COMM ON FAIR COMPETITION WITH PRIVATE ENTERPRISE

DAVID R. LAVWAY, CHAIRMAN

Central Office: 111 SEWALL STREET, AUGUSTA, ME 04333-0078
Mail Address: 78 STATE HOUSE STATION, AUGUSTA, ME 04333-0078 *FAX:* (207) 624-7804
Established: 2000 *Telephone:* (207) 624-7800
Reference: *Policy Area:* 00 *Umbrella:* 92 *Unit:* 612 *Citation:* T0005 *M.R.S.A., Sect.:* 000000055

PURPOSE:

Government entities provide a wide variety of services to its constituency. From time to time, some of those functions may adversely affect private enterprise. The 119th Legislature created the Advisory Committee on Fair Competition with Private Enterprise to review complaints where competition with private enterprise is potentially unfair. The 121st Maine Legislature expanded the Advisory committee's duties in Title 5, section 55-A. These responsibilities are to approve services and goods provided by State agencies that are not otherwise allowed by law, and may compete with private enterprise.

ORGANIZATION:

The Advisory Committee consists of members appointed from government agencies,

INDEPENDENT AGENCIES - ADVISORY

private sector representatives and members of the public who meet to review complaints on government competition with private enterprise. The Commissioner of the Department of Administrative and Financial Services, or their designee, serves as the Committee Chair. The Committee meets as necessary but is required by statute to meet at least once a year.

PROGRAM:

Complaint forms are available for businesses to complete about potentially unfair competition. Once submitted to the Committee, notification of the complaint is forwarded to the government agency identified in the complaint to obtain additional information.

The Committee reviews this information and allows direct presentation by the person(s) making the complaint and the government agency. The presentations are limited to factual information by any number of persons. The Committee may follow up with questions to any of the individuals.

The Committee makes, when appropriate, recommendations to the Maine State Legislature and Governor based upon its review of a complaint.

The Advisory Committee has also developed a Request Form for agencies to use in seeking approval for services and goods to be provided by State agencies that are not otherwise allowed by law, and may compete with private enterprise. It has also developed a process for evaluating these requests.

An annual report of the Committee's activities is available upon request.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

FAMILY LAW ADVISORY COMMISSION

HON. BRUCE JORDAN, CHAIR

Central Office: 78 EXCHANGE STREET, BANGOR, ME 04401

Mail Address: 78 EXCHANGE STREET, BANGOR, ME 04401

Established: 1996

FAX:

Telephone: (207) 991-6335

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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

MAINE FIRE PROTECTION SERVICES COMMISSION
JOSEPH THOMAS, STATE FIRE MARSHAL

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330
Mail Address: 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052 *FAX:*
Established: 2000 *Telephone:* (207) 626-3870
Reference: *Policy Area:* 06 *Umbrella:* 92 *Unit:* 609 *Citation:* T0005 *M.R.S.A., Sect.:* 000003371

PURPOSE:

The Commission is established to monitor and evaluate the State's fire protection services system on a continuing basis and to provide recommendations to the appropriate State agencies and to the Legislature regarding necessary changes in the fire protection service system.

ORGANIZATION:

The Commission consists of 23 members appointed as follows: two members of the Senate and three members of the House who are members of the joint standing committee of the Legislature having jurisdiction over fire protection matters; the State Fire Marshal or designee; Director of the Forest Fire Control division or designee; Director of the Bureau of Labor Standards or designee; one municipal fire chief who is full-time; one municipal fire chief who is on call; one municipal fire chief who is a volunteer; six firefighters (two full-time, two on call, and two volunteer); the administrator of the Maine Fire Training and Education Program; one member representing the Governor's Office; one public member; one member representing the insurance industry; the Director of Maine Emergency Medical Services or the director's designee and the Director of the Maine Emergency Management Agency or the director's designee.

PROGRAM:

The Commission has met on a regular basis and filed a report.

FINANCES, FISCAL YEAR 2015: 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:* T0005 *M.R.S.A., Sect.:* 00000098

PURPOSE:

The Maine Historical Records Advisory Board (MHRAB) was created by Executive Order in 1989, in accordance with National Historical Publication and Records Commission (NHPRC) statutes and regulations to address historical records issues of statewide concern. In 2002, the MHRAB was established in statute in 5 MRSA, §98. The Board has responsibility for promoting NHPRC grant programs, including assisting applicants, developing proposals, and reviewing grant applications; monitoring legislation concerning public or historical records administration; providing leadership and coordination among existing archives and records management institutions; sponsoring and encouraging educational and public awareness programs relating to historical records; and promoting the publication of historical records.

ORGANIZATION:

The Maine Historical Records Advisory Board provides advice for state historical records projects and makes funding recommendations to the National Historical Publication and Records Commission.

INDEPENDENT AGENCIES - ADVISORY

The MHRAB consists of between seven and eleven members, appointed by the Governor for three years, with renewable terms. The majority of the members shall have experience in the administration of historical records, or in a field of research or activity which makes extensive use of historical records. The State Archivist and the Director of the Maine Historical Society shall be members, and, as required by NHPRC regulation, one of them is appointed by the Governor to act as MHRAB State Coordinator serving a renewable four-year term.

The Maine State Archives serves as fiscal agent for the MHRAB. Board members serve without compensation.

PROGRAM:

The Maine Historical Records Advisory Board applies for grants from the National Historical Publication and Records Commission to provide grants to Maine repositories to preserve and provide access to valued historical records. Grants are awarded to archives, historical societies, libraries, museums and others. The MHRAB also reviews and makes recommendations regarding Maine grant proposals to the NHPRC.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATEWIDE HOMELESS COUNCIL CLINTON WESLEY PHINNEY, JR., CHAIR

WATS: (800) 452-4668

Central Office: 353 WATER STREET, AUGUSTA, ME 04330-4633

Mail Address: 353 WATER STREET, AUGUSTA, ME 04330-4633

Established: 2005

FAX:

Telephone: (207) 774-2722

Reference: Policy Area: 05 Umbrella: 92 Unit: 635 Citation: T0030A M.R.S.A., Sect.: 000005046

PURPOSE:

The Statewide Homeless Council was established in 2005, replacing the Interagency Task Force on Homelessness and Housing Opportunities. The authorizing legislation was amended in 2008 to expand the council's advisory role and to add additional members to the council.

The purpose of the council is to serve as an advisory committee to the Maine State Housing Authority, the Governor, the Legislature, the Maine Department of Health and Human Services (DHHS) and the Maine Department of Corrections (DOC) on homeless matters. The council is charged with providing leadership to end homelessness and providing support to the regional homeless councils; educating people on homeless issues; serving as coordinator of information; assessing statewide needs; identifying potential resources; providing assistance to people who are homeless by identifying resources and improving access to them; and reviewing, monitoring and implementing plans to end homelessness.

ORGANIZATION:

The council consists of 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, are also members. The chair of the council is a representative from the Governor's Office. Members serve until their successors are appointed and qualified. The Maine State Housing Authority provides staff support to the council.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**HOMELAND SECURITY ADVISORY COUNCIL
BRUCE FITZGERALD, CHAIRPERSON**

Central Office: 45 COMMERCE CENTER, AUGUSTA, ME 04333
Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX:

Established: 2006

Telephone: (207) 624-4400

Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 636 *Citation:* T0037B *M.R.S.A., Sect.:* 00000708

PURPOSE:

The Homeland Security Advisory Council advises the Governor on all matters related to Homeland Security, including terrorism and bio-terrorism issues. The Council provides a forum for the top officials in the State to collaborate, share essential information, and develop a unified strategy to address Homeland Security issues in Maine.

ORGANIZATION:

The Maine Homeland Security Advisory Council (HSAC) was established by Executive Order of the Governor in the summer of 2005. The HSAC was later formally adopted by the Maine State Legislature in the spring of 2006. Membership of the Council was expanded by statute in 2011. Statutory reference is 37-B MRSA §708.

The HSAC is comprised of nine members including the Director of Maine Emergency Management Agency; the Commissioner of Defense, Veterans, and Emergency Management; the Commissioner of Public Safety; the Director of the Maine Center for Disease Control and Prevention within the Department of Health and Human Services; the Chief of the State Police within the Department of Public Safety; a representative of the Governor; the Commissioner of Inland Fisheries and Wildlife; the Commissioner of Marine Resources; and, the Commissioner of Agriculture, Conservation and Forestry.

PROGRAM:

The HSAC meets regularly to complete the functions identified above as well as to assist in determining spending priorities for federal homeland security grants.

LICENSES:

n/a

PUBLICATIONS:

n/a

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DISPLACED HOMEMAKERS ADVISORY COUNCIL
GILDA E. NARDONE, EXECUTIVE DIRECTOR
ELOISE VITELLI, DIR, PROG & POLICY DEV**

Central Office: 331 WATER ST, HANDLEY HALL, AUGUSTA, ME 04330

Mail Address: 46 UNIVERSITY DRIVE, UMA, AUGUSTA, ME 04330-9410 *FAX:* (207) 621-3429

Established: 1977

Telephone: (207) 621-3440

Reference: Policy Area: 01 *Umbrella:* 92 *Unit:* 390 *Citation:* T0020A *M.R.S.A., Sect.:* 000010924

PURPOSE:

To help displaced homemakers and other disadvantaged individuals achieve success in the Maine economy by providing training and individual support that leads to employment, self-employment, access to higher education, asset and leadership development.

INDEPENDENT AGENCIES - ADVISORY

ORGANIZATION:

The Maine Centers for Women, Work, and Community operates through 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 fiscal year 2015, the Maine Centers for Women, Work, and Community (MCWWC) continued to offer a full range of employability, life skills, and self-employment services through a toll-free resource phone line, eight regional Resource Centers, and eight community-based outreach sites and through distance learning platforms.

MCWWC served a total of 1,069 individuals (74% female and 26% male) through workforce, entrepreneurship, or financial literacy training courses and workshops; individual technical assistance and/or information and referral services; placement assistance; and follow up services. Linkages with employers continued to focus on non-traditional and technical occupations through career pathways workshops and panels, while partnerships with other education and training providers continued to play a significant role in expanding access to postsecondary education for adult learners.

The program worked cooperatively with a wide range of human service, education and training, employment, economic and business development and advocacy organizations at all levels. Partners included the Departments of Education, Labor, Human Services, Transportation, Economic and Community Development, the University of Maine System including the Maine Small Business Development Centers and the Community College System; Community Action Agencies, United Ways, CA\$H Maine and local and statewide financial institutions among others.

LICENSES:

None.

PUBLICATIONS:

The Program's Annual Report, graduate profiles and other news articles are available for download on the organization's website.

The General Fund budget for fiscal year 2015 was \$841,975 to the Maine Centers for Women, Work, and Community, UMA/UMS.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF LICENSURE OF PROFESSIONAL INVESTIGATORS SCOTT IRELAND, LIEUTENANT

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04330-0042 *FAX:* (207) 287-3042

Established: 2011 *Telephone:* (207) 624-7200

Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 667 *Citation:* T00032 *M.R.S.A., Sect.:* 00008103-A

PURPOSE:

The Board of Licensure of Professional Investigators' purpose is to protect the public by improving the standards relative to the practice of private investigation and to protect the public from unqualified practitioners.

ORGANIZATION:

The board consists of seven members who must be residents of the State and are appointed by the Governor as follows: Two members of the State Police recommended by the Chief; one member recommended by the Attorney General; three members of the public; and one administrator from a local or county law enforcement agency. The board shall meet at least once a year.

INDEPENDENT AGENCIES - ADVISORY

PROGRAM:

The Board of Licensure of Professional Investigators provides advice; reviews written examinations for professional investigator applicants; advises the chief on granting, suspending and revoking the licenses of professional investigators; establishes standards governing the safety and conduct of persons licensed under this chapter; and recommends investigations regarding alleged violations.

LICENSES:

Not applicable.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF LICENSURE OF WATER SYSTEM OPERATORS

TERESA TROTT, SECRETARY
GREGORY KIDD, CHAIR

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

Mail Address: 11 SHS, ME

Established: 1975

Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 429 *Citation:* T0022

FAX: (207) 287-4172

Telephone: (207) 287-7485

M.R.S.A., Sect.: 000002624A

PURPOSE:

The Board of Licensure of Water System Operators (Board) licenses water treatment and distribution operators to assure that community and non-transient non-community water systems and transient systems using surface water as a source 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 nine members appointed by the Governor as follows: three water treatment or water distribution system operators, one holding a Class II license, one holding a Class III license and one holding a Class IV license; one member of the public who is a registered professional engineer; one person who is an educator in the field of water supply or service; one person who is a water management representative; one person who represents a "very small water system," as defined in rules of the Board; one person who is an owner or manager of a non-transient, non-community public water system; and one person from the Department of Health and Human Services whom the Commissioner may recommend, subject to appointment by the Governor. Two seats remained unfilled for the 2015 fiscal year.

PROGRAM:

The Board meets four times per year. Exams are available through electronic testing in Portland and Holden. A total of 168 exams were taken, with 98 exams being passed.

The Board strongly supports the professionalism of water operators. It reviews and approves professional development courses to fulfill training requirements for biennial license renewal. The Board also promotes initial and upper level training for operators.

There are 1,198 licensed operators providing public health protection to consumers of 758 public water systems statewide. The public expects high quality drinking water and the work of the Board ensures the public trust in the professionals responsible for producing and delivering quality drinking water.

LICENSES:

Very Small Water System Operator

Class I Water Treatment

Class II Water Treatment

INDEPENDENT AGENCIES - ADVISORY

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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LOBSTER ADVISORY COUNCIL JOSHUA MILLER, CHAIR

Central Office: 32 BLOSSOM LANE, AUGUSTA, ME 04333
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333
Established: 1979
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 340 *Citation:* T0012
FAX: (207) 624-6024
Telephone: (207) 624-6550
M.R.S.A., Sect.: 000006462A

PURPOSE:

The Lobster Advisory Council advises the Commissioner on activities of the Department that relate to the lobster industry. The Council may investigate problems affecting the lobster industry and make recommendations to the Commissioner and the Marine Resources Advisory Council concerning its investigations. The Council may review research programs and make recommendations to the Commissioner. The Council may consider issues or disputes brought to the Council by Lobster Zone Management Councils and make recommendations to the Commissioner. The Council provides advice to the Commissioner with regard to expenditures made from the Seed Lobster Fund.

The Commissioner appoints five members to the Maine Lobster Marketing Collaborative from among a list of nominees prepared by the Lobster Advisory Council.

ORGANIZATION:

The Lobster Advisory Council consists of: one person from each of the seven Lobster Zone Councils; two persons who hold wholesale seafood licenses that are primarily dealers in lobsters; one person who is a member of the general public and three persons who hold lobster and crab licenses that are not members of any Zone Council, each of which must be from a different county. The terms on the Lobster Advisory Council of those from the Lobster Zone Councils are coterminous with terms on the latter council. Terms of other individuals are three years. The Chair of the Lobster Advisory Council is ex-officio to the Department of Marine Resources Advisory Council.

PROGRAM:

The Lobster Advisory Council met two times during the fiscal year of 2014-2015. They addressed a variety of topics, including a Maine Lobster Fishery Management Plan, Swans Island Trap Limit Increase, Biodegradable Escape Panel, Maine Lobster Marketing Collaborative Update and Nominations, Nominating LAC Representative for Commercial Fishing Safety Council, Whale Rules, Revisiting Random Drug Testing, Canada Lobster Update, Green Crab Update, Marine Patrol Update, Trap Tag Replacement Update, Ocean Acidification Update, Dredging Projects Update, Chapter 25 Regulation cleanup, Election of Officers, Sign Bylaws, Legislative Update, Offshore Lobster Zone, Discussion on Double Tagging and Science Update. 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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

OIL SPILL ADVISORY COMMITTEE

PETER BLANCHARD, DIRECTOR OF RESPONSE SVCS

Central Office: AMHI RAY BUILDING, AUGUSTA, ME 04330
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333
Established: 1992
Reference: Policy Area: 04 Umbrella: 92 Unit: 567 Citation: T0038

FAX:
Telephone: (207) 287-2651
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 M.R.S.A. 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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ORGAN DONATION ADVISORY COUNCIL

KAREN KNOX, CHAIR

Central Office: 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148

Mail Address: 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX:*

Established: 2011

Telephone:

Reference: Policy Area: 05 Umbrella: 92 Unit: 660 Citation: T0029A *M.R.S.A., Sect.:* 00001402-B

INDEPENDENT AGENCIES - ADVISORY

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 and the Commissioner of Health and Human Services or their designee; a representative from the Department of the Secretary of State, Bureau of Motor Vehicles; the president of a statewide medical society, a representative of a federally designated organ procurement organization, and 5 members of the public with experience in the field of organ and tissue donation.

PROGRAM:

The Organ Donation Advisory Council meets 4 times per year and convenes special meetings at the call of the chair.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE POET LAUREATE SELECTION ADVISORY PANEL

JULIE A. RICHARD, DIRECTOR, ARTS COMMISSION

JAMES RITTER, MAINE STATE LIBRARIAN

Central Office: 25 STATE HOUSE STATION, AUGUSTA, ME 04333-0025 *TTY:* (877) 887-3878
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:

27 MRSA, §532, created an honorary office of State Poet Laureate to be appointed by the Governor for a 5-year term.

ORGANIZATION:

The Maine Arts Commission assembles an advisory selection committee, the State Poet Laureate Selection Advisory Panel, of no more than 5 members with expertise in poetry to select the State Poet Laureate. The Advisory Panel is composed of the Director of the Maine State Library and the Director of the Maine Arts Commission or their designees and up to 3 other members with expertise in poetry. The Poet Laureate must be a poet of recognized merit.

FINANCES, FISCAL YEAR 2015: 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

JULIE CHURCHILL, DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX:* (207) 287-2814
Established: 1992 *Telephone:* (207) 287-7881
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 557 *Citation:* T0038 *M.R.S.A., Sect.:* 000000343D

PURPOSE:

The Pollution Prevention and Small Business Assistance Advisory Panel provides

INDEPENDENT AGENCIES - ADVISORY

advice and serves as a review body to assess proposed federal and state policies, rules and statutes, compliance assistance and education and outreach efforts undertaken by the Department of Environmental Protection's Small Business Ombudsman.

ORGANIZATION:

The panel consists of 16 voting members. The Governor appoints 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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

RIVER FLOW ADVISORY COMMISSION

BG GERARD F. BOLDUC, JR., ACTG COMM/DEP ADJ GENERAL
BRUCE FITZGERALD, 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 United States Geological Survey (USGS).

ORGANIZATION:

The Commission is composed of at minimum 15 members. The Director of the Maine Emergency Management Agency serves as the co-chair. The District Chief of the USGS Maine Water Science Center. Other members include the State Geologist, the Commissioners of Agriculture, Conservation and Forestry, Inland Fisheries and Wildlife, Health and Human Services and Marine Resources or their designees, the Meteorologists in Charge of the National Weather Service Forecast Offices in Maine, representatives from private commerce and industry including major hydroelectric power producers, the director of the George J. Mitchell Center for Environmental and Watershed Research at the University of Maine, and a representative of the public appointed by the Governor.

PROGRAM:

The Commission meets at least annually to discuss and issue an advisory statement on the potential for major river flooding due to hydrologic conditions prior to the spring snowmelt and runoff. The Commission has the power and duty to advise the Governor and the department on issues of flow in State rivers and streams, assist in communication of river flow data between dam operators, river basin managers, state agencies and federal agencies, and administer the State's

INDEPENDENT AGENCIES - ADVISORY

cooperative hydrologic monitoring program in cooperation with the USGS.

PUBLICATIONS:

Annual Reports of the Commission
Cooperative Snow Survey Reports (issued weekly during snowmelt season)
All publications available online at: <http://www.maine.gov/rfac>

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

SHELLFISH ADVISORY COUNCIL LEWIS PINKHAM, CHAIR

Central Office: 32 BLOSSOM LANE, AUGUSTA, ME 04333
Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:*
Established: 2008 *Telephone:* (207) 624-6550
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 645 *Citation:* T0012 *M.R.S.A., Sect.:* 00006038

PURPOSE:

The Council shall make recommendations to the commissioner and the joint standing committee of the Legislature having jurisdiction over marine resources matters concerning:

A. How best to utilize state agencies, municipal governments, the shellfish industry and citizen groups to make improvements to and maintain the quality of the State's coastal waters and to expedite the opening of closed shellfish flats;

and

B. Matters of interest to the State's shellfish industry, including, but not limited to, shellfish resource management, public health protection and the activities and recommendations of a multistate organization that promotes shellfish sanitation.

The council is responsible for bringing forward to the commissioner matters of concern to the shellfish industry and for assisting the commissioner with the dissemination of information to members of the shellfish industry.

ORGANIZATION:

The Shellfish Advisory Council consists of: four members who are commercial shellfish license holders, at least three of whom must be primarily soft-shell clam harvesters; two members who are shellfish aquaculture lease holders; one member who represents the interests of municipalities with wastewater treatment systems; two members who are licensed wholesale seafood dealers who have been issued a shellfish sanitation certificate; one public member with knowledge of and interest in coastal water quality; two members who are municipal shellfish wardens, and one member who has been issued a shellfish depuration certificate. Terms are for three years, and the terms of the officers are for one year. The Chair of the Shellfish Advisory Council is also a member of the Marine Resources Advisory Council.

PROGRAM:

The Shellfish Advisory Council met three times in fiscal year 2014-2015. They addressed a variety of topics, including: ISSC Proposals, Mussel Management, Municipal Aquaculture, PH Studies, Vibrio control plans, and contaminants in bivalve shellfish.

PUBLICATIONS:

Minutes of the Shellfish Advisory Council meetings are available through the Department of Marine Resource's website.

INDEPENDENT AGENCIES - ADVISORY

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ADVISORY BOARD FOR THE LICENSING OF TAXIDERMISTS STEVE ALLARIE, CHAIR

Central Office: 284 STATE STREET, AUGUSTA, ME 04333-0041
Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094
Established: 1990 *Telephone:* (207) 287-3614
Reference: Policy Area: 04 *Umbrella:* 92 *Unit:* 540 *Citation:* T0012 *M.R.S.A., Sect.:* 000010155

PURPOSE:

The Advisory Board for the Licensing of Taxidermists was established to advise the Commissioner regarding implementation of 12 MRSA, sections 10155, 10909, 12952, and 12953, and any related rules and assist in the development of and in conducting examinations.

ORGANIZATION:

The Advisory Board for the Licensing of Taxidermists, established by 12 MRSA, subsection 10155, shall consist of the following four residents of Maine:

- A. Two employees of the Department, appointed by the Commissioner, one of whom may be a retired employee who has experience in taxidermy; and
- B. Two licensed taxidermists with expertise in the art of taxidermy appointed by the Governor.

All members, except State employees, are entitled to receive compensation as provided in 5 MRSA, chapter 379.

LICENSES:

General Taxidermy License
Mammal & Head Taxidermy License
Bird Taxidermy License
Fish Taxidermy License
Skull Mount Taxidermy License

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF VISITORS - MAINE CORRECTIONAL CENTER RAELENE LOURA, CHAIRMAN JOSEPH FITZPATRICK, COMMISSIONER

Central Office: 17 MALLISON FALLS ROAD, WINDHAM, ME 04062 *TTY:* (888) 577-6690
Mail Address: 17 MALLISON FALLS ROAD, WINDHAM, ME 04062 *FAX:* (207) 893-7001
Established: 1982 *Telephone:* (207) 893-7000
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 449 *Citation:* T0034A *M.R.S.A., Sect.:* 0003001A

PURPOSE:

To visit the Maine Correctional Center and provide the appropriate comments, advice and recommendations to the Governor, Commissioner and appropriate Legislative Committees.

INDEPENDENT AGENCIES - ADVISORY

ORGANIZATION:

A Chairman and four members are appointed by the Governor.

PROGRAM:

During the year, the Board of Visitors meets at a minimum on a quarterly basis to review programs and issues at the Maine Correctional Center. The members of the board visit the facility as a committee and also individually. The board's purpose is to study the programmatic and institutional effects associated with overcrowding and new legislation.

The Board of Visitors will continue to provide periodic review. As overcrowding problems ease, board members will be interested in program improvements.

FINANCES, FISCAL YEAR 2015: 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 FITZPATRICK, COMMISSIONER

Central Office: 807 CUSHING RD., WARREN, ME 04864

Mail Address: 807 CUSHING RD., WARREN, ME 04864

Established: 1982

Reference: Policy Area:06 Umbrella:92 Unit:450 Citation:T0034A M.R.S.A., Sect.: 00003001A

TTY: (888) 577-6690

FAX: (207) 273-5316

Telephone: (207) 273-5300

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 the Maine State Prison to discuss current issues and concerns and identify, when appropriate, ways the Board can be of support and assistance in the effective operation of the Maine State Prison.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

BOARD OF VISITORS - LONG CREEK YOUTH DEVELOPMENT CENTER

TANYA DIMILLO, CHAIRPERSON
JOSEPH FITZPATRICK, COMMISSIONER

Central Office: 675 WESTBROOK ST., SOUTH PORTLAND, ME 04106 *TTY:* (888) 577-6690
Mail Address: 675 WESTBROOK ST., SOUTH PARTLAND, ME 04106 *FAX:* (207) 822-2773
Established: 1982 *Telephone:* (207) 822-2600
Reference: Policy Area: 06 *Umbrella:* 92 *Unit:* 448 *Citation:* T0034A *M.R.S.A., Sect.:* 00003001A

PURPOSE:

To monitor programs, rights, and administrative issues concerned with the Long Creek Youth Development Center, and to report to the Commissioner and appropriate Legislative Committees, as well as the Governor's Office.

ORGANIZATION:

The Chairman and committee members are appointed by the Governor.

PROGRAM:

1. Visitations to Long Creek Youth Development Center;
2. Meeting with appropriate members of the staff as well as residents;
3. Written reports, including observations and recommendations to the Commissioner and Superintendent; and,
4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the department and/or institutions.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

MAINE ARTS COMMISSION

JULIE A. RICHARD, EXECUTIVE DIRECTOR

Central Office: 193 STATE STREET, AUGUSTA, ME 04330
Mail Address: 25 STATE HOUSE STATION, AUGUSTA, ME 04333-0025
Established: 1966
Reference: Policy Area: 03 Umbrella: 94 Unit: 088 Citation: T0027
Average Counts-All Positions: 9.000

TTY: (877) 887-3878
FAX: (207) 287-2725
Telephone: (207) 287-2724
M.R.S.A., Sect.: 000000401
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 providing helpful resources about the arts to the general public.

Guiding Principles: The actions of 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; (4) Work collaboratively and promote collaboration in order to increase the impact of the Maine Arts Commission's resources, and to foster; and (5) 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 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. Schoddic Arts for All in Winter Harbor received a \$75,000, three-year grant.

CULTURAL STRATEGIC PLAN: Completed the process of creating a comprehensive plan that includes a statewide view of the health and vitality of the arts and cultural in the state. The final plan is scheduled for roll out in FY 2016.

CONGRESSIONAL ART COMPETITION: Connects student artists with congressional representatives by collecting high school student artwork from each district. The work is hung for one year in the US Capitol.

MAINE YOUTH EXCELLENCE IN ART: Utilizes the State Capitol Complex as a gallery to exhibit exemplary two-dimensional visual art created by K-12 students throughout the state.

POETRY OUT LOUD: Encourages the nation's youth to learn about great poetry through memorization and performance as a part of a national contest.

ARTS LEARNING GRANTS: 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. Funding totaled \$35,000.

INDEPENDENT AGENCIES - OTHER

TICKET TO RIDE: Provides funds to defray the cost of travel for K-12 schools wishing to visit arts-based venues and events.

FOR ARTISTS: 27 artists received funds totaling \$84,500.

ART IN THE CAPITOL: Provides exhibitions highlighting artist's work in venues throughout the Capitol Complex.

INDIVIDUAL ARTIST FELLOWSHIPS: Awards seven fellowships annually in visual arts, contemporary craft, functional craft, performing arts, media arts, literary arts and traditional arts.

JANE MORRISON FILM SCHOLARSHIP: Supports educational opportunities for early-career filmmakers to obtain instructional guidance and build skills.

PERCENT FOR ART PROGRAM: Provides funds for the acquisition of new works of art for newly constructed or renovated state-funded buildings.

PROJECT GRANTS FOR ARTISTS: Designed to support creative projects throughout Maine, in any artistic discipline and on any scale.

TRADITIONAL ARTS APPRENTICESHIP GRANTS: Provides an opportunity for master traditional artists to pass on their skills to apprentices.

FOR ORGANIZATIONS: 47 organizations received funds totaling \$304,300.

ARTS AND HUMANITIES GRANT: Funds projects that assist organizations in investigating and presenting stories and cultural expressions of the state, its communities, and people, jointly administered with the Maine Humanities Council. Five grants were delivered totaling \$4,100.

PARTNERSHIP GRANTS: Provides major funding for Maine's arts and cultural organizations to enter into partnership with the Maine Arts Commission to help build the state's cultural infrastructure. Partners will provide impact numbers and increase audience engagement throughout the state.

PROJECT GRANTS FOR ORGANIZATIONS: Designed to support creative projects throughout Maine, including high quality creative activities, the creation of new work, and the continuation of successful arts programs in any artistic discipline and on any scale.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE ARTS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	558,509	360,130			198,379	
HEALTH BENEFITS	195,892	131,066			64,826	
RETIREMENTS	117,399	74,137			43,262	
OTHER FRINGE BENEFITS	11,316	7,705			3,611	
COMPUTER SERVICES	28,306	28,306				
CONTRACTUAL SERVICES	241,981	135,656	7,595		98,730	
RENTS	5,467	3,469	186		1,812	
COMMODITIES	7,628	7,628				
GRANTS, SUBSIDIES, PENSIONS	480,270	114,715	30,396		335,159	
TRANSFER TO OTHER FUNDS	34,328		638		33,690	
TOTAL EXPENDITURES	1,681,096	862,812	38,815		779,469	

INDEPENDENT AGENCIES - OTHER

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
Established: 1933
Reference: Policy Area: 04 *Umbrella:* 94 *Unit:* 293 *Citation:* T0012
Average Counts-All Positions: 40.693

TTY: (207) 723-9905
FAX: (207) 723-6381
Telephone: (207) 723-9616
M.R.S.A., Sect.: 000000901
Legislative Count: 21.50

PURPOSE:

The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds."

The primary responsibilities of the Authority are to protect the wildlife, fauna and flora within the park for the enjoyment of present and future generations; to operate and maintain various hiking trails, campgrounds, campsites and rustic log cabins within the 209,644 acre Park; to conduct exemplary forest management operations on the 29,537 acre Scientific Forest Management Area; to receive and expend monies from the trusts and other income for the maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION:

Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until his final acquisition in 1962 brought the Park's area to 201,018 acres. Since then, the Authority has purchased and been gifted additional lands bringing the Park to its current size of 209,644 acres. In addition to the various gifts of land, Governor Baxter also left two sizable trust funds to carry out the operation and maintenance of the park without the need of state funding.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Department of Agriculture, Conservation and Forestry (formerly Department of Conservation)). The Baxter State Park Authority, a three person authority consisting of the Maine Attorney General, the Director of Maine Forest Service and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations. Responsibility for the operation and management of Baxter State Park is delegated from the Baxter State Park Authority to the Park Director who supervises: Chief Ranger (Operations); Resource Manager (Scientific Forest Management); Park Naturalist (Information and Education); and the Business Manager.

Approximately 35% of the cost of park operations is financed from a combination of use fees, entrance fees and wood products revenues with the remaining 65% provided by revenues from trusts established by Percival Baxter in 1945 and again through his will after his death in 1969 to provide funds for the care and maintenance of Baxter State Park.

PROGRAM:

Both the forever wild and forest management portions of Baxter State Park are managed according to the wishes of the donor, Percival Baxter, as expressed in the Trust Deed Communications. As a large wilderness area, Baxter State Park faces many issues unique to the management of such an area. In all policy issues, the preservation and protection of Park resources is considered above recreational needs. The process of policy and decision making of the Authority is assisted by Park staff and several Advisory Committees.

Within the 209,644 acres of the Park are ten campgrounds and numerous out-lying sites providing an overnight capacity of slightly over 1,000 campers with a

INDEPENDENT AGENCIES - OTHER

seasonal capacity of 145,000. All campground and many day-use facilities include disability friendly sites. During peak summer use months of July and August, the Park is often filled to capacity. The seasonal average use over the six months from May 15 to October 15 is usually around 50% of capacity.

LICENSES:

- * Non-resident fishing licenses.
- * Entrance Permits for day use, overnight use, and seasonal use.
- * Advance reservations for all overnight facilities in the Baxter State Park.
- * Permits to allow individuals to carry out research activities and media production activities.
- * Award of Certificates of Appreciation for Park volunteers.
- * Contracts for the following services:
 1. Rubbish Removal, Septic and Janitorial.
 2. Fuel.
 3. Road Maintenance.
 4. Firewood Bundle Preparations.
 5. Various Forest Management Operations.
 6. Maine Appalachian Trail Club and Maine Conservation 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,541,178		1,541,178			
HEALTH BENEFITS	548,743		548,743			
RETIREMENTS	317,535		317,535			
OTHER FRINGE BENEFITS	28,543		28,543			
COMPUTER SERVICES	3,752		3,752			
CONTRACTUAL SERVICES	717,246		717,246			
RENTS	500		500			
COMMODITIES	123,069		123,069			
BUILDING IMPROVEMENTS	232,166		232,166			
EQUIPMENT	46,310		46,310			
TRANSFER TO OTHER FUNDS	60,500		60,500			
TOTAL EXPENDITURES	3,619,542		3,619,542			

MAINE BIOMEDICAL RESEARCH BOARD

JANE SHEEHAN, CHAIR

Central Office: 8 VENTURE AVE BRNSWCK LNDNG, BRUNSWICK, ME 04011

Mail Address: 8 VENTURE AVE BRNSWCK LNDNG, BRUNSWICK, ME 04011 FAX: (207) 582-4772

Established: 2001

Telephone: (207) 582-4790

Reference: Policy Area: 01 *Umbrella:* 94 *Unit:* 630 *Citation:* T005 *M.R.S.A., Sect.:* 000013104

PURPOSE:

The Maine Biomedical Research Board was established to promote economic development and jobs in the State primarily by making state investments in organizations with successful results in attracting biomedical research funds from specified grant sources. As a secondary purpose, the Maine Biomedical

INDEPENDENT AGENCIES - OTHER

Research Program is intended to provide incentives for small eligible institutions to grow. The program shall disburse program funds from the Maine Biomedical Research Fund to eligible institutions. An eligible institution receiving program funds under this program may use those funds for any of the following purposes: project funding; facilities funding, including debt service; equipment used in research, including debt service; or ancillary support.

ORGANIZATION:

The Maine Biomedical Research Program is overseen by the Maine Biomedical Research Board. The Board consists of seven members appointed as follows: four persons appointed by the Governor and nominated by a statewide biomedical research coalition; two members appointed by the Governor who are distinguished and credentialed in the type of biomedical research that is performed by eligible institutions; and, the Commissioner of the Department of Economic and Community Development or his/her designee. The Maine Biomedical Research Board is assisted in its oversight of the Program by Maine Technology Institute, which provides administrative services for the Program.

FINANCES, FISCAL YEAR 2015: 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, sections 979 and 1021 to 1034.

ORGANIZATION:

On July 1, 1986, the State Civil Service Appeals Board was established to perform grievance and appeal functions formerly performed by the State Personnel Board. The Board consists of 5 members of the public who have experience in personnel management or labor relations. Appointments to the Board are made by the Governor with review by the Joint Standing Committee on State and Local Government with confirmation by the Legislature. One member of the Board is designated by the 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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE COMMISSION FOR COMMUNITY SERVICE
MARYALICE CROFTON, EXECUTIVE DIRECTOR**

Central Office: 111 SEWALL ST., ROOM 105, AUGUSTA, ME 04333

Mail Address: 105 STATE HOUSE STATION, AUGUSTA, ME 04333-0105 *FAX:*

Established: 1995

Telephone: (207) 624-7792

Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 578 *Citation:* T0005 *M.R.S.A., Sect.:* 000007501

PURPOSE:

The Maine Commission for Community Service was established by Executive Order in 1994 to link the Corporation for National Service to the State of Maine. The Commission purpose and duties were codified in state statute in 1995, broadening responsibilities beyond merely responding to federal initiatives. The Commission's statutory mission is to "foster community service and volunteerism to meet human and environmental needs" in Maine. Among the 14 assigned duties are these: identify the priority needs to be met by volunteer and national service; develop triennial comprehensive plans to address issues in Maine's volunteer sector; provide technical assistance and training to Maine national service programs; and, increase collaboration among public and private sector community and volunteer service organizations. The Commission makes sub-grants in accordance with provisions of the 1990 federal National and Community Service Act (USC 42, Section 12501 et seq.) and recommends State priorities regarding programs that receive direct federal financial assistance under the Domestic Volunteer Act of 1973. In addition to administering AmeriCorps State programs, the Commission maintains online training for managers of volunteers and is the lead state partner for implementation of Service Enterprise, an initiative to improve the impact of organizations engaging volunteers.

ORGANIZATION:

The Commission is comprised of 24 voting-members appointed by the Governor. Representation is directed by Statute. Members are appointed to serve in three-year, staggered terms. Voting members of the Commission elect a chair from their ranks. Ex-officio members are the Commissioner of the Maine Department of Education or his/her designee and the State Director for the Corporation for National Service. The Commission is directed to report annually to the Governor and the Joint Standing Committee on State and Local Government. Since July 1, 2012, the Commission's fiscal agent has been the Maine Department of Education.

PROGRAM:

The Commission managed over \$ 2.25 million from the Corporation for National and Community Service and \$1,176,415 in non-federal resources. The Volunteer Generation Fund supported implementation of Service Enterprise in three Maine counties. Grants to seven community agencies supported 221 AmeriCorps members. Management of 34 AmeriCorps VISTA placements brought \$604,000 federal resources to state. The balance supported grant administration and Commission operation. Each activity is tied to an outcome in the Commission's strategic plan.

PUBLICATIONS:

These reports are located on the Maine Commission for Community Service website: www.maineservicecommission.gov/publications/

- 2013 Annual Report
- MCCS Strategic Plan
- The Public's Return on Investment: National Service in Maine 2013
- Service-learning in Maine: A Guide to Implementing Quality Service-learning
- Volunteering in America: Profile of Maine's Volunteer Sector
- Managing Maine Volunteers from a Legal Perspective

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

STATE BOARD OF CORRECTIONS
SHERIFF JOEL MERRY, CHAIR
RYAN THORNELL, EXECUTIVE DIRECTOR

Central Office: 25 TYSON DRIVE, AUGUSTA, ME 04333-0111
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4370
Established: 2008 *Telephone:* (207) 287-4405
Reference: Policy Area: 06 *Umbrella:* 94 *Unit:* 644 *Citation:* T0034A *M.R.S.A., Sect.:* 00001801
Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

PURPOSE:

The purpose of the State Board of Corrections is to develop and implement a coordinated a statewide (State and County) 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 five 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's 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.

PUBLICATIONS:

The following documents are accessible on the board's website (<http://maine.gov/corrections/BOC/index.shtml>): Annual reports; Monthly financial reports; Applicable reference materials.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	82,108		82,108			
HEALTH BENEFITS	27,391		27,391			
RETIREMENTS	19,238		19,238			
OTHER FRINGE BENEFITS	1,661		1,661			
COMPUTER SERVICES	3,182	3,182				
CONTRACTUAL SERVICES	3,488	3,482	6			
RENTS	1,064	1,064				
COMMODITIES	807	807				
GRANTS, SUBSIDIES, PENSIONS	17,274,133	14,633,768	2,640,365			
TOTAL EXPENDITURES	17,413,072	14,642,303	2,770,769			

MAINE STATE CULTURAL AFFAIRS COUNCIL
PETER MERRILL, CHAIRPERSON

Central Office: C/O MAINE STATE LIBRARY, AUGUSTA, ME 04333-0064
Mail Address: 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX:*
Established: 1990 *Telephone:*
Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 546 *Citation:* T0027 *M.R.S.A., Sect.:* 000000552

INDEPENDENT AGENCIES - OTHER

PURPOSE:

The Maine State Cultural Affairs Council, as established in 5 MRSA, § 12004-G, subsection 7-A, shall ensure a coordinated, integrated system of cultural resources programs and projects and shall ensure the support of cultural heritage institutions and activities of the State.

ORGANIZATION:

The Maine State Cultural Affairs Council was established in 1990 to coordinate the resources, programs and projects of the cultural agencies with statewide responsibilities. The Maine State Cultural Affairs Council consists of the chair of the Council, appointed by the Governor from one of the following boards and commission; and the chair and vice-chair or their designees from the Maine Arts Commission, the Maine Historic Preservation Commission, the Maine Library Commission, the Maine Humanities Council, the Maine Historical Society, the Archives Advisory Board, and the Maine State Museum Commission. Non-voting members include a staff member from the Office of the Governor and the directors of the seven cultural agencies.

PROGRAM:

The Maine State Cultural Affairs Council continues to implement the charge given in 27 MRSA, section 552 by: 1) Meeting on a regular basis to coordinate the broader programs and projects of state cultural agencies, 2) Planning for coordinated budget requests for the State Cultural Agencies, and 3) Publishing useful information concerning statewide cultural issues.

The Maine State Cultural Affairs Council works in coordination with Maine's locally based organizations to distribute grant funds through the New Century Community Program. The Council also works with Maine's locally based organizations to promote coordinated cultural activities, the creative economy and community revitalization.

PUBLICATIONS:

Maine State Cultural Affairs Council Annual Report

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE CULTURAL AFFAIRS COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	22,037	22,037				
RENTS	207	207				
GRANTS, SUBSIDIES, PENSIONS	31,866	13,343				18,523
TOTAL EXPENDITURES	54,110	35,587				18,523

MAINE ECONOMIC GROWTH COUNCIL

STEVE VON VOGT, CO-CHAIR

Central Office: 295 WATER STREET, STE. 5, AUGUSTA, ME 04330

Mail Address: 295 WATER STREET, STE. 5, AUGUSTA, ME 04330

Established: 1993

Reference: Policy Area: 01 Umbrella: 94 Unit: 573 Citation: T0010

FAX: (207) 622-6346

Telephone: (207) 622-6345

M.R.S.A., Sect.: 000000929A

PURPOSE:

The Maine Economic Growth Council was established to develop, maintain and evaluate a long term economic plan for the State. The council's responsibilities include the development of a long range plan, goals, benchmarks and alternative strategies for a sustainable State economy. Additionally, the council will monitor progress in accomplishing the State's goals and benchmarks and recommend changes in the plan to reflect the dynamics of the international, national and State economy.

INDEPENDENT AGENCIES - OTHER

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. A 2013 law requires that legislative membership is one senator and one representative from both the majority and minority parties.

By statute, the council is staffed by the Maine Development Foundation.

PROGRAM:

The council's first report, Goals for Growth: Progress 95, was released in fiscal year 1995 and proposed to monitor progress in six key areas: Innovative Businesses, Productive Workers/Reward Employment, Vital Communities, Healthy Natural Resources, Efficient Government and State-of-the-Art Infrastructure. Measures of Growth 97 identified 57 benchmarks in the six areas, with subsequent reports tracking and evaluating Maine's performance on these indicators.

Since those initial reports, the council has modified the report to ensure it is measuring the key indicators of Maine's economy. Measures of Growth 2002 included 40 of the original indicators and an additional 20 indicators. The 2005 report honed in on the 18 indicators in the economy, community and environment spheres deemed to be most critical for Maine's economy. Since then, the Council has carefully evaluated existing and potential indicators to ensure the Measures of Growth report is using the best available data to provide a clear and comprehensive evaluation of the most critical factors affecting Maine's economy. The 2015 report included a new format intended to retain all of the valuable data and information while making the key factors in meeting the Growth Council's goal of a high quality of life for all Maine people more accessible and easier to understand.

The council distributes the Measures of Growth report widely and conducts briefings for organizations and agencies statewide. From 2006 to 2011, the council administered the "Adopt-a-Benchmark" program, which encouraged Maine organizations to take and report action to move the state closer to one or more of the Council's benchmarks. The program was discontinued in favor of promoting more comprehensive efforts.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE EDUCATIONAL LOAN AUTHORITY SHIRLEY M. ERICKSON, EXECUTIVE DIRECTOR

WATS: (800) 922-6352

Central Office: 131 PRESUMPSCOT STREET, PORTLAND, ME 04103

Mail Address: 131 PRESUMPSCOT STREET, PORTLAND, ME 04103

Established: 1988

Reference: Policy Area: 02 Umbrella: 94 Unit: 434 Citation: T0020A M.R.S.A., Sect.: 000011414

FAX: (207) 791-3616

Telephone: (207) 791-3600

PURPOSE:

The Maine Educational Loan Authority (MELA) was established to assist Maine students and their families in achieving their higher education goals by providing a supplemental or alternative student loan program. MELA's student loan program is designed primarily to help Maine students and their families pay for educational expenses that exceed other available financial aid resources such as scholarships, grants, and the Federal education loan programs.

ORGANIZATION:

MELA is a quasi-governmental agency that was created and established by Maine

INDEPENDENT AGENCIES - OTHER

legislation in April of 1988. MELA functions as an administratively independent authority within the current organizational structure of State government, and receives no appropriation from the Legislature for its operation. MELA is governed by a seven-member board appointed by the Governor and confirmed by the Legislature, except for the State Treasurer who serves as an ex-officio member. Under the broad guidance of the MELA Board, a full-time Executive Director organizes and coordinates the activities of the Authority.

PROGRAM:

MELA's loan program for 2014-2015 included The Maine Loan® and The Maine Medical Loan. The Maine Loan is available to eligible undergraduate and graduate students to borrow funds up to the full cost of education less other financial aid. The Maine Medical Loan is available to eligible medical students to borrow funds up to the full cost of a medical degree less other financial aid. All MELA borrowers must have a Maine nexus and the loans are credit versus need based. The Maine Loan and The Maine Medical Loan are available to Maine residents attending approved schools in the United States or Canada or out-of-state students attending approved schools in Maine. Key features of The Maine Loan and The Maine Medical Loan programs include fixed interest rates, repayment terms up to 15 years, a minimum loan amount of \$1,000, and no annual or aggregate borrowing limits.

All MELA loans are funded with the proceeds from tax-exempt bonds or obligations, and no State monies are allocated to fund the program. Recent MELA bond issues were completed in July of 2010 for \$15.46 million, in June of 2012 for \$12.685 million, and in July of 2014 for \$10 million.

PUBLICATIONS:

Maine Educational Loan Authority 2014 Annual Report
The Maine Loan brochure
The Maine Medical Loan brochure
Understanding Alternative Student Loans pamphlet

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF EMERGENCY MUNICIPAL FINANCE JEROME GERARD, STATE TAX ASSESSOR

Central Office: 51 COMMERCE DRIVE, AUGUSTA, ME 04333
Mail Address: 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 *FAX:* (207) 287-3618
Established: 1954 *Telephone:* (207) 624-9620
Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 319 *Citation:* T0030A *M.R.S.A., Sect.:* 000006101

PURPOSE:

To enable municipalities that have fallen into financial difficulties to receive assistance from the State and to be reestablished on a sound financial basis, and to assure the State of the collection of the taxes due from those municipalities to the State.

ORGANIZATION:

The Commissioner of the Department of Administrative and Financial Services, the State Treasurer and the State Tax Assessor compose the Board of Emergency Municipal Finance.

PROGRAM:

Any municipality that is financially unable to provide for its direct relief and work programs or its contributory share of public assistance programs of any nature, may apply to the Department of Human Services for funds from the State for that purpose. The municipal officers must apply in writing and send a copy

INDEPENDENT AGENCIES - OTHER

of the application to the Board. Prior to the expenditure of such funds, the affairs of the municipality must be taken over by the Board.

If a municipality falls one year and six months behind in the payment of its taxes to the State, defaults on any bond issue or payment of interest due, or neglects to pay school and other salaries due and has received funds from the State in support of its poor, the board may audit or investigate the financial condition of the municipality. If after the audit or investigation the Board finds it necessary it may, by a majority vote, take over local government.

Once the Board takes control, a return to municipal self-governance requires repayment of relevant debts and a finding by the Board or its appointee that the financial affairs of the municipality may be resumed under local control.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE EMERGENCY RESPONSE COMMISSION BRUCE FITZGERALD, CHAIRPERSON

WATS: (800) 452-8735

TTY: (207) 624-4437

Central Office: STATE OFFICE4 BUILDING, AUGUSTA, ME 04333

Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1987

Reference: Policy Area: 06 Umbrella: 94 Unit: 410 Citation: T0037B M.R.S.A., Sect.: 000000792

FAX: (207) 287-3180

Telephone: (207) 624-4400

PURPOSE:

This Commission oversees the implementation of a comprehensive program of planning and training for effective emergency response to releases of hazardous materials.

The State Emergency Response Commission (SERC) facilitates and coordinates the development of statewide plans implemented for comprehensive and effective response to hazardous materials emergencies for the safety and well being of people and the environment.

ORGANIZATION:

The Commission is composed of 14 members, including the Commissioners of the departments of Environmental Protection, Health and Human Services, Labor and Transportation or designees; the Director of the Maine 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, one environmental organization representative of the general public appointed by the President of the Senate. The Director of the Maine Emergency Management Agency serves as the chair.

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 (LEPCs) which, under Federal law are required to develop plans in the event of an accidental release of a hazardous substance. This assistance may be either in the form of grants to enable LEPCs to hire assistance in completing the plan or technical support as it relates to risk assessment and hazard analysis.

The SERC also supports an aggressive campaign of education of Maine's first responders by providing training grants to communities. These programs may include Hazardous Materials Awareness, Operations and Technician level course along with a number of other specialized programs.

INDEPENDENT AGENCIES - OTHER

PUBLICATIONS:

LEPC Guidance
Model Plans
Emergency Planning Guidance
Emergency Response Guidebooks

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

KIM WALLACE ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD

**ERIC DIBNER, CHAIR
LAURIE GARRISON, CLERK, FAME**

Central Office: C/O FAME, 5 COMMUNITY DR, AUGUSTA, ME 04332-0949 *TTY:* (207) 626-2717
Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949 *FAX:* (207) 623-0095
Established: 1988 *Telephone:* (207) 623-3263
Reference: Policy Area: 05 *Umbrella:* 94 *Unit:* 178 *Citation:* T0010 *M.R.S.A., Sect.:* 000000373

PURPOSE:

To help people with disabilities become more independent and productive members of the community. The program makes available direct loans to borrowers at fixed rates of prime plus 2% (not to exceed 10%) and terms that are specifically tailored to meet the financial needs of individual borrowers. Business entities may also 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 an experienced consumer lender; one must be a certified public accountant; and the remaining five must be people with a range of disabilities. The Director of the Bureau of Rehabilitation Services within the Department of Labor or the Director's designee and the Treasurer of the State of Maine or the Treasurer's designee also serve on the Board.

The Board currently contracts with Alpha One, a non-profit community-based agency offering services to persons with disabilities, to provide initial assistance to program applicants and 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 flexible term loans to assist people with disabilities become more productive members of the community. Businesses may also 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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

JONATHAN WAYNE, EXECUTIVE DIRECTOR
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: 6.000 Legislative Count: 6.00

PURPOSE:

The Commission on Governmental Ethics and Election Practices is an independent commission established to guard against corruption or undue influencing of the election process and against misconduct or the appearance of misconduct by Legislators.

The general duties of the Commission are to investigate and make advisory recommendations to the appropriate body of the Legislature of any apparent violations of the ethical standards set by the Legislature; to issue advisory opinions and guidelines on problems or questions involving possible conflict of interest in matters under consideration by, or pertaining to, the Legislature; and to administer the sources of income disclosure law.

Additional responsibilities of the Commission are to administer and investigate any violations of the requirements for campaign reports and campaign financing, including the provisions of the Maine Clean Election Act; to conduct biennially, in conjunction with the Attorney General and the Chair of the Legislative Council, an ethics seminar for Legislators; to administer the lobbyist disclosure laws, and to administer and ensure effective implementation of the Maine Clean Election Act.

ORGANIZATION:

The Commission on Governmental Ethics and Election Practices, established by 5 MRSA, section 12004-G, §33, consists of five members appointed by the Governor from nominee lists submitted by Legislative Leadership. Appointees are subject to review by the joint standing committee of the Legislature having jurisdiction over legal affairs and confirmation by the Senate.

No more than two members may be enrolled in the same political party. Each member serves a three-year term. A person may not be appointed to the Commission who is a member of the Legislature or who was a member of the previous Legislature, or who was a declared candidate for an elective county, state or federal office within two years prior to the appointment, or who holds an elective county, state or federal office, or who is an officer, director, employee or primary decision maker of a party committee, political action committee or candidate committee authorized under 21-A MRSA, §1013-A(1)(B).

Pursuant to 1 MRSA, section 1006, the Commission may call for the aid or assistance in the performance of its duties on the Attorney General, Secretary of State, Department of Audit, or any law enforcement agency in Maine.

PROGRAM:

Advisory Opinion, Notices, and Report Audits: During fiscal year 2015, the Commission conducted regular public meetings, issued informal advisory opinions, and its staff rendered oral advice regarding the interpretation of the statutes administered by the Commission. The staff distributed filing notices to all candidates, political action committees, ballot question committees, and lobbyists with reporting or disclosure obligations and processed reports filed by those reporting entities. Additionally, the staff conducted compliance reviews and limited audits of the reports of candidates, political action committees, ballot question committees, and lobbyists.

Complaints, Late Filings, Penalties: During fiscal year 2015, the Commission investigated complaints concerning candidate campaigns, party committees, political action committees, ballot question committees, and lobbyists. The

INDEPENDENT AGENCIES - OTHER

Commission also ruled on the lateness of the filings of candidates, party committees, ballot question committees, political action committees, and lobbyists. The Commission 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.

Opinions, Lawsuits, Fees: The Commission considered requests for the waiver of certain statutory requirements by candidates, lobbyists, political action committees, and political party committees and issued guidance on the interpretation of statutes and rules subject to the Commission's jurisdiction.

PUBLICATIONS:

The Commission distributes copies of the governmental and legislative ethics laws, lobbyist disclosure procedures, campaign reports and finance laws for candidates, the laws governing political action committees (PACs) and ballot question committees (BQCs), the Maine Code of Fair Campaign Practices, and the Maine Clean Election Act. Other publications include: Filing schedules, registrations, and reporting forms for lobbyists, PACs, BQCs, party committees, and candidates for state and county; Sources of income statements for Legislators and legislative candidates and executive branch officials; Rosters of registered PACs and BQCs, lobbyists, and candidates/treasurers; Candidate compliance manuals; Summaries of campaign contributions/expenditures; and Annual report of lobbyist compensation.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	308,225	72,494	235,731			
HEALTH BENEFITS	91,525	24,230	67,295			
RETIREMENTS	63,954	14,554	49,400			
OTHER FRINGE BENEFITS	6,399	1,471	4,928			
COMPUTER SERVICES	221,258	1,774	219,484			
CONTRACTUAL SERVICES	91,634	4,120	87,514			
RENTS	50,259		50,259			
COMMODITIES	3,930	206	3,724			
GRANTS, SUBSIDIES, PENSIONS	238,457		238,457			
TRANSFER TO OTHER FUNDS	14,946		14,946			
TOTAL EXPENDITURES	1,090,587	118,849	971,738			

FINANCE AUTHORITY OF MAINE

BRUCE WAGNER, CEO
RAYMOND NOWAK, CHAIR

Central Office: C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949

Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949

FAX: (207) 623-0095

Established: 1983

Telephone: (207) 623-3263

Reference: Policy Area: 01 *Umbrella:* 94 *Unit:* 457 *Citation:* T0010 *M.R.S.A., Sect.:* 000000964

PURPOSE:

The Finance Authority of Maine (FAME), a quasi-independent state agency, is Maine's business and higher education finance authority. FAME initially was established in 1983 as Maine's business finance agency. In that role, FAME was charged with supporting the start-up, expansion and growth of Maine businesses by working with Maine's banking community to improve access to capital.

In 1990, FAME's mission was significantly expanded by the Maine Legislature when it assumed responsibility for administering the state's higher education finance and outreach programs. Through loans, grants and loan insurance, FAME helps students and their families meet the costs associated with higher education. FAME administers Maine's Section 529 College Savings Program, the NextGen College Investing Plan® and oversees outreach activities that are designed to encourage

INDEPENDENT AGENCIES - OTHER

Maine people to aspire to and pursue higher education.

FAME 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, lending, economic development and business communities, as well as the Governor and Maine Legislature, in the formulation and implementation of financial services and programs that help fill gaps that exist in Maine's capital delivery system.

ORGANIZATION:

FAME is overseen by a fifteen-member Board of Directors that has the following makeup: two members with experience in natural resource-based enterprises; two veterans; one certified public accountant; one commercial lender; one attorney; one member with expertise in student financial aid; one member knowledgeable in the field of higher education; three members at-large; three state officials, including the Commissioner of Economic and Community Development, a natural resource agency commissioner and the State Treasurer.

Members of the FAME board are appointed by the Governor and are subject to review and confirmation by the Maine Legislature. Each member, other than the state officials, serves for a term of four years. The Chief Executive Officer is appointed by the Governor, subject to review and confirmation by the Maine Legislature, to supervise and direct the administrative and technical activities of FAME on a day-to-day basis.

PROGRAM:

BUSINESS FINANCE: FAME administers and oversees programs that may be utilized individually or in combination with other financing mechanisms to assist business development in Maine.

These programs include: Commercial Loan Insurance Program; Economic Recovery Loan Program; Regional Economic Development Revolving Loan Program; Linked Investment Program for Commercial Enterprises; Linked Investment Program for Agriculture; Maine Seed Capital Tax Credit Program; Maine Economic Development Venture Capital Revolving Investment Program; Maine New Markets Capital Investment Tax Credit Program; and various bond programs.

Additionally, the following programs are administered in conjunction with other State departments or agencies: Potato Marketing Improvement Fund Program; Agricultural Marketing Loan Program; 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; Educators for Maine Program; Maine College Savings Program; Dental Education Loan and Loan Repayment Program; Medical Education Program; the Harold Alfond College Challenge; the Doctors for Maine's Future Scholarship Program; 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

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FINANCE AUTHORITY OF MAINE EXPENDITURES	TOTAL	SPECIAL		HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND	REVENUE FUNDS			
GRANTS, SUBSIDIES, PENSIONS	25,802,565	10,692,394	3,110,171			12,000,000
TOTAL EXPENDITURES	25,802,565	10,692,394	3,110,171			12,000,000

ADVISORY COMMITTEE ON MEDICAL EDUCATION

**VACANT , CHAIR
JANEEN VIOLETTE, CLERK, FAME**

Central Office: C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949
Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949 *FAX:* (207) 623-0095
Established: 1992 *Telephone:* (207) 623-3263
Reference: Policy Area: 01 Umbrella: 94 Unit: 093 Citation: T0020A M.R.S.A., Sect.: 000012106

PURPOSE:

The Advisory Committee on Medical Education advises the Chief Executive Officer of the Finance Authority of Maine in the development of initiatives that address the medical education needs of the State of Maine.

ORGANIZATION:

The committee consists of eighteen members: fourteen of these are appointed by FAME's CEO and are subject to approval by the Legislature's Joint Standing Committee on Education and Cultural Affairs. Representatives of the following entities are included: a major statewide agency representing allopathic physicians; a major statewide agency representing osteopathic physicians; a major statewide agency representing family physicians; a major statewide agency representing hospitals; a major statewide agency representing community health centers; an association of commercial health insurance companies doing business in the state; a statewide area health education center program; two at-large members; a chief executive of a family practice residency in Maine; a Maine student, resident or practicing physician who has obtained a position secured by the authority at an institution of allopathic medical education or obtained a Doctors for Maine's Future Scholarship; a Maine student, resident or practicing physician who has obtained a position secured by the authority at an institution of osteopathic medical education or obtained a Doctors for Maine's Future Scholarship; and representatives of each Maine-based medical school at which students have received Doctors for Maine's Future scholarships.

Other committee members include: the Commissioner of the Department of Health and Human Services or the Commissioner's designee; three at-large members from areas of the state lacking reasonable access to health care: one appointed by the Governor, one appointed by the President of the Senate and one appointed by the Speaker of the House of Representatives, all of whom are subject to approval by the Legislature's Education Committee.

PROGRAM:

The committee provides guidance for the administration of the Health Professions Loan Programs and the Doctors for Maine's Future Scholarship Program, including, but not limited to the projected costs of medical education, recommendations for the future needs of the programs, the development of sites for student clinical training and the development of incentives to practice in under-served areas.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES
AUTHORITY**

MICHAEL GOODWIN, EXECUTIVE DIRECTOR

Central Office: 127 COMMUNITY DRIVE, AUGUSTA, ME 04330

Mail Address: PO BOX 2268, AUGUSTA, ME 04330-2268

Established: 1971

Reference: Policy Area: 00 *Umbrella:* 94 *Unit:* 336 *Citation:* T0022

FAX: (207) 623-5359

Telephone: (207) 622-1958

M.R.S.A., Sect.: 000002054

PURPOSE:

To assist private non-profit hospitals, non-profit nursing homes, community health facilities, for-profit nursing and boarding homes, and private, non-profit institutions for higher education within the State of Maine in both short and long term financing for the construction and equipping of health-care and educational facilities, and the refinancing of existing indebtedness by providing financial advisory services and access to the tax-exempt and taxable bond markets.

ORGANIZATION:

The Authority consists of a twelve-member Board of Commissioners, including the Treasurer of the State, the Commissioner of Health and Human Services, the Commissioner of Education and the Superintendent of Financial Institutions who serve as ex officio members, and eight other members, who are residents of the State of Maine and are appointed by the Governor, for terms of five years. The Board of Commissioners shall elect one of its members as chairman and one as vice-chairman. The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Health and Higher Educational Facilities Authority and is responsible for the day-to-day activities of the Authority. The Executive Director also serves as both the secretary and treasurer of the Authority.

PROGRAM:

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 to participating eligible borrowers using its financing capabilities. The Authority charged origination and loan servicing fees based on type of loan, financing, and borrower.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

MAINE HISTORIC PRESERVATION COMMISSION
KIRK MOHNEY, EXECUTIVE DIRECTOR

Central Office: 55 CAPITOL ST, AUGUSTA, ME 04330 *TTY:* (207) 287-6740
Mail Address: 65 STATE HOUSE STATION, AUGUSTA, ME 04333-0065 *FAX:* (207) 287-2335
Established: 1971 *Telephone:* (207) 287-2132
Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 089 *Citation:* T0027 *M.R.S.A., Sect.:* 000000502
Average Counts-All Positions: 16.731 *Legislative Count:* 12.00

PURPOSE:

The 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 departments of Transportation and Agriculture, Conservation and Forestry; and 9 representatives from among the citizens of Maine, one of whom must be elected chair and one of whom must be elected vice-chair. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect.

The term of office of each member is 5 years. Each member serves for the term of the members appointment and thereafter until the members 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 fiscal year 2014-15, the Commission expanded the National Register of Historic Places by 12 individual buildings and 5 historic districts.

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:

Per 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 Maine 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.

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL					MISC
	FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	
EXPENDITURES	ALL FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	595,456	192,051	136,117		267,288	
HEALTH BENEFITS	214,888	56,770	52,604		105,514	
RETIREMENTS	117,621	39,890	24,655		53,076	
OTHER FRINGE BENEFITS	10,349	2,100	2,429		5,820	
COMPUTER SERVICES	20,935	5,917	7,465		7,553	
CONTRACTUAL SERVICES	81,987	3,924	22,916		55,147	
RENTS	1,393				1,393	
COMMODITIES	20,780		1,346		19,434	
GRANTS, SUBSIDIES, PENSIONS	179,742				179,742	
TRANSFER TO OTHER FUNDS	56,230		18,248		37,982	
TOTAL EXPENDITURES	1,299,381	300,652	265,780		732,949	

MAINE HUMAN RIGHTS COMMISSION
AMY SNEIRSON, EXECUTIVE DIRECTOR
MELODY PIPER, PUBLIC SERVICE COORDINATOR

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; to prevent discrimination in employment, housing or access to public accommodations on account of race, color, sex, sexual orientation, physical or mental disability, religion, ancestry, or national origin; in employment, discrimination on account of age and genetic pre-disposition; in housing, discrimination on account of source of income and familial status; in extension of credit, on account of age, race, color, sex, sexual orientation, marital status, ancestry, religion or national origin; and in education, discrimination because of sex, sexual orientation, physical or mental disability, national origin and race.

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 2015, 739 new complaints were filed with the Maine Human Rights Commission. In addition, 684 complaints were carried over from the previous fiscal year. The Commission closed 667 cases, leaving a total of 756 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,

INDEPENDENT AGENCIES - OTHER

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, Sexual Harassment Trainer Listing
- Housing Regulations of the Maine Human Rights Commission; Housing Procedural Rule
- Housing Poster; Unlawful Housing Harassment Brochure
- Pre-employment Inquiry Guide
- Equal Educational Opportunity Regulations / Procedural Rules
- Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances
- Accessibility Requirements for Public Accommodations and Places of Public Employment
- Accessibility Requirements of the Maine Human Rights Commission
- Service Animal Guidance
- Whistleblower's Protection Act
- Housing Applicant Inquiry Guide
- The Maine Human Rights Act "What It Is & How It Works"
- Attorney Referral Listing

FINANCES, FISCAL YEAR 2015: 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		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	GENERAL FUND				
SALARIES & WAGES	561,407	325,876			235,531	
HEALTH BENEFITS	170,162	97,816			72,346	
RETIREMENTS	98,025	47,769			50,256	
OTHER FRINGE BENEFITS	17,819	10,724			7,095	
COMPUTER SERVICES	3,581	1,080			2,501	
CONTRACTUAL SERVICES	62,594	20,929	8,340		33,325	
COMMODITIES	7,575	1,788			5,787	
TRANSFER TO OTHER FUNDS	28,596		574		28,022	
TOTAL EXPENDITURES	949,759	505,982	8,914		434,863	

**MAINE INDIAN TRIBAL-STATE COMMISSION
JOHN DIEFFENBACHER-KRALL, EXECUTIVE DIRECTOR**

Central Office: , OLD TOWN, ME 04468
 Mail Address: PO BOX 241, STILLWATER, ME 04489
 Established: 1980
 Reference: Policy Area: 00 Umbrella: 94 Unit: 409 Citation: T0030
 FAX: Telephone: (207) 944-8376
 M.R.S.A., Sect.: 000006212

PURPOSE:

The Maine Indian Tribal-State Commission was created as part of the Maine Implementing Act of 1980 to "continually review the effectiveness of this Act and the social, economic, and legal relationship between the Houlton Band of Maliseet Indians, Passamaquoddy Tribe and the Penobscot Indian Nation and the State." The Commission also has a number of specific mandates, including the promulgation of fishing regulations on certain bodies of water and making recommendations concerning the acquisition of lands to be placed in trust for the Passamaquoddy Tribe and Penobscot Indian Nation.

ORGANIZATION:

The Commission is comprised of appointees from all parties to the Maine Indian Land Claims Settlement. Six of its members are appointed by the Governor of Maine

INDEPENDENT AGENCIES - OTHER

and confirmed by the Legislature; two are appointed by the Houlton Band of Maliseet Indians; two are appointed by the Passamaquoddy Tribe; two are appointed by the Penobscot Indian Nation; and the thirteenth, who is the chairperson, is selected by the twelve appointees.

The Commission's budget is comprised of tribal contributions and state dollars. The Commission is staffed by a private consultant, who serves as Executive Director.

PROGRAM:

The Commission's overriding priorities include monitoring the compliance by the parties to the Maine Indian Claims Settlement as reflected in the Maine Indian Claims Settlement Act (MICSA - 25 USCS § 1721) and Maine Implementing Act (MIA - 30 MRSA §6201); offering information, analysis, and findings concerning disputed provisions of MICSA and MIA; strengthening tribal-state relations; deepening the understanding by Tribal and State leaders of the key concepts and issues underlying both the Settlement and ongoing Wabanaki-Maine relations; promoting a relationship between the State and Tribes that is based on open communications and mutual trust and respect; and increasing the public's understanding and appreciation of the Wabanaki People. To address these overriding priorities, the Commission conducts ongoing diplomatic efforts, undertakes research into disputed areas of the Settlement, makes recommendations on issues affecting tribal-state relations, staffs the Annual Assembly of Governors and Chiefs, sponsors meetings and workshops, presents testimony, and collaborates on educational activities.

LICENSES:

None.

PUBLICATIONS:

- Maine Indian Tribal-State Commission Annual Report 2013-2014
- Assessment of the Intergovernmental Saltwater Fisheries Conflict Between Passamaquoddy and the State of Maine July 2014
- Maine Indian Tribal-State Commission Annual Report 2012-2013 February 2014
- A Summary of the Activities of the Maine Indian Tribal-State Commission (July 1, 2009 - June 30, 2012) published July 2013
- Letter, Maine Indian Tribal-State Commission to UN Special Rapporteur on the Rights of Indigenous Peoples James Anaya, August 8, 2013
- Letter, Maine Indian Tribal-State Commission to UN Special Rapporteur on the Rights of Indigenous Peoples James Anaya, May 16, 2012
- Maine Indian Claims Settlement: Concepts, Context, and Perspectives
- Wabanaki: A New Dawn (video)
- "Fish and Wildlife Provisions Under the 1980 Maine Indian Claims Settlement"
- At Loggerheads -State of Maine and the Wabanaki
- "Proposal to Drop 'Squaw' from Place Names in Maine: Summary of Issues and Views"

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE INDIAN TRIBAL-STATE COMMISSION	TOTAL					
	FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	111,614	111,614				
TOTAL EXPENDITURES	111,614	111,614				

**MAINE STATE LIBRARY
JAMES RITTER, STATE LIBRARIAN**

TTY: (877) 887-3878

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0064
 Mail Address: 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 FAX: (207) 287-5624
 Established: 1937 Telephone: (207) 287-5600
 Reference: Policy Area: 03 Umbrella: 94 Unit: 075 Citation: T0027 M.R.S.A., Sect.: 00000001
 Average Counts-All Positions: 43.000 Legislative Count: 43.00

INDEPENDENT AGENCIES - OTHER

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 and Outreach Services.

PROGRAM:

The Program of the Maine State Library (MSL) 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 such as video services, technology initiatives, resources and support; school library media services; federal e-rate coordination and training; grant programs, statewide licensing of electronic databases and online learning tools for librarians and Maine citizens, including job seekers. Programs in this division are funded by both a yearly federal Library Services and Technology Act (LSTA) grant and a current Broadband Technology Opportunities grant (BTOP). 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 transports 1.5 million items annually.

The public services portions of the MSL web page originate within this program. Reader and Information Services also develop 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE LIBRARY	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,601,872	1,158,986	44,506		398,380	
HEALTH BENEFITS	606,479	424,496	13,218		168,765	
RETIREMENTS	307,859	222,336	8,202		77,321	
OTHER FRINGE BENEFITS	29,912	20,626	881		8,405	
COMPUTER SERVICES	157,505	56,087	25,398		76,020	
CONTRACTUAL SERVICES	1,640,137	683,035	530,313		426,789	
RENTS	2,823	531	1,426		866	
COMMODITIES	200,886	148,570	7,132		45,184	
GRANTS, SUBSIDIES, PENSIONS	747,631	320,070	262,168		165,393	
EQUIPMENT	42,597		42,597			
TRANSFER TO OTHER FUNDS	51,300		17,663		33,637	
TOTAL EXPENDITURES	5,389,001	3,034,737	953,504		1,400,760	

INDEPENDENT AGENCIES - OTHER

MAINE LIBRARY COMMISSION

JAMES RITTER, STATE LIBRARIAN

BETH EDMONDS, CHAIRPERSON

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0064

TTY: (888) 577-6690

Mail Address: 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX:* (207) 287-5624

Established: 1973

Telephone: (207) 287-5604

Reference: Policy Area: 03 *Umbrella:* 94 *Unit:* 082 *Citation:* T0027 *M.R.S.A., Sect.:* 000000111

PURPOSE:

The purpose of the Maine Library Commission is to review recommendations of the State Librarian with regard to the policies and operations of the Maine State Library and the State's library program. The Commission also gives advice and makes recommendations with regard to the administration of federal funds. The Commission is also charged with the hiring of the State Librarian.

ORGANIZATION:

The Maine Library Commission is broadly representative of the State's libraries and consists of a representative from public, school, academic, special and institutional libraries, a trustee representative, one representative from each of the library districts, and 3 representatives from the State at large, one of whom is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members. The Maine Library Commission is a policy-making, rule-making authority and part of the Maine State Cultural Affairs Council.

PROGRAM:

The Maine Library Commission held six meetings during fiscal year 2014-15. The Commission has monitored progress on the Maine State Library's strategic plan. Other areas of special interest included the following: The Maine Schools and Libraries Network, E-Rate Modernization, the expansion of the Maine InfoNet network, the sharing of resources among Maine libraries (including the expansion of a statewide interlibrary loan van delivery service), statewide licensing of electronic databases, reviewing the allocation of state and federal funds, reviewing statewide interlibrary loan policies and reviewing emerging technologies and their impact on library services statewide including electronic reference service, computer training courses, and e-books.

PUBLICATIONS:

See Maine State Library at <http://www.maine.gov/msl/>

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE LOBSTER MARKETING COLLABORATIVE

MATT JACOBSON, EXECUTIVE DIRECTOR

Central Office: 2 UNION STREET, PORTLAND, ME 04101

Mail Address: 2 UNION STREET, PORTLAND, ME 04101

Established: 1991

FAX:

Telephone: (207) 541-9310

Reference: Policy Area: 01 *Umbrella:* 94 *Unit:* 097 *Citation:* T0012 *M.R.S.A., Sect.:* 000006455

PURPOSE:

The Maine Lobster Marketing Collaborative markets and promotes the sale of Maine lobster in local, regional, national and world markets year-round.

ORGANIZATION:

The Maine State Legislature established the Maine Lobster Promotion Council in

INDEPENDENT AGENCIES - OTHER

1991 at the request of the Maine lobster industry. In 2013, the Maine Lobster Promotion Council was renamed the Maine Lobster Marketing Collaborative (MLMC). The MLMC is funded through 2018 at which point its efforts will be evaluated by a third party, independent auditor to ascertain the effectiveness of all its activities between the years 2014-2018. The MLMC is a public instrumentality of the State, funded primarily through assessments paid by lobster license holders and managed by an 11-member Board of Directors composed of four harvesters, three dealers/processors and two public members, the Commissioner of the Department of Marine Resources and the Commissioner of the Department of Economic and Community Development (or the Commissioners' designees).

PROGRAM:

The MLMC markets the Maine Lobster brand to consumer and trade audiences around the globe. The objective of the MLMC is to support brand awareness and premium positioning for Maine Lobster in order to maintain interest and demand for Maine Lobster and thereby support the value of the brand for all sectors of the industry.

The MLMC developed a comprehensive marketing strategy to support the promotion of the Maine Lobster brand to consumer and trade customers, primarily in the U.S. with some activity targeting export markets. The MLMC implements the strategy through a variety of marketing tools including public relations, events, social media, digital marketing and advertising.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE LOBSTER MARKETING COLLABORATIVE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES GRANTS, SUBSIDIES, PENSIONS TOTAL EXPENDITURES	1,327,437 1,327,437		1,327,437 1,327,437			

**MOTOR CARRIER REVIEW BOARD
MARK HUTCHINS, CHAIRMAN**

TTY: (207) 624-9085

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
 Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 622-5332
 Established: 1995 Telephone: (207) 624-9056
 Reference: Policy Area: 08 Umbrella: 94 Unit: 591 Citation: 29A M.R.S.A., Sect.: 00000562

PURPOSE:

The Motor Carrier Review Board was created by 29-A MRSA, §562 to review the records of motor carriers with histories of significant and repeated carrier violations in Maine.

The Board is charged with making recommendations to the Secretary of State for possible suspension of a carrier's privilege to operate commercial vehicles in Maine. To make these determinations, the Board looks at a number of data sources including adjudicated violations, Maine State Police Commercial Vehicle Enforcement Unit data, and Federal Motor Carrier Safety Administration's reviews and ratings.

The Motor Carrier Review Board's principal data source is the Maine State Police Driver/Vehicle Inspection Reports. In 1996, the Board developed and adopted its rules for conducting carrier reviews. In 2012, the rules were significantly revised to improve the carrier selection and review process. In fiscal year 2014-15 the Board held four meetings; conducted 68 preliminary reviews; and 11 full reviews; and recommended the suspension of two motor carriers.

ORGANIZATION:

The Board consists of seven members appointed by the Governor. The members

INDEPENDENT AGENCIES - OTHER

consist of 2 representatives from the motor carrier industry, one from the Maine Motor Transport Association, one from the Maine Forest Products Council, one from the commercial motor vehicle insurance industry, one from the Maine Professional Drivers' Association, and one from the public.

The Board is staffed by the Bureau of Motor Vehicle's Office of Motor Carrier Services.

PUBLICATIONS:

<http://www.maine.gov/sos/bmv/commercial>

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE MOTOR VEHICLE FRANCHISE BOARD

JOHN MCCURRY, CHAIRMAN

TTY: (207) 624-9105

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04330

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 624-9339

Established: 2003

Telephone: (207) 624-9131

Reference: Policy Area: 00 Umbrella: 94 Unit: 632 Citation: T0010 M.R.S.A., Sect.: 000001187

PURPOSE:

The Motor Vehicle Franchise Board was established to hear and decide complaints between motor vehicle manufacturers and dealers arising under the Motor Vehicle Franchise Law.

ORGANIZATION:

The Motor Vehicle Franchise Board was authorized in fiscal year 2002-03 to consist of seven regular members and four alternate members. Six regular members and the four alternate members are appointed by the Governor. The seventh member, the chairperson, is appointed by the Secretary of State.

PROGRAM:

The Motor Vehicle Franchise Board hears disputes between Motor Vehicle and manufacturers and dealers.

PUBLICATIONS:

Rules of the Motor Vehicle Franchise Board

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE MUNICIPAL BOND BANK

MICHAEL GOODWIN, EXECUTIVE DIRECTOR

Central Office: PO BOX 2268, AUGUSTA, ME 04330-2268

Mail Address: PO BOX 2268, AUGUSTA, ME 04330-2268

Established: 1972

FAX: (207) 623-5359

Telephone: (207) 622-9386

Reference: Policy Area: 00 Umbrella: 94 Unit: 376 Citation: T0030A M.R.S.A., Sect.: 000005951

PURPOSE:

The Maine Municipal Bond Bank (the Bank) was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name

INDEPENDENT AGENCIES - OTHER

and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION:

The Maine Municipal Bond Bank (the Bank), established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Financial Institutions, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank's General Bond Resolution program. The Bank pays all costs of issuance on behalf of local governmental units using the Bank's General Bond Resolution, except for local bond counsel, a pro-rated share of underwriters' sales commission and any negative arbitrage on the moral obligation reserve fund. Operating expenses are covered by the bond refunding savings, grant administrative fees and income from investment of operating funds.

The Bank does not receive any appropriations from the State to operate these Programs but does receive administrative and/or loan servicing fees from participating eligible borrowers.

PROGRAM:

In October of 2014, bonds were issued in the General Tax-Exempt Resolution totaling \$17,455,000 that assisted 8 governmental units finance their capital projects. Refunding bonds were also issued in the October 2014 in the amount of \$92,295,000 which produced savings of \$6,988,214. These savings were passed down to the local borrowers as interest credits on their outstanding bonds we refinanced for them at no additional costs. In May of 2015, bonds were issued in the amount of \$14,325,000 that assisted 14 governmental units finance their capital projects. Refunding bonds were also issued during May of 2015 in the amount of \$27,055,000 which produced \$1,500,000 saving which was also passed to the borrowers. All issues were rated AA+/Aa2 by Standard & Poor's and Moody's Ratings, respectively.

PUBLICATIONS:

Annual Report

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE MUNICIPAL BOND BANK	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	38,496,145	69,331	38,426,814			
TOTAL EXPENDITURES	38,496,145	69,331	38,426,814			

Maine Municipal Bond Bank 2015

Additional Program Information:

In 1998, the Maine Legislature established the Maine School Revolving Renovation Fund to promote efficient capital financing activities for the construction, renovation and maintenance of school facilities. The Bank jointly administers the Program with the Maine Department of Education. The Bank receives allocations from the State for deposit into the Fund. In fiscal year 2015 no new loans were processed. The Bond Bank continued to monitor outstanding loans and process loan requisitions as they were received. The program anticipates the DOE to approve projects in fiscal year 2016.

In 1989, the State of Maine designated the Bank to serve as the administrator and financial manager of the Drinking Water State Revolving Loan Fund Program, which it jointly administers with the Maine Department of Health and Human Services and Clean Water State Revolving Loan Fund Program, which it jointly administers with the Maine Department of Environmental Protection. In fiscal year 2014, the Clean Water Program provided 11 loans totaling \$19,460,000 to finance wastewater construction projects. The Drinking Water Program provided 11 loans totaling \$9,933,795 to finance public water systems construction projects.

In 2004, the Maine Legislature established the Transportation Grant Anticipation Fund for the purpose of assisting the Maine Department of Transportation in the financing of qualified transportation projects. This Program is jointly administered with the Maine Department of Transportation. Loans are secured pursuant to a pledge and certificate issued by the Maine Department of Transportation, which pledges future Federal Transportation funds to secure payment of GARVEE bonds. In December of 2014, bonds were issued in the amount of \$44,810,000 to finance various bridge repairs throughout the State.

In 2008, the Maine Legislature established the Transportation Infrastructure Fund for the purpose of providing financial assistance for the planning, design, acquisition, reconstruction, rehabilitation and other transportation capital improvements in the State of Maine. This Program is jointly administered with the Maine Department of Transportation. Loans are funded through the issuance of tax exempt revenue bonds and are secured by the TransCap Trust Fund, which is administered by the Bank. To date, the Bank has issued \$240,000,000 in Transportation Infrastructure Revenue Bonds. The issues were rated AA by Standard & Poor's and AA-by Fitch Ratings. No Transcap bonds were issued in fiscal year 2015.

In 2010, the Bank created a new bond resolution for the issuance of Qualified School Construction Bonds. In October of 2013, bonds were issued in the General Tax-Exempt Resolution totaling \$1,150,238 that assisted 1 governmental unit to finance their capital projects. No new QSCB bonds were issued since October 2013.

In 2013, the Maine Legislature established the State Liquor Operation Fund for the purpose of making advances to the State of Maine to make payments to health care providers for services provided prior to December 1, 2012 under the MaineCare program. The bonds are to be repaid from a portion of future liquor revenues collected by the State Bureau of Alcoholic Beverages and Lottery Operations. In September of 2013, the Bank issued \$220,660,000 in Liquor Operation Revenue Bonds. The issues was rated A+ by Standard & Poor. In fiscal year 2015, the bank continued to monitor and receive revenues so bond payments are made in accordance to the liquor act and agreement.

INDEPENDENT AGENCIES - OTHER

MAINE STATE MUSEUM

BERNARD FISHMAN, MUSEUM DIRECTOR
SHEILA MCDONALD, DEPUTY DIRECTOR

TTY: (207) 287-6740

Central Office: CULTURAL BUILDING, AUGUSTA, ME 04333-0083

Mail Address: 83 STATE HOUSE STATION, AUGUSTA, ME 04333-0083 FAX: (207) 287-6633

Established: 1966

Telephone: (207) 287-6607

Reference: Policy Area: 03 Umbrella: 94 Unit: 073 Citation: T0027 M.R.S.A., Sect.: 00000085A

Average Counts-All Positions: 20.340

Legislative Count: 19.50

PURPOSE:

The Maine State Museum seeks to share what is meaningful about Maine and its place in the world, in order to inspire people to discover Maine's past, understand its present, and imagine its future. The Maine State Museum pursues this mission through the selection, preservation, research, and educational use of objects and information representing the compelling significance of Maine's natural and cultural heritage.

The Maine State Museum is located in Augusta and maintains collections comprising some 800,000 items representing the full range of Maine's natural science and human history. Portions of these collections are publicly exhibited in the Cultural Building, State House, and Blaine House.

The museum staff conducts scientific and historical research in support of exhibits, publications, and educational programs intended to reach a wide and varied audience.

ORGANIZATION:

The Maine State Museum was initially established by the Maine legislature in 1836. In that year it opened its first exhibit, comprising geological collections, in the State House. It was several times subsequently disestablished and re-established, becoming an independent, professionally staffed agency with the creation of the Maine State Museum Commission in 1965. It has occupied its present building since 1971. Though on a national scale it is a museum of medium size, it has the responsibilities of a major institution and continues to be New England's most substantial state museum. It has always sought to embody the highest professional standards of museum operations and enterprise and for 40 years has achieved continuous accreditation by the national museum organization, the American Alliance of Museums. The Maine State Museum and six other cultural agencies are members of the Maine State Cultural Affairs Council, which considers cultural issues of significance to Maine and coordinates various state-wide projects.

PROGRAM:

EDUCATION: In FY 2015 the museum hosted 45,595 visitors, 20,177 of whom came within organized educational groups: 232 different Maine towns were represented. Special events, drawing almost 9,000 attendees, included Maine Earth Science Day and Bug Maine-ia. The Friends of the Maine State Museum organized public programs on natural science and photography. Volunteers for the Museum contributed almost 2,100 hours of work in Education and close to 1,000 hours in other operational areas.

The Education Division inaugurated its most substantial staff reorganization in years, to enhance visitor services and new program development. A high number of staff retirements meant that the Education staff at 5 FTEs was at its lowest number in decades, but with its volunteers was able to sustain museum visitation and conduct many special activities.

COLLECTIONS: The museum completed the move of over 50,000 objects in the History collections to renovated, state-owned storage space. To house its natural science collections it continued to develop new space made available by the Maine State Library. The museum prepared 120,000 data records for transfer into Proficio, its new collections database. The museum accepted 51 new collection accession groups, comprising hundreds of objects. Donation highlights include an unrivalled collection of early Maine-made firearms and accessories from Dwight Demeritt, and a rare Civil war uniform and diaries; the purchase of an extraordinary Civil War

INDEPENDENT AGENCIES - OTHER

quilt, made by Neal Dow's daughter and friends, was made possible through a generous private donor.

By mid-2015 the museum had processed 8,000 historic photographs under its three-year grant from the Council on Library and Information Resources to catalogue historic images kept at the Maine Historic Preservation Commission.

Through a grant the museum completed digitization of the John Martin Journals, Maine's most important historical diaries, posting them with transcriptions on the internet in cooperation with the Maine Historical Society.

The museum loaned 120 objects to Maine colleges and high schools and one to the Smithsonian Institution. The museum's adjunct curator program secured 130 hours of volunteer professional help from advanced specialists to assist with collection documentation and research.

FACILITIES: Through a private donation the museum was able to design and construct a new exhibit gallery of 1,000 sq. ft., intended for rotating or temporary exhibits.

EXHIBITS: A new exhibition, *The Passionate Photographer: Kosti Ruohomma's Maine and Magazine Photojournalism*, opened in 2015, and many smaller, temporary in-house exhibits were also presented.

OUTREACH: Artifacts and specimens were lent to many institutions and agencies, including the Maine Forest Service, the Department of Inland Fisheries and Wildlife, Unity College, Bates College, and Bowdoin College. Museum staff assisted in installing three exhibits, at Cony High School, the Fisheries and Wildlife Department, and for Pine Tree Quilts. Museum staff served on professional committees, taught at Bates College, responded to thousands of requests for information, spoke at state and regional conferences, and gave public presentations in Maine and Massachusetts. A staff member served on the board of the New England Museum Association and another as the associate editor of the *Journal of Paleontology*.

LICENSES:

Any person, agency or institution desiring to excavate an archaeological site on state-controlled land (including submerged lands beneath the ocean up to three miles off shore, beneath navigable rivers, lakes, and great ponds) shall submit a written application for a permit to the Maine State Museum (approval must also be given by the Maine Historic Preservation Commission and the agency controlling the property).

Any person, agency or institution desiring to use the image, design, or dimensions of any object in the museum's collection for any purpose shall submit a written application to the museum director.

PUBLICATIONS:

Website address: www.mainestatemuseum.org

The museum's curator of history, Laureen LaBar, published a paper on quilts in the Dublin Seminar's *Dressing New England*. The museum's director, Bernard Fishman, published an article in the *Maine Policy Review*.

The museum is preparing its first popular book of collection highlights, to be published by Tilbury House in 2016. With the Working title *The Story of Maine in 101 Objects*, it is being edited by Bernard Fishman.

Recent book-length publications by museum staff or published by the museum include:

Maine Voices from the Civil War (Maine State Museum) by Laureen A. LaBar, 2013

Malaga Island, Fragmented Lives (Friends of the Maine State Museum) by Katherine A. McBrien, 2013

The Swordfish Hunters (Bunker Hill Publishing) by Bruce J. Bourque, 2013

Everyday Lives: An Interim Report on Archaeological and Environmental Investigations of Malaga Island, Phippsburg, Maine (University of Southern Maine

INDEPENDENT AGENCIES - OTHER

and Maine State Museum) by Nathan D. Hamilton and Robert M. Sanford, 2012

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE MUSEUM	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES	FUNDS	GENERAL FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	904,809	845,529	59,280			
HEALTH BENEFITS	298,140	281,934	16,206			
RETIREMENTS	174,899	163,973	10,926			
OTHER FRINGE BENEFITS	14,767	13,572	1,195			
COMPUTER SERVICES	53,049	48,432	4,340			
CONTRACTUAL SERVICES	206,128	72,560	119,783			277
RENTS	9,875	9,875				
COMMODITIES	60,893	32,547	27,711			635
TRANSFER TO OTHER FUNDS	46,231		45,820			411
TOTAL EXPENDITURES	1,768,791	1,468,422	285,261			15,108

**MAINE STATE MUSEUM COMMISSION
BERNARD FISHMAN, MUSEUM DIRECTOR
GARY MAHLER, CHAIR**

TTY: (207) 287-6740

Central Office: CULTURAL BUILDING, AUGUSTA, ME 04333-0083

Mail Address: 83 STATE HOUSE STATION, AUGUSTA, ME 04333-0083 FAX: (207) 287-6633

Established: 1966 Telephone: (207) 287-6607

Reference: Policy Area: 03 Umbrella: 94 Unit: 085 Citation: T0027 M.R.S.A., Sect.: 000000082

PURPOSE:

The Commission, established in 1965, meets regularly to formulate policies and to exercise general supervision of Maine State 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 Maine State Museum Commission consists of 15 members, appointed by the Governor for terms of five years. The Commission met every other month in fiscal year 2015. Commission committees met throughout the year. A particular effort by the Commission was work with the Governor's office to appoint new members to the Commission, the development of a new museum logo and mission statement, enhancement of fundraising strategies for improvements and upgrades to the museum facility, and work with the Friends of the Maine State Museum to increase that organization's capacity to assist the museum in a variety of projects.

PROGRAM:

See Maine State Museum.

LICENSES:

See Maine State Museum.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY
PATRICIA QUINN, EXECUTIVE DIRECTOR**

Central Office: 75 W COMMERCIAL ST., SUITE 104, PORTLAND, ME 04101
Mail Address: 75 W COMMERCIAL ST., SUITE 104, PORTLAND, ME 04101 *FAX:* (207) 780-1001
Established: 1995 *Telephone:* (207) 780-1000
Reference: *Policy Area:* 08 *Umbrella:* 94 *Unit:* 584 *Citation:* T0023 *M.R.S.A., Sect.:* 000008111

PURPOSE:

The Northern New England Passenger Rail Authority (NNEPRA) was created in 1995 by the Maine State Legislature as a result of a citizens' initiative to re-establish and support the provision of regularly scheduled passenger rail service to and within Maine. The authority is directed to take actions to support passenger rail service, including the acquisition, holding, use, operation, repair, construction, reconstruction, rehabilitation, modernization, rebuilding, relocation, maintenance, and disposition of railroad lines, railway facilities, rolling stock, machinery and equipment, trackage rights, and real and personal property of any kind. In addition, NNEPRA manages a contract with Amtrak, host railroad agreements, insurance liability, and marketing, and coordinates station operations.

ORGANIZATION:

NNEPRA consists of a board of 7 directors. The 7 directors are the Commissioner of Transportation, who is a director ex officio; the Commissioner of Economic and Community Development, who also is a director ex officio; and 5 directors who are members of the public, appointed by the Governor and confirmed by the Legislature for 5-year staggered terms. The Governor shall name one of the appointed members as chair of NNEPRA.

PROGRAM:

Pursuant to its mandate, NNEPRA is currently providing intercity passenger rail service between Portland and Boston's North Station, and in 2012, service was expanded from Portland, north to Brunswick.

PUBLICATIONS:

Schedules and supporting materials

FINANCES, FISCAL YEAR 2015: 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) 624-7410
Reference: *Policy Area:* 00 *Umbrella:* 94 *Unit:* 391 *Citation:* T0036 *M.R.S.A., Sect.:* 000000271

PURPOSE:

The Board was established to hear and determine tax abatement appeals involving nonresidential properties with an equalized valuation of \$1,000,000 or more and appeals arising under 1) the tree growth tax law (36 MRSA, §571 et seq.), 2) the farm and open space law (36 MRSA, §1101 et seq.) 3) mine site cases (as provided in 36 MRSA, §2865), and 4) Working Waterfront designations (36 MRSA, §1131 et seq.); and municipal valuation appeals (36 MRSA, §272).

ORGANIZATION:

The Board is established under 5 MRSA, §12004 and consists of 15 members

INDEPENDENT AGENCIES - OTHER

appointed by the Governor. Except for appointments made at the formulation of the board, the term of each member is three years. An appointment to fill a vacancy shall be for the remainder of the unexpired term. Membership is divided equally among attorneys, real estate brokers, engineers, retired assessors and public members. The chairman, who is elected by the body, assigns a panel of members to hear a given appeal, with three constituting a quorum. Such hearings are held de novo. After hearing, the Board has the power to raise, lower or sustain the original assessment.

PROGRAM:

Information relating to Fiscal Year 2015
Petitions Received: 15
Written Decisions Issued: 5
Cases in Superior Court: 0
Cases Stayed: 0

PUBLICATIONS:

State Board of Property Tax Review - Rules of Procedure

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF PROPERTY TAX REVIEW	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	2,625	2,625				
COMPUTER SERVICES	592	592				
CONTRACTUAL SERVICES	76,512	76,512				
COMMODITIES	532	532				
TOTAL EXPENDITURES	80,261	80,261				

MAINE PUBLIC UTILITY FINANCING BANK MICHAEL GOODWIN, EXECUTIVE DIRECTOR

WATS: (800) 821-1113

Central Office: 127 COMMUNITY DR, AUGUSTA, ME 04330

Mail Address: 127 COMMUNITY DR, AUGUSTA, ME 04330

Established: 1981

Reference: Policy Area: 07 Umbrella: 94 Unit: 401 Citation: T0035A M.R.S.A., Sect.: 000002904

FAX:

Telephone: (207) 622-9386

PURPOSE:

The Maine Public Utility Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the Bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

ORGANIZATION:

The Board of Commissioners shall elect one of its members as chairman and one as vice-chairman. The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Public Utilities Financing Bank and is responsible for the day-to-day activities of the Bank. The Executive Director also serves as both the secretary and treasurer of the Bank.

PROGRAM:

The Bank does not receive an appropriation from the State of Maine. It derives its revenue from loan servicing fees charged to participating eligible borrowers using its financing capabilities.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM
SANDRA J. MATHESON, EXECUTIVE DIRECTOR

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

Central Office: 96 SEWALL STREET, AUGUSTA, ME 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 301 PLDs, and the 12 separate plans for the remaining non-consolidated PLDs that continue to function as districts for their remaining employee-members and retirees. The MainePERS is also responsible for the payment of benefits from the Governor's Retirement Fund, and payment of retirement benefits to judges who retired prior to establishment of the Judicial Retirement Program (formerly the Maine Judicial Retirement System) in 1984. In addition to administering these public retirement programs, the MainePERS is responsible for administering the Group Life Insurance Program. This program provides life insurance benefits for both active and retired State employees and public school teachers, for employees of PLDs that elect to offer this coverage to their employees, and for members and retirees of the Legislative and Judicial Retirement Programs.

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, 2015, there are ten employers participating in the 401(a) plan with 72 participants, 56 employers participating in the 457(b) plan with 559 participants, and one employer participating in the 403(b) plan with 352 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.

INDEPENDENT AGENCIES - OTHER

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, 2015, there are approximately 51,110 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, 2015, there are approximately 53,000 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, 2015, a total of 42,082 people were receiving benefits. The total monthly benefits payroll paid for the month of June 30, 2015 was \$69,411,625. 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 2015.

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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	516,842	516,842				
TOTAL EXPENDITURES	516,842	516,842				

SACO RIVER CORRIDOR COMMISSION
DENNIS FINN, EXECUTIVE DIRECTOR

Central Office: 81 MAPLE STREET, CORNISH, ME 04020

Mail Address: P.O. BOX 283, CORNISH, ME 04020

Established: 1973

Reference: Policy Area: 04 *Umbrella:* 94 *Unit:* 412 *Citation:* T0038

FAX: (207) 625-7050

Telephone: (207) 625-8123

M.R.S.A., Sect.: 000000954

PURPOSE:

The purpose of the Saco River Corridor Commission is to protect the drinking water quality of the Saco River and the integrity of the natural resources that make up the land base of the Corridor bordering the Saco, Ossipee and Little Ossipee Rivers. The Act, which is legislatively mandated, is the source of the Commission's authority, mission and program elements, seeks to protect all of the values of this land and water area. These values include the economic, natural, scenic, recreational and wildlife resources, which clearly highlights the importance of this natural treasure. The Act states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of floods and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of the land and water within this area." The Saco River is functionally comparable to a drinking water reservoir which requires the additional oversight and protection of the Saco River Corridor Commission. Several hundred thousand people rely on this river for their drinking water needs.

The Corridor area, totaling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond. The Saco River Corridor Commission is a perfect example of regional communities working together toward a common goal to protect a dynamic, regional resource of economic importance to the entire area.

The Saco River Corridor Commission administers regulations developed for the region because the water in our rivers functions as a drinking water reservoir for Biddeford, Saco and five adjacent communities. 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 consists of an Executive Director, an administrative assistant, and volunteers provide support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM:

The Commission applies land use planning standards to ensure that growth in the Corridor does not diminish water quality. With available resources, the Commission staff provides assistance to applicants, abutters, code enforcement officers and municipal officials. During this fiscal year, the Commission conducted 4 public hearing and 11 regular meetings. Members considered a total of

INDEPENDENT AGENCIES - OTHER

88 applications for permits and amendments to permits previously granted within the Corridor. Commission staff traveled 9,432 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 13 volunteers annually to coordinate a water quality monitoring program at 35 separate sites. In total, over 3500 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, structures and land uses 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

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	87,307	46,960	40,347			
TOTAL EXPENDITURES	87,307	46,960	40,347			

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS COUNCIL

JEROME PIEH, CHAIRPERSON
TOM KELLER, EXECUTIVE DIRECTOR

Central Office: 219 CAPITOL STREET, SUITE 3, AUGUSTA, ME 04330
 Mail Address: 219 CAPITOL STREET, SUITE 3, AUGUSTA, ME 04330 FAX: (207) 287-5885
 Established: 2011 Telephone: (207) 626-3230
 Reference: Policy Area: 02 Umbrella: 94 Unit: 663 Citation: T0020A M.R.S.A., Sect.: 00000011

INDEPENDENT AGENCIES - OTHER

PURPOSE:

The purpose of the Science, Technology, Engineering and Mathematics Council is to develop strategies for enhancing science, technology, engineering and mathematics education from pre-kindergarten through post-secondary education.

ORGANIZATION:

The Council has 11 members, appointed by the Governor: a representative from the University of Maine, Maine Center for Research in STEM Education; a representative who teaches in elementary or middle school; a representative who teaches science or mathematics in secondary school, a representative who teaches in a technical school, a representative of public and private education partnerships, a representative of a statewide science, technology, engineering and mathematics collaborative, two representatives from the business sector who employ workers with training in science, technology, engineering or mathematics, a representative employed in an industry related to science, technology, engineering or mathematics, a representative who teaches in an equivalent instruction program that is approved as an alternative to public school as set forth in Title 20-A, section 5001-A, subsection 3; and a representative from the State Board of Education.

There are also five ex-officio members: The Commissioner of Education or the Commissioner's designee; the Chancellor of the University of Maine System or the Chancellor's designee; the President of the Maine Community College System or the President's designee; the President of the Maine Maritime Academy or the President's designee; and the Commissioner of Labor or the Commissioner's designee.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE TECHNOLOGY INSTITUTE

BRIAN WHITNEY, PRESIDENT

Central Office: 8 VENTURE AVENUE, BRUNSWICK, ME 04011

Mail Address: 8 VENTURE AVENUE, BRUNSWICK, ME 04011

Established: 1999

Reference: Policy Area: 01 *Umbrella:* 94 *Unit:* 611 *Citation:* T0005

FAX: (207) 582-4772

Telephone: (207) 582-4790

M.R.S.A., Sect.: 000015302

PURPOSE:

The Maine Technology Institute (MTI) was established to encourage, promote, stimulate and support research and development activities leading to the commercialization of new products and services in the State's technology-intensive sectors; to enhance the competitive position of those sectors; and, increase the growth of clusters of industrial activity within those sectors, thereby generating new jobs for Maine people. The MTI is critical to the State's economic development strategy and a significant driver to the long-term expansion of research, development assets resulting in the creation of new ventures.

ORGANIZATION:

MTI is organized as a nonprofit corporation, consistent with the provisions of the Federal Internal Revenue Code. By-laws were drafted and corporation documents filed in September of 1999. A Board of Directors consisting of thirteen voting members and two non-voting members governs MTI. The Governor appoints ten directors, eight represent the targeted technologies and two have demonstrated finance, lending or venture capital experience. The Commissioner of Economic and Community Development, the Chancellor of the University of Maine System, and the President of the Maine Community College System and the Director of the Office of Policy and Management, or their designees, are ex-officio members. The MTI 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. Approximately 100 domain experts comprise the membership of these Tech Boards.

MTI operates from one office located in Brunswick. Its staff is composed of one

INDEPENDENT AGENCIES - OTHER

full-time program director, three portfolio managers, two program assistants, a director of business development, a director of finance and administration, and an office manager. The MTI Director is employed by the Maine Department of Economic and Community Development. Currently, MTI manages a portfolio of \$94 million in direct investments in just over 300 companies and non-profit research and development organizations.

PROGRAM:

MTI makes direct investment in ventures pursuing promising technologies, providing targeted commercialization assistance to Maine companies and strengthening Maine's technology clusters. MTI works with organizations and individuals focused on expanding the State's entrepreneurial ecosystem to stimulate new venture formation. Regarded as the leader and dominant player in this effort, MTI programs require at least a 1:1 matching contribution from award recipients. Based on scientific or technical merit, commercial feasibility and economic impact potential to the State, MTI award programs include:

TechStart Grants, awarded up to twelve times per year, are competitive grants of up to \$5,000 per project, to support business plan development, intellectual property filings, market analysis, or planning and preparation activities related to the submission of Federal SBIR/STTR Phase I grants or Federal Broad Agency Announcement for technology development. In fiscal year 2015, MTI received 72 TechStart Grant applications and approved 32 awards, representing \$130,000 (matched by \$220,000).

Seed Grants, awarded three times per year, are competitive grants up to \$25,000 per project designed to support early activities for product development, commercialization, or business planning and development. In 2015, MTI received 91 Seed Grant applications and approved 51 awards, representing \$1,144,000 (matched by \$1.6 million).

Business Accelerator Grants are available to companies that won Federal SBIR(Small Business Innovation Research) Phase I and Phase II grants or start-up/early stage companies that win Development Loans. The grants support commercialization and business development or capacity activities to establish or increase the scope and sustainability of the business enterprise. In 2015, MTI received 18 applications and awarded 16 Business Accelerator Grants for \$385,000 (matched by \$7.1 million).

Development Loans are competitive awards of up to \$500,000 per project and are awarded three times per year. In fiscal year 2015, MTI received 31 development loan applications and funded 15 awards for \$3.5 million (matched by \$3.7 million).

The Equity Capital Fund provides investment capital to companies that have received Development Awards or Loans to help them leverage venture fund and individual equity investor capital. In fiscal year 2015, MTI made three investments totaling \$1.1 million (matched by \$535,000), on the same terms as lead venture capital funds and individual investors.

Cluster Initiative Program awards are competitive grants aimed to accelerate the strength and scale of Maine's high-potential technology intensive clusters. In fiscal year 2015, MTI received 17 applications and approved ten awards for approximately \$1.9 million (matched by \$3.7 million).

MTI administers the Maine Technology Asset Fund, a competitive bond-funded program providing investments for facilities construction and renovation, and equipment, which advance emerging technologies on the research, development and commercialization path to help Maine companies, university centers and non-profit research institutions secure further investment. In fiscal year 2015, MTI received 21 applications and approved eight awards for approximately \$4.9 million (matched by \$12 million).

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**WELLS NATIONAL ESTUARINE RESEARCH RESERVE
MANAGMNT AUTHORITY**

PAUL DEST, DIRECTOR

Central Office: LAUDHOLM FARM, WELLS, ME 04090

Mail Address: 342 LAUDHOLM FARM ROAD, WELLS, ME 04090

Established: 1990

Reference: Policy Area: 04 Umbrella: 94 Unit: 335 Citation: S1989

FAX:

Telephone: (207) 646-1555

M.R.S.A., Sect.: 000000108

PURPOSE:

The Wells National Estuarine Research Reserve was established in 1986 pursuant to Section 315 of the Federal Coastal Zone Management Act of 1972, as amended. The objective of the Act is protection and management of estuarine resources. Wells Reserve addresses this mission through environmental education, research and natural resource stewardship programs. The Wells National Estuarine Research Reserve Management Authority was established in 1990 by Private and Special Law 1989, chapter 108. As an instrumentality of the State, the Authority supports and promotes the interests of Wells Reserve through managing and sustaining the coastal lands and other resources within the reserve; furthering coordination and cooperation among state agencies, the Town of Wells and the U.S. Fish and Wildlife Service, and the Laudholm Trust; developing and implementing programs for research, education, and natural resource stewardship; and providing public access.

ORGANIZATION:

The Wells National Estuarine Research Reserve Management Authority was established by the State Legislature in 1990. The Authority is governed by a Board of Directors composed of the Commissioner of the Department of Agriculture, Conservation and Forestry (DACF), or the Commissioner's designee; the Regional Director of Region 5 of the United States Fish and Wildlife Service or the director's designee; a representative of the town of Wells, as designated by the town's board of selectmen; a representative of the Laudholm Trust, as designated by the Board of Trustees; and a public member with an established reputation in the field of marine or estuarine research, appointed by the Governor for a term of three years. In addition, the following members are ex-officio nonvoting members: The Director of the Maine Coastal Program and the Director of the Office for Coastal Management, National Oceanic and Atmospheric Administration, or the director's designee.

A Reserve Director serves as chief executive to the Authority. He supervises staff with program responsibility in the areas of research, education, natural resource stewardship and facility management.

Core program funding is provided by the Office for Coastal Management/National Ocean Service/National Oceanic and Atmospheric Administration. Laudholm Trust, a non-profit organization with 1,500 members, provides most of the non-federal match funds for this federal grant. Other funds come from income earned from programs and admission fees and from private and government grants.

PROGRAM:

OPERATIONS and MANAGEMENT

Headquarters and visitor center are located at the historic Laudholm Farm. The Reserve is open 365 days a year. Seven miles of interpretive trails are open daily, from 7 a.m. to sunset. The Reserve has a visitor center with exhibits, a gift shop, a library, an auditorium, and a research lab. Another feature of the Reserve is the Maine Coastal Ecology Center, a 6,000 square-foot building that houses a research lab, interpretive exhibits, a GIS lab and offices. Annual visitation is approximately 30,000. The Reserve also has the Alheim Commons, a campus consisting of two buildings that provide housing to visiting coastal scientists, educators and resource managers.

COASTAL TRAINING PROGRAM (CTP)

The Reserve Coastal Training Program provides vital science-based information and technology to decision makers whose work impacts the coastal environment. CTP also sponsors workshops and conferences on coastal resource topics.

RESEARCH and MONITORING

INDEPENDENT AGENCIES - OTHER

Estuaries and salt marshes, where fresh and salt water meet, are critical in protecting marine resources from pollution that filters toward the ocean. Estuaries are vital links to the Gulf of Maine, and support one of the most important fisheries in the world. Our field and laboratory research, aided by volunteers, town/state officials, students and visiting investigators, support such projects as: Estuarine Fish Distribution-quantify value of marsh dominated estuaries and watersheds for the survival, growth/reproduction of Gulf fishes; Estuarine Water Quality-long term monitoring of water quality to detect improvements/decline in water resources as result of land use and human activities; Salt Marsh Restoration-identify/measure damaging effects of tidal restriction.

EDUCATION

The educational programs of the Wells Reserve are designed to inform the public and coastal management decision-makers about the significance of coastal environments and watersheds. The Education Program has a popular spring and fall guided program for school groups called Exploring Estuaries. The Reserve has several summer programs for children. The Junior Researcher Day Camp allows children ages 9-11 to assist scientists with ongoing research and to learn about the varied habitats of the Reserve. The Reserve also offers one-day exploration sessions introducing children ages 6 to 11 to science and nature. The Education Program also offers the following: guided walks, events, and lectures; internships and field studies for high school and college students; exhibits and self-guided interpretive tours.

NATURAL RESOURCE STEWARDSHIP

The Reserve conserves and manages wildlife habitats and maintains trails for the public, and cooperates on management activities with Rachel Carson National Wildlife Refuge. The Reserve encompasses 2,250 acres of protected lands. Furthermore, the Reserve works with community groups and organizations in southern Maine towns on coastal habitat restoration, watershed management and land conservation.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

DIRIGO HEALTH

KARYNLEE HARRINGTON, PUBLIC SERVICE EXECUTIVE

Central Office: 151 CAPITOL STREET, AUGUSTA, ME 04333

Mail Address: 53 STATE HOUSE STATION, AUGUSTA, ME 04333-0053 *FAX:* (207) 287-9922

Established: 2003

Telephone: (207) 287-9900

Reference: Policy Area: 05 *Umbrella:* 95 *Unit:* 629 *Citation:* T0024A *M.R.S.A., Sect.:* 000006901

Average Counts-All Positions: 2.000

Legislative Count: 2.00

PURPOSE:

The Maine Quality Forum (MQF) was established in 2003 as part of the Dirigo Health Agency (DHA) per 24-A Chapter 87 Section 6951. DHA was established to arrange for the provision of comprehensive, affordable health care coverage for eligible small employers and individuals on a voluntary basis and for monitoring and improving the quality of health care in the State through the activities of the MQF. As of December 31, 2013, DHA no longer administers any of its health care coverage programs.

The agency continues its work on healthcare quality as defined in Title 24-A Chapter 87, Section 6951. MQF's activities range from public reporting of data related to healthcare associated infection (HAI) rates in our hospitals to patient experience of care results for those served by Maine physician practices. The MQF drives health care quality improvement by working collaboratively with both our private and public sector partners.

Dirigo Health operates under the supervision of a Board of Trustees consisting of nine voting members and four ex-officio, non-voting members.

ORGANIZATION:

Title 24-A Chapter 87, Section 6951 describes the duties of the MQF which are highlighted below:

Research dissemination; quality and performance measures; data coordination; reporting; consumer education; technology assessment; electronic data; health care provider-specific data; and healthcare infection prevention activities.

PROGRAM:

The MQF has been driving a number of initiatives that support its legislative mandate and mission to align with the needs of the market as it relates to improving healthcare quality in the state of Maine. The MQF has adopted the Institute for Healthcare Improvement (IHI) triple aim as its foundation. The goals of the triple aim include: Improving the patient experience of care (including quality and satisfaction); improving the health of populations; and reducing the per capita cost of health care. Examples of several key initiatives include the following: MQF is a convener, along with Maine Quality Counts, the Maine Health Management Coalition and the Department of Health and Human Services, of the Patient Centered Medical Home (PCMH) pilot. In conjunction with this project, MQF contracts with the Center for Medicare and Medicaid Innovation for their Multi-payer Advanced Primary Care Practice demonstration (MAPCP) initiative; MQF leads the Patient Experience Matters Initiative with the support of Maine Quality Counts, the Maine Health Management Coalition and the Department of Health and Human Services; MQF launched, with the support of the conveners, a statewide patient experience of care initiative and built a website for the public reporting of the survey results which can be found here <http://mainepatientexperiencematters.org>. MQF promotes transparency of health care quality in collaboration with the Maine Health Data Organization (MHDO) and is building a new website with the MHDO with the support of two federal grants which is scheduled to be publically launched in the fall of 2015; and produces, in collaboration with the Maine Center for Disease Control (Maine CDC), an annual healthcare infections report for the state of Maine. The 2015 report can be found here https://mhdo.maine.gov/external_reports.htm. In partnership with the Maine CDC, the MQF co-convened and co-chairs a multi stakeholder HAI Collaborating Partners Committee. The Committee has been established with a purpose to assess and analyze the status of healthcare infection prevention and control in the state of Maine and make recommendations on state strategies for the reduction of healthcare associated infections across all healthcare settings.

INDEPENDENT AGENCIES - OTHER

PUBLICATIONS:

2015 Annual Report on Healthcare Associated Infections (HAI) in Maine.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIRIGO HEALTH	TOTAL FOR ALL FUNDS					
	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS	
SALARIES & WAGES	186,820	43,224			143,596	
HEALTH BENEFITS	55,692	13,477			42,215	
RETIREMENTS	43,772	10,127			33,645	
OTHER FRINGE BENEFITS	3,873	898			2,975	
COMPUTER SERVICES	87,306	59,964			27,342	
CONTRACTUAL SERVICES	841,817	49,211			792,606	
RENTS	24,584	6,154			18,430	
COMMODITIES	367	310			57	
GRANTS, SUBSIDIES, PENSIONS	2,451			1,714	737	
TRANSFER TO OTHER FUNDS	16,275				16,275	
TOTAL EXPENDITURES	1,262,957	183,365		1,714	1,077,878	

DOWNEAST INSTITUTE FOR APPLIED MARINE RESEARCH AND EDUCATION

DR. BRIAN BEAL, DIRECTOR OF RESEARCH

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) 255-1314

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 (DEI) -- formerly known as the Beals Island Regional Shellfish Hatchery -- is a private non-profit organization whose mission is to improve the quality of life for the people of downeast and coastal Maine through applied marine research, technology transfer and public marine resource education.

ORGANIZATION:

The Institute is overseen by a 16-member volunteer board of directors and employs a full-time program director, two research/production assistants and education director. Work-study students from the University of Maine at Machias assist at the Great Wass Island shellfish hatchery and running seawater laboratory during the summer months, but may also work on special projects through the year.

PROGRAM:

Since 1987, when it was known as the Beals Island Regional Shellfish Hatchery, the Downeast Institute has been conducting successful applied marine research that has been transferred to individual harvesters/fishermen, communities and fisheries managers. The work has focused on efforts involving soft-shell clams, hard shell clams, sea scallops, European oysters, Arctic surfclams, blue mussels and lobsters. Work has occurred at the hatchery, nursery and growout phases of each of these species with results passed along to local shellfish committees and municipal officials. Current projects include: the production of seed soft-shell clams to increase harvests on coastal flats; a project funded by the National Science Foundation (NSF) to examine blue mussel culture and Arctic surfclam culture. That effort is in collaboration with Cooke Aquaculture and A.C. Inc., respectively. The director of research is working with the town of Freeport and clambers in that community to examine, document and mitigate the effects of green crab predation on wild and cultured populations of soft-shell clams. The work is funded by NOAA, through its Saltonstall Kennedy grant program.

Our education center offers marine science research opportunities for k-16 and beyond working with schools all over Maine, and we are conducting marine science

INDEPENDENT AGENCIES - OTHER

summer camps for K-12 youth, and professional development opportunities leading to recertification for K-12 teachers who are interested in enhancing STEM learning in their classrooms focused on the use of the local marine environment as a tool to engage and excite students in science using hands-on, inquiry-based projects that highlight marine science. DEI is currently raising funds to erect a running seawater ecology lab, quarantine lab, two processing labs (one wet and one dry), office space, a reception center and a conference room that will help us become the easternmost marine research laboratory and education center in the United States. 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 \$12,500 annual allocation by the Maine legislature has provided the matching funds and demonstration of state support that allowed the Institute to attract more than \$3.7 million in state and federal grants from 2003 through 2014. The Institute's annual operating budget is just under \$218,000.

PUBLICATIONS:

Visit the Institute's web site at
<http://downeastinstitute.org/published-research.htm>

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOWNEAST INSTITUTE FOR APPLIED MARINE RESEARCH AND EDUCATION	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	12,554	12,554				
TOTAL EXPENDITURES	12,554	12,554				

**EFFICIENCY MAINE TRUST
 MICHAEL STODDARD, EXECUTIVE DIRECTOR**

Central Office: 168 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330-6262
Mail Address: 168 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
Average Counts-All Positions: 2.000 *Legislative Count:* 2.00

PURPOSE:

The Efficiency Maine Trust was established for the purposes set forth in the Efficiency Maine Trust Act, 35-A MRSA, 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 for consumers in the State.

ORGANIZATION:

The governing body is a Board of Trustees made up of nine members; seven are appointed by the Governor and two are ex-officio - the director of the Governor's Energy Office 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 fiscal year 2014-15 the Efficiency Maine Trust implemented the second year

INDEPENDENT AGENCIES - OTHER

of the programs of Triennial Plan 11. These programs helped Maine businesses and homeowners purchase and install high efficiency products and home weatherization to lower their energy bills and reduce peak demand on the transmission and distribution system run by utilities.

PUBLICATIONS:

Annual Report FY2014
 Financial Report with Independent Auditor's report for Period Ending 6/30/15

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EFFICIENCY MAINE TRUST	TOTAL		GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	ALL					
EXPENDITURES	FUNDS	FUNDS		FUNDS			
SALARIES & WAGES	100,496			100,496			
HEALTH BENEFITS	44,825			44,825			
RETIREMENTS	21,300			21,300			
OTHER FRINGE BENEFITS	2,058			2,058			
GRANTS, SUBSIDIES, PENSIONS	14,399,369			14,399,369			
TRANSFER TO OTHER FUNDS	4,721			4,721			
TOTAL EXPENDITURES	14,572,769			14,572,769			

MAINE HUMANITIES COUNCIL
HAYDEN ANDERSON, EXECUTIVE DIRECTOR
ANNE SCHLITT, ASSISTANT DIRECTOR

Central Office: 674 BRIGHTON AVENUE, PORTLAND, ME 04102
 Mail Address: 674 BRIGHTON AVENUE, PORTLAND, ME 04102
 Established: 2001
 Reference: Policy Area: 03 Umbrella: 95 Unit: 621 Citation: PL1999

FAX: (207) 773-2416
 Telephone: (207) 773-5051
 M.R.S.A., Sect.: CH401 PLL1

PURPOSE:

Maine Humanities Council is an independent state-wide educational nonprofit committed to helping Maine people of all ages and educational levels deepen their understanding of themselves, their communities, and the world. The Council's programs, events, grants, and online resources encourage critical thinking and conversation across social, economic, and cultural boundaries. Primary audiences include teachers (K to 12), low literacy adults, health care providers, public library patrons, students, veterans, and the general public. The Council is an independent nonprofit organization.

At present the Council's only funding from State Government is for the New Century Program. 100% of this appropriation is returned to Maine communities as grants for historical, civic, and educational activities in museums, historical societies, libraries, and other community organizations. None of these funds are retained by the Council for administration, personnel or overhead.

ORGANIZATION:

Maine Humanities Council was founded in 1976 as a private nonprofit affiliate of the National Endowment for the Humanities (NEH) and is overseen by a board of trustees drawn from around the state. The 2015 annual budget is approximately \$1.3 million, derived from federal funding from the National Endowment for the Humanities, as well as individuals, private foundations, and earned revenue. The Maine Humanities Council has been recognized nationally for its innovative and exemplary programming.

The Harriet P. Henry Center for the Book is the programming arm of the Council. This designation was awarded to the Council by the Library of Congress, and projects such as the Council's annual Letters About Literature contest for students are undertaken in cooperation with the Library of Congress' Center for the Book.

INDEPENDENT AGENCIES - OTHER

PROGRAM:

The Council reaches a wide range of audiences through book discussions, lecture programs, symposiums and other activities.

Let's Talk About It, a free, facilitated book discussion program for adults, has been hosted by local libraries in more than 130 Maine communities. This program is undertaken in conjunction with the Maine State Library. World in Your Library offers libraries a chance to host a foreign policy speaker series.

New Books, New Readers is a free, facilitated book discussion program for low literacy and ELL adults offered through adult education programs around the state. The program serves approximately 500 Mainers each year.

The annual Dorothy Schwartz Forum on Art, Science & the Humanities is a public themed one-day symposium with a multidisciplinary focus.

Literature & Medicine brings doctors, nurses, hospital trustees, and support staff together for facilitated discussions of literature that illuminates issues central to caring for people. It has taken place in more than 25 hospitals and the Veterans Administration (VA) in Maine and has expanded to more than 25 states nationwide, including 13 VAs. Two additional components of the program focus on special audiences: the Domestic Violence Prevention Initiative serves those who support Mainers affected by domestic violence, and the Hospice Initiative serves those working in a hospice setting.

Our Veterans programming offers facilitated small-group reading and discussion programs directly to veterans and public programs focused on the military experience.

Winter Weekend: a humanities seminar on a classic text, providing an opportunity for participants to explore, in a group setting, an important work of literature.

Maine in the Civil War is a 3-year program offered in partnership with the Maine Historical Society. It provided grants to five communities in 2013-14 and five in 2014-15. Three public symposia exploring Maine and the Civil War have been offered.

Think and Drink is a happy-hour series that sparks provocative conversations about big ideas. The series invites the audience to participate in a facilitated public conversation with two panelists who have expertise in the subject at hand.

New Century Program Humanities Grants (from \$500 to \$7,500) support community organizations in developing and presenting local public humanities programs. Since 1999, these grants have been funded by the state legislature. Our collaboration with Maine Arts Commission offers grants for projects that include both artistic and humanities elements.

Letters About Literature: a national reading and writing promotion program organized by the Center for the Book in the Library of Congress. To enter, students write a letter to the author (living or dead) of their favorite book, poem, or short story; and describe how that book moved or changed them.

Student Humanities Ambassador Program: for rising 10th or 11th graders interested in community engagement through the humanities. The selected student(s) work with MHC to identify a topic and create, plan, run, and evaluate a humanities-based program or event in their community.

Our Literature & Education Program offers a free yearlong series of facilitated reading and discussion sessions for teachers, administrators, and other employees in Maine's school districts to illuminate issues central to educating our students.

PUBLICATIONS:

The Maine Humanities Council publishes a free newsletter, Maine Humanities twice per year (Circulation 9,000) and a monthly e-newsletter.

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMANITIES COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	53,357	53,357				
TOTAL EXPENDITURES	53,357	53,357				

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES
JOHN PELLETIER, EXECUTIVE DIRECTOR**

Central Office: 19 UNION STREET, AUGUSTA, ME 04333
 Mail Address: 154 STATE HOUSE STATION, AUGUSTA, ME 04333-0154 FAX: (207) 287-3293
 Established: 2009 Telephone: (207) 287-3254
 Reference: Policy Area: 06 Umbrella: 95 Unit: 649 Citation: T00004 M.R.S.A., Sect.: 00001801
 Average Counts-All Positions: 11.500 Legislative Count: 11.50

PURPOSE:

The Maine Commission on Indigent Legal Services is responsible for providing efficient, high-quality representation to Maine citizens who are entitled to counsel at state expense under the United States Constitution or under the Constitution or statutes of Maine.

ORGANIZATION:

The Maine Commission on Indigent Legal Services was established through chapter 419 of the Public Laws of 2009, effective June 17, 2009. The Commission assumed the responsibility for providing indigent legal services from the Judicial Branch on July 1, 2010.

PROGRAM:

The Commission uses assigned private attorneys and contract counsel to provide representation to criminal defendants, juvenile defendants, parents in child protective cases, and people facing involuntary commitment to a psychiatric hospital who are indigent. The Commission is responsible for establishing minimum experience, training and other qualifications for assigned counsel and contract counsel; establishing standards for the delivery of indigent legal services; providing training and support to assigned and contract counsel; and processing and authorizing payment of assigned counsel vouchers and other indigent case related expenses.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE COMMISSION ON INDIGENT LEGAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	378,986	378,986				
HEALTH BENEFITS	161,688	161,688				
RETIREMENTS	77,106	77,106				
OTHER FRINGE BENEFITS	7,566	7,566				
COMPUTER SERVICES	72,169	72,169				
CONTRACTUAL SERVICES	16,320,067	15,572,452	747,615			
RENTS	600	600				
COMMODITIES	3,594	3,456	138			
GRANTS, SUBSIDIES, PENSIONS	375	375				
TRANSFER TO OTHER FUNDS	4,860		4,860			
TOTAL EXPENDITURES	17,027,011	16,274,398	752,613			

INDEPENDENT AGENCIES - OTHER

**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) 832-1075
Reference: Policy Area: 01 Umbrella: 95 Unit: 606 Citation: T0005 M.R.S.A., Sect.: 00013141

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 from sustainable aquatic systems. MAIC invests in the enhancement of aquaculture capacity in Maine, serves as a clearinghouse of educational information, and encourages strategic alliances that promote research, technology transfer, and research commercialization. MAIC manages the Aquaculture Business Incubators, facilitated by the Department of Economic and Community Development. The goal of the Center is to accelerate the early stage development of aquaculture and marine science technology based companies through continual and focused business assistance, information exchange, technical relationships, shared services and reduced overhead. Contact the Aquaculture Center as listed above.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTERS FOR INNOVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	116,755	116,755				
TOTAL EXPENDITURES	116,755	116,755				

**SMALL ENTERPRISE GROWTH BOARD
JOHN F. BURNS, CFA, MANAGING DIRECTOR
TERRI WARK, OFFICE OPS MGR, BD CLERK**

Central Office: .,
Mail Address: P.O. BOX 63, NEWPORT, ME 04953 FAX: Telephone: (207) 924-3800
Established: 1996 M.R.S.A., Sect.: 000000384
Reference: Policy Area: 01 Umbrella: 95 Unit: 592 Citation: T0010

PURPOSE:

The Small Enterprise Growth Fund is the State's venture capital fund. It is a competitive venture capital fund, meaning many business plans are reviewed, but the fund only invests in a those companies that stand out as providing the combination of best expected return on investment and those providing the greatest positive impact on the State.

The fund 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 11-member Board of Directors, the Small Enterprise Growth Board (SEGB), all

INDEPENDENT AGENCIES - OTHER

appointed by the Governor through the gubernatorial application process, oversee the fund. At least five board members must have relevant experience or background in early-stage investing, or in managing high-growth small businesses; three board members must have experience in the development of technological innovation; one must be involved in commercial lending; one must be an attorney with experience in securities law; and the ex officio member is either the Department of Economic and Community Development Commissioner or the Commissioner's designee.

Board member functions include determining the fund's mission and purpose; approving investments to qualifying small businesses; providing ongoing support and guidance to the Fund Manager, as well as reviewing the performance of that individual; providing ongoing support and guidance to the portfolio companies of the fund; and to work closely with the Fund Manager in keeping the Legislature apprised of the fund's activities and needs.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE VACCINE BOARD FRED L. POTTER, KIDSVAX.ORG

Central Office: PO BOX 1855, CONCORD, NH 03302-1885

Mail Address: PO BOX 1855, CONCORD, NH 03302-1885

Established: 2010

FAX: (855) 543-7329

Telephone: (855) 543-7829

Reference: Policy Area: 05 *Umbrella:* 95 *Unit:* 659 *Citation:* T00022 *M.R.S.A., Sect.:* 00001066-3

PURPOSE:

The Maine Vaccine Board (MVB) was established by the 2nd Regular Session of the 124th Maine Legislature in accordance with Public Law 2009, chapter 595. The Board was given the authority and an outline of a mechanism to fund the purchasing of lifesaving childhood vaccines as established by rule and in accordance with the Universal Childhood Immunization Program each year. The Board is charged with (i) determining the costs of purchasing and administering the vaccines; (ii) selecting vaccines available without charge to Maine healthcare providers for the benefit of Maine children; and (iii) assessing the costs equitably among payers for childhood vaccines provided to Maine residents. The board began raising funds for the State of Maine in August 2011 and started funding state vaccine purchases in January 2012. In the fiscal year ending 6-30-2015, the board supplied over \$11.8 million to the state for the purchase of childhood vaccines. Universal Purchase funded by MVB in fiscal year ending 2015 was estimated to have produced significant savings in childhood vaccine costs.

ORGANIZATION:

The board consists of 10 members: three representative of health insurance carriers; three representatives of providers in the State as nominated by statewide associations of providers; a representative of employers that self-insure for health coverage; a representative of the pharmaceutical manufacturing industry; and two non-voting ex officio members, the Commissioner of the Department of Health and Human Services (or the commissioner's designee) and the State Treasurer (or the treasurer's designee). The board met 6 times in fiscal year 2014-15.

PUBLICATIONS:

FYE 6/30/2015 MVB Program Savings Calculation

VaxFacts ME 2014-2015

MVB maintains a website which documents its activities in detail at www.MEvaccine.org

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

DOUG DENICO, DIRECTOR, FORESTRY

Central Office: HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330 *TTY:* (888) 577-6690
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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

DAVID BERNHARDT, COMMISSIONER

Central Office: 24 CHILD STREET, AUGUSTA, ME 04333 *FAX:*
Mail Address: 24 CHILD STREET, 16 SHS, AUGUSTA, ME 04333 *Telephone:* (207) 624-3000
Established: 1936 *M.R.S.A., Sect.:* 000000018
Reference: Policy Area: 08 *Umbrella:* 98 *Unit:* 419 *Citation:* S1937

PURPOSE:

The Authority has responsibility to maintain US Route 1 interstate bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine and Portsmouth, New Hampshire.

ORGANIZATION:

The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Commissioner of the Department of Transportation of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a compact entered into by said states which was consented to by the Congress of the

INDEPENDENT AGENCIES - INTERSTATE COMPACT

United States.

The makeup and mission of the IBA is currently under review. Membership changes could include the addition of toll organizations in both states, and the jurisdiction could expand to other Portsmouth-Kittery bridges.

PROGRAM:

Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and has conducted its activity in accordance with the above purpose.

LICENSES:

As this is a quasi-governmental authority, this category is not applicable.

PUBLICATIONS:

A history of the Maine-New Hampshire Interstate Bridge Authority is available at selected libraries. Other Authority documents are generally internally oriented.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

ST. CROIX INTERNATIONAL WATERWAY COMMISSION KAREN OUELLETTE, EXECUTIVE DIRECTOR

Central Office: ST. STEPHEN, NB, CANADA,

Mail Address: PO BOX 610, CALAIS, ME 04619

Established: 1987

Reference: Policy Area: 04 *Umbrella:* 98 *Unit:* 497 *Citation:* T0038

FAX: (506) 466-7551

Telephone: (506) 466-7550

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 the themes of the St. Croix's international management plan. Of particular note in fiscal year 2015 were:

CONSERVATION and RECREATION

The Commission maintains 70 St. Croix backcountry facilities for Maine and New Brunswick, with recent upgrades and additions due to increased international border enforcement. It continues to issue a waterproof recreation map for the St. Croix boundary water region. The Commission continues to promote sustainable use of the waterway, stewardship and conservation of its adjacent lands and its waters. In 2015, the Commission took direct action to remove a known population of the invasive plant Giant Hogweed, near Forest City, NB.

ECONOMIC DEVELOPMENT

The Commission is working with several rural revitalization efforts in both Maine

INDEPENDENT AGENCIES - INTERSTATE COMPACT

and New Brunswick such as GROWashington-Aroostook and Rural Redefined-the Georgetown Conference.

FISHERIES

The Commission worked with the Atlantic Salmon Federation on continued fish passage monitoring at the Milltown Fishway, with plans to resume responsibility for these counts in 2015.

WATERWAY MANAGEMENT

In 2014 the Commission completed a Progress Report on its 1993 Management Plan, to inform the update of this Plan, as per the Commission's mandate, in 2015. The Commission also completed a five-year strategic plan for the organization. In 2015, the Commission adopted some new policies such as a lottery system for seasonal sites, established maximum stay for our non-seasonal sites and instituted a "Leave no Trace" policy for all sites along the lakes and waterway. The Commission responded to more than 2,500 technical and general inquiries and 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 Long-term 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ST. CROIX INTERNATIONAL WATERWAY COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	21,858	21,858				
TOTAL EXPENDITURES	21,858	21,858				

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

Established: 1947

Reference: Policy Area: 04 *Umbrella:* 98 *Unit:* 428 *Citation:* T0038

FAX: (207) 771-9028

Telephone: (207) 253-8020

M.R.S.A., Sect.: 000000532

PURPOSE:

The New England Interstate Water Pollution Control Commission has four broad functions: (1) coordination of interstate water pollution control efforts in the New England states and New York, (2) training of environmental professionals, (3) research, and (4) public education.

ORGANIZATION:

In 1947, the 80th U.S. Congress passed legislation allowing for the formation of interstate water pollution control agencies. The states of Connecticut, Rhode 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.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

PROGRAM:

The Commission's primary task is to coordinate the activities of its member states as they strive for water quality improvement. NEIWPC encourages personal communication and information exchange while its professional staff provides a variety of services to member states.

Maine benefits directly from NEIWPC's capabilities through the Commission's management of the Maine Joint Environmental Training Coordinating Committee (JETCC). Located in South Portland, JETCC was established in 1985 as part of the former New England Regional Wastewater Institute. JETCC was created to work in conjunction with the Maine Department of Environmental Protection and Maine Wastewater Control Association in offering training and recertification opportunities for Maine's wastewater treatment plant operators.

In addition to maintaining its original role as a vehicle for training, JETCC has evolved into a tool for collaboration between personnel in the water pollution control community and regulatory staff from a variety of state agencies facing environmental issues. As a result, JETCC not only assists with the delivery of specific training and outreach programs but also furthers the goals of many state agencies with public education and training for a variety of environmental professionals as well as personnel in the field of water pollution control.

PUBLICATIONS:

- NEIWPC Annual Report (published annually in April)
- Report on Benefits of Membership (published annually in December; separate versions created for each member state, including Maine)
- Interstate Water Report (print newsletter, published 2x/year)
- iWR (e-mail newsletter, distributed quarterly)
- LUSTLine (bulletin on underground storage tank issues, published 3x/year)
- NEIWPC Training Catalog (published electronically 2x/year)
- JETCC Training Catalog (published 2x/year)

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	7,950	7,950				
TOTAL EXPENDITURES	7,950	7,950				

WILD BLUEBERRY COMMISSION OF MAINE

ROY ALLEN, CHAIRPERSON

Central Office: 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784

Mail Address: 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784 FAX: (207) 581-3499

Established: 1977

Telephone: (207) 581-1475

Reference: Policy Area: 01 Umbrella: 99 Unit: 294 Citation: T0036 M.R.S.A., Sect.: 000004312C

PURPOSE:

In 1945, the wild blueberry industry of the state requested the Legislature to establish an industry tax to generate dedicated revenue to be used for the purpose of research and extension programs relating to the production and marketing of wild blueberries. Over the years, this tax has been increased for the purpose of advertising and promoting the use of wild blueberries. The Wild Blueberry Commission has the responsibility for the allocation and administration of wild blueberry tax funds. Currently the tax is at the rate of 3/4 cent per pound from growers and 3/4 cent per pound from processors or shippers for a total of 1.5 cents per pound of wild blueberries produced or processed in the state.

ORGANIZATION:

Legislation passed in 1984 provided that the Wild Blueberry Commission of Maine consists of eight members appointed by the Commissioner of Agriculture, Conservation and Forestry. The Commission elects a chair and vice 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 University of Maine Wild Blueberry Advisory Committee.

PROGRAM:

Legislation passed in 1997 provides that wild blueberry tax revenue be allocated to promotion and advertising, research and extension educational programs, administration, and other activities related to the economic viability of the Maine wild blueberry industry. Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension at the University of Maine. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Agricultural Experiment Station, the production of wild blueberries in Maine has increased from a five year average of 19 million pounds prior to 1981 to a five year average of 89 million pounds in 2014.

Market development and promotion activities are carried out primarily through the allocation of funds to the Wild Blueberry Association of North America (WBANA) promotion program. This organization conducts wild blueberry promotions for domestic markets and export markets. Special emphasis is given to the food service trade such as restaurants, bakeries, lunch programs, export markets and, more recently, consumer markets such as frozen retail sales.

Other activities funded by the Commission include exhibits at trade shows and fairs and participation at the Eastern States Exposition in West Springfield, Massachusetts. Some activities are carried out in cooperation with the Department of Agriculture, Conservation and Forestry.

PUBLICATIONS:

Bulletins and Newsletters published by the Commission, the Maine Agricultural Experiment Station and Cooperative Extension at the University of Maine, Orono, Maine.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WILD BLUEBERRY COMMISSION OF MAINE	TOTAL	GENERAL FUND	SPECIAL	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS		REVENUE FUNDS			
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	1,783,732		1,783,732			
TOTAL EXPENDITURES	1,783,732		1,783,732			

UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE

WILLIAM J. MALAY, CHAIRPERSON

Central Office: 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784

Mail Address: 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784 *FAX:*

Established: 1945

Telephone: (207) 581-1475

Reference: Policy Area: 01 Umbrella: 99 Unit: 426 Citation: T0036 M.R.S.A., Sect.: 000004312

PURPOSE:

The Wild Blueberry Advisory Committee was established constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for wild blueberry research and extension programs at the University of Maine.

At that time, the function of the Advisory Committee was to work with the Director of the Maine Agricultural Experiment Station and the Director of the Cooperative Extension Service in an advisory capacity. While the function of the Committee remains essentially the same, legislation enacted in 1984 changed the status of the Committee by having the committee members appointed by the Wild Blueberry Commission of Maine instead of by the University of Maine. In essence the Wild Blueberry Advisory Committee is a standing Committee of the Wild Blueberry Commission of Maine and reports to the Commission.

ORGANIZATION:

The Wild Blueberry Advisory Committee consists of seven members who serve 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 of Maine has also designated the Executive Director of the Commission to act as an ex-officio member of the Advisory Committee.

PROGRAM:

Program results are presented in research reports and University of Maine Cooperative Extension publications.

FINANCES, FISCAL YEAR 2015: 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: 268 WHITTEN ROAD, HALLOWELL, ME 04347

Mail Address: 268 WHITTEN ROAD, HALLOWELL, ME 04347

Established: 1994

FAX: (207) 213-6301

Telephone: (207) 623-5120

Reference: Policy Area: 05 Umbrella: 99 Unit: 576 Citation: T0022 M.R.S.A., Sect.: 000003883

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PURPOSE:

The Maine Children's Trust, Inc. (MCTI) was established to prevent the abuse and neglect of Maine's children and to provide a mechanism for voluntary contribution by individuals and groups for annual and long-term funding of prevention programs related to child abuse and neglect. Sources of funds include the State of Maine's 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, MCTI is comprised of at least 17 members appointed as follows: one Maine State Senator, one Maine State Representative, four members from the Maine Association of Child Abuse and Neglect Prevention Councils, two representatives from the Department of Health and Human Services appointed by the DHHS Commissioner, three members appointed by the Governor, three appointed by the Maine Chamber of Commerce and Industry and at least three by majority vote of the Board.

MCTI is a non-profit corporation held to be an essential governmental function.

PROGRAM:

Responsibilities include:

- a) Create public awareness in both the public and private sectors regarding prevention programs and prevention policies.
- b) Encourage active financial and in-kind participation from the public and private sectors carrying out our purposes.
- c) Develop, initiate, propose or recommend ideas or innovations in rules, laws, policies and programs concerning child abuse and neglect to the Governor, Legislature, agencies, the business community and other groups.
- d) Review applications for grants and award grants and provide funding to recipients and initiatives that best address reduction of child abuse and neglect through prevention.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED	TOTAL FOR ALL FUNDS		GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	FUNDS	FUNDS	FUNDS	FUNDS	FUNDS	FUNDS
EXPENDITURES							
GRANTS, SUBSIDIES, PENSIONS	30,461			30,461			
TOTAL EXPENDITURES	30,461			30,461			

CIVIL AIR PATROL

COL JAMES R. JORDAN, WING COMMANDER

Central Office: RM 211, BLDG 8, CAMP KEYES, AUGUSTA, ME 04332-5006
 Mail Address: PO BOX 5006, AUGUSTA, ME 04332-5006 FAX: (207) 626-7831
 Established: 1941 Telephone: (207) 626-7830
 Reference: Policy Area: 06 Umbrella: 99 Unit: 238 Citation: T0006 M.R.S.A., Sect.: 000000301

PURPOSE:

The Civil Air Patrol (CAP) provides an organization to aid United States citizens through voluntary contribution of their efforts, services and resources for the maintenance of aerospace education and to assist in meeting local, state and national emergencies, particularly air search and rescue, and disaster relief.

To accomplish the purposes for which it was chartered CAP: (1) Conducts a nationwide internal and external program of aerospace education, including coordination of workshops conducted at local schools and communities. (2)

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 non-profit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters - Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings - one for each state, the District of Columbia, and Puerto Rico. A wing is composed of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

PROGRAM:

One of the primary missions of 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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2015: 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: (207) 624-9970

Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 639 *Citation:* T0035A *M.R.S.A., Sect.:* 000009203

PURPOSE:

The ConnectME Authority began operation in June 2007 with the goal of expanding broadband access in the most rural, 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 expands the availability of broadband service to residential and small business customers in unserved or underserved areas by identifying, developing, and providing funding for broadband investments in unserved and underserved communities. The Authority provides technical and financial assistance to communities in the State that include unserved and underserved areas to identify the need for broadband infrastructure and services, and develop and implement plans to meet those needs.

ORGANIZATION:

In 2006, the Legislature created the ConnectME Authority to identify un-served areas of the State; develop proposals for broadband expansion projects, demonstration projects and other initiatives; administer the process for selecting specific broadband projects; and provide funding, resources, and incentives. The authority consists of a board of five members, and an Executive Director, an Associate Executive Director, a Project Manager, and an Advisory Council. Recent legislation expands the board of the Authority to seven members, effective October 15, 2015.

PROGRAM:

The goal of the authority is to facilitate universal availability of broadband service in Maine and to increase the adoption or take rate of broadband to equal or greater than the national average.

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. ConnectME recently concluded the Authority's ninth round of grant awards, awarding nearly \$1.0 million to nine projects. To date the Authority has funded 123 projects with nearly \$10 million in grant funds for a total project value of almost \$20 million. The next grant round will be announced in late 2015.

The Authority previously received nearly \$5 million in ARRA grant funding from the Department of Commerce, National Telecommunications and Information Administration (NTIA) to conduct a five year broadband mapping and inventory project, as well as extensive broadband planning and capacity building activities. These programs concluded January 31, 2015.

The Authority also administers the NTIA FirstNet grant.

PUBLICATIONS:

Annual Report to Joint Standing Committee on Utilities of the Maine Legislature

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

(no charge)

Developing Broadband in Maine: Baseline Update 2013 (no charge)

Universal Service Fund (USF) Assessment: A Study of the Impacts and Opportunities of USF Reform in Maine (no charge)

Developing Broadband in Maine: Strategic Plan (no charge)

ConnectME Highway Broadband Utilization Study (no charge)

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE DAIRY AND NUTRITION COUNCIL CHERYL L. BEYELER, EXECUTIVE DIRECTOR

Central Office: 333 CONY ROAD, AUGUSTA, ME 04330

Mail Address: 333 CONY ROAD, AUGUSTA, ME 04330

Established: 1975

Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 016 *Citation:* T0007

FAX: (207) 287-7161

Telephone: (207) 287-3621

M.R.S.A., Sect.: 000002998B

PURPOSE:

The Maine Dairy & Nutrition Council is a USDA qualified dairy checkoff organization. It is the nutrition education, public and industry relations component of the total dairy checkoff initiative in Maine to increase demand for dairy products through nutrition education. The industry wide dairy marketing plan stresses the nutrition benefits and contributions of dairy products, in accordance with scientific recommendations and in conjunction with dietary guidelines.

ORGANIZATION:

The Board was established in 1949 as the Milk Advisory Committee, later renamed the Maine Dairy Council, and in 1975 became the Maine Dairy & Nutrition Council. In 1996, the Maine Dairy & Nutrition Council became a public instrumentality of the State of Maine. Maine law provides for funding, Board appointments, and Board members' term limits.

The Council is funded under the Dairy Production Stabilization Act of 1983 National Dairy Promotion and Research Order dairy checkoff assessment, paid by Maine dairy farmers to the Maine Dairy Promotion Board and by a milk processors' fee from processors selling milk in Maine.

PROGRAM:

The Maine Dairy & Nutrition Council is an affiliated unit of National Dairy Council®, United Dairy Industry Association, and is one of Dairy Management Inc. 18 state and regional organizations across the country. The Maine Dairy & Nutrition Council utilizes and provides to educators, health professionals and consumers a variety of nutrition education materials, programs, and resources. Many of the programs and resources are developed by National Dairy Council®, and are reviewed and/or endorsed by organizations such as the American Academy of Pediatrics, American Academy of Nutrition and Dietetics, National Medical Association, and the School Nutrition Association.

The nutrition and physical activities program "Fuel Up To Play 60" is a partnership between National Dairy Council® and the National Football League implemented in Maine schools with students and program advisors, focusing on creating healthy school environments, by making healthy food choices and stressing the importance of sixty minutes of daily physical activity. Grants and incentives to accomplish Fuel Up To Play 60 goals, based on prescribed criteria, are available to schools through the GenYOUth Foundation and channeled through the Maine Dairy & Nutrition Council.

Maine Dairy & Nutrition Council has at its disposable nutrition resources, research reports and their findings, downloadable materials, and black-line

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

masters. The Council exhibits at many health professional, education, and consumer conferences. The website www.drinkmainemilk.org provides links to additional nutrition education materials and resources.

PUBLICATIONS:

Nutrition education materials, posters and brochures.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE DAIRY PROMOTION BOARD

CHERYL L. BEYELER, EXECUTIVE DIRECTOR

Central Office: 333 CONY ROAD, AUGUSTA, ME 04330

Mail Address: 333 CONY ROAD, AUGUSTA, ME 04330

Established: 1953

Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 024 *Citation:* T0007

FAX: (207) 287-7161

Telephone: (207) 287-3621

M.R.S.A., Sect.: 000002992A

PURPOSE:

The Maine Dairy Promotion Board is a USDA qualified dairy checkoff organization. It is the communication, public and industry relations component of the total dairy checkoff program in Maine, focusing on increasing demand for dairy products as part of a dairy industry wide marketing plan. The Maine Dairy Promotion Board is one of 18 affiliated state and regional member organizations of United Dairy Industry Association. Maine Dairy Promotion Board is an affiliate of Dairy Management, Inc. located in Rosemont, Illinois and as such, an affiliate of National Dairy Council®, Innovation Center for U.S. Dairy®, Dairy Research Institute® and United States Dairy Export Council®.

ORGANIZATION:

The Board was established in 1953 as the Maine Milk Committee, later becoming the Maine Dairy Promotion Board. In 1996 the Maine Dairy Promotion Board became a public instrumentality of the State of Maine. Federal and Maine laws provide for funding. The Board is funded under Public Law 98-180, the Dairy Production Stabilization Act of 1983 National Dairy Promotion and Research Order dairy checkoff assessment. The Dairy Act authorized a national dairy producers funded program for dairy products' promotion, education, research, and nutrition education, to increase human consumption of milk and dairy products. The dairy checkoff assessment is paid by Maine dairy farmers on each hundredweight of milk produced. Maine law also provides for Board appointments and Board members' term limits.

PROGRAM:

The Maine Dairy Promotion Board implements the national Unified Marketing Plan, a coordinated program of promotion, in Maine along with other United Dairy Industry Association's state and regional dairy checkoff organizations across the country. A coordinated marketing program designed to communicate, promote and encourage the use of milk and dairy products to all aspects of the general public to strengthen the dairy industry's position in the marketplace. A portion of the promotion budget is allocated to media messaging, and communications, supplemented by other promotions designed to call attention to dairy products, dairy ingredients, the dairy industry, and to encourage the consumption of milk and other dairy products.

Dairy Optimization is an initiative targeted to increase the consumption of milk and other dairy products with children in Maine and the nation's schools. Nationally, programs in quick-serve restaurants, such as McDonald's, Domino, Pizza Hut and others have resulted in dramatic increases in the utilization of dairy products. Promotion activities include consumer messaging, conference exhibits, trade shows, dairy industry events, and school cafeteria programs and promotions, recipe development, and dairy industry posters and education programs

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

such as specific Media Trainings, Telling Your Story" and the website "Dairy Good". Other promotions supplement media messaging and public and industry relations programs such as National June Dairy Month and The Great American Milk Drive. A dairy crisis communications program in Maine is part of a national effort to protect and enhance the dairy industry. Dairy industry communications are a key factor within the Maine Dairy Promotion Board. 3-Every Day of Dairy is a consumer education initiative targeting, consumers, dairy processors, dairy manufacturers and retailers. The website www.dairyfarmingtoday.org provides access to a variety of information regarding dairy farming and related industry information as well as www.dairygood.org, www.dairycheckoff.org and Maine's www.drinkmainmilk.org. and Facebook page drinkmainmilk.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, posters and related materials, crisis information, dairy product recipes.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE DEVELOPMENT FOUNDATION SKIP BATES, CHAIR YELLOW LIGHT BREEN, PRESIDENT & CEO

Central Office: 295 WATER STREET, SUITE 5, AUGUSTA, ME 04330

Mail Address: 295 WATER STREET, SUITE 5, AUGUSTA, ME 04330

Established: 1977

Reference: Policy Area: 01 Umbrella: 99 Unit: 399 Citation: T0010

FAX: (207) 622-6346

Telephone: (207) 622-6345

M.R.S.A., Sect.: 000000916

PURPOSE:

The Maine Development Foundation (MDF) is a nonprofit economic development corporation created by the Maine Legislature in 1977 to capitalize on the interests, resources, and efforts of the public and private sectors. MDF champions sustainable, long-term growth for Maine. The foundation is a catalyst for new ideas and provides common ground for solving problems and advancing issues.

ORGANIZATION:

Enabling legislation (10 M.R.S.A. Sec. 915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. The foundation has the power of a private corporation, which allows the board of directors the freedom to establish and change the activities of the foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the foundation's board of directors are elected by contributors to the foundation. The board includes both public and private members. This is designed to encourage active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The board of directors consists of fifteen people: twelve elected by the membership and two appointed by the Governor. Of these fourteen, seven must come 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

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members by contributing to the foundation.

PROGRAM:

LEADERSHIP MAINE is a year-long, eleven day training program for CEOs and senior level managers from business, government, education and the non-profit sector. The program is experiential and helps participants gain new awareness about issues facing Maine's economic future, new skills needed for effective leadership and networks with others throughout the state.

MAINE ECONOMIC GROWTH COUNCIL is a permanent, 19 member council appointed by the Governor, the Speaker of the House and the President of the Senate to establish and maintain a long range economic development plan for the State and benchmarks to measure progress. The council is staffed by the Maine Development Foundation. More information on the council is provided in a separate section of this report. See index for page number.

POLICY LEADERS ACADEMY helps prepare Maine legislators to lead in an increasingly dynamic environment through learning experiences which result in greater knowledge about the economy, using the work of the Maine Economic Growth Council as a template and broader leadership skills to ensure their effectiveness.

THE MAINE DOWNTOWN CENTER, supported by 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 29 communities representing every county in Maine: 10 Main Street Maine communities (Saco, Biddeford, Bath, Rockland, Gardiner, Waterville, Skowhegan, Augusta, Belfast and Brunswick) and 19 Maine Downtown Network communities, a "lighter-pace" second-tier program launched in 2009.

REALIZE!MAINE is created by, for and of Mainers 20-40 to serve as a catalyst, a collaborator and a convener of Maine's young people with a stake in our common future by providing professional, social, cultural, recreational, and civic opportunities in Maine. Projects that lend to these opportunities are a newly created website, virtual network and list service.

NEXT STEP MAINE EMPLOYERS' INITIATIVE supports employers' efforts to increase the educational attainment levels of their workforce. The initiative provides employers with technical assistance, training and statewide recognition for taking steps to support college degree and certificate achievement for their employees. Next Step Maine is part of our effort to capitalize on Maine's ready population of non-traditional students and working adults to help them increase their value in the workforce through increased skills and knowledge.

PUBLICATIONS:

"Measures of Growth," Maine Economic Growth Council
 Leadership Maine Alumni Directory
 Various research reports, surveys, and program and economic evaluations

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	58,444	58,444				
TOTAL EXPENDITURES	58,444	58,444				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

DISABILITY RIGHTS MAINE
KIMBERLY A. MOODY, EXEC DIR

Central Office: 24 STONE STREET, AUGUSTA, ME 04330

Mail Address: 24 STONE STREET, AUGUSTA, ME 04330

Established: 1977

Reference: Policy Area: 05 Umbrella: 99 Unit: 475 Citation: T0005

FAX: (207) 621-1419

Telephone: (207) 626-2774

M.R.S.A., Sect.: 000019501

PURPOSE:

To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, Disability Right Maine (DRM) provides: 1) advocacy assistance for people with disabilities who have experienced a violation of their rights based on disability or who are seeking a reasonable accommodation for their disability; 2) information and referral for rights and services related to disability; 3) training on disability-related rights and services for people with disabilities and their family members; 4) legal representation for eligible clients; and 5) telecommunications equipment and training on its use as well as outreach and support to deaf, hard of hearing, late deafened and deaf-blind Maine residents.

ORGANIZATION:

DRM is a private non-profit agency with a governing Board of Directors. DRM is mandated and enabled by both federal and state laws.

PROGRAM:

DRM represents individuals with disabilities by providing information and referral, individual representation, legal representation, rights training, telecommunications equipment and through systemic advocacy.

LICENSES:

N/A

PUBLICATIONS:

- *A Basic Guide to Self-Advocacy
- *A Consumer Guide to the Ticket to Work in Maine
- *Advance Health Care Directives for Planning Mental Health Care
- *Employment Rights for People with Disabilities
- *How to Vote and Your Rights in the Voting Process
- *Involuntary Hospitalization and Outpatient Services Laws

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DISABILITY RIGHTS MAINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	126,045	126,045				
TOTAL EXPENDITURES	126,045	126,045				

FOUNDATION FOR BLOOD RESEARCH
JANE SHEEHAN, ESQ., PRESIDENT

WATS: (800) 639-8605

Central Office: 8 SCIENCE PARK RD., SCARBOROUGH, ME 04074

Mail Address: P.O. BOX 190, SCARBOROUGH, ME 04074-0190

Established: 1999

Reference: Policy Area: 05 Umbrella: 99 Unit: 603 Citation: P1999

FAX: (207) 885-0807

Telephone: (207) 883-4131

M.R.S.A., Sect.: 00000401TT

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 pre-college 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FOUNDATION FOR BLOOD RESEARCH	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	52,175	52,175				
TOTAL EXPENDITURES	52,175	52,175				

ME ED CTR DEAF & HARD OF HEAR & GOV BAXTER SCHOOL FOR DEAF

DAVID SHERRY, EXECUTIVE DIRECTOR
TRACI DRAKE, DIR OF OPERATIONS/ HR

Central Office: MACKWORTH ISLAND, FALMOUTH, ME 04105

Mail Address: MACKWORTH ISLAND, FALMOUTH, ME 04105

Established: 1997

Reference: Policy Area: 02 Umbrella: 99 Unit: 613

Citation: T0020A M.R.S.A., Sect.: 000007401
FAX: (207) 781-6296
Telephone: (207) 781-3165

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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 kindergarten students attending East End Community School, 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 serves birth through age 5 and kindergarten through grade 12 statewide.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE GOVERNMENTAL FACILITIES AUTHORITY MICHAEL R. GOODWIN, EXECUTIVE DIRECTOR

Central Office: 127 COMMUNITY DRIVE, AUGUSTA, ME 04330

Mail Address: PO BOX 2268, AUGUSTA, ME 04330

Established: 1987

Reference: Policy Area: 00 *Umbrella:* 99 *Unit:* 405 *Citation:* T0004

FAX: (207) 623-5359

Telephone: (800) 821-1113

M.R.S.A., Sect.: 000001602

PURPOSE:

The Maine Governmental Facilities Authority was established to assist State Government in financing the construction and equipping of facilities by providing access to the tax exempt bond market.

ORGANIZATION:

Established in 1987 as the Maine Court Facilities Authority, the State Legislature created the Maine Governmental Facilities Authority in September, 1997 as its successor. The Authority consists of a five-member Board of Commissioners, including the Treasurer of the State and the Commissioner of the Department of Administrative and Financial Services who serve as ex officio members, and three other members, who are residents of the State of Maine and are appointed by the Governor, for terms of five years. The Board of Commissioners shall elect one of its members as chairman and one as vice-chairman. The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Director of the Maine Governmental Facilities Authority and is responsible for the day-to-day activities of the Authority. The Executive Director also serves as both the secretary and treasurer of the Authority.

PROGRAM:

During fiscal year 2015, the Authority issued \$2,900,000 in new bonds to finance renovations of the Courthouse in Dover-Foxcroft, and the renovation of several state facilities.

The Authority does not receive an appropriation from the State of Maine. It derives its revenue from loan serving fees charged to participating eligible borrowers using its financing capabilities.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

HARNESS RACING PROMOTIONAL BOARD CATHARINE DAMREN, TREASURER

Central Office: P O BOX 432, BELGRADE, ME 04917

Mail Address: P O BOX 432, BELGRADE, ME 04917

Established: 1997

Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 599 *Citation:* T0008

FAX:

Telephone: (207) 465-3062

M.R.S.A., Sect.: 000000285

PURPOSE:

The Harness Racing Promotion Board was created in 1993 Public Law, chapter 388 to promote harness racing activities in the State of Maine and encourage increased participation in racing and wagering.

ORGANIZATION:

1997 Public Law, chapter 528, changed the make up of the Board and removed the oversight from the Department of Agriculture, Conservation and Forestry to the joint standing committee having jurisdiction of harness racing matters, the Veterans and Legal Affairs Committee. The Board now consists of one representative from each commercial track, one representing agricultural fairs, one representing the off-track betting facilities, two representing the Maine Standardbred Breeders and Owners Association, two representing the general public, one representing the horsemen's association and two alternates. The members are appointed by the Commissioner of the Department of Agriculture, Conservation and Forestry.

PROGRAM:

The Board has implemented promotional activities in accordance with its mission. The activities are focused on promoting a positive image of the industry, enlarging the fan base, educating the public on the importance of harness racing to the agricultural industry in Maine, including the breeding farms, the hay and grain farmers and dealers, the owners, trainers and drivers of the animals. The Board has maintained educational booths at equine shows, the annual Agricultural Show of the Maine Department of Agriculture, Conservation and Forestry, annual meeting of the Maine Association of Agricultural Fairs, Agriculture Day at the State Legislature and various trade shows. Board meetings are held monthly and are open to the public.

During fiscal year 2015, the Board produced and provided 15,000 calendars providing dates, times and locations of live racing; pocket cards were also provided listing fair dates and displaying the Board's logo. The Board worked with various television stations to advertise harness racing and keep the public informed about when and where they could attend live harness racing meets.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Additional coverage and advertising were provided for Breeders Stake Races, as well as the Finals.

The Board participated as a partner with the Portland Seadogs in a Harness Night at Hadlock Field in May when live horses were available for fans to view and drivers in their various racing colors were on hand to sign autographs and converse with the public. Owners, trainers and horsemen participated and the Board's mascot "Whinny" was on hand to provide bracelets with the "Fun to the Finish" logo to fans of all ages. Members of the Maine Standardbred Breeders and Owners Association and others from the harness racing industry helped make this a memorable evening. This will become an annual presentation of the industry to promote yet another sport available for entertainment in Maine.

Additionally, "Whinny" appeared at many other functions during fiscal year 2015. Along with the "Fun to the Finish" logo, the mascot was present at all Maine agricultural fairs that participate in live harness racing and attended fairs where pari-mutuel racing is not on the program. Educational materials were available, tee shirts were presented to children and adults and coloring books, bracelets and other materials were given out.

Along with advertising in the "Maine Invites You" publication, ads were placed in two late summer and early fall issues of "Down East Magazine."

The Board continues to provide assistance in updating statistics for the industry, record keeping and website access.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

HARNESS RACING PROMOTIONAL BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	65,757		65,757			
TOTAL EXPENDITURES	65,757		65,757			

**MAINE HISTORICAL SOCIETY
STEPHEN BROMAGE, EXECUTIVE DIRECTOR**

Central Office: 489 CONGRESS ST, PORTLAND, ME 04101
 Mail Address: 489 CONGRESS ST, PORTLAND, ME 04101
 Established: 1822
 Reference: Policy Area: 03 Umbrella: 99 Unit: 176 Citation: S1822

FAX: (207) 775-4301
 Telephone: (207) 774-1822
 M.R.S.A., Sect.: 000000118

PURPOSE:

Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It preserves the heritage and history of Maine: the stories of Maine people, the traditions of Maine communities, and the record of Maine's place in a changing world. Because an understanding of the past is vital to a healthy society, we collect, care for, and exhibit historical treasures; facilitate research into family, local, state, and national history; provide education programs that make history meaningful, accessible and enjoyable; and empower others to preserve and interpret the history of their communities and our state. The Society is organized into three major areas: The Brown Library, Wadsworth-Longfellow House and Museum Gallery, and the Maine Memory Network, our online digital museum and archive. A Board of Trustees, eleven standing committees and three subcommittees advise and support the Society staff of 14 full-time and 12 part-time employees in their work.

ORGANIZATION:

Two years after Maine achieved statehood, the Legislature passed a bill in 1822 incorporating the Maine Historical Society, charging it to collect and preserve Maine's history. Governor Albion K. Parris presided over the first meeting in Maine's first State House in Portland. The Society housed its collections at Bowdoin College until 1881 and held its Annual Meetings coincidental to the

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

College's commencement into the early 20th century. Through the efforts of civic leader, philanthropist and scholar James Phinney Baxter, the Society moved its collections and many of its programs to Portland in 1881. Baxter provided space in the new Portland Public Library built in 1889.

In 1901, the Society opened the Wadsworth-Longfellow House Museum, left to the Society through the bequest of Anne Longfellow Pierce. The House, childhood home of famed poet Henry Wadsworth Longfellow, became Maine's first historic house museum. During 1907, the Society finished its new library at 485 Congress Street, adjacent to the Wadsworth-Longfellow House. The Wadsworth-Longfellow House was restored in June 2000. The Society's capital campaign and 1992 purchase of 489 Congress Street allowed expansion of collections storage, exhibition and program space.

Throughout the 19th century, special state appropriations have supported a variety of publication projects, including the "Documentary History of Maine." The Society has received an annual appropriation in support of the Society's historical and educational endeavors since 1940. The Editorial Office for 'Maine History' is at the University of Maine at Orono. Beginning in 1999, a special State appropriation helped MHS start development of the Maine Memory Network, an online museum of our collections networked to other museums and archives across the state. Staff members participate in collaborative efforts throughout Maine and New England including the Maine Archives and Museums Association, the Maine Library Association, Maine Historical Records Advisory Board, New England Archivists, the 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 an estimated 150,000 books and pamphlets, 200,000 photographs, 3,000 maps and atlases and over 2 million archival pages spanning the 15th to 21st centuries. The Library is widely held to be the most comprehensive resource for studying Maine's past with all aspects of the state's social, economic, political, and cultural history documented. Of particular note are the personal papers of Maine's civic and business leaders, early proprietor and town records, shipping and maritime records, church and religious records, account books and business records, genealogical research collections, cartographic and land surveys, architectural and engineering drawings, photographs, prints and broadsides. The library catalogue is available on line via the Society's website. The Library is open year round and serves over 6,000 in-house researchers each year. The Brown Library, built in 1907, underwent a complete renovation in 2007, reopening in June 2009.

MUSEUMS & COLLECTIONS. Open to the public since 1901, The Wadsworth-Longfellow House Museum, poet Henry Wadsworth Longfellow's boyhood home, is one of the oldest house museums in the country. Open year-round the MHS Museum Gallery houses temporary interpretive exhibitions from our 28,000 artifacts documenting Maine's material culture. The most recent exhibitions were "This Rebellion: Maine in the Civil War," "Home: The Longfellow House and the Emergence of Portland," and "Early Maine Photography: 1840-1870." Guided tours of the Wadsworth-Longfellow House were offered May through December. In 2014, more than 25,000 visitors, including more than 3,000 school children, visited the House, Gallery, or took the Longfellow or Portland History walking tours, or attended public programs. Another 1,000 students received outreach programs. For information, visit the MHS websites: www.mainehistory.org or www.maine-memory.net.

OTHER EDUCATIONAL SERVICES. Launched in December 2001, the Maine Memory Network provides Internet links to digitized historical and cultural primary materials from both MHS and contributing organizations from every corner of our state. Modeled in concept on the Library of Congress' American Memory Site, our Maine Memory Network provides links to digitized historical and cultural primary materials from around the state. Online at www.MaineMemory.net, this Web-based, virtual museum and educational resource serves Maine libraries, schools, museums, and every Internet-ready home. The Maine Historical Society offers on-site and outreach programs for teachers and students throughout the state. Through major grants from the Institute of Museum & Library Services and the National Endowment for the Humanities, MHS, in partnership with the Maine State Library and Maine Humanities Council, respectively, worked with more than 270 organizations and communities throughout the state to support local history digitization projects,

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

resulting in thousands of new historical items and stories being added to Maine Memory. More information is available at: www.mainememory.net/share_history/training.shtml.

PUBLICATIONS:

Maine History, a peer reviewed scholarly journal published twice a year in conjunction with the Department of History at the University of Maine.
 A Maine Prodigy: The Life and Adventures of Elise Fellows White, 2011.
 Henry Wadsworth Longfellow and his Portland Home, 2004.
 New men, New Issues: The Formation of the Republican Party in Maine, 1986
 Canals and Inland Waterways of Maine, 1982
 The Letters of Thomas Gorges, 1978
 Maine, Charles II and Massachusetts, 1977
 Maine Bibliographies Series, 1972-1994
 Province and Court Records of Maine, 1928- 1975
 Maine Town Vital Records Series, 1917-1944
 Proceedings of the Maine Historical Society, 1899-1914
 Collections of the Maine Historical Society, Series Two and Three, 1890-1907
 York Deeds, 1887-1910
 Documentary History of the State of Maine, Collections of the Maine Historical Society, Second Series, 1869-1916
 Collections and Proceedings of the Maine Historical Society, Series One, 1831-1887

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORICAL SOCIETY	TOTAL FOR					
	ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	44,864	44,864				
TOTAL EXPENDITURES	44,864	44,864				

**MAINE HOSPICE COUNCIL
 KANDYCE POWELL, EXECUTIVE DIRECTOR**

Central Office: 295 WATER STREET, SUITE 303, AUGUSTA, ME 04330
Mail Address: P.O. BOX 2239, AUGUSTA, ME 04338-2239 *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 increased access to high quality end of life care in Maine. The council fulfills its mission through educational programming, technical assistance and advocacy.

ORGANIZATION:

The Maine Hospice Council was incorporated in 1984. Funding for the council's operations was made possible by legislation in 1989. Today, the annual grant from the General Fund represents approximately 16% of the council's operating budget.

The council is overseen by a volunteer Board of Directors comprised of 13 members. The organization employs one full-time Executive Director, one part-time Executive Assistant and one part-time sub-contracted bookkeeper. Other project managers may be hired as needed. Workplace giving (Maine Share), annual appeal, private donations, estate planning, education conferences, special events, consulting and membership dues comprise some of the diverse sources of funding.

PROGRAM:

The Maine Hospice Council is the only statewide organization focused solely on

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

end-of-life care. Two hall marks of the council's work are collaborative partnerships and outreach to the underserved, evidenced by the creation of the Maine Cancer Pain Initiative in 1996, the development of a Hospice program at the Maine State Prison in 2000, the partnership with Togus VA Medical Center started in 2004 and, most recently, the Maine POLST Coalition in 2008. The council has taken a leadership role in social policy issues and continues to offer internships for graduate and undergraduate students. Access to Hospice services for all people who desire Hospice and qualify under State and federal guidelines remains a priority.

In 1997, the council partnered with over thirty other organizations to form the Maine Consortium of Palliative Care and Hospice (MCPCH). On behalf of MCPCH, the council was awarded a three-year Robert Wood Johnson Community/State Partnership grant, "Care at End of Life: A Public/Private Partnership". In 2001, the Maine Legislature directed the Bureau of Health within the Department of Health and Human Services to establish the Maine Center for End of Life Care. The responsibility for implementation of the center was given to the council, unfortunately without any financial support.

Recognition of the value of the council's services/programming has resulted in other legislative committees consulting with the council on issues of aging, advance care planning, pain management and other substantive issues. In 2006, at the request of the Judiciary Committee, the council wrote a grant and published "Pain Management at the End of Life: A Physician's Self-Study packet", a three Category 1 Continuing Medical Education course for physicians. This document was done in collaboration with the Maine Pain Initiative, the Maine Medical Association, the Board of Licensure in Medicine within the Department of Professional and Financial Regulations and the Muskie School of Public Service.

Technical support remains on-going for volunteer and Medicare certified Hospice programs as well as long-term care facilities and acute-care hospitals. In addition, the council acts as a clearinghouse for consumer calls as well as offering information, resource materials and public education.

LICENSES:

"Certificate of Completion" for Volunteer Trainees, conference/workshop attendees.

"LD 1821 - An Act to Develop Standards for the Licensure of Hospice Programs", enacted April 15, 1994, Chapter 692 of Public Law.

PUBLICATIONS:

- "Consumer Protection and End of Life Care" - published in partnership with the Attorney General's Office.
- "Hospice/Veterans Partnership of Maine " brochure, in partnership with Maine Veterans Homes and Togus VAMC
- "Pain Management at End f Life: A Physician Self-Study Packet" - \$100
- "Maine Hospice Guide"
- "Listen to Me"
- Hospice Resource Bibliography
- Maine Hospice Council Newsletter, "MaineLink"
- Six Session Course, "Pain Management from an IDT Perspective" (video) - \$150
- "Hospice" brochure
- Sounds of Comfort CD, "Born Again"- \$17.88
- POLST in Maine" DVD
- "On Life and Living: the Hospice Experience" DVD
- POLST "Train the Trainer" Manual

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HOSPICE COUNCIL	TOTAL					MISC
	FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	
EXPENDITURES	FUNDS	FUND	REVENUE	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	63,506	63,506				
TOTAL EXPENDITURES	63,506	63,506				

MAINE STATE HOUSING AUTHORITY
JOHN GALLAGHER, EXECUTIVE DIRECTOR

WATS: (800) 452-4668

Central Office: 353 WATER STREET, AUGUSTA, ME 04330-4633

Mail Address: 353 WATER STREET, AUGUSTA, ME 04330-4633

Established: 1969

Reference: Policy Area: 01 Umbrella: 99 Unit: 346 Citation: T0030A M.R.S.A., Sect.: 000004722

FAX: (207) 626-4678

Telephone: (207) 626-4600

PURPOSE:

MaineHousing (the Maine State Housing Authority) was created by the Maine Legislature in 1969 to address the problems of unsafe, unsuitable, overcrowded, and unaffordable housing. The agency's mission is to assist Maine people in obtaining and maintaining quality, affordable housing and services suitable to their housing needs. In carrying out this mission, the agency provides leadership, leverages federal, state, and private resources, and promotes partnerships to develop and implement sound housing policy. 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, 8 of whom must be appointed by the Governor and confirmed by the Legislature upon the recommendation of the Labor, Commerce, Research and Economic Development Committee. The Director of MaineHousing, who is appointed by the Governor and confirmed by the Legislature, serves as an ex-officio non-voting commissioner. The State Treasurer serves as an ex-officio voting commissioner. The other 8 commissioners vote.

MaineHousing couples the methods and efficiencies of the private financial markets with the federal tax incentives of tax-exempt bonds to invest in affordable housing for Maine people.

MaineHousing also is a conduit for bringing a wide range of federal and other funding to Maine, including low income housing tax credits, block grants and competitive grants.

MaineHousing is both Maine's finance agency and a public housing authority for those parts of the State without one.

PROGRAM:

MaineHousing's programs and services fall into the following general categories:

HOUSING DEVELOPMENT. MaineHousing provides financing and financial incentives for private development of affordable rental housing for families, seniors and persons with special needs. This both provides affordable rents and stimulates Maine's economy.

HOME BUYING ASSISTANCE. MaineHousing provides low fixed rate mortgages to first time homebuyers and other assistance to help make homeownership affordable for more Maine people.

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.

ASSET MANAGEMENT: MaineHousing oversees the operation of the thousands of rental units that MaineHousing financed or that MaineHousing manages via federal program, including ensuring the units meet fiscal and safety standards.

RENTAL ASSISTANCE. Properties developed with MaineHousing financing offer more

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

affordable rents to consumers. Rental assistance also is provided in the form of federal Section 8 Housing Choice Vouchers.

ENERGY ASSISTANCE. MaineHousing offers fuel assistance using funds from the federal Low Income Home Energy Assistance Program (LIHEAP), and also home energy improvements such as home weatherization and heating system repair or replacement that make homes more affordable for the long term.

HOMELESS ASSISTANCE. MaineHousing provides financing for emergency shelters and other housing options for people who are homeless. MaineHousing also works with homeless service providers and other organizations toward a shared goal of preventing and eliminating homelessness in Maine.

At the end of calendar year 2014, MaineHousing had combined assets of \$1,546,444,000 and net assets of \$304,930,000. 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 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE HOUSING AUTHORITY		TOTAL				
		FOR		SPECIAL		
		ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL
EXPENDITURES		FUNDS	FUND	FUNDS	FUND	FUNDS
GRANTS, SUBSIDIES, PENSIONS	12,064,100		364,641	11,699,459		
TOTAL EXPENDITURES	12,064,100		364,641	11,699,459		MISC FUNDS

MAINE INSURANCE GUARANTY ASSOCIATION

PAUL M. GULKO, EXECUTIVE SECRETARY

WATS: (800) 852-2003

Central Office: ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

Mail Address: ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

Established: 1970

Reference: Policy Area: 07 Umbrella: 99 Unit: 353 Citation: T0024A M.R.S.A., Sect.: 000004436

FAX:

Telephone: (617) 227-7020

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 2015: 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 ("MITC") was established to enhance the competitive advantage of state businesses desiring to compete in the international market. The purpose of the Trade Center, through its private and public board, is to provide and enhance international trade services in coordination with the economic development activities of the private sector, community and regional activities of the private sector, community and regional agencies, and State government. It also facilitates foreign direct investment and international student attraction for the State of Maine.

ORGANIZATION:

The Trade Center is headquartered in Portland, and maintains an Orono office which is co-located with the Target Technology Center. Staff works under the direction of the Trade Center President, who is employed by the Maine Department of Economic and Community Development. The staff is comprised of a team of industry experts including a Vice President, an Accounting Manager, a Communications Specialist, two Senior Trade Advisors, two Trade Specialists, the Managing Director of Invest in Maine Program (an EDA employee) and the Director of North Atlantic Development Office-MENADO (also a DECD employee). Organized as a 501(c)(3) non-profit corporation, MITC links the private sector with government efforts to grow Maine's economy through international commerce.

PROGRAM:

MITC encourages and assists the growth of the State's international economic activities in the following ways:

MITC provides a forum for the exchange of expertise, ideas and innovation between the public and private sectors.

MITC offers quarterly trade education seminars, webinars and technical services to businesses in the State that compete or seek to compete in worldwide markets.

MITC coordinates gubernatorial and industry missions to develop increased exports of Maine goods and services.

MITC consults with and provides market and trade assistance to international businesses concerning imports, exports, and international trade services.

MITC subscribes to international commerce databases to assist companies in locating leads and trade opportunities and track import and export trade flows.

MITC assists the State in foreign business attraction and direct investment through international investment outreach, hosting potential investors, and encouraging foreign businesses to invest in Maine through its "Invest in Maine" program and website and has contracted investment consultants representing Maine in Europe and Asia.

MITC assists Maine's secondary schools, colleges, and universities in their foreign student attraction programs through its "Study Maine" program.

MITC coordinates Maine's specific trade and investment activities in the North Atlantic (including Eastern Canada, Scandinavia and Northern Europe); as well as Arctic economic development, cultural and marine environment activities through its Maine North Atlantic Development Office (MENADO).

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE MILITARY AUTHORITY

BG GERARD F. BOLDUC, JR., ACTG COMM/DEP ADJ GENERAL
BG HUGH T. CORBETT, EXECUTIVE DIRECTOR

Central Office: SUITE 8, 22 ARMORY ROAD, AUGUSTA, ME 04333

Mail Address: 63 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 430-5716

Established: 2001

Telephone: (207) 430-5711

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. The Authority exists to operate the Maine Readiness Sustainment Maintenance Center and to maintain, rebuild, repair, and store equipment for the State, for the United States Departments of the Army, Air Force, Navy and Treasury, and local, state, federal agencies/departments, foreign governments, and private industry.

ORGANIZATION:

The Authority has 50 employees located at its production site in Limestone and 3 employees at its executive office in Augusta. The Executive Director is appointed by the Governor.

PROGRAM:

Initially the program was incepted to provide maintenance and repair services to National Guard vehicles and funded through a Cooperative Agreement with the National Guard Bureau. The Cooperative Agreement terminated September 30, 2015, due to defense spending cuts. The program is currently executing and pursuing mass transit overhaul and military department contracts.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

STEVEN H. LEVESQUE, EXECUTIVE DIRECTOR
JEFFERY K. JORDAN, DEPUTY DIRECTOR

Central Office: SUITE 200, 15 TERMINAL RD., BRUNSWICK, ME 04011

Mail Address: SUITE 200, 15 TERMINAL RD., BRUNSWICK, ME 04011

FAX: (207) 798-6510

Established: 2008

Telephone: (207) 798-6512

Reference: Policy Area: 01 *Umbrella:* 99 *Unit:* 654 *Citation:* T00005 *M.R.S.A., Sect.:* 00013083G

PURPOSE:

The Midcoast Regional Redevelopment Authority (MRRA), a component unit of the State of Maine, is a municipal corporation created by Maine law, 5 MRSA §13083-G, and charged with the responsibility to acquire and manage property at the former Naval Air Station Brunswick (NAS Brunswick) and the Topsham Annex and to facilitate the rapid redevelopment of properties in order to recover from economic and employment loss as result of base closure.

ORGANIZATION:

MRRA is governed by an eleven member Board of Trustees appointed by the Governor and confirmed by the Maine State Senate. Power and duties of the board are established by statute. The by-laws direct the Board of Trustees to adopt an annual budget, provide for an annual audit, appoint various committees and hire an Executive Director. The Executive Director is the chief executive officer and is responsible for carrying out the policies of the trustees and overseeing the daily operation of MRRA and appointing staff.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PROGRAM:

NAS Brunswick was a 3,200-acre military enclave within the jurisdictional limits of the Town of Brunswick, in Cumberland County, Maine. Now known as Brunswick Landing, the base was built as a multi-purpose campus that has changed over many years to serve a variety of purposes. It has been an airport since its initial development in the late 1930s, built on the site of the State's first municipal airfield. The Brunswick Executive Airport opened as a general aviation airport on April 2, 2011.

In total there are over 200 buildings totaling over 1.75 million square feet on the base; forty of which would be considered significant facilities that will be redeveloped by MRRA. MRRA's targeted business clusters as described in the Reuse Master Plan include composite R&D and manufacturing; aviation and aerospace research, maintenance, repair and manufacturing; information technology; and a world-renowned business complex for integrated research and development, manufacturing, testing, company incubation and productive operation of green energy technology products and services. To date, 75 businesses or organizations call Brunswick Landing home, including satellite campuses of the Southern Maine Community College and University College at Bath/Brunswick. Collectively, these organizations employ 730 individuals.

LICENSES:

None

PUBLICATIONS:

MRRA Strategic Business Plan (2015)
BNAS Reuse Master Plan (December 2007)
Topsham Annex Reuse Master Plan (December 2007)
Brunswick Airport Master Plan Study (December 2009)
BNAS Housing Disposition and Redevelopment Plan (August 2009)
Design Guidelines (July 2010)
Annual Reports and Audits available at MRRA website www.mrra.us

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

COMBAT SPORTS AUTHORITY OF MAINE

VACANT, CHAIRMAN
JON PINETTE, TREASURER

Central Office: , ,

Mail Address: PO BOX 10525, PORTLAND, ME 04101

FAX: (207) 482-0965

Established: 2009

Telephone: (207) 712-6615

Reference: Policy Area: 07 Umbrella: 99 Unit: 650 Citation: T00008 M.R.S.A., Sect.: 00000522

PURPOSE:

The authority is established to regulate and promote mixed martial arts and professional boxing competitions, exhibitions and events in the State as set forth in Title 8, Chapter 20, sections 521 through 532. A mixed martial arts competition or professional boxing, exhibition or event may not be held in the State prior to the adoption of rules pursuant to this chapter.

ORGANIZATION:

The authority is made up of a board of directors consisting of seven members appointed by the Governor. The board elects a chair, a secretary and a treasurer from among its members. Currently there are 3 seats open including the Chairperson.

PROGRAM:

The CSAM has spent 2014 promoting and regulating 7 Mixed Martial Arts events and 4 boxing events. The duties of the board consist of registering the event and

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

working with the promoters on approving the fight card. CSAM also registers all fighters and verify that all proper medical clearance has been received, blood work done and an eye exam performed. CSAM monitors weigh-ins to make sure fighters make weight and on fight day we instruct inspectors who oversee the taping of hands, prefight medicals, counting of tickets, escorting fighters to post fight exams, and general enforcement of Maine rules regarding MMA and Professional Boxing. CSAM holds monthly board meetings where we discuss upcoming events, issues and any changes that need to be made to processes or rules. Five percent of ticket sales from these events comes back to the Authority along with fees from licensing fighters, events, managers, seconds, trainers and anyone else associated with the fight. These revenues have netted the Authority roughly \$30,000. Much of this money will be used for administrative costs, legal fees, supplies and rule making for the Authority.

LICENSES:

The authority shall review and grant licenses to all fighters, promoters, referees, corners, timekeepers and judges who are involved with any mixed martial arts or professional boxing competition, exhibition or event in the State of Maine pursuant to the rules established by the Authority.

PUBLICATIONS:

There were no general publications this fiscal year. CSAM will produce an Annual Report; Codified Rules; Bylaws and a Business Plan.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

PINE TREE LEGAL ASSISTANCE NAN HEALD, EXECUTIVE DIRECTOR

Central Office: 88 FEDERAL STREET, PORTLAND, ME

Mail Address: PO BOX 547, PORTLAND, ME 04112

Established: 1983

Reference: Policy Area: 06 Umbrella: 99 Unit: 479 Citation: PL1983 M.R.S.A., Sect.: C. 477

FAX: (207) 828-2300

Telephone: (207) 774-4753

PURPOSE:

Founded in 1967, Pine Tree Legal Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide free legal assistance to low income persons with civil legal problems.

ORGANIZATION:

Pine Tree Legal Assistance (PTLA) is governed by a 26 member Board of Directors composed of licensed Maine attorneys, eligible clients appointed by low income organizations, and one 'at large' member. The Administrative Office is in Portland (774-4753). Local service offices are in Augusta (622-4731), Bangor (942-8241), Portland (774-8211), Presque Isle (764-4349), Lewiston (784-1558) and Machias (255-8656). Pine Tree operates three special statewide units that address the legal needs of migrant farmworkers (1-800-879-7463), Native Americans (1-800-879-7463) and low income children (1-866-624-7787). 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 and a local number (207-774-4348).

Pine Tree is Better Business Bureau accredited charity that has strict financial accountability measures. Pine Tree receives consistently "clean" annual audits and is one of only six Maine charities to have GuideStar's highest rating - the Gold Star rating for transparency and accountability. Program management/fundraising expenses make up less than 15% of Pine Tree's total operating budget.

PROGRAM:

Pine Tree Legal Assistance Inc. receives its funding from a number of

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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, the State of Maine, United Way, the Maine Bar Foundation's Interest on Lawyer Trust Account (IOLTA) Program, and private sources. In general, Pine Tree provides free legal assistance to low income Maine residents with household incomes at or below 125% of the federal poverty guidelines after certain deductions.

Pine Tree provides direct legal services to eligible clients throughout the state. In fiscal year 2014-15, its area offices and special units (including Volunteer Lawyers Project) served 29,998 Mainers who were affected by civil legal matters. Its programs handled a total of 12,224 legal cases, of which 57% received legal assessment or simple advice, printed, informational materials, assistance with forms and letters, referral to another source of help or brief service, 25% received full representation before a Court or in an administrative hearing, and 13% are ongoing.

Because staffing shortages prevent Pine Tree and Volunteer Lawyers Project from representing all eligible clients with legal needs, the programs accept cases based on a case acceptance priority plan. Of all cases handled by Pine Tree's local service offices in fiscal year 2014-15, 58% were housing related; 11% were family law matters; 12% were consumer issues; 7% income benefits related; and the remaining 12% were 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 Pine Tree. Of all cases handled by the VLP in fiscal year 2014-15, 69% were family law matters; 10% were consumer law matters; 7% related to income benefits, and the remaining 14% were in the areas of education, housing, individual rights, employment and other legal problems.

In 2015, Pine Tree launched a statewide legal intake and triage tool available at www.ptla.org. This tool helps individuals identify their legal problems, directs respondents to relevant online education materials, and prompts eligible individuals to complete an intake form that is submitted securely online and reviewed by program staff.

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, www.vlp.org and www.statesidelegal.org, Pine Tree's website for veterans and service members. The most popular brochures cover housing and family law issues. In 2014, more than 1.7 million visitors accessed information on one or more of Pine Tree's websites.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	ALL				
EXPENDITURES	FUNDS	GENERAL	REVENUE	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	354,802	354,802				
TOTAL EXPENDITURES	354,802	354,802				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE POTATO BOARD

DONALD E. FLANNERY, EXECUTIVE DIRECTOR
JEANNIE M. TAPLEY, OFFICE MANAGER

WATS: (800) 553-5516

Central Office: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

Mail Address: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

Established: 1986

Reference: Policy Area: 01 Umbrella: 99 Unit: 330 Citation: T0036

FAX: (207) 764-4148

Telephone: (207) 769-5061

M.R.S.A., Sect.: 000004603

PURPOSE:

The Maine Potato Board was established as a public instrumentality of the state to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

ORGANIZATION:

The board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The board selects a president, vice-president, treasurer and secretary from its members, and appoints an Executive Director and Director of Development/Grower Relations to administer programs and policies established by the board.

PROGRAM:

Potato tax revenue for the twelve-month period ending June 30, 2015 was \$755,303. Maine growers harvested 50,500 acres, producing 15,150 million hundredweight of potatoes. The planted acreage was composed of 67% processing varieties, 13% table stock varieties and 20% seed varieties. Approximately 11,504 acres were entered for seed certification.

The tax revenues of the board in 2014-2015 were used as follows: 26% for Administration (Board), 18% Advertising/Marketing, 37% Research and 19% Other. The board was represented with exhibits at trade shows.

The board financed research through the Maine Agricultural Experiment Station and the Cooperative Extension. Other projects, including educational, also benefited from the board grants.

PUBLICATIONS:

Maine Potato Recipe booklets (printed--free)

Maine Potato News (free)

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE POTATO BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	928,482	159,192	769,290			
TOTAL EXPENDITURES	928,482	159,192	769,290			

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

Established: 2009

Reference: Policy Area: 01

Umbrella: 99

Unit: 657

Citation: T00007

FAX: (207) 764-4148

Telephone: (207) 769-5061

M.R.S.A., Sect.: 00002151

PURPOSE:

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

ORGANIZATION:

The board was organized in April 1945. It initially consisted of six members appointed by the Governor from specified areas for terms of three years, and the Commissioner of Agriculture, Conservation and Forestry served as chairman. A number of changes in the board's structure have occurred since then, and the last one occurred in 2009 when the Legislature voted to transfer oversight of the board from the Department to the Maine Potato Board. The Commissioner now serves as a member and appoints two members to include a representative of the potato industry in a county other than Aroostook County and a person producing potatoes in Aroostook County primarily for processing. The Maine Potato Board appoints six members representing the potato industry in Aroostook County and to include one grower producing primarily 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.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE PUBLIC BROADCASTING CORPORATION

MARK VOGELZANG, PRESIDENT & CEO

Central Office: 1450 LISBON STREET, LEWISTON, ME 04240

Mail Address: 1450 LISBON STREET, LEWISTON, ME 04240

Established: 1992

Reference: Policy Area: 03

Umbrella: 99

Unit: 561

Citation: P1991

FAX:

Telephone: (207) 783-9101

M.R.S.A., Sect.: 000000848

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PURPOSE:

The Maine Public Broadcasting Network is Maine's premier, independent media resource serving the entirety of Maine, dedicated to creating exceptional opportunities for the communities it serves to engage with critical issues, compelling stories and quality entertainment. Every day, the Maine Public Broadcasting Network connects the people of Maine to each other, to the world, and the world to Maine through the open exchange of information, ideas and cultural content. MPBN is renowned for creating award-winning programs, as well as airing content from Public Broadcasting Service (PBS), National Public Radio (NPR), and other independent producers.

ORGANIZATION:

Formed in 1992, the Maine Public Broadcasting Network (MPBN) is an independently owned and operated nonprofit organization.

MPBN has administrative offices and production facilities for television, radio and web services in Lewiston, Bangor, Augusta and Portland. The station's transmitters and translators, located throughout the state, deliver programs to nearly all of Maine's citizens. The organization employs 79 full-time and part-time people.

MPBN is governed by a volunteer Board of Trustees which include the President of MPBN, a Gubernatorial appointee, a University System appointee and up to 24 Community Members from across the State. The Board meets a minimum of four times a year and all meetings are open to the public.

MPBN has a volunteer community advisory board (CAB) with Membership reflecting the diversity of the state and MPBN's 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.

MPBN's revenues come from the voluntary contributions from over 46,000 individual supporters, as well as underwriting support from businesses and nonprofit organizations. Additional funding is received through an annual appropriation from the state of Maine and from television & radio community service grants from the Corporation for Public Broadcasting.

PROGRAM:

MPBN is the only statewide Public Media service providing local and national content on Television, the Radio and Online to Maine residents, free of charge. MPBN is committed to bringing local, national and international news, public affairs including extensive coverage of the state government in action in Augusta, and cultural programming that informs, educates and enriches our citizens.

In addition to providing national and international programming, the organization has concentrated its resources on identifying and bringing Maine news and stories to its airwaves to educate entertain and inform the entire state.

MPBN Television productions include MPBN Community Films, coverage of the Maine Principals' Association Invitational High School Basketball Tournament, the annual broadcast of the Governor's State of the State Address, and coverage of the Governor and U.S. Congressional debates - both primary and general election. MPBN also aired the Maine Capitol Connection, a free over-the-air channel dedicated to covering the daily sessions of the State Legislature in Augusta. MPBN's own documentary productions including The Sixteenth Maine at Gettysburg and A Matter of Duty have been aired on MPBN Television, as well as shown at free screenings across the state.

The station's radio service carries significant international, national and local programming. MPBN's own Morning Edition and Maine Things Considered programs include content each day that explores Maine topics and issues with depth and substance. MPBN's mid-day call in show, Maine Calling, covers a wide spectrum of topics relevant to Maine listeners. MPBN also produces other original programming, including its own regular classical, folk and jazz music programs, broadcasts of orchestra and chamber concerts and regular live classical and jazz performances from its Bangor and Portland studios.

MPBN's web-based services at www.mpbn.net draw visitors from around the world. MPBN.NET serves as a portal to MPBN's new dedicated news site at news.mpbn.net

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

featuring local and national news stories and news content. MPBN.NET also directs visitors to MPBN's Radio and Television content and community initiatives. Visitors can live stream news and music and individual television and radio programs with links to external educational and continuing education resources in Maine and beyond from both of these sites.

PUBLICATIONS:

Each month MPBN publishes Experience, a radio and television program guide that doubles as an MPBN magazine. It is distributed to some 12,600 members and is available at all of MPBN's offices. Additionally, MPBN issues Audited Financial Statements, 990 Tax returns, an Annual Report, and a Strategic Plan, all of which can be found online at www.mpbn.net. Any member of the general public can also request either verbally or in writing a copy of these documents.

PUBLIC OUTREACH:

MPBN recognizes the need to engage the Maine community in both our content and mission and to ensure that we are meeting the needs and preferences of all Mainers. MPBN connects with our viewers and listeners through a variety of mechanisms including Community Advisory Board (CAB) meetings that are open to the public, Board of Trustees meetings that include opportunities for public comment, community events that include state-wide free public screenings of MPBN programs, a presence at fairs and festivals, and access to MPBN-produced events including debates and cultural performances, and an active social media presence with a continuously updated website (MPBN.NET) and a number of active Facebook properties including MPBN's main Facebook page with over 16,500+ members. MPBN partners with non-profits across the state to help promote their events and help drive the success of their efforts.

MPBN culls feedback through a number of vehicles including listener and viewer surveys, a dedicated Audience Services team to manage all incoming queries via phone and email, and a dedicated Member Services team to manage member issues and concerns.

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC BROADCASTING CORPORATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	1,500,000	1,500,000				
TOTAL EXPENDITURES	1,500,000	1,500,000				

**GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION
CLAUDE V. MORGAN, CHAIRPERSON**

Central Office: 10 FREE ST, PORTLAND, ME 04101

Mail Address: P.O. BOX 4510, PORTLAND, ME 04112

Established: 1945

Reference: Policy Area: 01 Umbrella: 99 Unit: 367 Citation: S2009

FAX: (207) 775-7935

Telephone: (207) 775-7271

M.R.S.A., Sect.: 000000023

PURPOSE:

The Greater Portland Public Development Commission has the power, within the confines of Portland, South Portland, Westbrook, Falmouth, Cape Elizabeth and Scarborough, to administer loans and grants to businesses and nonprofits for purposes of stimulating economic growth and revitalization efforts and fostering coordination between economic development entities within the confines of Portland, South Portland, Westbrook, Falmouth, Cape Elizabeth and Scarborough and to accept gifts thereof in trust, or otherwise.

ORGANIZATION:

The commission was created by Special Act of the Legislature which provides for management by five Commissioners appointed by the Governor upon consultation with

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

the City Councils of Portland and South Portland. The commission's charter was recently amended pursuant to Public and Special Law 2009, chapter 23, Section 5.

PROGRAM:

The Commission is continuing to monitor the \$375,000 installment grant made to the Greater Portland Economic Development Corporation (GPEDC) in 2011. The GPEDC is engaged in regional economic development efforts through the collaborative efforts of representatives from the municipal, educational and private sectors in Portland, South Portland, Westbrook, Scarborough, Falmouth and Cape Elizabeth. The GPEDC has focused on workforce development issues critical to attracting and retaining business in the region.

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE RURAL DEVELOPMENT AUTHORITY

GEORGE GERVAIS, CHAIRMAN

JANEEN VIOLETTE, CLERK, FAME

Central Office: C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949

Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949

FAX: (207) 623-0095

Established: 2002

Telephone: (800) 228-3734

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 (FAME) and the Commissioner of the Department of Economic and Community Development serve as ex-officio voting members. The commissioner is chair of the board. By-laws were adopted in the fall of 2002. MRDA contracts with FAME for staff and project support.

PROGRAM:

MRDA meets its purpose through 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 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM

ROBERT CLARK, CHAIR

Central Office: 323 STATE STREET, AUGUSTA, ME 04330

Mail Address: 323 STATE STREET, AUGUSTA, ME 04330

Established: 1986

FAX: (207) 629-4048

Telephone: (207) 629-4000

Reference: Policy Area: 02 *Umbrella:* 99 *Unit:* 480 *Citation:* T0020A *M.R.S.A., Sect.:* 000012702

PURPOSE:

The Board of Trustees of what is now the Maine Community College System was established in 1986 by Public Law, chapter 695, to be the policy making authority of the system, to develop and adopt policies for the operation of the system, establish the administrative council, and approve programs and policies recommended by the system president and the administrative council; to prepare and adopt a biennial line-category, operating budget; and to develop and adopt personnel policies and procedures.

ORGANIZATION:

The Board of Trustees of the Maine Community College System consists of 15 members. Twelve are from the fields of business, industry, labor, education, and the general public, and one is a student from one of the community colleges. The Commissioner of Education and the Commissioner of Labor serve ex officio. Public Law 1985, chapter 695, "An Act to Establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986, setting in motion the reorganization of the statewide network of vocational-technical institutes (up until then operated as subsidiaries of the Maine Department of Education, Bureau of Vocational Education, under the governance of the State Board of Education) into the Maine Vocational-Technical Institute System, an autonomous postsecondary educational institution governed by an independent Board of Trustees.

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."

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The first institute was established after World War II to provide vocational and technical training to returning veterans. The seventh and most recent college, York County Community College, was established by the 116th Legislature in 1994.

PROGRAM:

The MCCS offers nearly 300 certificate, diploma, and associate degree program options designed to prepare students for careers and/or transfer to four-year colleges and universities. Credentials are awarded in the following program areas: arts and sciences; health care; automotive and mechanical technologies; business; computers, graphics, and multimedia; construction; education and early childhood; electrical and electronics; engineering technology; heating, plumbing, air conditioning, and refrigeration; hospitality and tourism; natural resources; machining and manufacturing; public safety; and others.

The MCCS Office, set up by legislation to provide statewide coordination and leadership to the seven colleges, operates at 323 State Street, Augusta. The seven-college system consists of Central Maine Community College in Auburn, Eastern Maine Community College in Bangor, Kennebec Valley Community College in Fairfield and Hinckley, Northern Maine Community College in Presque Isle, Southern Maine Community College in South Portland and Brunswick, Washington County Community College in Calais, and York County Community College in Wells. Off-campus centers are located in East Millinocket, Ellsworth, South Paris, Houlton, Damariscotta, Dover-Foxcroft, Madawaska, Brunswick, 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 and their employees with customized education and training, typically free of charge. The MCCS also operates the Early College for ME program, which provides scholarships and college-transition services for high school students who face barriers to college.

PUBLICATIONS:

Annual Report of the Maine Community College System - free
Maine Community College System Viewbook - free
Maine Community College System Brochure - free
Course catalogs for each campus - free
Maine Community College System Newsletter (issued electronically) - free
Maine Community College System Fact Sheet - free
Maine Community College System Business and Industry Newsletter (issued electronically) - free

FINANCES, FISCAL YEAR 2015: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	ALL FUNDS	GENERAL FUND				
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	66,748,380	56,952,102	3,210,800			6,585,478
TOTAL EXPENDITURES	66,748,380	56,952,102	3,210,800			6,585,478

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

Established: 1941

Reference: Policy Area: 08 *Umbrella:* 99 *Unit:* 420 *Citation:* T0023

FAX:

Telephone: (207) 871-7771
M.R.S.A., Sect.: 000001965

PURPOSE:

The Maine Turnpike Authority is a quasi-state agency created by the Maine Legislature in 1941 to construct, manage and operate the 109-mile toll highway from Kittery to Augusta.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

ORGANIZATION:

The Authority consists of 6 members plus the commissioner of the Department of Transportation, or his designee, who is an ex-officio member. These 6 members are appointed by the Governor subject to confirmation by the Legislature. The Governor appoints a chairman from the group of 6. The Authority is empowered to elect a secretary, a treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic, and is an independent agency created by the Legislature.

PROGRAM:

Throughout the year the Authority has enhanced, maintained and operated the Turnpike through its collection of tolls.

LICENSES:

The Maine Turnpike Authority issues permits that authorize loads and overlimit loads.

PUBLICATIONS:

"Rules Governing the use of the Maine Turnpike, Maine Turnpike Authority Annual Report"

FINANCES, FISCAL YEAR 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES KELLEY KASH, CHIEF EXECUTIVE OFFICER

Central Office: 460 CIVIC CENTER DRIVE, AUGUSTA, ME 04330

Mail Address: 460 CIVIC CENTER DRIVE, AUGUSTA, ME 04330

Established: 1977

Reference: Policy Area: 05 *Umbrella:* 99 *Unit:* 397 *Citation:* T0037B *M.R.S.A., Sect.:* 000000603

FAX: (207) 623-3093

Telephone: (207) 622-0075

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 2015: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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