

MAINE STATE LEGISLATURE

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FINAL STATUS REPORT - *Matches with Survey Report*

MAINE MANAGEMENT AND COST SURVEY



GOVERNOR
KENNETH M. CURTIS
DECEMBER 1974

STATE OF MAINE EXECUTIVE DEPARTMENT OFFICE OF THE GOVERNOR

December 1, 1974

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

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

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

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

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

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

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

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

The purposes of the Survey were determined to be:

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

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

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

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

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

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

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

Management and Cost Survey Report	September 12, 1973
The Governor's Implementation Report	January 10, 1974

Governor's Progress Report on Implementation
Maine Management and Cost Survey-Status Report

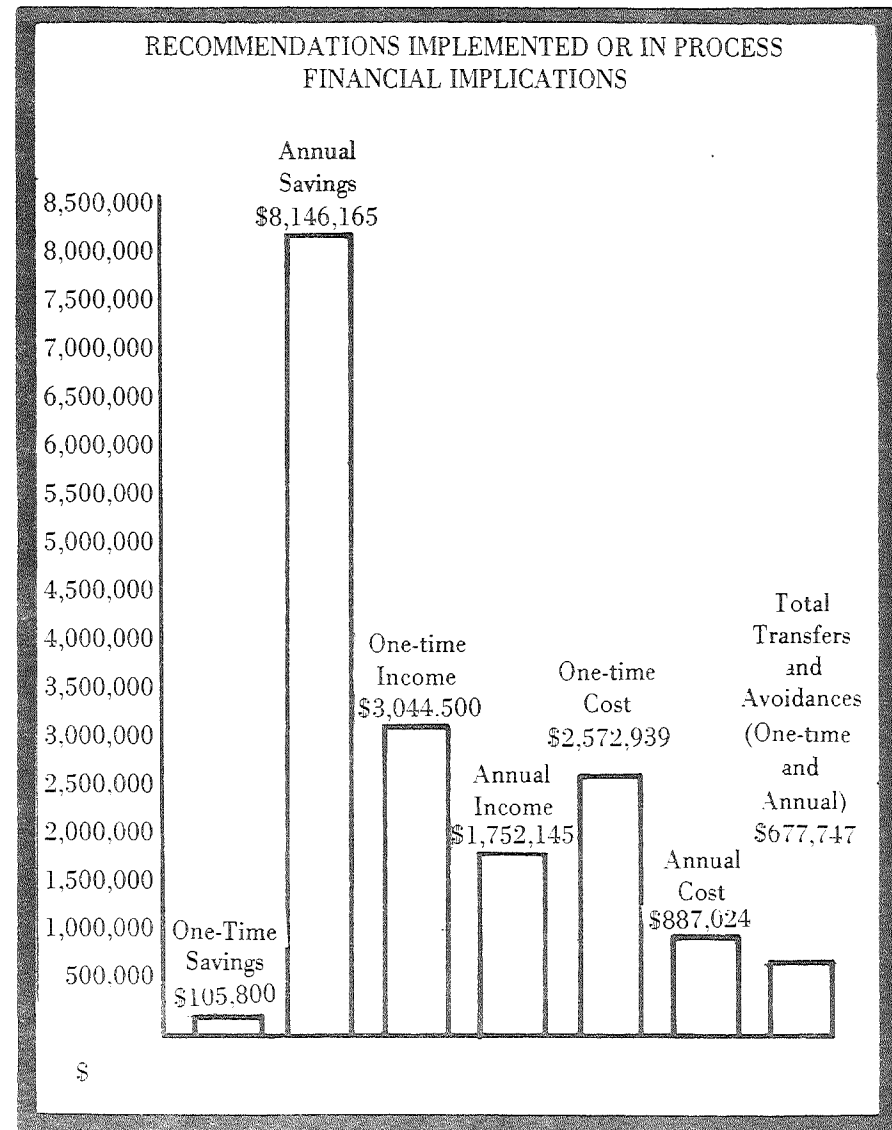
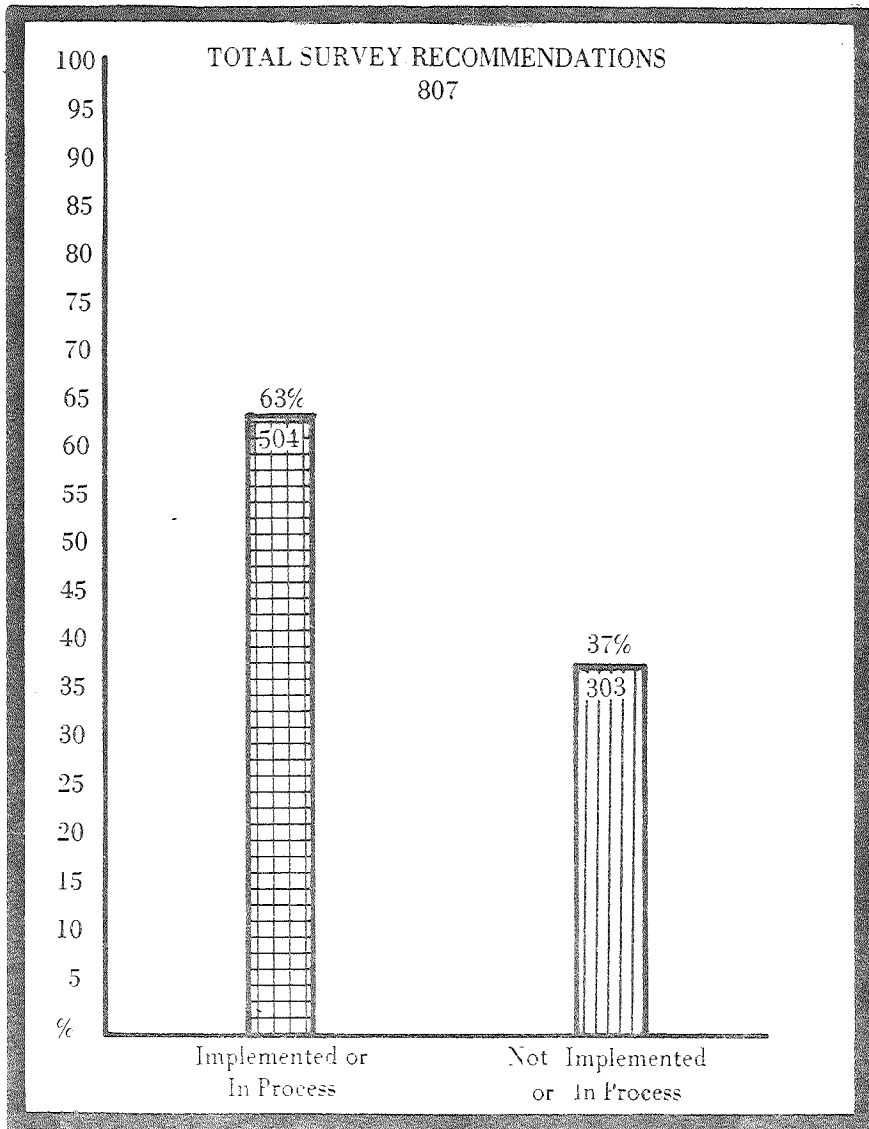
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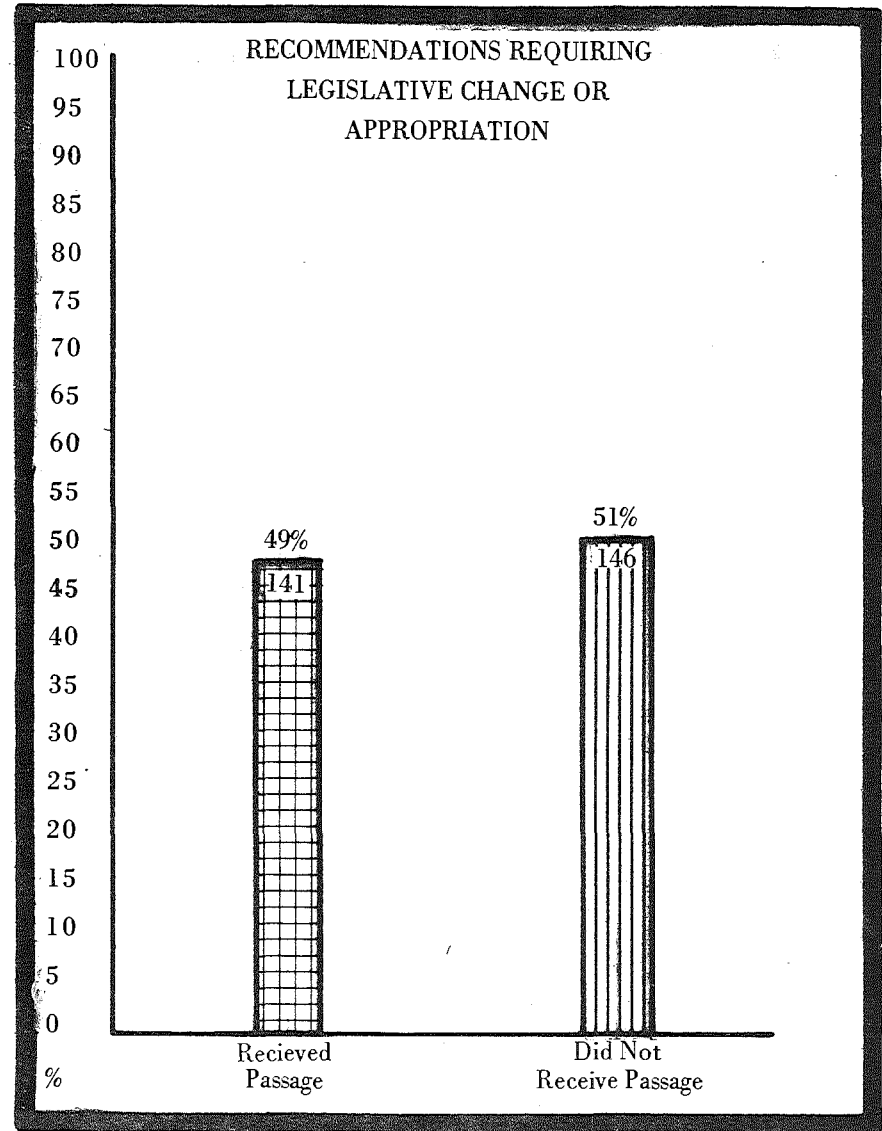
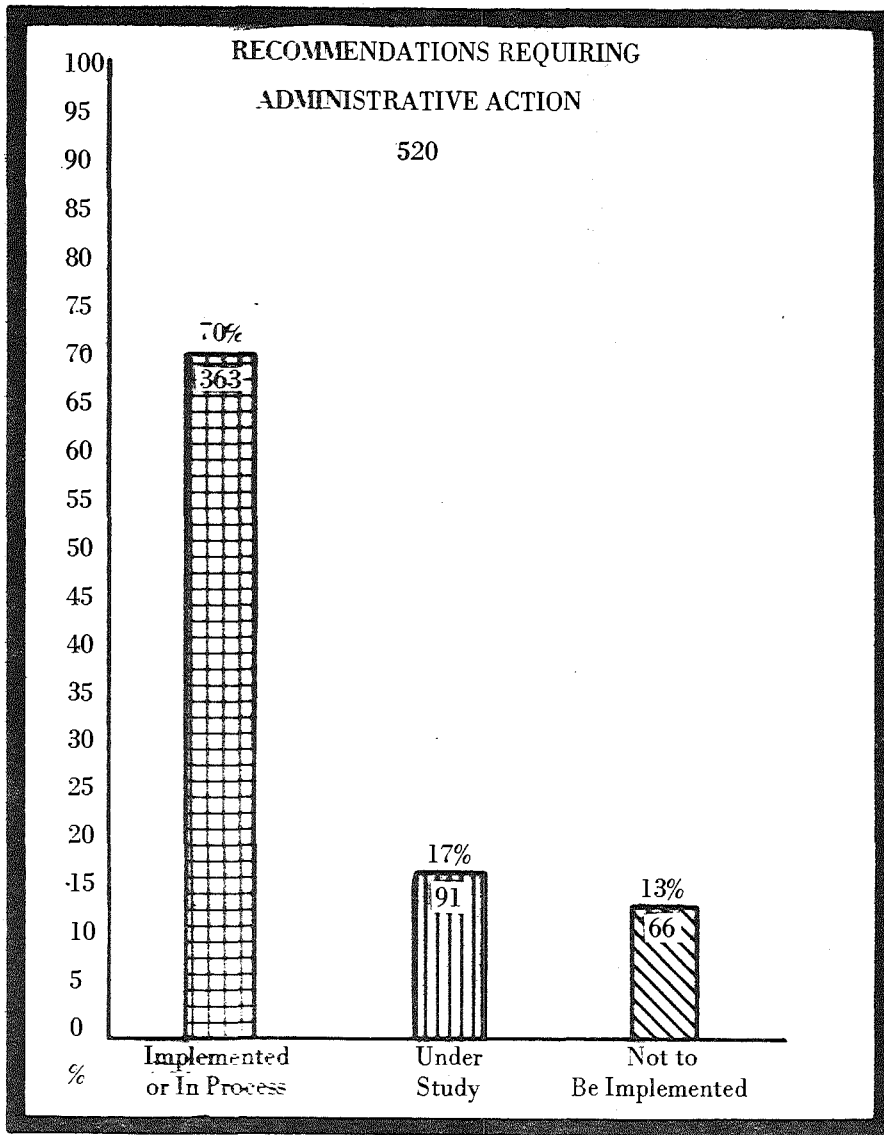
I am personally grateful and express the thanks of our citizens to all who participated in this arduous but worthwhile undertaking. The cooperation of agency heads and other state employees is much appreciated. The implementation begun so well should now be made an on-going process.

Sincerely,



Kenneth M. Curtis
Governor





MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3,1974

PAGE 1

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

SEQ	CONTROL	DEPARTMENT AND RECOMMENDATION	HMC	SURVEY	DEPARTMENT	STATUS	ACTION	DATE	REMARKS
001	01	EXECUTIVE BRANCH							
002	-00								
001	-001	CONVENE THE LEGISLATURE ANNUALLY.				R	JUL	15 74	L.D. 2071 REJECTED.
001	-002	APPLY BUSINESS ORGANIZATION AND							
002		MANAGEMENT PRACTICES TO STATE							
003		GOVERNMENT WHENEVER AND WHEREVER							
004		POSSIBLE.				I	JUL	15 74	PARTIAL IMPLEMENTATION THROUGH
005									EXECUTIVE ACTION. L.D.2416 TO
006									RAISE EXECUTIVE SALARIES WAS
007									REJECTED.
001	-003	MAKE THE TREASURER OF STATE							
002		APPOINTIVE.				P	JUL	15 74	L.D.2347 REJECTED.
001	-004	MAKE THE ATTORNEY GENERAL APPOINTIVE							
002		BY THE GOVERNOR.				P	JUL	15 74	L.D.2347 REJECTED.
001	-005	AMEND THE LAWS TO MAKE EXECUTIVE							
002		POSITIONS APPOINTIVE BY THE GOVERNOR				P	JUL	15 74	L.D.2071 REJECTED.
001	-006	MAKE BOARDS, COMMISSIONS, AND							
002		COUNCILS ADVISORY IN NATURE.							
003		WHEREVER POSSIBLE.				R	JUL	15 74	L.D.2437 REJECTED.
001	-007	REORGANIZE CENTRAL STAFF AND MANAGE-							
002		MENT SUPPORT FUNCTIONS TO INHANCE							
003		THE POLICY ANALYSIS, BUSINESS							
004		MANAGEMENT, AND ADMINISTRATIVE							
005		CAPABILITIES OF STATE GOVERNMENT.				R	JUL	15 74	L.D.2410 REJECTED.
001	-008	ESTABLISH AN EXECUTIVE COMMITTEE,							
002		CONSISTING OF THE GOVERNOR AND THE							
003		SECRETARIES OF FINANCE AND ADMINIS-							
004		TRATION, GOVERNMENT POLICY, AND							
005		BUSINESS MANAGEMENT.				R	JUL	15 74	L.D.2410 REJECTED.
001	-009	TRANSFER THE DUTIES OF THE TREASURER							
002		OF STATE TO THE OFFICE OF FINANCE							
003		AND ADMINISTRATION.				R	JUL	15 74	L.S.2410 REJECTED.

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SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION	DATE	REMARKS
001	-01	OFFICE OF THE GOVERNOR						
001	-010	ELIMINATE THE SECRETARY TO THE WASHINGTON, D.C. OFFICE ASSISTANT.	AS	7,900 AS	7,900	I	JUL 15 74	A SECRETARIAL POSITION ELIMINATED
001	-011	FORMALIZE MONTHLY DEPARTMENTAL AND STAFF REPORTS TO THE GOVERNOR.				I	JUL 15 74	
001	-012	DEVELOP A FORMALIZED PROGRAM WITH AN ACTION TIMETABLE FOR THE GOVERNOR.				I	JUL 15 74	
001	-013	APPOINT CAPABLE MANAGERS RATHER THAN SPECIALISTS AS DEPARTMENT HEADS.				I	JUL 15 74	L.D.2448 REJECTED. THIS IS AN ONGOING POLICY OF THE GOVERNOR.
001	-014	GRANT THE GOVERNOR THE RIGHT TO MAKE MINOR APPOINTMENTS.				R	JUL 15 74	L.D.2071 REJECTED.
001	-015	CENTRALIZE RECORDS INVOLVING APPOINTMENTS.				P	JUL 15 74	CENTRAL COMPUTER SERVICES HAVE BEGUN COMPUTER PROGRAM.
001	-016	REDUCE FREQUENCY OF COUNCIL MEETINGS DURING LEGISLATIVE SESSIONS.				I	JUL 15 74	L.D.2071 TO ABOLISH COUNCIL REJECTED. COUNCIL MEETS ONCE A WEEK DURING SESSION.
001	-017	USE A PART-TIME SECRETARY FOR THE COUNCIL.	AS	3,000 AS	3,000	I	JUL 15 74	
001	-02	STATE PLANNING OFFICE						
001	-018	CONTINUE EFFORTS TO COMPLETE STATE GOVERNMENT REORGANIZATION.				I	JUL 15 74	THIS IS A CONTINUING FUNCTION OF THE STATE PLANNING OFFICE.
001	-019	REDEFINE THE MISSION OF THIS OFFICE.				I	JUL 15 74	GUIDELINES HAVE BEEN ESTABLISHED.
001	-020	ESTABLISH A PLANNING POLICY ADVISORY COMMITTEE TO GENERATE SUPPORT FOR AND UNDERSTANDING OF THE PLANNING PROCESS.	AC	10,000	10,000	I	JUL 15 74	THE SPECIAL SESSION CREATED THE

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3,1974

PAGE 3

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005 COMMISSION ON MAINE'S FUTURE P.L.
 006 1974, C.769.

001 -021 CREATE A WORKING COMMITTEE OF
 002 DEPARTMENTAL PLANNERS. I JUL 15 74 THIS OFFICE CURRENTLY WORKS WITH
 003 AT LEAST TWO COMMITTEES MADE UP OF
 004 DEPARTMENTAL PLANNERS. IN ADDITION
 005 , EXECUTIVE ORDER #30, FY 75,
 006 ESTABLISHES A WORKING COMMITTEE OF
 007 DEPARTMENTAL PLANNERS.

001 -022 REDESIGN THE MAINE INFORMATION
 002 DISPLAY ANALYSIS SYSTEM (MIDAS) SO
 003 IT WILL FUNCTION AS A STATEWIDE
 004 MANAGEMENT INFORMATION SYSTEM. OC 50,000 10 26,000 P JUL 15 74 THE STATE PLANNING OFFICE IS CUR-
 005 RRENTLY REDESIGNING M.I.D.A.S. AD-
 006 DDITIONAL MONIES REQUESTED WERE
 007 REJECTED BY THE SPECIAL SESSION.
 008 HOWEVER, THIS OFFICE PLANS TO
 009 SPEND \$26,000 FOR MIDAS THIS FIS-
 010 CAL YEAR.

001 -023 AMEND THE STATE PLANNING ACT TO READ
 002 "COORDINATE DEVELOPMENT OF A MAINE
 003 COMPREHENSIVE PLAN" INSTEAD OF
 004 "DEVELOP A MAINE COMPREHENSIVE PLAN"
 005 I JUL 15 74 THE SPECIAL SESSION ENACTED P.L.
 1974, C.721.

001 -024 DEVELOP ECONOMIC, DEMOGRAPHIC AND
 002 GEOGRAPHIC MODELS OF THE STATE
 003 AGAINST WHICH THE EFFECTS OF ALTER-
 004 NATIVE ACTIONS CAN BE TESTED OC 100,000 P JUL 15 74 THE SUGGESTED MONEY WAS NOT
 005 APPROPRIATED. HOWEVER, THIS IS A
 006 PLANNED PHASE OF M.I.D.A.S.

001 -025 TRANSFER THE ECONOMIST ASSIGNED TO
 002 THE DEPARTMENT OF COMMERCE AND
 003 INDUSTRY. R JUL 15 74 L.D.2418, AN ACT REORGANIZING
 004 EXECUTIVE STAFF FUNCTIONS, WAS
 005 REJECTED BY THE LEGISLATURE.

001 -026 PARTICIPATE IN DEVELOPMENT OF A

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002 003 004 005	COMPREHENSIVE PROGRAM-ORIENTED LONG- AND SHORT-RANGE BUDGETING SYSTEM.									I	JUL	15 74	THE STATE PLANNING OFFICE IS PAR- TICIPATING IN THE NEW PROGRAM BUDGET SYSTEM.
001 002 003	-027 ORIENT THE CURRENT STATE POLICIES PLAN TOWARD PROGRAMMING.									S	JUL	15 74	THIS IS AN ANTICIPATED GOAL OF THE POLICIES PLAN.
001 002 003	-028 MAKE THE STATE PLANNING DIRECTOR A MEMBER OF THE PART II BUDGET REVIEW COMMITTEE.									I	JUL	15 74	
001 002 003	-029 MERGE THE URBAN PLANNING AND REGION- AL PLANNING ASSISTANCE UNITS.	AS	1,900	AS	1,900								
	(FEDERAL)	AS	6,900	AS	6,900	I	JUL	15 74					
001 002 003 004 005 006 007 008 009 010 011	-030 ASSIGN A LAWYER FROM THE ATTORNEY GENERAL'S STAFF TO THIS OFFICE.												
	(FEDERAL)	AS	16,400										
				CA	23,600	I	JUL	15 74					PRIVATE ATTORNEYS WERE CONTRACTED FOR A SPECIAL IMMEDIATE PROJECT TO DRAFT REORGANIZATION LEGISLATION. THIS PHASE OF MASSIVE REORGANIZA- TION HAS BEEN COMPLETED AND THIS EXPENSE IS NOT ANTICIPATED AGAIN. THE ATTORNEY GENERAL'S OFFICE IS MEETING OUR CURRENT LEGAL NEEDS.
001 002 003 004 005 006 007 008	-031 TRANSFER THE RESPONSIBILITY AND STAFF OF THE COASTAL PLANNING UNIT TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION.	AS	2,100	AS	2,100		R	JUL	15 74				L.D.2358 WAS REJECTED BY THE SPECIAL SESSION. COASTAL PLANNING IS NOW LOCATED IN THE NEW PLANNING OFFICE BUILDING. RENTAL SAVINGS ARE SHOWN.
001 002 003 004	-032 TRANSFER THE RESPONSIBILITY AND RESEARCH STAFF OF THE WATER RESOUR- CES PLANNING UNIT.	AS	18,200	AS			C	R	JUL	15 74			L.D.2348 WAS REJECTED BY THE SPECIAL SESSION. THIS FUNCTION

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3, 1974

PAGE 5

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005
 006

GREATLY REDUCED BY REDUCTION IN
 FEDERAL GRANT.

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004							RECOMMENDATION.
001	-015	CONDUCT A WORK MEASUREMENT STUDY TO					
002		DEVELOP STANDARDS OF PERFORMANCE AND					
003		OPTIMUM STAFFING LEVELS.	AS	50,000	AS	50,000	
004			OC	25,000	OC	25,000	S JUL 15 74 REFERRED TO 107TH. SURVEY ESTI-
005							MATES ACCEPTED PENDING FINAL
006							DETERMINATION.
001	-016	ESTABLISH FEE SCHEDULES WHICH					
002		RECOVER THE COSTS OF SERVICES.					S JUL 15 74 REFERPED TO 107TH.
001	-017	INITIATE RECORDS RETENTION SCHEDULES					
002		AND PURGE FILES OF ALL UNUSED,					
003		UNNECESSARY, AND DUPLICATE RECORDS.					P JUL 15 74
001	-018	DISCONTINUE RECEIVING AND FILING					
002		TELETYPE INFORMATION REGARDING					
003		STOLEN CARS.					N JUL 15 74 MUST BE MAINTAINED UNDER THE PRO-
004							VISIONS OF THE NEW TITLE LAW.
001	-019	TRANSFER THE ACTIVITIES OF SIX					
002		INVESTIGATORS TO OTHER DEPARTMENTS					
003		AND ELIMINATE THE VACATED POSITIONS.	AS	71,800			
004			OS	12,000			
005							N JUL 15 74 SECRETARY OF STATE FEELS RECOM-
							MENDATION IS NOT PRACTICAL.
001	-020	RE STUDY THE FEASIBILITY OF AUTO-					
002		MATING THE MOTOR VEHICLE LICENSING					
003		SYSTEM.					I JUL 15 74
001	-02	MAINE STATE ARCHIVES					
001	-021	REVIEW THE LAW REGARDING DESTRUCTION					
002		OF RECORDS.					P JUL 15 74 L.O. 2434 REJECTED.
001	-022	ESTABLISH AN INTERNAL RECORDS					
002		MANAGEMENT SERVICE.					
003							P JUL 15 74 L. O. 2434 REJECTED.
001	-023	ABANDON THE PROGRAM OF PROVIDING A					
002		HALFWAY HOUSE FOR RECORDS ON THE WAY					

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3, 1974

PAGE 4

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003 004	TO DESTRUCTION OR THE ARCHIVES.					R	JUL	15 74	L.D.2434 REJECTED. SEE #22 FOR COSTS.
001 002 003 004 005 006	-024 INSTITUTE A PROGRAM WITH TEMPORARY OR CONTRACTUAL HELP TO DISPOSE OF RECORDS IN THE RECORDS CENTER.	CC	150,000	CC	150,000	I	JUL	15 74	DEPARTMENT PROCEEDING WITHOUT ADDITIONAL FUNDS. SURVEY COST FIGURE ACCEPTED PENDING DEVELOPMENT OF NEW FIGURE BY AGENCY.
001 002	-025 ACCEPT ONLY MATERIAL WHICH MUST BE RETAINED.					I	JUL	15 74	
001 002 003 004	-026 TRANSFER RESPONSIBILITIES AND PERSONNEL OF THE BUREAU OF ARCHIVES SERVICES TO THE MAINE STATE LIBRARY BUREAU.					P	JUL	15 74	L. D. 2434 REJECTED.
001 002	-027 ESTABLISH A SCHEDULE OF LABORATORY FEES BASED ON COST OF SERVICE.					I	JUL	15 74	
001 002 003 004	-028 TRANSFER MICROFILMING EQUIPMENT AND OPERATING PERSONNEL TO THE PROPOSED BUREAU OF CENTRAL MANAGEMENT SERVICES.					R	JUL	15 74	L.D.2434 REJECTED.
001 002 003 004	-029 ABOLISH THE BUREAU OF ADMINISTRATIVE SERVICES	AS	39,400			P	JUL	15 74	L.D. 2434 REJECTED. SURVEY SAVINGS FIGURE ACCEPTED PENDING DEVELOPMENT OF NEW FIGURE BY AGENCY.
001 002	-030 ABOLISH THE MAINE STATE ARCHIVES AS AN ORGANIZATIONAL ENTITY.	AS	19,200			P	JUL	15 74	L. D. 2434 REJECTED.

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SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	03	ATTORNEY GENERAL					
002	-00						
001	-001	FILL THE BUDGETED POSITION OF CLERK.			I	JUL 15 74	
001	-002	DEVELOP MONTHLY TIME REPORTS.			I	JUL 15 74	
001	-003	ESTABLISH MONTHLY BACKLOG REPORTS IN THE CIVIL DIVISION.			I	JUL 15 74	
001	-004	ESTABLISH A SYSTEM TO PROVIDE A CONTINUING EVALUATION OF ATTORNEY PERFORMANCE.			I	JUL 15 74	
001	-005	INITIATE A SYSTEM FOR MERIT SALARY INCREASES.			L		
001	-006	INVESTIGATE ATTORNEY RETENTION PROBLEMS.			I	JUL 15 74	
001	-007	ESTABLISH A POLICY OF TIMELY STAFF MEETINGS.			I	JUL 15 74	
001	-008	DISCONTINUE THE PRACTICE OF DEPARTMENTS OTHER THAN THE ATTORNEY GENERAL EMPLOYING ASSISTANT ATTORNEYS GENERAL.			I	JUL 15 74	PUBLIC LAWS OF 1974; CHAPTER 711.
001	-009	PROVIDE BETTER OFFICE SPACE.			P	JUL 15 74	BUREAU OF PUBLIC IMPROVEMENTS IS WORKING ON THE PROBLEM.
001	-010	ISSUE MONTHLY REPORTS TO THE ATTORNEY GENERAL SUMMARIZING LEGAL EXPENDITURES BY DEPARTMENTS AND AGENCIES.			P	JUL 15 74	-TO BE DONE BY CONTROLLER'S OFFICE
001	-011	INCREASE THE CIVIL DIVISION STAFF BY THREE ASSISTANT ATTORNEYS GENERAL.	AS	120,000	R	JUL 15 74	ATTORNEY GENERAL WILL REQUEST FUNDS FOR ADDITIONAL ASSISTANT ATTORNEYS GENERAL IN THE 107TH LEGISLATURE. SAVINGS ESTIMATED ARE CONSIDERED CONSERVATIVE BY THE

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007

ATTORNEY GENERAL'S OFFICE.

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001 04 LAW ENFORCEMENT PLANNING AND
 002 ASSISTANCE AGENCY
 003 -00

001 -001 DEVELOP A TIMELY FINANCIAL REPORTING
 002 SYSTEM.

I JUL 15 74

001 -002 ELIMINATE THE DUPLICATING EQUIPMENT.

S JUL 15 74 AGENCY STUDY INDICATED THAT DUE
 TO REMOTE LOCATION AND PRINTING
 COSTS OF STATE PRINTING DIVISION.
 RECOMMENDATION IS NOT FEASIBLE AT
 THIS TIME.

002
 003
 004
 005

001 -003 STUDY THE FEASIBILITY OF DOWNGRADING
 002 THE COPYING EQUIPMENT.

I JUL 15 74 COSTS HAVE BEEN REDUCED.

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

001 05 TREASURER OF STATE
 002 -00

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MNC	SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS	
001	001	-001 INVEST A PORTION OF IDLE CASH	AI	472,500	AI	306,000	I	JUL 15 74	IMPLEMENTED BEGINNING APRIL OF 1974. CASH BALANCES REDUCED BY \$4,500,000. AT 9% ANNUAL INCOME IS \$360,000, 54,000 IS REPORTED UNDER 002. INCOME FOR FY74 WILL BE \$75,000 FOR THE LAST QUARTER. SAVINGS WILL BE ATTRIBUTED TO AGENCIES ON A PRO RATA BASES AT END OF EACH FISCAL YEAR. BALANCES WILL BE FURTHER REDUCED IN THE FUTURE IF POSSIBLE.
002	002	BALANCES GENERATED BY FLOATS IN THE							
003	003	BANK ACCOUNTS.							
004	004								
005	005								
006	006								
007	007								
008	008								
009	009								
010	010								
011	011								
012	012								
013	013								
001	002	-002 REDUCE BALANCE LEVELS IN OTHER	AI	66,000	AI	54,000	I	JUL 15 74	MINIMUM BALANCES REDUCED BY \$400,000 FROM AVG. OF \$800,000. ANNUAL INCOME AT 9% WILL BE \$54,000. FY 74 INCOME IS \$14,000 FOR LAST QUARTER. SAVINGS WILL BE PROPATED BY AGENCY.
002	002	DEMAND DEPOSITORIES AND INVEST							
003	003	EXCESS CASH.							
004	004								
005	005								
006	006								
007	007								
008	008								
001	003	-003 REPEAL THE STATUTE ALLOWING CON-	AI	72,000				R JUL 15 74	LD 2378-FILES, RULE 17-A.
002	002	TRACTORS TO SUBSTITUTE SECURITIES							
003	003	FOR CASH PETAINEERS.							
001	004	-004 ESTABLISH A ROUTINE REQUIRING	AI	17,000				I JUL 15 74	DONE WHERE FEASIBLE. BUT DEMAND ACCOUNTS DO NOT EARN INTEREST. FUNDS CANNOT BE INVESTED UNTIL RECORDED ON STATE BOOKS, WHICH IS NOT MASTERED BY DIRECT DEPOSITS, HENCE NO INCOME.
002	002	REVENUE COLLECTED TO BE DEPOSITED							
003	003	DIRECTLY							
004	004								
005	005								
006	006								
007	007								
008	008								
001	005	-005 INVEST UNCLAIMED COUPON FUNDS HELD	AI	6,000				N JUL 15 74	DEPARTMENT HOLDS FUNDS IN A TRUSTEE CAPACITY. AND, INVESTMENT
002	002	BY THE FISCAL AGENT.							
003	003								

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004	005							WOULD VIOLATE THAT FIDUCIARY RELATIONSHIP.
001	002	-006 MAINTAIN INVESTMENT RECORDS ON A POOLED OR CONSOLIDATED BASIS.			I	JUL	15 74	IMPLEMENTED TO EXTENT FEASIBLE ASSENT COMPUTERIZATION.
001	002	-007 ELIMINATE MANUAL EFFORT INVOLVED WITH SUBSIDIARY CASH RECORDS.	AS	6,800	P	JUL	15 74	THESE RECORDS WILL BE SUBSTANTIALLY REDUCED WHEN POOL INVESTING IS ACCOMPLISHED FULLY UNDER 006. BUT THE CASH BOOK WILL CONTINUE TO REQUIRE A CLERK, THUS ELIMINATING PROJECTED SAVINGS.
001	002	-008 ELIMINATE COLLECTING DELIQUENT ACCOUNTS, SORTING, AND DISTRIBUTING PAYROLL CHECKS.	AS	6,800 AS	3,400	I	JUL	15 74 P.L. 1974, C.701, AS ENACTED, ELIMINATES CENTRALIZED COLLECTION OF DELINQUENT ACCOUNTS. HOWEVER, PAYROLL IS DISTRIBUTED AS DIRECTED BY CURRENT LAW.
001	002	-009 RECONCILE PROTESTED CHECK RECEIVABLE AMOUNTS AS SOON AS POSSIBLE.			I	JUL	15 74	THIS RECOMMENDATION WAS IMPLEMENTED UPON RESTORATION OF FUEL STAFF. RECONCILIATIONS ACCOMPLISHED ON MONTHLY BASIS.
001	002	-010 DEVELOP CURRENT CASH FLOW FORECASTS TO MAXIMIZE INCOME.			I	JUL	15 74	CASH SHEETS ARE MAINTAINED DAILY AND FUNDS ARE INVESTED DAILY AS EFFICIENTLY AS POSSIBLE TO MAXIMIZE INCOME UNDER ALTERNATIVE PROCEDURE.
001	002	-011 SOLICIT COMPETITIVE BIDS WHEN INVESTING EXCESS FUNDS.			N	JUL	15 74	THE TREASURE SETS THE RATES AFTER CONSULTING THE NEW YORK MARKET. SOLICITING BIDS WOULD PROBABLY CONCENTRATE MOST FUNDS IN A FEW LARGE BANKS.

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001	86	DEPARTMENT OF AUDIT						
002	-00							
001	-001	REQUEST ADDITIONAL TRAVEL FUNDS TO						
002		ENABLE INVESTIGATORS OF THE FRAUD						
003		INVESTIGATION DIVISION TO PERFORM						
004		ASSIGNED FUNCTIONS.	AC	2,000		I	JUL 15 74	ACCOMPLISHED BY 106TH REGULAR
005								SESSION. REQUEST FOR FURTHER FUNDS
006								REJECTED BY SPECIAL SESSION -L.D.
007								2367-FILES, RULE-17-A.
001	-002	REVIEW THE SALARY CLASSIFICATION OF						
002		THE FRAUD INVESTIGATORS.	AC	4,400	AC	4,400	P	JUL 15 74
003								L.D.2375-FILES, RULE 17-A. WILL
004								RESUBMIT AS PART OF PROPOSED
001	-003	ENACT LEGISLATION TO PERMIT TAX						
002		COMMITMENTS OF MUNICIPALITIES TO BE						
003		COLLECTED AT TWO OR MORE PERIODIC						
004		DATES.					I	JUL 15 74
001	-004	ENCOURAGE MUNICIPALITIES TO COLLECT						
002		TAX REVENUES ON A MORE FREQUENT						
003		BASIS.						
004		(LOCAL) AS	500,000	AS	500,000	I	JUL 15 74	L.D.2411-ENACTED. POTENTIAL
005								SAVINGS ARE TO MUNICIPALITIES AND
006								WILL DEPEND UPON THEIR ACTION.
001	-005	TRANSFER IDLE, UNEXPENDED, DEDICATED						
002		FUNDS ACCUMULATED BY THE MUNICIPAL						
003		AUDIT DIVISION TO THE GENERAL FUND						
004		AT THE END OF FISCAL 1973.	OT	188,000			P	JUL 15 74
005								L.D.2406 AS ENACTED REQUIRES
006								ANNUAL STATEMENTS OF DEDICATED
007								REVENUES AND DOES NOT TRANSFER
001	-006	COMMIT ALL INCOME GENERATED BY THE						
002		MUNICIPAL AUDIT DIVISION TO THE						
003		GENERAL FUND AND FINANCE IT FROM						
004		THIS WORKING CAPITAL.	AT	51,000			P	JUL 15 74
005								L.D.2406 AS ENACTED REQUIRES
006								ANNUAL STATEMENTS OF DEDICATED
								REVENUES AND DOES NOT COMMIT

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007							INCOME TO THE GENERAL FUND AND DOES NOT TRANSFER FUNDS.
008							
001	-007	REVISE THE MUNICIPAL AUDIT PROCEDURAL FORM TO INCLUDE SUGGESTIONS WHERE RECOMMENDATIONS BY AUDITORS SHOULD BE CONSIDERED.					
002							
003							
004							
005							
006							
001	-008	REVISE LEGISLATION TO STRENGTHEN THE STATE AUDITOR'S AUTHORITY TO MAKE EVALUATIONS AND RECOMMENDATIONS.	AS	250,000	AS	250,000	I
002							
003							
004							
005							
006							
001	-009	ESTABLISH STANDARDS OF EXPERIENCE AND TECHNICAL QUALIFICATION FOR THE POSITION OF STATE AUDITOR.					I
002							
003							
001	-010	REVIEW THE SALARY LEVEL OF STATE AUDITOR.	AC	5,800	AC	4,000	I
002							
003							
004							
005							
001	-011	ELIMINATE THE POSITION OF DEPUTY STATE AUDITOR	AS	18,200			N
002							
003							
004							
005							
006							
007							
001	-012	UPGRADE REQUIRED QUALIFICATIONS FOR THE POSITION OF DEPARTMENTAL DIVISION DIRECTOR OF AUDITS AND REASSESS THE SALARY RANGE.	AS	18,000			N
002							
003							
004							
005							
006							
007							

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003	RECOVER BENEFITS PAID TO INELIGIBLE				
004	RECIPIENTS.	AI	62,000		
005	(FEDERAL)	AI	162,000	R JUL	15 74 L.D.2376-FILES, RULE 17-A.
001	-019 REQUIRE POSTAUDITS OF SPECIAL				
002	SANITARY AND WATER DISTRICTS TO BE				
003	IDENTICAL TO THOSE REQUIRED OF				
004	MUNICIPALITIES.			R JUL	15 74 L.D.2423-WITHDRAWN.
001	-020 EXPAND THE REQUIREMENTS GOVERNING				
002	CONTENTS OF ANNUAL REPORTS BY				
003	MUNICIPALITIES.			R JUL	15 74 L.D. 2423 WITHDRAWN.

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3,1974

PAGE 2

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008									ADDITIONAL 1.5 MILLION PLUS INTEREST AT 9% FOR ONE QUARTER OF 144,000.
009									
010									
001	-007	PROVIDE FOR ADMINISTRATION AND							
002		COLLECTION OF STATE INCOME TAX IN							
003		CONJUNCTION WITH THE FEDERAL TAX.	AS	188,000					
004			AI	100,000		R	JUL	15 74	L.D. 2349 REJECTED.
001	-008	REQUIRE COLLECTION OF PREVIOUS							
002		MONTH'S GASOLINE TAXES BY THE							
003		FIFTEENTH DAY OF EACH MONTH.	AI	111,000	AI	0	R	JUL	15 74 L.D. 2404 REJECTED.
001	-009	UTILIZE SAMPLING TECHNIQUES TO							
002		DETERMINE A NEW STATE VALUATION FOR							
003		UNORGANIZED TOWNSHIPS TO ENSURE TAX							
004		REVENUE UNIFORMITY.	AI	105,000		P	JUL	15 74	SAMPLING TECHNIQUES CANNOT BE USED TO ASSESS INDIVIDUAL PROPERTY TAXATION. BUT POTENTIAL EFFICIENCIES FROM WORK SIMPLIFICATION MAY RESULT. INTERRELATED TO # 010. IMPOSSIBLE TO PROJECT ANY SAVINGS PENDING STUDY REPORT. FUTURE SAVINGS POSSIBLE THROUGH EFFICIENCIES OF COMPUTERIZATION.
005									
006									
007									
008									
009									
010									
011									
012									
013									
001	-010	PERFORM A WORK SIMPLIFICATION STUDY							
002		WITHIN THE PROPERTY TAX DIVISION.				P	JUL	15 74	NEW BUREAU OF PROPERTY TAXATION CREATED OCT. 3,1973 WITH ADDITIONAL DUTIES. WORK SIMPLIFICATION AND COMPUTER FEASIBILITY STUDY DUE FALL OF 1974. CONTRACT FOR SETTING UP ORGANIZATIONAL STRUCTURE OF NEW BUREAU OF PROPERTY TAXATION COMPLETED. IMPLEMENTATION OF # 009 AND # 010 WILL FOLLOW COMPLETION OF ORGANIZATIONAL STRUCTURE. COSTS AND SAVINGS UNKNOWN PENDING STUDY RESULTS.
003									
004									
005									
006									
007									
008									
009									
010									
011									
012									
013									
001	-011	ASSESS STATE WITHHOLDING AGENTS FOR							
002		FAILURE TO FILE RETURNS WITHIN							

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001 002	-024 DELEGATE QUARTERLY ALLOTMENT CONTROLS TO THE AGENCIES.				R JUL 15 74 L.D. 2467.
001 002 003 004 005 006	-025 PRODUCE MONTHLY VARIANCE REPORTS COMPARING AGENCY PERFORMANCE WITH BUDGET.	OC	3,000	P	JUL 15 74 CHANGES IN ACCOUNTING METHODS BY CONTROLLER'S OFFICE WILL PRODUCE THIS INFORMATION. NO COST. INTER-RELATED TO # 024.
001 002	-026 APPOINT A COMPETENT STATE BUDGET OFFICER.			I	JUL 15 74
001 002	-027 REQUIRE ANNUAL STATE BUDGET PREPARATION AND REVIEW.			R	JUL 15 74 L.O. 2539.
001 002	-028 REQUIRE SIMULTANEOUS REVIEW OF PART I AND PART II BUDGET SUBMISSIONS.			I	OCT 12 73
001	-03 BUUREAU OF PUBLIC IMPROVEMENTS				
001 002 003 004 005 006 007 008	-029 DEVELOP AND MAINTAIN STANDARDS OF DESIGN, CONSTRUCTION, AND MATERIALS.	AS OC	457,000 100,000	R	JUL 15 74 L.D. 2376. REJECTED. SURVEY REPORT REDUCED AS BY AC. BUREAU ESTIMATED AC AT \$25,000. BUREAU CONCURS WITH OC OF \$100,000. LEGISLATURE REJECTED REQUEST FOR APPROPRIATION OF \$25,000.
001 002 003 004 005	-030 REQUIRE COMPARISON OF SPACE NEEDS WITH EXISTING AVAILABILITY BEFORE ANY DESIGN WORK IS STARTED.			R	JUL 15 74 DEPENDANT UPON APPROPRIATION OF \$47,582 IN L.O. 2376. REJECTED. INTERRELATED TO # 032.
001 002 003 004 005	-031 ASSUME CONTROL OF ALL CONSTRUCTION AND ACQUISITION OF REAL ESTATE WHETHER OWNED OR LEASED.			R	JUL 15 74 DEPENDANT UPON APPROPRIATION OF \$47,582 IN L.O. 2376. REJECTED. INTERRELATED TO # 032.

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005							ACCEPTABLE. EFFECTIVE JUNE 2,, 1974.
006							
001	-039	APPLY STANDARDS AND SPECIFICATIONS DEVELOPED IN THE PREVIOUS RECOMMENDATION TO OWNED OR LEASED STATE BUILDINGS.					
002							
003							
004							
005							
006							
001	-040	DEVELOP A MECHANIZED CAPITAL ASSETS ACCOUNTING SYSTEM (CAAS).					
002			AC	9,900			
003			OC	15,000			
004							
005							
006							
001	-04	BUREAU OF PURCHASES					
001	-041	REORGANIZE THE BUREAU.	AC	26,600 AC	26,600 I	JUL 15 74	SAVINGS REALIZED FROM 055 AND 063 USED TO IMPLEMENT. INTERRELATED TO # 058.
002							
003							
001	-042	RESTRUCTURE THE STANDARDIZATION COMMITTEE.					
002							
003							
004							
005							
006							
001	-043	INCORPORATE UNIFORM PURCHASING POLICIES AND PROCEDURES IN A NEW BUYERS MANUAL.					
002							
003							
001	-044	ESTABLISH DEPARTMENTAL OBJECTIVES.					
001	-045	CREATE A REQUISITION AND PURCHASE ORDER LOG AND ISSUE PURCHASING RESULT REPORTS.					
002							
003							
004							
001	-046	INSTITUTE A PROGRAM TO IMPROVE THE					

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002	BUREAU'S BUYING TECHNIQUES.	AS	480,400		P	JUL 15 74	PARTIALLY IMPLEMENTED. INTERRELATED TO # 054 AND # 059. LEGISLATURE REJECTED APPROPRIATION REQUEST IN # 059 FOR \$15,000. LD 2376. SAVINGS INDETERMINATE.
003							
004							
005							
006							
001	-047 REQUIRE STATE VEHICLES ON OFFICIAL BUSINESS TO USE GASOLINE FROM STATE-MANNED FACILITIES WHEN FEASIBLE.	AS	96,400 AS	96,400	I	JUL 15 74	LEGISLATURE REJECTED APPROPRIATION REQUEST FOR \$5,600. LD 2376. ALTERNATE FUNDING DERIVED FROM HIGHWAY DEPT.
002							
003							
004							
005							
006							
001	-048 PURCHASE MERCHANDISE FOR DEPENDENT CHILDREN THROUGH CURRENTLY ESTABLISHED CONTRACTUAL ARRANGEMENTS-	AS	19,300 AS	2,000	I	JUL 15 74	IMPLEMENTED FOR FIRST PURCHASE PRIOR TO FOSTER PARENT PLACEMENT. THEREAFTER LUMP SUM PAYMENTS MADE TO FOSTER PARENTS.
002							
003							
004							
005							
006							
001	-049 COMBINE DELIVERY REQUIREMENTS OF SMALL PURCHASES OF FOOD STAPLES WITH THOSE OF LARGE INSTITUTIONAL USERS.				P	JUL 15 74	WILL BE FULLY IMPLEMENTED WHEN MONTHLY DELIVERIES ACCOMPLISHED WITHIN ONE YEAR.
002							
003							
004							
001	-050 PROVIDE GREATER UTILIZATION OF PUBLIC AUCTIONS TO DISPOSE OF SURPLUS ITEMS.	AS	3,600 AS	100,000	I	JUL 15 74	PUBLIC ACTION RECIEPTS 25% GREATED THAN SEALED BID RECEIPTS.
002							
003							
004							
001	-051 EVALUATE THE USE OF STATE-OWNED WAREHOUSE FACILITIES FOR BULK PURCHASES.				P	JUL 15 74	WILL REQUIRE APPROXIMATELY ONE YEAR TO COMPLETE IMPLEMENTATION.
002							
003							
004							
001	-052 REQUIRE THE CONTRACTUAL REVIEW COMMITTEE TO VERIFY NEEDS FOR SPECIAL SERVICE CONTRACTS.	AS	385,000 AS	385,000	I	JUL 15 74	SURVEY ESTIMATE ACCEPTED BY BUREAU PENDING FINAL DETERMINATION.
002							
003							
004							
001	-053 PURGE THE BIDDERS LISTS AND REDUCE						

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3, 1974

PAGE 9

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002 003	SUPPLIERS ON THE REQUEST FOR BID LISTINGS.					I	JUL 15 74	ACCOMPLISHED ADMINISTRATIVELY.
001 002 003	-054 DEVELOP A COMMODITY CODE SYSTEM.	OC	25,000			R	JUL 15 74	INTERRELATED TO #046 AND #059. LEGISLATURE REJECTED APPROPRIATION REQUEST FOR \$25,000. LD 2376.
001 002 003 004 005	-055 STANDARDIZE ORDER PROCEDURES ON A BID BASIS.	AS	13,200 AS	8,000		I	JUL 15 74	85% IMPLEMENTED. C. 731, P.L., 1974 ONLY PARTIALLY RESPONSIVE TO RECOMMENDATION EFFECTIVE JUNE 28, 1973. SAVINGS UTILIZED IN 841.
001 002 003	-056 ISSUE A SINGLE ORDER TO A SUPPLIER FOR ITEMS COMMON TO REQUISITIONING AGENCIES.					I	JUL 15 74	
001	-057 MODIFY SIGNATURE CONTROLS.					I	JUL 15 74	
001 002 003 004 005	-058 ESTABLISH A SYSTEM FOR EXPEDITING ORDERS AND DAMAGED GOODS CLAIMS.					P	JUL 15 74	INTERRELATED TO # 041. LEGISLATION REJECTED APPROPRIATION REQUEST FOR \$26,600. LD 2376. ALTERNATE ACTION TAKEN TO ACCOMPLISH.
001 002 003 004 005	-059 DEVELOP A COMBINATION PURCHASE REQUISITION, AND BID ORDER FORM.	AS	31,700 AS	6,000		R	JUL 15 74	INTERRELATED TO #046 AND #054. LEGISLATURE REJECTED APPROPRIATION REQUEST FOR \$15,000.
001 002 003 004 005 006 007	-060 DETERMINE FUND AVAILABILITY PRIOR TO PROCESSING REQUISITIONS.					N	JUL 15 74	COSTS WOULD EXCEED BENEFITS AS VERY FEW PURCHASES ARE CANCELLED FOR INSUFFICIENT FUNDS AND IMPLEMENTATION REQUIRES EXTENSIVE CHANGES IN ACCOUNTING PROCESS OF ALL PURCHASES.
001 002	-061 ELIMINATE DUPLICATE FILING OF REQUISITIONS AND PURCHASE ORDERS.					N	JUL 15 74	NOT NECESSARY AS DEPENDANT ON 060.

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001	-068 INSTITUTE BIWEEKLY PAYROLLS.	AS	200,000		R	JUL	15 74	L.D. 2541.	
001	-069 INSTITUTE A SYSTEM OF PAY CARDS.				S	JUL	15 74	CONSIDERABLE LEAD TIME REQUIRED FOR CONVERSION. INTERRELATED TO 070 AND 073. MAY REQUIRE LEGISLATION. REORGANIZATION OF SYSTEM INTENDED AT FUTURE DATE.	
002									
003									
004									
005									
001	-070 REDUCE RECORDING PAYROLL INFORMATION BY USING DATA PROCESSING TECHNIQUES.	AS	301,500		S	JUL	15 74	BEING STUDIED IN CONJUNCTION WITH DESIRED REVIEW AND CHANGE OF ENTIRE PAYROLL SYSTEM. INTERRELATED TO # 069 AND # 073.	
002		OC	25,000						
003									
004									
005									
006									
001	-071 ELIMINATE THREE POSITIONS IN THE CONTROL SECTION AND MERGE REMAINING PERSONNEL INTO ACCOUNTING AND RECORDS.	AS	27,000		N	JUL	15 74	THESE THREE POSITIONS PERFORM NEW AND NECESSARY FUNCTIONS, INSURING EFFECTIVE UTILIZATION OF COMPUTER SERVICES. THE POSITIONS CANNOT BE PRACTICALLY ELIMINATED.	
002									
003									
004									
005									
006									
001	-072 PREPARE RETENTION SCHEDULE FOR PAYROLL AND OTHER DATA-PROCESSED RECORDS.	AS	8,000	AS	8,000	P	JUL	15 74	NEW RETENTION SCHEDULE PREPARED AND WILL BE IMPLEMENTED STATEWIDE. SAVINGS ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
002									
003									
004									
005									
006									
001	-073 CHANGE THE PAYDAY SO PAYROLL HOURS WILL BE SUBMITTED AT END OF A WORK WEEK.	AS	6,000		S	JUL	15 74	BEING CONSIDERED IN STUDY OF CHANGES IN PAYROLL SYSTEM ALONG WITH # 069 AND # 070. POSSIBLE CHANGES AT AGENCY LEVEL SUBSTANTIAL THOUGH INDETERMINATE. BUT BUNCHING OF CLERICAL AND COMPUTER TIME MAY ELIMINATE SAVINGS.	
002									
003									
004									
005									
006									
007									
008									
009									
001	-074 DISCONTINUE THE PARALLEL PROGRAM OF								

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC	SURVEY \$	DEPARTMENT \$	STATUS	ACTION	DATE	REMARKS
002		GENERAL LEDGER-MACHINE BOOKKEEPING							
003		ONCE CONVERSION TO DATA PROCESSING							
004		IS COMPLETE.	AS	13,500					
007						O		JUL 15 74	RELATED TO #67. NEW SYSTEM WILL BE FASTER AND ADVANTAEIOUS, BUT STAFF REQUIREMENTS AND COSTS WILL REMAIN ROUGHLY CONSTANT. NO SAVINGS ANTICIPATED. WILL REQUIRE APPROXIMATELY ONE YEAR TO COMPLETE IMPLEMENTATION.
008									
009									
010									
011									
012									
013									
001		-075 REVAMP THE EXPENDITURE CODING SYSTEM					S	JUL 15 74	WILL BE IMPLEMENTED AFTER DEVELOPMENT OF NEW PROGRAM BUDGETING SYSTEM.
002									
003									
001		-076 DEVELOP STANDARD PAYMENT DATES FOR							
002		VENDOR INVOICES.					N	JUL 15 74	WITHOLDING CASH TO IMPROVE CASH UTILIZATION WOULD DEPRIVE VENDORS THE USE OF THE SAME CASH TO THEIR DETRIMENT AND THAT EXTRA COST WILL BE REFLECTED IN THE PRICE. IMPLEMENTATION WOULD ALSO PREVENT PROMPT PAYMENT DISCOUNTS.
003									
004									
005									
006									
007									
008									
001		-06 MAINE INSURANCE ADVISORY BOARD							
001		-077 FILE A DUPLICATE SET OF APPRAISALS							
002		AND RECORDS OF INSURANCE POLICY							
003		NUMBERS IN A SAFE ALTERNATE LOCATION					I	JUL 15 74	
001		-078 ABOLISH THE MAINE INSURANCE ADVISORY							
002		BOARD.	AS	2,700					
004					AS			2,700 P	JUL 15 74
005									AGENCY WILL RESUBMIT LEGISLATION. REFERRED TO THE 107TH LEGISLATURE. INTERRELATED TO #079, #080, #081 AND #083. L.D.2436. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
006									
007									
008									
009									
001		-079 ESTABLISH THE BUREAU OF INSURANCE							
002		MANAGEMENT TO OVERSEE INSURANCE							
003		PROGRAMS.	AS	50,000	AS			50,000	

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3,1974

PAGE 1

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SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	08	STATE LIQUOR COMMISSION					
002	-00						
001	-001	STREAMLINE AND SYSTEMATIZE LISTINGS.			P	JUL 15 74	POLICY PREPARED FOR CONSIDERATION OF COMMISSION.
002							
001	-002	CHARGE A LISTING FEE.	AI	4,500	N	JUL 15 74	TREASURY DEPARTMENT HAS ADVISED COMMISSION SUCH A FEE VIOLATES FEDERAL LAW.
002							
003							
001	-003	ESTABLISH AND CIRCULATE A WRITTEN POLICY FOR DELISTING.			I	JUL 15 74	WARNING LETTERS SENT YEARLY TO VENDORS WHOSE SALES FALL BELOW ESTABLISHED STANDARDS.
002							
003							
004							
001	-004	DELEGATE MANAGERIAL RESPONSIBILITY FOR THE BUREAU OF ALCOHOLIC BEVERAGES TO ITS DIRECTOR.			I	JUL 15 74	
002							
003							

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SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	09	DEPARTMENT OF PERSONNEL					
002	-00						
001	-001	REVISE ORGANIZATIONAL AUTHORITY AND PERSONNEL FUNCTIONS.			R	JUL 15 74	L.D.2410-INDEFINITLY POSTPONED. INCLUDED IN PROPOSED REORGANIZATION OF EXECUTIVE STAFF FUNCTIONS AS RECOMMENDED IN 001-00-002.
002							
003							
004							
005							
001	-002	RESTRUCTURE THE PERSONNEL BOARD.			R	JUL 15 74	L.D.2410-INDEFINITLY POSTPONED. INCLUDED IN PROPOSED REORGANIZATION OF EXECUTIVE OFFICE.
002							
003							
001	-003	REPEAL PROVISIONS OF THE PERSONNEL ACT RELATING TO APPOINTMENT OF AN ADVISORY COUNCIL.			R	JUL 15 74	L.D.2410-INDEFINITLY POSTPONED. INCLUDED IN PROPOSED REORGANIZATION OF EXECUTIVE STAFF FUNCTIONS. SEE 001-00-002.
002							
003							
004							
005							
006							
001	-004	CHANGE TESTS AND EXAMINATIONS FROM A CREDENTIALS-ORIENTED TO A JOB CONTENT BASIS.			R	JUL 15 74	L.D.2376-FILES, RULE 17-A. \$20,000 FOR FY 75. AN ONGOING ACTIVITY. THE APPROPRIATION WOULD HAVE ALLOWED FOR TWO POSITIONS FOR 2 1/2 YRS. TO REVIEW THIS PROCESS.
002							
003							
004							
005							
006							
001	-005	UPDATE JOB SPECIFICATIONS.			R	JUL 15 74	L.D.2376-FILES, RULE 17-A. \$156,500 APPROPRIATION DENIED. ONGOING ACTIVITY MANDATED BY FEDERAL REQUIREMENTS. FUNDS FOR COMPREHENSIVE REVIEW AND ADDITIONAL PERSONNEL FOR SURVEY DENIED.
002							
003							
004							
005							
006							
001	-006	REQUIRE MONTHLY RECONCILIATION REPORTS OF EMPLOYMENT STRENGTH.			R	JUL 15 74	L.D.2376-FILES, RULE 17-A. DEPENDENT ON #009, APPROPRIATION FOR COMPUTERIZATION.
002							
003							
004							
001	-007	FORMULATE POLICIES TO CONTROL ABSEN-					

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SEQ #	*CONTROL #	*DEPARTMENT AND RECOMMENDATION	*MMC SURVEY \$	*DEPARTMENT \$	*STATUS	*ACTION DATE*	REMARKS
001	10	MAINE STATE RETIREMENT SYSTEM					
002	-00						
001	-001	RENEGOTIATE FEE AGREEMENTS.	AS	75,000 AS	15,000 P	JUL 15 74	EFFECTIVE JULY 1, 1974 A NEW FEE SCHEDULE WAS ADOPTED WHICH RESULTS IN A 10% REDUCTION IN FEES CHARGED BY THE MANAGER WITH WHICH THE RECOMMENDATION WAS CONCERNED. THIS RESULTS IN AN ANNUAL SAVING OF \$15,000. THE BOARD OF TRUSTEES IS CONTINUING TO MONITOR PERFORMANCE AND SERVICE RELATIVE TO CHARGES AND IS EXPLORING OPPORTUNITIES FOR ADDITIONAL SAVINGS.
002							
003							
004							
005							
006							
007							
008							
009							
010							
011							
001	-002	MAKE RETIREMENT AT 65 MANDATORY.	AS	425,000		R JUL 15 74	LEGISLATION WAS INTRODUCED BUT RECEIVED AN UNFAVORABLE REPORT.
002							
001	-003	ESTABLISH THE FIRST DAY OF A CALENDAR MONTH AS A UNIFORM RETIREMENT DATE.				R JUL 15 74	LEGISLATION WAS SUBMITTED TO ESTABLISH THE FIRST DAY OF A CALENDAR MONTH AS A UNIFORM RETIREMENT DATE. THE ACT FAILED OF ACCEPTANCE.
002							
003							
004							
005							
006							
007							
001	-004	OBTAIN LARGER ADVANCE RATE DISCOUNTS	AS	16,700 AS	10,800 I	JUL 15 74	THE BOARD HAS IMPLEMENTED THE RECOMMENDATION INsofar AS POSSIBLE. EFFORTS WILL CONTINUE.
002							
003							
001	-005	POOL GROUP LIFE INSURANCE.				N JUL 15 74	THE BOARD HAS DETERMINED THAT POOLING OF ALL UNITS WOULD NOT BE IN THE STATES INTEREST.
002							
003							
001	-006	ESTABLISH CONTROL OVER GROUP LIFE INSURANCE PREMIUM REQUIREMENTS.				I JUL 15 74	STEPS HAVE BEEN TAKEN TO IMPLEMENT.
002							
003							
001	-007	PROVIDE DATA PROCESSING PROGRAMS FOR MAINTENANCE OF PAYROLL AND BENEFIT RECORDS.	AS	38,100			
002			OS	2,000		P JUL 15 74	IMPLEMENTATION DEPENDS ON INCLU-
003							
004							

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3, 1974

PAGE 1

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION

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

001 11 DEPARTMENT OF AGRICULTURE
 002 -00

001 -001 ESTABLISH A CAR POOL IN AUGUSTA. AS 50,000 AS 2,800 P JUL 15 74 AGENCY HAS PURCHASED FIVE VEHICLES
 002 THE SAVINGS ARE CALCULATED AT 2.8
 003 CENTS PER MILE FOR 20,000 MILES
 004 PER YEAR PER CAR.
 005 REQUEST FOR FIVE ADDITIONAL VEHIC-
 006 LES INCLUDED IN PROPOSED BUDGET
 007 FOR FY 1976.

001 -002 REDUCE SALARY AND VEHICLE COSTS BY
 002 MAINTAINING CLOSER CONTROLS. AS 37,800 AS 37,800 P JUL 15 74 ESTABLISHED AN ADVANCE TRAVEL RE-
 003 PORT SYSTEM. SURVEY SAVINGS ESTI-
 004 MATE ACCEPTED PENDING FINAL DETER-
 005 MINATION BY THE AGENCY.

001 -003 PROVIDE FINANCIAL ANALYSIS BY
 002 PROGRAM. P JUL 15 74 DEPARTMENT PARTICIPATED IN PILOT
 003 PROGRAM. PPBS BEING IMPLEMENTED BY
 004 ALL AGENCIES.

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

001 12 MAINE RECREATION AUTHORITY
 002 -00

001 -001 COMBINE THE MAINE RECREATION
 002 AUTHORITY, THE MAINE INDUSTRIAL
 003 BUILDING AUTHORITY, AND THE MAINE
 004 MUNICIPAL APPROVAL BOARD INTO A
 005 SINGLE ENTITY.
 006 I JUL 15 74 106TH REGUALR SESSION CREATED THE
 007 MAINE GUARANTEE AUTHORITY. P.L.
 1973, C.633.

001 -002 PROVIDE THE MANAGER WITH INPUT TO
 002 AND OUTPUT FROM LONG-RANGE PLANS
 003 AND ECONOMIC DATA BASES OF THE STATE
 004 PLANNING OFFICE AND THE DEPARTMENT
 005 OF COMMERCE AND INDUSTRY.
 006 I JUL 15 74 DCI COMMISSIONER A MEMBER OF
 007 M.G.A. STATE PLANNING OFFICE NOW
 008 PROVIDING M.G.A. WITH ACCESS TO
 MATERIALS.

001 -003 INSTALL A SYSTEM OF MANAGEMENT
 002 BASED ON OBJECTIVE MEASUREMENT OF
 003 PERFORMANCE AGAINST GOALS. AS 13,000 AS 13,000 P JUL 15 74 SUB-COMMITTEES HAVE BEEN ESTAB-
 004 LISHED TO IMPLEMENT. SURVEY
 005 SAVINGS ESTIMATE ACCEPTED PENDING
 006 A FINAL DETERMINATION BY THE
 007 AGENCY.

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001 13 BOARD OF PESTICIDES CONTROL
 002 -00

001 -001 ELIMINATE THE BOARD.

002
 003
 004
 005

I JUL 15 74 THE BOARD HAS NOT BEEN ABOLISHED,
 HOWEVER, IT HAS BEEN REORGANIZED
 BY THE LEGISLATURE INTO THE DEPT.
 OF AGRICULTURE MEETING THE OBJEC-
 TIVES OF THE REPORT.

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003	RESPONSIBILITIES FOR WATERCRAFT AND							
004	SNOWMOBILES.	AS	12,600					
005		AA	15,300	AA	15,300			
006				AS	12,600	I	JUL	15 74 P.L.1974,C.734. BECAUSE OF BROADER
007								FEDERAL REGISTRATION REQUIREMENTS
008								MANPOWER NEEDS ARE UNKNOWN AND
009								SAVINGS ARE INDETERMINATE.
010								ESTIMATE ACCEPTED PENDING FINAL
011								DETERMINATION.
001	-008 INITIATE A STUDY TO PROVIDE A							
002	MECHANIZED LICENSE AND REGISTRATION							
003	SYSTEM FOR APPLICATIONS, RENEWALS,							
004	REVENUE ACCOUNTING, SAMPLING AND							
005	REPORTS.					P	JUL	15 74 LD2376, FILES, RULE 17-A. SURVEY
006								ESTIMATED O.C. OF \$100,000 AND
007								A.C. OF \$42,000. THE APPROPRIATION
008								REQUEST WAS DENIED. STILL UNDER
009								STUDY BY THE DEPT.
001	-009 MODIFY HUNTING AND FISHING LICENSING							
002	METHODS TO INCLUDE MAILING RENEWAL							
003	APPLICATIONS.	AI	112,500			P	JUL	15 74 LD2376, FILES, RULE 17-A.
004								DEPENDENT ON 008. ALTERNATIVES
005								STILL UNDER STUDY BY THE DEPT. TO
006								FIND DESIREABLE SYSTEM AND
007								POSSIBLE FUNDING.
001	-010 INITIATE ISSUANCE OF NONRESIDENT							
002	MARINE SPORTS FISHING LICENSES.	AI	663,000					
003	(FEDERAL)	AC	63,000			R	JUL	15 74 L.D. 2342, FILES, RULE 17-A.
001	-011 ELIMINATE THE ATLANTIC SEA RUN							
002	SALMON COMMISSION AND INCORPORATE							
003	ITS RESPONSIBILITIES INTO THE DE-							
004	PARTMENT OF INLAND FISHERIES AND							
005	GAME.					I	JUL	15 74 PL 1974, C. 697.
001	-012 CLOSE THE FISH-PRODUCING FACILITIES							
002	AT DEERIS AND PHILLIPS AND TRANSFER							
003	RESPONSIBILITIES TO ENFIELD.	AS	59,700					
004		OI	319,600			N	JUL	15 74 ADDITIONAL FACILITIES AT ENFIELD

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005
 006
 007
 008

WOULD COST APPROX. \$500,000. AND
 FROM EXPERIENCE, ONLY 8% OF BOOK
 VALUE IS REALIZED FROM THE SALE OF
 REMOTE HATCHERIES OR \$25,500.

001 -013 INITIATE A STUDY TO DETERMINE IF THE
 002 STATE SHOULD DISCONTINUE THE RAISING
 003 AND STOCKING OF PHEASANTS.

AS 75,800
 OI 160,000

S JUL 15 74 STUDY OF PHEASANT PROGRAM TO BE
 COMPLETED JAN. OF 1975.

001 -014 DEVELOP AND IMPLEMENT A SYSTEM OF
 002 WORK STANDARDS AND QUANTITATIVE
 003 REPORTS FOR FIELD PERSONNEL.

I JUL 15 74 IMPLEMENTATION DATE: JULY 1, 1974.

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SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	15	DEPARTMENT OF ENVIRONMENTAL PROTECTION					
002							
003	-00						
001	-001	ESTABLISH A CLERICAL POOL FOR SECRETARIAL NEEDS IN AUGUSTA.			S	JUL 15 74	FEASIBILITY STUDY IN PROCESS TO DETERMINE WHETHER SUCH A POOL CAN MEET THE DIVERSE NEEDS OF THE SEVERAL BUREAUS.
002							
003							
004							
005							
001	-002	ORGANIZE A POOL OF TECHNICIANS AND LOWER-ECHELON SCIENTISTS.			P	JUL 15 74	DEEMED IMPRACTICAL; ALTERNATE ACTION TAKEN. RESPONSIBILITIES HAVE BEEN REORGANIZED AND A TRAINING PROGRAM IS IN PROCESS.
002							
003							
004							
005							
001	-003	CROSS-TRAIN FIELD PERSONNEL SO THEY CAN INVESTIGATE AND EXPLAIN VARIOUS LAWS.	AA	7,600 AA	7,600 P	JUL 15 74	TRAINING PROGRAM IN PROCESS. NO SAVINGS FY74-75 BUT LONG RANGE SAVINGS ANTICIPATED, THROUGH INDETERMINATE ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
002							
003							
004							
005							
006							
007							
001	-004	INSTALL A WORK MEASUREMENT PROGRAM IN THE CLERICAL AND TECHNICAL POOLS.	AA	62,100			
002			CC	4,200			
003					S	JUL 15 74	DEPENDANT ON 001 AND 002. FUNDS ARE BEING SOUGHT TO ENGAGE CONSULTANT SERVICES WHICH MUST PRECEED COST AND SAVINGS ESTIMATES. INTERRELATED WITH #007, EXECUTIVE BRANCH.
004							
005							
006							
007							
008							
001	-005	LIMIT NEW POSITIONS TO THE TECHNICIAN AND CLERICAL LEVELS FOR THE NEXT BIENNIUM, AND INCREASE SUPERVISORY SPAN.	AA	80,000			
002					I	JUL 15 74	IMPLEMENTED TO EXTENT POSSIBLE, BUT MM&CS UNABLE TO SUBSTANTIATE BASIS OF SAVINGS ESTIMATES AND NO COST AVOIDANCE FORESEEABLE.
003							
004							
005							
006							
007							
001	-006	ESTABLISH GUIDELINES FOR ISSUANCE OF					

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SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
002		LICENSES AND PERMITS DIRECTLY BY THE					
003		STAFF.			I	JUL 15 74	BOARD HAS APPROVED CATEGORIES OF
004							PERMITS WHICH MAY BE TENTATIVELY
005							APPROVED BY THE STAFF AND IT'S
006							DECISION BRIEFLY REVIEWED BY THE
007							BOARD. DEPARTMENT WILL PROMULGATE
008							RULES UPON BOARD APPROVAL.
001	-007	CREATE ONE ENVIRONMENTAL PROTECTION					
002		LICENSE AND MERGE PERMIT AND CERTI-			I	JUL 15 74	COMPLETED TO EXTENT POSSIBLE.
003		FICATION FUNCTIONS.					PROJECTS REQUIRING MULTI-APPROVALS
004							ARE NOW PROCESSED SIMULTANEOUSLY.
005							
001	-008	INSTITUTE DEFINITE DEPARTMENTAL OB-					
002		JECTIVES AND ASSIGN PRIORITIES.			I	JUL 15 74	THIS HAS BEEN IMPLEMENTED AND IS
003							AN ONGOING FUNCTION.
001	-009	ESTABLISH A CONSISTENT AND EQUITABLE					
002		POLICY OF FEES FOR LICENSES, PERMITS			I	JUL 15 74	P.L. 1974, C. 712.
003		CERTIFICATIONS, AND OTHER DOCUMENTS.					
001	-010	PROVIDE ADEQUATE OFFICE SPACE TO					
002		HOUSE AUGUSTA-BASED PERSONNEL UNDER					
003		ONE ROOF.	AC	30,000			
004			OC	450,000	P	JUL 15 74	IN PROCESS OF IMPLEMENTATION.
005							CONTRACT FOR RENOVATION OF NEW
006							BUILDING ENTERED INTO BY B.P.I.
001	-011	LIMIT PURCHASES TO PRIORITY NEEDS.					
002					I	JUL 15 74	NEW SYSTEM WITH JUSTIFICATION OF
003							CAPITAL EXPENDITURES WAS DEVELOPED
							AND IS BEING REFINED.
001	-012	SELL MICROFILM AND MICROFICHE					
002		EQUIPMENT.	OI	7,100			
003					P	JUL 15 74	EQUIPMENT FEDERALLY PURCHASED.
004							PLANNED FOR GREATER FUTURE USE AND
005							TO SAVE SPACE IN PLANNED
							FACILITIES.
001	-013	MANAGE INVENTORIES MORE EFFICIENTLY.					
002					P	JUL 15 74	ONE PERSON REASSIGNED TO MANAGE
003							NEW INVENTORY CONTROL SYSTEM
							BEGINNING FY75.

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 P = IN PROCESS
 L = REQUIRES LEGISLATIVE ACTION
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 N = NOT TO BE IMPLEMENTED
 R = REJECTED BY LEGISLATURE
 MONTH-DY-YR

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION	DATE	REMARKS
001	-014	ESTABLISH A STANDARDIZED FILING SYSTEM AND ELIMINATE DUPLICATE FILES	00	1,000	S	JUL	15 74	COST IS FOR CONSULTANT SERVICES FOR SYSTEM TO BE IMPLEMENTED IN NEW PLANNED FACILITIES.
002								
003								
004								
001	-015	ESTABLISH A CENTRAL ACCOUNTING SYSTEM WITHIN THE OFFICE OF ADMINISTRATIVE SERVICES.			S	JUL	15 74	A PROTOTYPE SYSTEM WILL BE PHASED IN BEGINNING JULY, 1974. MAY BE IMPLEMENTED ON DEPARTMENTAL BASIS WHEN PERFECTED.
002								
003								
004								
005								
006								
001	-016	OBTAIN RELIABLE PAYROLL AND PERSONNEL SERVICE RECORDS AND ELIMINATE KEEPING THEM ON A DEPARTMENTAL BASIS			S	JUL	15 74	MUST AWAIT COMPUTERIZATION OF PERSONNEL DEPT. AND EFFECT OF COLLECTIVE BARGAINING ON PERSONNEL OPERATIONS.
002								
003								
004								
005								
006								
001	-017	SET UP DEFINITE REPORTING CHANNELS AND ASSIGN RESPONSIBILITIES WITHIN AIR QUALITY CONTROL.			I	JUL	15 74	REGIONAL COORDINATORS HAVE BEEN DESIGNATED AND APPROPRIATE DUTY RESPONSIBILITIES DEVELOPED.
002								
003								
004								
005								
001	-018	ASSIGN PROJECTS FOR AIR QUALITY CONTROL WHEN NORMAL DUTIES PERMIT SUCH WORK.			I	JUL	15 74	FORMAL PRIORITIES HAVE BEEN DESIGNATED.
002								
003								
004								
001	-019	ASSIGN THE QUANTIFYING AND RECORDING OF STRIP CHART DATA TO CLERK-TYPISTS AS	6,300		P	JUL	15 74	A COMPUTER COMPATIBLE SYSTEM WILL BE IMPLEMENTED AS FEASIBLE, THUS PREVENTING SAVINGS PENDING THAT CONVERSION.
002								
003								
004								
005								
001	-020	ELIMINATE THE TWO CHEMIST POSITIONS IN AIR QUALITY CONTROL.	AS	8,000				
002								
003		(FEDEPAL) AS	AS	9,300				
004								
005								THESE POSITIONS ARE PART OF FEDERALLY APPROVED PROGRAM AND ASSURE CONTINUED APPROVAL. ALSO

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3,1974

PAGE 4

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

SEQ	CONTROL	DEPARTMENT AND RECOMMENDATION	MMC SURVEY	DEPARTMENT	STATUS	ACTION DATE	REMARKS
006							NECESSARY TO CREDIBILITY OF TEST RESULTS.
007							
001	-021	DO NOT FILL THE PLANNED ADDITION OF					
002		A CHEMIST FOR AIR QUALITY CONTROL.	AA	16,700		JUL 15 74	THIS POSITION WAS FILLED AFTER CONSULTATION WITH THE DEPT. OF PERSONNEL. RELATED TO 026.
003							
004							
001	-022	INSTALL A STANDARD FILING SYSTEM					
002		AND ELIMINATE ALL DUPLICATE FILES					
003		WITHIN THE OFFICE OF ADMINISTRATIVE					
004		SERVICES.				JUL 15 74	COMPLETED AS TO PERSONNEL FILES. WILL BE IMPLEMENTED FURTHER IN NEW PLANNED OFFICE SPACE.
005							
006							

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

001	16	MAINE LAND USE REGULATION COMMISSION					
002	-00						
001	-001	ABOLISH THIS COMMISSION AND TRANSFER FUNCTIONS, FUNDS, AND STAFF TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION.	AS	18,700	I	JUL 15 74	REGULAR SESSION OF 106TH PLACED L.U.R.C. IN DEPT. OF CONSERVATION. NO SAVINGS REALIZED.
002							
003							
004							
005							
006							

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *RMO SURVEY #*DEPARTMENT #*STATUS*ACTION DATE*-----REMARKS-----

001 17 MAINE MINING BUREAU
 002 -00

001 -001 TRANSFER MAINE MINING BUREAU FUNCTIONS TO THE STATE GEOLOGIST.
 002
 003
 004
 005
 006

P JUL 15 74 LD2399 REFERRED 107TH. BUREAU HAS BEEN PUT IN DEPT. OF CONSERVATION. LD2399 WOULD ABOLISH BUREAU AND PLACE RESPONSIBILITY IN DIRECTOR OF BUREAU OF GEOLOGY.

001 -002 PLACE MINING FUNDS IN THE GENERAL
 002 FUND. AT 7,000
 003 (FEDERAL) CT 68,600
 004
 005
 006

P JUL 15 74 LD2406 AS ENACTED IN P.L.1974, C744 DOES NOT TRANSFER BALANCES TO THE GENERAL FUND BUT REQUIRES SUCH BALANCES BE ANNUALLY REPORTED.

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	19	DEPARTMENT OF MARINE RESOURCES					
002		(FORMERLY SEA AND SHORE FISHERIES)					
003	-00						
001	-001	EMPOWER THE DEPUTY COMMISSIONER WITH					
002		AUTHORITY FOR OPERATION OF THE					
003		DEPARTMENT.			I	JUL 15 74	
001	-002	INSTITUTE A WORK MEASUREMENT STUDY					
002		PROGRAM FOR ADMINISTRATIVE PERSONNEL AS	5,000				
003					I	JUL 15 74	CONTINUOUS APPRAISAL AND POSITION
004							REQUIREMENTS ARE CONDUCTED. NO
							SAVINGS REALIZED.
001	-003	ESTABLISH AN INITIAL AND CONTINUING					
002		TRAINING PROGRAM FOR COASTAL WARDENS					
003					I	JUL 15 74	A FORMAL EIGHT WEEK COURSE WAS
004							BEGUN IN 1973. IT WILL BE
							CONTINUED AND IMPROVED.
001	-004	REDEFINE THE RESPONSIBILITIES OF THE					
002		DIRECTOR OF MARINE RESEARCH.					
					I	JUL 15 74	
001	-005	INTEGRATE THE MARINE FISHERIES					
002		EXTENSION SERVICE INTO MARKETING AND					
003		PROMOTION.					
004					I	JUL 15 74	THE DIVISIONS OVERLAP BUT ARE NOT
005							IDENTICAL; THEIR ACTIVITIES ARE
							NEW COORDINATED VERY CLOSELY.
001	-006	ESTABLISH AN INTERDIVISIONAL DIREC-					
002		TOR'S COMMITTEE TO IMPROVE COMMUN-					
003		ICATIONS.					
004					I	JUL 15 74	MEETINGS OCCUR AS SCHEDULES
005							PERMIT, A REGULAR SCHEDULE IS THE
006							GOAL. AND IMPROVED COMMUNICATIONS
007							ARE IN PROCESS AND WILL CONTINUE
							TO BE DEVELOPED.
001	-007	CONSOLIDATE PERSONNEL AND PAYROLL					
002		RECORDKEEPING FUNCTIONS ON A STATE-					
003		WIDE BASIS.					
004					S	JUL 15 74	CONSULTING WITH PERSONNEL DEPT.
005							THESE RECORDS ARE UTILIZED
006							FREQUENTLY AND THEIR ABSENCE MIGHT
							INCREASE NECESSARY STAFF TIME.

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

001	-008 OBTAIN CENTRAL ACCOUNTING SERVICES									
002	TO ALLOW THIS DEPARTMENT TO ELIMIN-									
003	ATE DUPLICATE BOOKS.	AS	13,200 AS	700 P	JUL	15 74	PROTOTYPE SYSTEM WILL BE PHASED IN			
004							BEGINNING JULY 1, 1974.			
001	-009 DELAY FILLING SEVEN POSITIONS IN THE									
002	MARINE RESEARCH DIVISION.	QA	73,500 QA	73,500 I	JUL	15 74	THESE POSITIONS ARE MANDATED BY			
003							STATUTORY REQUIREMENTS BUT DENIED			
004							IN PART II BUDGETARY REQUESTS.			
005							THEY WILL BE REQUESTED AGAIN IN			
006							THE FUTURE.			

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

SEQ	CONTROL	DEPARTMENT AND RECOMMENDATION	MMC SURVEY	DEPARTMENT	STATUS	ACTION DATE	REMARKS
001	20	FORESTRY DEPARTMENT					
002	-00						
001	-001	ESTABLISH PRIORITIES AND DEFINE RESPONSIBILITIES OF SUPERVISORY PERSONNEL.			P	JUL 15 74	ONGOING PROJECT. FINAL DRAFT OF AUTHORITY AND RESPONSIBILITY OF THE REGIONAL AND DIVISION DIRECTORS IS BEING PREPARED.
002							
003							
004							
005							
006							
001	-002	IMPLEMENT A TRAINING FOR THE APPLICATION OF MODERN MANAGEMENT TECHNIQUES.			I	JUL 15 74	WORKING WITH U.S. FOREST SERVICE.
002							
003							
001	-003	DEVELOP AND IMPLEMENT WORK STANDARDS AND QUANTITATIVE REPORTS FOR FIELD PERSONNEL.			P	JUL 15 74	PROCEEDING IN CONJUNCTION WITH 001. WEEKLY REPORTS HAVE BEEN REVISED AND TRAINING SESSIONS ARE IN PROCESS.
002							
003							
004							
005							
006							
001	-004	INITIATE A STUDY TO DETERMINE IF HIGHLY MOBILE STRIKE FORCES COULD BE USED MORE EFFECTIVELY TO SUPPRESS FIRES.			S	JUL 15 74	STUDY BEING MADE BY SELECTED RENGERS UNDER DIRECTION OF FIRE DIVISION DIRECTOR.
002							
003							
004							
005							
006							
001	-005	COMBINE PROGRAMS AND FUNDING OF THE OLD MAINE FOREST DISTRICT WITH THAT OF FOREST FIRE CONTROL-ORGANIZED TOWNS.			L	JUL 15 74	REFERRED TO 107TH LEGISLATURE. AN APPROPRIATION WOULD BE NECESSARY TO OFFSET LOSSES FROM 54 MUNICIPALITIES IN THE UNORGANIZED AREAS OF THE M.F.D.
002							
003							
004							
005							
006							
007							
008							
001	-006	INITIATE A MECHANIZED INVENTORY AND ACCOUNTABILITY SYSTEM.			P	JUL 15 74	A STATEWIDE SYSTEM IS BEING DEVELOPED AND THE U.S. FOREST SERVICE IS BEING CONSULTED.
002							
003							
004							

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SEQ	*CONTROL	*DEPARTMENT AND RECOMMENDATION	*MNC	SURVEY	*DEPARTMENT	*STATUS	*ACTION	DATE*	REMARKS
001	.21	DEPARTMENT OF COMMERCE AND INDUSTRY							
002	-00								
001	-001	ESTABLISH THE STATE'S GOALS CONCERN-							
002		ING INDUSTRIAL DEVELOPMENT AND							
003		TOURISM.				I		JUL 15 74	
001	-002	COMBINE THE DIVISIONS OF PROMOTION							
002		AND INFORMATION SERVICES AND TRANS-							
003		FER THEM TO THE PROPOSED BUREAU OF							
004		INFORMATION AND PUBLIC RELATIONS.	AS	11,600				R JUL 15 74	L.D.2410 REJECTED.
001	-003	ELIMINATE TWO CLERICAL POSITIONS							
002		FROM THE DIVISION OF INFORMATION							
003		SERVICES.	AS	10,800	AO		10,800	I JUL 15 74	
001	-004	PHASE OUT THE POSITION OF EXHIBITS							
002		AND DISPLAY MANAGER.						P JUL 15 74	NAME CHANGE; FUNCTIONS OF POSITION
003									NECESSARY.
001	-005	DISCONTINUE THE POSITION OF PHOTO-							
002		GRAPHIC LABORATORY ASSISTANT.	AS	3,700	AS		3,700	I JUL 15 74	
001	-006	ELIMINATE ONE COPY MACHINE.	AS	7,700	AS		7,700	I JUL 15 74	
001	-007	TRANSFER RESPONSIBILITY FOR MAIN-							
002		TAINING MAINE'S EASTERN STATES							
003		EXPOSITION SITE.						I JUL 15 74	
001	-008	MINIMIZE THE EXPENSE OF MAINTAINING							
002		SPACE IN THE MARDEN BUILDING.	OA	40,000	OA		40,000	I JUL 15 74	
001	-009	RESOLVE THE STATUS OF THE STATE							
002		TECHNICAL SERVICES PROGRAM.						R JUL 15 74	L.D.2410 REJECTED.
001	-010	TRANSFER THE DIVISION OF RESEARCH							
002		AND ANALYSIS TO THE STATE PLANNING							
003		OFFICE.	AS	40,000				R JUL 15 74	L.D.2410 REJECTED.
001	-011	ELIMINATE FIVE PROFESSIONALS AND							
002		DISTRICT OFFICES FROM THE DIVISION							
003		OF DEVELOPMENT.	AS	112,100				R JUL 15 74	L.D.2410 REJECTED.

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

007
008

PORTIONS OF THE RECOMMENDATIONS
ARE NO LONGER PRACTICAL.

001 -03 BUREAU OF VETERANS SERVICES

001 -008 ELIMINATE THE POSITION OF ASSISTANT
002 SUPERVISOR.
003

AS 10,600 AS 700 I JUL 15 74

THE POSITION OF ASSISTANT SUPERVISOR WAS ELIMINATED THROUGH RECLASSIFICATION TO A VETERANS' COUNSELOR, DEC. 1973, AT A NET ANNUAL SAVINGS OF \$770.

004
005
006

001 -009 DO NOT FILL THE POSITION OF
002 SECRETARY AT THE VETERANS MEMORIAL
003 CEMETERY.

AA 4,500 AA 4,500 I JUL 15 74

001 -010 MOVE THE LEWISTON FIELD OFFICE TO
002 THE NEWLY CONSTRUCTED STATE ARMORY.
003

AS 900 AS 0 N JUL 15 74

SPACE NOT AVAILABLE AND SUGGESTED LOCATION MOST CONVENIENT.

001 -011 STUDY THE FEASIBILITY OF UTILIZING
002 CONTRACTED SERVICES TO PERFORM
003 CERTAIN FUNCTIONS AT THE VETERANS
004 MEMORIAL CEMETERY.
005
006
007

I JUL 15 74

STUDY COMPLETED. DATA COLLECTED SHOWS THAT CONTRACTING FOR SERVICES IS NOT FEASIBLE AT THIS TIME.

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MCO	SURVEY \$	DEPARTMENT \$	STATUS	ACTION	DATE	REMARKS
001	23	DEPARTMENT OF PUBLIC SAFETY							
002	-00								
001	-001	REDUCE VEHICLE MAINTENANCE COSTS.	AS	1,500	AS	0	I	JUL 15 74	COMPLETED IN OCTOBER OF 1973.
001	-002	ACCELERATE THE UTILIZATION OF							
002		AUTOMATIC DATA PROCESSING.			AC				
003					OC				
004							P	R JUL 15 74	LEGISLATION REGARDING FUNDS WAS DEFEATED; PARTIAL IMPLEMENTATION HAS TAKEN PLACE.
005									
001	-003	COMBINE SUPPLY WITH ADMINISTRATIVE							
002		SERVICES AND BUDGET CONTROL.	AS	13,500	AS	0	I	JUL 15 74	SAVINGS CITED BY THE SURVEY WAS THE SALARY OF AN OFFICER IN STATE POLICE. IMPLEMENTATION WILL NOT ELIMINATE THE OFFICER'S REPLACEMENT SALARY.
003									
004									
005									
006									
001	-004	CONSIDER CONSTRUCTING AN ADDITIONAL							
002		FLOOR ON THE HEADQUARTERS GARAGE.					I	JUL 15 74	THE BUREAU OF PUBLIC IMPROVEMENT DETERMINED AN ADDITIONAL FLOOR WOULD NOT BE FEASIBLE.
003									
004									
001	-005	HIRE A CLERK TO PROCESS LAW ENFORCE-							
002		MENT PLANNING AND ASSISTANCE AGENCY							
003		(LEPAA) GRANTS.							
004		(FEDERAL)	AC	6,000	AC				
							I	JUL 15 74	COMPLETED IN JULY OF 1973.
001	-006	SUPPLY EACH BUREAU DIRECTOR A							
002		MONTHLY STATEMENT OF THE FINANCIAL							
003		CONDITION, INCOME, AND EXPENDITURE							
004		ANALYSIS.					I	JUL 15 74	COMPLETED IN JULY OF 1973.
001	-007	INSTALL PERSONNEL PROCEDURES.					I	JUL 15 74	
001	-008	REVIEW THE POLICY REGARDING MEAL							
002		ALLOWANCES.					I	JUL 15 74	FUNDS NECESSARY FOR ACTION FOLLOWING REVIEW WERE NOT APPROVED FOR BUDGET PERIOD ENDING JUNE 30, 1975.
003									
004									
005									
001	-01	BUREAU OF STATE POLICE							

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

002		DICTATING EQUIPMENT WHEN PREPARING												
003		FIELD REPORTS.	AA	31,000	AA	31,000								
004			OC	2,300	OC	2,300	I	JUL	15 74					SURVEY ESTIMATE ACCEPTED PENDING
005														FINAL DETERMINATION.
001	-025	ESTABLISH A PROGRAM FOR MEASURING												
002		PRODUCTIVITY OF INSPECTORS.	AS	11,500	AS		G I	JUL	15 74					SAVINGS CITED BY THE SURVEY ARE
003														REALLY AN EFFICIENCY IMPROVEMENT
004														ESTIMATE, NOT AN ACTUAL SAVINGS.
001	-026	STOP PERFORMING LICENSING ACTIVITIES												
002		NORMALLY ACCOMPLISHED BY THE BUREAU												
003		OF ALCOHOLIC BEVERAGES.					I	JUL	15 74					
001	-03	FIRE PREVENTION BUREAU												
001	-027	ASSESS INSURANCE COMPANIES A FEE												
002		OF 0.75% ON FIRE INSURANCE PREMIUMS.	AI	83,000				R JUL	15 74					A REQUEST TO INCREASE FEE TO .75%
003														WAS DENIED BY SPECIAL SESSION.
004														CHAPTER 727 OF 1974 PUBLIC LAWS
005														DID CORRECT AN ERROR IN PREVIOUS
006														LEGISLATION ADDING \$46,000 IN
007														REVENUES.
001	-028	REORGANIZE THE BUREAU.	AC	102,100	AC	91,123	I	JUL	15 74					PUBLIC LAWS OF 1974; CHAPTER 727.
001	-029	PERFORM FIRE SAFETY INSPECTIGNS												
002		ANNUALLY.					I	JUL	15 74					
001	-030	CHARGE A FEE TO COVER PROCESSING												
002		COSTS FOR TAKING AN EXAMINATION.	AI	2,800	AI	2,800	I	JUL	15 74					PUBLIC LAWS OF 1974; CHAPTER 725.
003														SURVEY ESTIMATE ACCEPTED PENDING
004														FINAL DETERMINATION.
001	-031	REVISE THE FEE SCHEDULE FOR INSPEC-												
002		TION AND ISSUANCE OF LICENSES AND												
003		PERMITS.	AI	6,800	AI	8,045	I	JUL	15 74					PUBLIC LAWS OF 1974; CHAPTER 725.
001	-032	ISSUE OCCUPATIONAL LICENSE RENEWALS												
002		ON A 2-YEAR BASIS.	AS	2,000	AS		S	JUL	15 74					REFERRED TO 107TH LEGISLATURE.
001	-033	INSTALL A COST ACCOUNTING SYSTEM.	AS	5,300	AS	5,300	I	JUL	15 74					SURVEY ESTIMATE ACCEPTED PENDING

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002							FINAL DETERMINATION.
001	-034	TRANSFER UNEXPENDED DEDICATED FUNDS					
002		TO THE GENERAL FUND AT THE END OF					
003		FISCAL 1973.	OT	335,400	P	JUL 15 74	PUBLIC LAWS OF 1974, CHAPTER 744
004							SETS UP THE MECHANISM FOR THE
005							LEGISLATURE TO REVIEW.
001	-035	ESTABLISH A PROGRAM FOR MEASURING					
002		PRODUCTIVITY OF INSPECTORS.	AS	12,900 AS	O I	JUL 15 74	SAVINGS CITED BY THE SURVEY IS
003							REALLY AN EFFICIENCY IMPROVEMENT
004							ESTIMATE; NOT AN ACTUAL SAVINGS.
001	-04	VEHICLE EQUIPMENT SAFETY COMMISSION					
001	-036	TRANSFER FUNCTIONS OF THE VEHICLE					
002		SAFETY EQUIPMENT COMMISSION TO THE					
003		DEPARTMENT OF TRANSPORTATION.					
004							
							COMPLETED IN OCTOBER OF 1973;
							PUBLIC LAWS OF 1973; CHAPTER 222.

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----
*****
001 24 BUREAU OF BANKS AND BANKING
002 -90

001 -001 STOP CONDUCTING ANNUAL ON-SITE
002 AUDITS OF STATE-CHARTERED FINANCIAL
003 INSTITUTIONS EXAMINED BY THE FDIC
004 OR THE FEDERAL RESERVE BANK. AS 27,500 S JUL 15 74 REFERRED TO 197TH. BANKING STUDY
005 ADVISORY COMMITTEE WILL FORWARD
006 RECOMMENDATIONS FOR THEIR CONSIDERATION.
007

001 -002 TERMINATE THE FEDERAL EXEMPTION TO
002 THE TRUTH IN LENDING ACT. S JUL 15 74 SEE ABOVE.

001 -003 TRANSFER IDLE, UNEXPENDED DEDICATED
002 FUNDS TO THE GENERAL FUND. AT 21,000 R JUL 15 74
003 OT 102,500
    
```

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MC	SURVEY \$	DEPARTMENT \$	STATUS	ACTION	DATE	REMARKS
001	25	BUREAU OF INSURANCE							
002	-00								
001	-001	CHARGE EACH COMPANY FOR EXPENSES							
002		INCURRED FOR EXAMINATIONS REQUIRED							
003		BY LAW.	AI	54,000	AI		R	JUL 15 74	L.D.2403 SUBMITTED AND REJECTED.
004									BILL WAS REWRITTEN (L.D.2534) AND
005									RECOMMENDATIONS #1 AND #2 WERE
006									DELETED.
001	-002	EMPLOY TWO ADDITIONAL EXAMINERS.	AS	5,500			R	JUL 15 74	SEE #1.
001	-003	ISSUE OR RENEW LICENSES FOR 2-YEAR							
002		TERMS.	AS	5,900	AS		R I		L.D.2534.
001	-004	CHARGE SALARIES AND EXPENSES FOR THE							
002		FIRST DEPUTY COMMISSIONER AND CLERK-							
003		STENO TO THE DEDICATED FUND BUDGET.	AT	26,600					
004					AS			JUL 15 74	SALARIES CHARGED TO THE DEDICATED
005									FUND BY EXECUTIVE AND DEPARTMENTAL
006									ACTION RESULT IN A SAVINGS IN THE
007									GENERAL FUND.
001	-005	TRANSFER UNEXPENDED DEDICATED FUNDS							
002		ACCUMULATED BY THE DEPARTMENT TO THE							
003		GENERAL FUND.	AT	9,400					
004			OT	197,000					
005							R	JUL 15 74	

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

001 27 BOXING COMMISSION
 002 -88

001 -001 DO NOT MAKE RULE CHANGES AFFECTING
 002 BOXING WITHOUT FORMAL NOTICE AND A
 003 HEARING.

I JUL 15 74 L.D.2390.

001 -002 ASSIGN ONLY ONE MEMBER OF THE COM-
 002 MISSION TO ATTEND EACH BOXING EVENT. AS 1,000

N JUL 15 74 TWO MEMBERS REQUIRED AT EVEN THE
 SMALLEST PROMOTION TO CARRY OUT
 COMMISSION'S LEGAL RESPONSIBILI-
 TIES. IMPLEMENTATION WOULD HAVE
 RESULTED IN A \$500. SAVINGS.

003
 004
 005
 006

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	28	HARNESS RACING COMMISSION					
002	-00						
001	-001	ABSORB THE CLERICAL WORK LOAD, RESPONSIBILITIES, AND RECORDS OF THE RUNNING HORSE RACING COMMISSION.					
002							
003					R JUL 15 74	L.D.2433 REJECTED. THE HARNESS RACING COMMISSION HAS BEEN REORGANIZED INTO THE DEPT. OF AGRICULTURE. THE CLERICAL WORKLOAD HAS BEEN ABSORBED BY THE DEPARTMENT OF AGRICULTURE. THERE IS NO LONGER ANY RUNNING RACING IN MAINE.	
004							
005							
006							
007							
008							
009							

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	29	RUNNING HORSE RACING COMMISSION					
002	-00						
001	-001	PHASE OUT THE POSITION OF EXECUTIVE SECRETARY AND TRANSFER RESPONSIBILITIES TO THE HARNESS RACING COMMISSION.	AS	9,200 AS	9,200 I	JUL 15 74	L.D.2433 WAS REJECTED. HOWEVER, DEPARTMENT TAKEN STEPS TO IMPLEMENT AS FAR AS POSSIBLE. EXEC. SEC. POSITION HAS BEEN PHASED OUT.
002							
003							
004							
005							
006							
007							
001	-002	ELIMINATE SEASONAL EMPLOYEE POSITIONS.	AS	17,100 AS	17,100 I	JUL 15 74	
002							
003							
004							
005							
006							
007							
001	-003	ABOLISH THE COMMISSION.	AS	3,900 AS	3,900 I	JUL 15 74	L.D.2433 REJECTED. DEPARTMENT TAKEN STEPS TO IMPLEMENT AS FAR AS POSSIBLE. COMMISSION NO LONGER EXISTS. HOWEVER THE STATUTE REMAINS ON THE BOOKS.
002							
003							
004							
005							
006							
007							

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

001 30 MAINE INDUSTRIAL BUILDING AUTHORITY
 002 -00

001 -001 COMBINE THE MAINE INDUSTRIAL
 002 BUILDING AUTHORITY (MIBA), MAINE
 003 RECREATION AUTHORITY (MRA), AND
 004 THE MAINE MUNICIPAL SECURITIES
 005 APPROVAL BOARD (MMSAB).

AS 8,800 AS 0 I JUL 15 74 THE 166TH LEGISLATURE CREATED THE
 MAINE GUARANTEE AUTHORITY. P.L.
 1973, C. 633.

006
 007

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

001 31 MAINE MUNICIPAL SECURITIES APPROVAL
 002 BOARD
 003 -00

001 -001 CHARGE COMPANIES MAKING APPLICATIONS
 002 A FEE WHICH CANNOT BE RETURNED. AI 1,700 AI B N JUL 15 74 THE NEW MAINE GUARANTEE AUTHORITY
 003 WILL ABSORB THE COST OF PROCESSING
 004 THE APPLICATIONS AS OF 7-1-75.

001 -002 COMBINE THE MAINE MUNICIPAL SECUR-
 002 ITIES BOARD, MAINE INDUSTRIAL
 003 BUILDING AUTHORITY, AND THE MAINE
 004 RECREATION AUTHORITY. I JUL 15 74 THE 106TH REGULAR SESSION CREATED
 005 THE MAINE GUARANTEE AUTHORITY.
 006 P.L.1973, C.633.

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MCM SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	32	PUBLIC UTILITIES COMMISSION					
002	-00						
001	-001	STOP COLLECTING ANNUAL FEES FOR COMMON CARRIER CERTIFICATES AND CONTRACT CARRIER AND INTERSTATE CARRIER PERMITS.	AC	57,000		R JUL 15 74	L.D.2441 REJECTED.
002							
003							
004							
001	-002	INCREASE THE IDENTIFICATION DEVICE FEE FOR STRAIGHT TRUCKS AND FLOATER PLATES.	AI	22,000		P JUL 15 74	L.D.2441 REJECTED.
002							
003							
001	-003	RELOCATE THE ENGINEERING TECHNICIAN FROM THE TRANSPORTATION DIVISION.				I JUL 15 74	
002							
001	-004	ELIMINATE THE POSITION OF ASSISTANT SECRETARY.	AS	9,200		R JUL 15 74	L.D.2383 REJECTED.
002							
001	-005	TRANSFER THE TRANSPORTATION DIVISION'S IDLE DEDICATED FUNDS TO THE GENERAL FUND.	AT	171,000		P JUL 15 74	IMPLEMENTATION BEGUN UNDER SECTION 9 OF L.D.2406.
002							
003							
004			OT	452,300			
005							
001	-006	REQUIRE RAILROADS AND UTILITIES TO PAY FEES FOR REQUESTS FOR RATE CHANGES OR DISCONTINUED SERVICE APPLICATIONS.				P JUL 15 74	L.D.2441 REJECTED.
002							
003							
004							
001	-007	OBLIGATE UTILITIES AND RAILROADS TO PAY A FEE FOR FILING ANNUAL REPORTS.	AI	11,000		P JUL 15 74	L.D.2441 REJECTED.
002							

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

903 SION WITHIN 10 DAYS.

S JUL 15 74

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3, 1974

PAGE 1

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

001 34 CHIEF MEDICAL EXAMINER
 002 -00

001 -001 PROVIDE REGULAR ANNUAL REPORTS ON
 002 OPERATIONS OF THE CHIEF MEDICAL
 003 EXAMINER.

I JUL 15 74

001 -002 TRANSFER THE REPORT REVIEWING AND
 002 BUDGETARY APPROVAL FUNCTIONS OF THE
 003 EXAMINER TO THE COMMISSIONER OF
 004 PUBLIC SAFETY.

I JUL 15 74 PUBLIC LAWS OF 1974; CHAPTER 722.
 APPROVAL FUNCTIONS NOW VESTED WITH
 THE ATTORNEY GENERAL'S OFFICE.

005
 006

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001 35 EXAMINING AND CERTIFYING BOARDS
 002 -00

001 -001 ORGANIZE ADMINISTRATIVE AND SERVICE-
 002 ING FUNCTIONS OF BOARDS INTO A
 003 CENTRAL PROFESSIONAL AND OCCUPA-
 004 TIONAL LICENSING BUREAU. S JUL 15 74 THE SPECIAL SESSION REFERRED L.D.
 005 THIS IS CURRENTLY BEING STUDIED BY
 006 THE LEGISLATIVE STAFF.
 007

001 -002 REQUIRE BOARDS TO PROVIDE CENTRA-
 002 LIZED AUTOMATION OF LICENSE RENEWALS
 003 AND PREPARATION OF STATISTICS AS
 004 SOON AS POSSIBLE. AS 1,000
 005 OC 28,000 S JUL 15 74 THE SPECIAL SESSION REFERRED L.D.
 006 THIS IS CURRENTLY BEING STUDIED BY
 007 THE LEGISLATIVE STAFF.
 008

001 -003 RENEW LICENSES EVERY 2 YEARS. AS 6,100 S JUL 15 74 THE SPECIAL SESSION REFERRED L.D.
 002 2470 TO THE 107TH LEGISLATURE.
 003 THIS IS CURRENTLY BEING STUDIED BY
 004 THE LEGISLATIVE STAFF.

001 -004 APPOINT A PUBLIC MEMBER TO EACH OF
 002 THE 25 BOARDS WHICH HAS NO SUCH
 003 REPRESENTATION. S JUL 15 74 L.D. 2381 WAS REJECTED BY THE
 004 SPECIAL SESSION, HOWEVER, THIS IS
 005 CURRENTLY UNDER STUDY BY THE LEG-
 006 ISLATIVE STAFF AND MAY BE SUBMIT-
 007 TED TO THE 107TH.

001 -005 REQUIRE EACH BOARD TO PROVIDE AN
 002 ANNUAL REPORT OF ITS FISCAL AND
 003 PROGRAM ACTIVITIES. I JUL 15 74 THE REGULAR SESSION OF THE 106TH
 004 ENACTED P.C. 1974, CH. 744.

001 -006 ESTABLISH GUIDELINES FOR ANNUAL
 002 REPORTS. I JUL 15 74 THE REGULAR SESSION OF THE 106TH
 003 ENACTED P.L. 1974, C. 744.

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

003 FACILITIES. AS 3,800 AS 0 S JUL 15 74 THE EXAMINATION FACILITIES ARE IN-
 004 CLUDED IN THE LEASE WHICH COVERS
 005 OFFICE SPACE AND DOES NOT EXPIRE
 006 UNTIL 1976.

001 -014 TRANSFER DEDICATED FUND BALANCES OF
 002 THE 26 BOARDS TO THE GENERAL FUND AT
 003 THE END OF FISCAL 1973. OT 471,700 P JUL 15 74 LEGISLATION IS ONLY PARTIALLY RE-
 004 SPONSIVE TO THIS RECOMMENDATION.
 005 P.L. 1974, C. 744 DOES REQUIRE AN
 006 ACCOUNTING TO THE LEGISLATURE.

001 -015 STANDARDIZE PER DIEM PAYMENTS. S JUL 15 74 L.D. 2381 WAS REJECTED BY THE
 002 SPECIAL SESSION, HOWEVER, THIS IS
 003 CURRENTLY UNDER STUDY BY THE LEG-
 004 ISLATIVE STAFF AND MAY BE SUBMIT-
 005 TED TO THE 107TH LEGISLATURE.

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001 36 PUBLIC EDUCATION IN MAINE
 002 -09

001 -001 TRANSFER RESPONSIBILITY FOR POST-
 002 SECONDARY VOCATIONAL EDUCATION FROM
 003 THE BOARD OF EDUCATION TO THE
 004 UNIVERSITY OF MAINE.
 005
 006
 007

R JUL 15 74 TRANSFER OF PUBLIC POST-SECONDARY
 VOCATIONAL EDUCATION RESPONSIBIL-
 ITIES WAS PRESENTED TO THE LEGIS-
 LATURE BUT REJECTED (L.D. 2417).

001 -002 CREATE THE MAINE EDUCATION COMMIS-
 002 SION TO DEVELOP A COHESIVE SYSTEM OF
 003 EDUCATION AS WELL AS PROVIDE GUI-
 004 DANCE TO LEGISLATIVE ACTION AC 40,000
 005
 006
 007
 008

R JUL 15 74 "AN ACT TO CREATE A MAINE EDUCA-
 TION COMMISSION" WAS PASSED BY THE
 LEGISLATURE WITHOUT ANY APPROPRIA-
 TION BUT WAS NOT SIGNED BY THE
 GOVERNOR.

001 -003 VEST IN THE PROPOSED MAINE EDUCATION
 002 COMMISSION ALL HIGHER EDUCATION
 003 RESPONSIBILITIES.
 004
 005
 006
 007

R JUL 15 74 LEGISLATION WAS PRESENTED IN L.D.
 2537 IN CONJUNCTION WITH 36-00-002
 WAS APPROVED WITHOUT ANY ENABLING
 FUNDS BUT FAILED TO RECEIVE THE
 GOVERNOR'S SIGNATURE.

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001	37	DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES.			
002					
003	00				
001	-001	DIVEST THE BOARD OF EDUCATION OF ITS AUTHORITY OVER MATTERS AFFECTING THE DEPARTMENT.			
002					
003					
004					
005					
006					
007					
008					
009					
010					
011					
001	-002	DEFINE THE ROLE OF THE BOARD OF EDUCATION AS ADVISORY TO THE COMMISSIONER.			
002					
003					
004					
005					
006					
007					
001	-003	ABOLISH THE MAINE STATE COMMISSION ON THE ARTS AND HUMANITIES.			
002					
003					
004					
005					
006					
001	-004	ABOLISH THE STATE MUSEUM COMMISSION.			
002					
003					
001	-005	DELEGATE PROGRAM APPROVAL AND POLICY SETTING AUTHORITY FOR OPERATIONS OF THE STATE MUSEUM AND THE ARTS AND HUMANITIES BUREAUS TO THE COMMISSIONER.			
002					
003					
004					
005					
006					
007					

LS R JUL 15 74 AN ACT WAS INTRODUCED (L.D. 2432) TO ABOLISH THE STATE BOARD OF EDUCATION. THE MEASURE FAILED OF ENACTMENT BUT AN ORDER WAS APPROVED DIRECTING THE LEGISLATIVE COUNCIL TO STUDY THE DUTIES OF THE STATE BOARD OF EDUCATION AND REPORT TO THE NEXT SESSION OF THE LEGISLATURE.

S JUL 15 74 THE RECOMMENDATION IS BEING STUDIED BY THE LEGISLATIVE COUNCIL AND A REPORT OF FINDINGS AND RECOMMENDATIONS IS TO BE PRESENTED TO THE 107TH LEGISLATURE.

R JUL 15 74 L.D.2437 DESIGNED TO ABOLISH THE MAINE STATE COMMISSION ON THE ARTS AND HUMANITIES WAS PRESENTED BUT WAS DEFEATED BY UNANIMOUS COMMITTEE ACTION.

R JUL 15 74 L.D.2431, AN ACT TO ABOLISH THE STATE MUSEUM COMMISSION WAS PRESENTED BUT FAILED OF PASSAGE.

P JUL 15 74 L.D.2430 WAS INTRODUCED TO IMPLEMENT THE RECOMMENDATION BUT FAILED OF ENACTMENT.

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010								ABLE, EFFORTS WILL BE MADE TO EXPAND THE OPERATION DEPARTMENT-
011								WIDE. THE AMOUNT OF ANNUAL SAVINGS
012								IS AS YET UNDETERMINED.
013								
001	-015	ESTABLISH AN OFFICE SERVICES GROUP						
002		RESPONSIBLE FOR THE MAIL CENTER,						
003		REPRODUCTION CENTER, OFFICE SUPPLIES						
004		AND TYPING POOL.	AC	8,000	AC		P	JUL 15 74 THE DEPARTMENT HAS ESTABLISHED AN
005								OFFICE SERVICES GROUP. FULL IMPLE-
006								MENTATION IS PLANNED AS SOON AS
007								CLEARANCE CAN BE OBTAINED FOR
008								EMPLOYMENT OF AN OFFICE MANAGER.
009								SAVINGS ARE EXPECTED TO OFFSET
010								COSTS.
001	-016	ESTABLISH AN ADMINISTRATION STAFF						
002		FUNCTION RESPONSIBLE FOR PERSONNEL,						
003		OFFICE SERVICES, AND INFORMATION.	AC	26,200	AC	26,200	I	JUL 15 74 FUNDS FOR THE PURPOSE ARE AVAIL-
004								ABLE BY TRANSFER FROM OTHER FUNC-
005								TIONS.
001	-017	EXPAND THE RESPONSIBILITIES OF THE						
002		FEDERAL-STATE COORDINATOR TO INCLUDE						
003		ADMINISTRATION OF ELEMENTARY AND						
004		SECONDARY EDUCATION ACT (ESEA) TITLE						
005		I, II AND III FUNDS.						JUL 15 74 THE PROPOSAL HAS BEEN FULLY IMPLE-
006								MENTED.
001	-018	ESTABLISH A FINANCE STAFF FUNCTION						
002		WHICH WOULD BE RESPONSIBLE FOR FIS-						
003		CAL MANAGEMENT AND FEDERAL FUND						
004		COORDINATION.	AC	26,200	AC	1,872	I	JUL 15 74 ALTHOUGH \$26,200 WAS REQUESTED IN
005								L.D. 2376 NO MONEY WAS APPROPRIA-
006								TED AND ONLY \$1,872 IS NOW REQUIR-
007								ED. THE RECOMMENDATION WAS IMPLE-
008								MENTED IN DEPARTMENT REORGANIZA-
009								TION IN OCTOBER 1973.
001	-019	CREATE THE BUREAU OF SCHOOL MANAGE-						
002		MENT TO BE RESPONSIBLE FOR OPERA-						
003		TIONS, FACILITIES, AND SERVICES.	AC	26,200	AC		I	JUL 15 74 DEPARTMENT REORGANIZATION HAS

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006								UNTIL THE EFFECT OF AUTOMATION IS KNOWN.
007								
001	-029	CHANGE THE NAME OF THE PERSONNEL DEVELOPMENT, CERTIFICATION, AND PLACEMENT SECTION TO THE PERSONNEL DEVELOPMENT, CERTIFICATION, AND PLACEMENT DIVISION.						
002								
003								
004								
005								
006								
007								
008								
001	-030	EXPAND RESPONSIBILITIES OF THE ADULT AND COMMUNITY EDUCATIONAL RESOURCES DIVISION.						
002								
003								
004			(FEDERAL) AA	6,200	AA			
005								
006								
007								
008								
009								
001	-031	TRANSFER RESPONSIBILITY OF THE DIVISIONS OF ADULT AND COMMUNITY EDUCATIONAL RESOURCES AND PERSONNEL DEVELOPMENT, CERTIFICATION, AND PLACEMENT TO THE BUREAU OF INSTRUCTION.						
002								
003								
004								
005								
006								
007								
008								
009								
010								
001	-032	ABOLISH THE BUREAU OF CONTINUING EDUCATIONAL RESOURCES.	AS	25,600	AS			
002								
003								
004								
005								
006								
001	-02	BUREAU OF EDUCATIONAL RESOURCES						

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

001	-033 ORGANIZE CURRICULUM RESOURCES* 18								
002	CONSULTANTS INTO TASK FORCE TEAMS.	AC	5,000 AC	2,500					
003	(FEDERAL)	AC	9,000 AC	7,500	P	JUL	15 74	THE PROPOSAL HAS BEEN PARTIALLY	
004								IMPLEMENTED BY FORMATION OF TASK	
005								FORCE FIELD TEAMS. FUNDING FOR EX-	
006								PENSES WAS REQUESTED IN L.D. 2376	
007								BUT NO APPROPRIATION WAS MADE FOR	
008								THE PURPOSE. THE AMOUNT NEEDED HAS	
009								BEEN REDUCED BY THE DEPARTMENT	
010								FROM \$14,000 TO \$10,000.	
001	-034 DEFINE THE INDIVIDUAL RESPONSIBILI-								
002	TIES OF THE CONSULTANT STAFF OF								
003	CURRICULUM RESOURCES.								
004									
005									
006									
001	-035 TRANSFER COLLATING, FASTENING, AND								
002	MAILING DUTIES OF CURRICULUM								
003	RESOURCES TO THE NEWLY CREATED								
004	ADMINISTRATION GROUP.								
005									
006									
007									
008									
009									
001	-036 ESTABLISH A TYPING POOL IN CURRICU-								
002	LUM RESOURCES TO FULFILL TYPING								
003	NEEDS.	AS	12,400						
004	(FEDERAL)	AS	12,200						
005	(FEDERAL)	AA	6,200						
006									
007									
008									
001	-037 ELIMINATE THE POSITION OF DIRECTOR,								
002	DIVISION OF SCHOOL OPERATIONS.	AS	20,400 AS	15,129					
003		AA	6,200 AA	6,200	I	JUL	15 74	ON JANUARY 14, 1974 THE DEPARTMENT	
004								ELIMINATED THE POSITION FOR A	
005								SAVINGS IN FEDERAL FUNDS OF	

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

002	TO THE PROPOSED ADMINISTRATION GROUP									
003	AND ELIMINATE DEPARTMENTAL SERVICES.									
004										
005										
001	-052 ELIMINATE THE AUDIT SECTION AND									
002	REQUIRE SCHOOLS TO PAY AUDIT COSTS									
003	OF PROGRAMS SUPPORTED BY FEDERAL									
004	FUNDS	AS	9,400	AS						
005		(FEDERAL) AS	80,000	AS						
006		(FEDERAL) AC	33,500			P	JUL	15 74		LEGISLATION WAS ENACTED IN 1972
007										REQUIRING LOCAL SCHOOL UNITS TO
008										PAY AUDIT COSTS OF FEDERAL PRO-
009										GRAMS. THEREFORE THE FISCAL PART
010										OF THIS PROPOSAL HAS BEEN ACCOMP-
011										LISHED. THE DEPARTMENT, HOWEVER,
012										IS STILL HELD RESPONSIBLE FOR PRO-
013										GRAM AUDITS AS DISTINGUISHED FROM
014										FISCAL AUDITS. FEDERAL REGULATIONS
015										REQUIRE THE DEPARTMENT TO PERFORM
016										PROGRAM REVIEWS TO QUALIFY FOR
017										FEDERAL FUNDS. THE RECOMMENDATION
018										HAS BEEN IMPLEMENTED IN SO FAR AS
019										POSSIBLE.
001	-053 ELIMINATE THE POSITION OF ASSISTANT									
002	DIRECTOR AND HIS SECRETARY.	AS	16,500	AS						
003		AA	5,500	AA	5,500					
004						P	JUL	15 74		A SAVINGS OF \$9,500 IN FEDERAL
005										FUNDS HAS BEEN EFFECTED. THE DE-
006										PARTMENT FEELS VERY STRONGLY THAT
007										THE PROPOSED STAFFING OF THE FI-
008										NANCE SECTION IS INADEQUATE AND
009										THAT THE POSITION OF ASSISTANT
										DIRECTOR BE RETAINED.
001	-054 REQUIRE DEPARTMENTAL COST CENTERS TO									
002	BE ACCOUNTABLE FOR CORRECT ACCOUNT									
003	CODING.	AS	14,400							
004										
005										
006										
007										
						S	JUL	15 74		THE DEPARTMENT HAS SERIOUS RESER-
										VATIONS ABOUT THE FINANCIAL EXPER-
										TISE OF PROFESSIONAL PERSONNEL TO
										PROPERLY CODE INVOICES. IT FEELS
										THAT THIS IS A FINANCE FUNCTION

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

008 AND SHOULD BE CONTINUED AS SUCH IN
 009 THE INTERESTS OF UNIFORMITY AND
 010 EFFICIENCY. HOWEVER, THE RECOM-
 011 MENDATION IS BEING GIVEN FURTHER
 012 STUDY AND CONSIDERATION. THE AC-
 013 TUAL SAVING IS UNDETERMINED.

001 -055 REVISE THE ACCOUNTING SYSTEM TO PRO-
 002 VIDE TIMELY RECORDING AND REPORTING
 003 OF FISCAL AND BUDGETARY INFORMATION. P JUL 15 74 THE DEPARTMENT IS WORKING TOWARD
 004 CAPABILITY TO PROVIDE UP-TO-DATE
 005 RECORDING AND REPORTING OF FISCAL
 006 AND BUDGETARY INFORMATION.

001 -056 AUTOMATE THE MANUAL ACCOUNTING
 002 OPERATIONS PERFORMED BY FISCAL
 003 MANAGEMENT. AS 18,800
 004 CC 23,000 OC 4,500
 005 (FEDERAL) AS 5,400 P JUL 15 74 \$18,500 IN FEDERAL FUNDS HAS BEEN
 006 ALLOCATED TO IMPLEMENT THIS RECOM-
 007 MENDATION. THE NEEDED ONE-TIME
 008 COST IS THEREBY REDUCED TO \$4,500.
 009 FUNDS WERE REQUESTED IN L.O. 2376
 010 BUT NO APPROPRIATION WAS MADE.
 011 FURTHER IMPLEMENTATION DEPENDS
 012 UPON RESULTS OF THE STUDY.

001 -057 REASSIGN THE REPORTING RELATIONSHIP
 002 OF FISCAL MANAGEMENT TO THE NEWLY
 003 CREATED STAFF FUNCTION OF FINANCE. I JUL 15 74 THE RECOMMENDATION WAS IMPLEMENTED
 004 OCT. 29, 1973.

001 -058 REDESIGN THE SYSTEM TO PRODUCE
 002 COMPUTERIZED STATISTICAL REPORTS
 003 WITH FEWER PROGRAMS. AS 5,600 AS 0
 004 OC 11,000 OC 1,000 P JUL 15 74 PROGRAMS HAVE BEEN REDUCED FROM
 005 225 TO 173. ATTENTION IS BEING
 006 GIVEN TO FURTHER REDUCTIONS. THE
 007 ONE-TIME COST HAS BEEN REDUCED
 008 FROM \$11,000 TO \$1,000. A REQUEST
 009 FOR FUNDS WAS CONTAINED IN L.O.
 010 2376 BUT REJECTED.

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3, 1974

PAGE 14

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION      *MCO SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----
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001	-059	INSTALL A TERMINAL, INCLUDING CARD						
002		READING AND PRINTING CAPABILITIES,						
003		WHICH WOULD BE LINKED WITH CENTRAL						
004		COMPUTER SERVICES.	AO	11,000				
005			OC	1,000	S	JUL	15 74	A REQUEST FOR \$12,000 WAS INCLUDED
006								IN L.D. 2376 BUT NO MONEY WAS
007								APPROPRIATED. THE DEPARTMENT HAS
008								MADE APPLICATION FOR PERMISSION TO
009								PURCHASE EQUIPMENT. FURTHER ACTION
010								IS DEPENDENT UPON GRANTING PER-
011								MISSION AND AVAILABILITY OF FUNDS.
001	-060	UTILIZE OUTSIDE KEYPUNCH FACILITIES						
002		DURING PEAK PERIODS.	AA	5,300				
003		(FEDERAL)	AS	10,400	S	JUL	15 74	THE DEPARTMENT HAS SERIOUS RESER-
004								VATIONS ABOUT THE FEASIBILITY OF
005								THIS PROPOSAL. HOWEVER, IT IS BE-
006								ING STUDIED. THE ANNUAL SAVING, IF
007								ANY, HAS NOT BEEN VERIFIED.
001	-061	SHIFT THE REPORTING RELATIONSHIP OF						
002		STATISTICAL AND SYSTEMS AND PROGRAM						
003		FROM MANAGEMENT INFORMATION TO THE						
004		REDEFINED PLANNING, EVALUATION, AND						
005		RESEARCH STAFF FUNCTION.			I	JUL	15 74	THE PROPOSAL HAS BEEN IMPLEMENTED
006								BY APPOINTMENT OF AN ACTING DIREC-
007								TOP, WHO IS CHARGED WITH MAKING
008								THE UNIT OPERATIONAL.
001	-062	ABOLISH EDUCATIONAL MANAGEMENT						
002		RESOURCES.	AS	68,400				
003		(FEDERAL)	AS	5,700	I	JUL	15 74	DEPARTMENT REORGANIZATION IMPLE-
004								MENTED THE PROPOSAL BY ABOLISHING
005								THE BUREAU OF EDUCATIONAL MANAGE-
006								MENT RESOURCES. STAFFING READJUST-
007								MENTS ARE BEING MADE. THE ANNUAL
008								SAVING HAS NOT BEEN DETERMINED AS
009								YET.
001	-04	BUREAU OF SPECIAL RESOURCES						

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001	-163	REPLACE THE THREE FULL-TIME FOOD								
002		SERVICE CONSULTANTS IN SCHOOL								
003		NUTRITION WITH FIVE PART-TIME,								
004		REGIONAL CONSULTANTS.	AS	9,800	AS					
005			(FEDERAL) AS	4,500			N	JUL	15 74	THE DEPARTMENT DOESN'T BELIEVE THE
006										PROPOSAL SHOULD BE IMPLEMENTED BE-
007										CAUSE (1) FEDERAL FUNDS FOR NUTRI-
008										TION PROGRAMS HAVE BEEN INCREASED
009										FROM \$4,500,000 TO \$9,356,000 FOR
010										FISCAL 1975 SINCE THE SURVEY WAS
011										MADE AND (2) LEGISLATION ENACTED
012										IN 1973 MANDATED SCHOOL LUNCH PRO-
013										GRAMS FOR ALL ELEMENTARY SCHOOLS.
014										THE MAGNITUDE OF THE PROGRAM AP-
015										PEARS TO WARRANT STAFF EMPLOYED ON
016										A FULL TIME RATHER THAN A PART-
017										TIME BASIS.
001	-064	DEVELOP AND IMPLEMENT ON-THE-JOB								
002		TRAINING FOR LOCAL EDUCATION AGENCY								
003		SCHOOL LUNCH PERSONNEL.								
004			(LOCAL) AS	414,000			S	JUL	15 74	THERE IS NO DISAGREEMENT WITH THE
005										IDEA THAT A SAVING OF 2% PER MEAL
006										WOULD RESULT IN AN ANNUAL LOCAL
007										SAVING OF \$414,000, BUT EFFORTS
008										HAVE BEEN MADE IN THE PAST AND ARE
009										CONTINUING TO UP-GRADE AND IMPROVE
010										THE CAPABILITIES OF LOCAL SCHOOL
011										LUNCH PERSONNEL. THE DEPARTMENT IS
012										UNDERTAKING A DETAILED STUDY OF
013										CENTRAL FOOD PREPARATION IN AN
014										EFFORT TO REDUCE COSTS TO LOCAL
015										UNITS. SAVINGS AND REDUCTION IN
016										COSTS TO PUPILS WILL DEPEND, IN
017										LARGE MEASURE, ON LOCAL INITIATIVE
018										AND ACTION.
001	-065	USE MULTICOPY INSPECTION REPORT								
002		FORMS FOR PROCESS AUDIT REPORTING.	AS	6,200	AS		S	JUL	15 74	THE DEPARTMENT CONCURS IN THE USE
003										OF FORMS RECOMMENDED. IT HAS
004										RESERVATIONS ABOUT ELIMINATION OF
005										A POSITION BECAUSE OF EXPANSION OF

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006 007								ELEMENTARY LUNCH PROGRAMS MANDATED BY THE 126TH LEGISLATURE.
001 002 003 004	-066	ENFORCE REGULATIONS ON DEADLINES AND COMPLETENESS OF SCHOOL LUNCH STATISTICAL DATA REPORTING BY LOCAL EDUCATION AGENCIES.					I	JUL 15 74 IMPLEMENTED IN FULL DECEMBER 1973.
001 002 003 004 005 006 007 008 009 010 011	-067	REDESIGN REPORTING FORMS FOR SCHOOL NUTRITION STATISTICAL DATA TO SIMPLIFY PROCESSING.	AS	8,800	AS		C P	JUL 15 74 ACTION HAS BEEN TAKEN TO REDESIGN FORMS. REDUCTION OF STAFF IS NOT CONSIDERED FEASIBLE DUE TO (1) SUBSTANTIAL INCREASE IN FEDERAL ASSISTANCE AND CONSEQUENT OBLIGATIONS PLACED ON THE STATE AGENCY AND (2) MANDATION OF LUNCH PROGRAMS FOR ALL ELEMENTARY SCHOOLS BY ACTION OF THE LEGISLATURE.
001 002 003 004	-068	TRANSFER RESPONSIBILITY FOR ADMINISTERING SCHOOL NUTRITION SUBSIDIES.					S	JUL 15 74 THE TRANSFER DEPENDS UPON REVISION OF THE FINANCE UNIT WHICH IS PENDING.
001 002 003 004	-069	ASSIGN REPORTING RESPONSIBILITIES OF THE DIVISION OF SCHOOL NUTRITION TO THE BUREAU OF SCHOOL MANAGEMENT.					I	JUL 15 74 THE RECOMMENDATION WAS IMPLEMENTED OCTOBER 29, 1973.
001 002 003 004 005 006 007 008 009 010 011 012	-070	DESIGN AND IMPLEMENT A SYSTEM TO AUTOMATE THE ALLOCATION, SHIPPING, AND INVENTORY CONTROL OF DONATED COMMODITIES.	AS	18,900	CC	8,000	CC	JUL 15 74 AUTOMATION OF ALLOCATION AND INVENTORY CONTROL OF DONATED COMMODITIES IS REPORTED TO BE 75% COMPLETE. THE STAFFING PATTERN WILL BE REVIEWED WHEN AUTOMATION IS COMPLETED. NO FUNDS FOR ONE-TIME COST ARE NOW NEEDED. THE ANNUAL SAVING IS YET TO BE

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

013 DETERMINED

001	-071 PLACE CONTRACTS FOR DONATED COM-									
002	MODITY STORAGE ON THE BASIS OF									
003	COMPETITIVE BIDS.									
004		(LOCAL) AS	10,000		S	JUL	15 74	FURTHER STUDY OF THE BENEFITS OF		
005								COMPETITIVE BIDDING IS BEING MADE.		
006								THE FUTURE OF DONATED COMMODITIES		
007								AND CONTINUATION OF THE PROGRAM IS		
008								UNCERTAIN. DECISIONS WILL BE		
009								EFFECTED BY THE FLOW AND VOLUME OF		
010								MATERIALS AVAILABLE.		

001	-072 ADJUST THE PROPERTY CHARGE TO PRO-									
002	VIDE DEDICATED FUNDS TO PURCHASE A									
003	DIESEL TRACTOR.	DA	15,000 00		S	JUL	15 74	THE DEPARTMENT DOES NOT CONSIDER		
004								THE PROPOSAL PRACTICAL BECAUSE		
005								(1) THE OLD DIESEL TRACTOR WILL		
006								HAVE TO BE REPLACED LONG BEFORE		
007								THE FUNDS COULD BE ACCUMULATED BY		
008								INCREASING SERVICE CHARGES TO		
009								LOCAL AGENCIES AND (2) SERVICE		
010								CHARGES ARE BEING INCREASED TO		
011								COVER SALARY INCREASES AND CANNOT		
012								BE INCREASED FURTHER WITHOUT RE-		
013								DUCE THE VOLUME OF BUSINESS.		
014								CONTINUATION OF THE PROGRAM IS IN		
015								QUESTION.		

001	-073 TRANSFER REPORTING RESPONSIBILITIES									
002	OF THE SURPLUS FOODS AND PROPERTY									
003	SECTION TO THE BUREAU OF SCHOOL									
004	MANAGEMENT.				I	JUL	15 74	THE RECOMMENDATION WAS IMPLEMENTED		
005								OCTOBER 29, 1973.		

001	-074 ELIMINATE SCHOOL BUS INSPECTION									
002	RESPONSIBILITIES FROM TRANSPORTATION									
003	AND SAFETY.				I	JUL	15 74	INSPECTION OF SCHOOL BUSES HAS		
004								ALWAYS BEEN A FUNCTION OF THE		
005								STATE POLICE. THEREFORE, THE		
006								RECOMMENDATION IS ALREADY IMPL-		
007								MENTED.		

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001	-075 REMOVE SCHOOL BUS DRIVER QUALIFICATION DUTIES FROM TRANSPORTATION AND SAFETY.					R JUL 15 74	LEGISLATION WAS PRESENTED TO ACCOMPLISH THE PURPOSE BUT WAS WITHDRAWN BY THE SPONSOR.
002							
003							
004							
005							
001	-076 MAKE PAYMENT OF DRIVER EDUCATION SUBSIDIES CONFORM TO LEGISLATION.	AC	4,500 AC			S I JUL 15 74	ACTION HAS BEEN TAKEN TO MAKE SUBSIDY PAYMENTS CONFORM TO L.D.1994 ENACTED BY THE 106TH LEGISLATURE. NO INCREASE IN ANNUAL COST IS INVOLVED.
002							
003							
004							
005							
006							
001	-077 TRANSFER RESPONSIBILITY FOR STUDENT DRIVER EDUCATION TO THE MOTOR VEHICLE DIVISION.					P JUL 15 74	L.D.2413 WAS PRESENTED TO IMPLEMENT THE RECOMMENDATION BUT WAS WITHDRAWN.
002							
003							
004							
005							
001	-078 ELIMINATE SAFETY EDUCATION RESPONSIBILITIES FROM TRANSPORTATION AND SAFETY.					R JUL 15 74	LEGISLATION WAS INTRODUCED (L.D. 2413) BUT FAILED OF ENACTMENT.
002							
003							
004							
001	-079 ABOLISH TRANSPORTATION AND SAFETY.	AS	21,700			R JUL 15 74	THE 106TH LEGISLATURE IN SPECIAL SESSION REQUIRED THE DEPARTMENT TO FUNCTION WITH RESPECT TO TRANSPORTATION AND SAFETY OF PUPILS.
002		AS	21,400				
003							
004							
005							
001	-080 TRANSFER IDLE, DEDICATED FUNDS IN THE MAINE SCHOOL BUILDING AUTHORITY ACCOUNT TO THE GENERAL FUND.	CT	77,300			S JUL 15 74	LEGISLATION WAS SUBMITTED (L. D. 2389) TO TRANSFER BALANCES IN MAINE SCHOOL BUILDING AUTHORITY FUNDS TO THE GENERAL FUND. THE MEASURE WAS REFERRED TO THE LEGISLATIVE COUNCIL FOR STUDY.
002							
003							
004							
005							
006							
007							
008							
001	-081 SPECIFY SALARIES OF THE MAINE SCHOOL BUILDING AUTHORITY STAFF BE PAID						
002							

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003	FROM DEDICATED INCOME IN ACCORDANCE						
004	WITH LEGISLATION.	AT	13,000	AT	3,900	JUL 15 74	ON THE BASIS OF A TIME STUDY, THE DEPARTMENT FOUND THAT 15% OF STAFF TIME RATHER THAN 50% AS INDICATED BY THE SURVEY IS DEVOTED TO SCHOOL BUILDING AUTHORITY BUSINESS. THE VOLUME OF AUTHORITY LOANS HAS DECREASED IN RECENT YEARS.
005							
006							
007							
008							
009							
010							
001	-082 REQUIRE MAINE SCHOOL BUILDING						
002	AUTHORITY FISCAL ACCOUNTING BE						
003	CONTROLLED BY THE FISCAL SECTION						
004	OF THE BUREAU OF EDUCATIONAL						
005	MANAGEMENT RESOURCES.					JUL 15 74	THE STATUTES REQUIRE THE SECRETARY -TREASURER OF THE MAINE SCHOOL BUILDING AUTHORITY TO DO THE FISCAL ACCOUNTING FOR THE AUTHORITY. THE RECOMMENDATION IS BEING IMPLEMENTED INSOFAR AS POSSIBLE WITHOUT VIOLATING THE LAW.
006							
007							
001	-083 SHIFT THE FUNCTION OF SCHOOL FACILI-						
002	TIES TO THE BUREAU OF SCHOOL MANAGE-						
003	MENT AND TRANSFER THE REMAINING						
004	THREE STAFF MEMBERS OF THE DIVISION						
005	OF SCHOOL SERVICES.					I JUL 15 74	THE PROPOSAL WAS IMPLEMENTED OCTOBER 29, 1973 IN DEPARTMENTAL REORGANIZATION.
006							
007							
001	-084 TRANSFER REPORTING RESPONSIBILITIES						
002	OF THE NEIGHBORHOOD YOUTH CORPS TO						
003	THE BUREAU OF SCHOOL MANAGEMENT.					I JUL 15 74	TRANSFER OF REPORTING RESPONSIBILITIES OF THE NEIGHBORHOOD YOUTH CORPS TO SCHOOL MANAGEMENT WAS ACCOMPLISHED OCTOBER 29, 1973 IN DEPARTMENT REORGANIZATION.
004							
005							
006							
007							
001	-085 ABOLISH THE DIVISION OF SCHOOL						
002	SERVICES.					I JUL 15 74	THE PROPOSAL WAS IMPLEMENTED IN OCTOBER 1973.
003							
001	-086 REDEFINE RESPONSIBILITIES OF THE						

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001 -091 TRANSFER THE FUNCTION OF CIVIL
 002 DEFENSE EDUCATION TO THE BUREAU OF
 003 CIVIL DEFENSE.
 004 (FEDERAL) AS 6,200 AS O S JUL 15 74 FEDERAL FUNDS HAVE BEEN ALLOCATED
 005 FOR CONTINUATION OF AN EDUCATIONAL
 006 CIVIL DEFENSE PROGRAM. FURTHER
 007 STUDY IS TO BE GIVEN AT THE END OF
 008 THE CONTRACT PERIOD.

001 -092 ABOLISH THE BUREAU OF SPECIAL
 002 RESOURCES. AS 26,600 AS O I JUL 15 74 THE RECOMMENDATION WAS ADOPTED IN
 003 OCTOBER 1973 IN DEPARTMENT REOR-
 004 GANIZATION BY TRANSFER OF STAFF.

001 -05 BUREAU OF VOCATIONAL EDUCATION

001 -093 INTEGRATE INDIVIDUAL VOCATIONAL
 002 TECHNICAL INSTITUTE BUDGETING AND
 003 FISCAL CONTROL PROCEDURES UNDER THE
 004 BUREAU OF EDUCATIONAL MANAGEMENT
 005 RESOURCES. AS 30,500
 006 OI 85,000 S JUL 15 74 IT IS NOTED THAT RECOMMENDATION
 007 #050 WOULD REQUIRE EACH INSTITUTE
 008 TO BE RESPONSIBLE FOR ITS FISCAL
 009 ACCOUNTING WHICH IS AT VARIANCE
 010 WITH THIS PROPOSAL. EVEN THOUGH
 011 CENTRALIZED ACCOUNTING HAS TO BE
 012 IN OPERATION, THE COLLECTION OF
 013 FEES AND TUITION WOULD REQUIRE
 014 SOME ON-SITE PERSONNEL. THE PRO-
 015 POSAL IS BEING STUDIED. THE ANNUAL
 016 SAVING AND ONE-TIME INCOME IS NOT
 017 DETERMINED.

001 -094 UTILIZE THE REVISED CAPITAL EQUIP-
 002 MENT INVENTORY SYSTEM. AS 4,400 AS O S JUL 15 74 THE STATE CERTIFIED INVENTORY
 003 SYSTEM IS BEING UTILIZED BY EACH
 004 INSTITUTE. EFFORTS ARE DIRECTED
 005 TOWARD KEEPING RECORDS UP-TO-DATE.
 006 ANY SAVINGS WILL DEPEND ON COMPU-
 007 TER CONTROL.

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMO SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	002	003	004	005	-108 INTEGRATE THE BUDGETARY AND FISCAL CONTROL UNDER THE BUREAU OF EDUCATIONAL MANAGEMENT RESOURCES.		
			AS	6,800	S	JUL 15 74	THE PROPOSAL IS BEING STUDIED IN CONJUNCTION WITH RESTRUCTURING OF FINANCE OPERATIONS.
001	002	003	004	005	-109 INITIATE SIMPLIFIED AND MORE TIMELY COLLECTION PROCEDURES FOR FINES AND LOST BOOK CHARGES.		
		(FEDERAL)	AS	6,200 AS	P	JUL 15 74	THE RECOMMENDATION WAS PARTIALLY IMPLEMENTED IN JUNE 1973 WHEN A CHANGE OF POLICY WAS ADOPTED REMOVING ATTEMPTS TO COLLECT FINES. THE SURVEY ASSUMED THAT A CLERK DEVOTED NEARLY FULL TIME TO COLLECTIONS. HOWEVER, A TIME REVIEW FOUND THAT 15% WAS MORE ACCURATE. ON THIS BASIS THE DEPARTMENT FEELS THE POSITION IS NEEDED AND SHOULD NOT BE ELIMINATED.
001	002	003	004	005	-110 INCREASE THE HOURS DURING WHICH THE LIBRARY IS OPEN BY UTILIZING PART-TIME HELP UNDER THE SUPERVISION OF QUALIFIED LIBRARIANS.		
			AC	6,600	R	JUL 15 74	FUNDS WERE REQUESTED FOR THE PURPOSE IN L.D.2376 BUT NO MONEY WAS APPROPRIATED. THE DEPARTMENT IS PREPARED TO IMPLEMENT WHEN FUNDS ARE AVAILABLE.
001	002	003	004	005	-111 DISPERSE THE GENERAL LOAN AND REFERENCE COLLECTION TO EXISTING LIBRARY LOCATIONS.		
		(FEDERAL)	AS	71,800 AS	29,200	P JUL 15 74	LEGISLATION WAS PRESENTED TO IMPLEMENT THE RECOMMENDATION BUT FAILED OF ENACTMENT (L.D.2429).
001	002	003	004	005	-112 UTILIZE SPACE FREED BY DISPERSAL OF THE GENERAL LOAN AND REFERENCE COLLECTION TO MEET VITAL STATE GOVERNMENT NEEDS.		
			AS	100,000	R	JUL 15 74	LEGISLATION WAS PROPOSED IN L.D.2429 BUT FAILED OF ACCEPTANCE.

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

001	-113	TRANSFER THE REPORTING RESPONSIBILITY OF THE STATE LIBRARIAN TO THE BUREAU OF CULTURAL SERVICES.			R JUL 15 74	IMPLEMENTATION WAS DEPENDENT ON LEGISLATION WHICH WAS PRESENTED (L.D.2430) BUT FAILED OF ENACTMENT.
002						
003						
004						
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006						
001	-07	STATE MUSEUM BUREAU				
001	-114	UTILIZE A CASUAL LABOR POOL TO MEET MANPOWER REQUIREMENTS.	AC	5,000	R JUL 15 74	THE MONEY NEEDED WAS REQUESTED IN L.D.2376 BUT NO FUNDS WERE APPROVED. THE DEPARTMENT IS PREPARED TO PROCEED WHEN FUNDS ARE AVAILABLE.
002						
003						
004						
005						
006						
001	-115	INTEGRATE THE STATE MUSEUM BUREAU'S BUDGETARY AND FISCAL CONTROL UNDER THE GUIDANCE OF THE BUREAU OF EDUCATIONAL MANAGEMENT RESOURCES.			S JUL 15 74	THE PROPOSAL IS BEING CONSIDERED IN RESTRUCTURING THE FINANCE SECTION.
002						
003						
004						
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006						
001	-116	REORGANIZE THE MUSEUM INTO THREE LINE DIVISIONS AND A STAFF POSITION OF ADMINISTRATIVE ASSISTANT.			I JUL 15 74	THE RECOMMENDATION HAS BEEN IMPLEMENTED.
002						
003						
004						
001	-117	TRANSFER THE REPORTING RESPONSIBILITY OF THE MUSEUM DIRECTOR TO THE BUREAU OF CULTURAL SERVICES.			P JUL 15 74	LEGISLATION WAS PROPOSED (L.D.2431) BUT FAILED OF ENACTMENT.
002						
003						
004						
005						
001	-08	ARTS AND HUMANITIES BUREAU				
001	-118	UTILIZE THE CENTRALIZED ACCOUNTING AND BUDGETARY CONTROL SYSTEM OF THE DEPARTMENT TO PROVIDE ACCOUNTING SERVICES.			S JUL 15 74	THE RECOMMENDATION IS BEING GIVEN CONSIDERATION IN RESTRUCTURING THE
002						
003						
004						
005						

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
006							FINANCE SECTIONS.
001	-119	ELIMINATE THE CLERK POSITION.	AS	8,300	S	JUL 15 74	THE DEPARTMENT CONCURS WITH THE IDEA OF ELIMINATING ACCOUNTING DUTIES. A TIME REVIEW HAS INDICATED THAT IF THIS IS DONE IT WILL BE NECESSARY TO EMPLOY ADDITIONAL HELP FOR WORK ON GRANTS MANAGEMENT AND PROJECT EVALUATION. THE PROPOSAL IS BEING STUDIED.
002							
003							
004							
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007							
008							
001	-120	COMBINE THE ARTS AND HUMANITIES BUREAU WITH THE STATE MUSEUM BUREAU.			R	JUL 15 74	LEGISLATION WAS PRESENTED (L.D. 2430) TO COMBINE THE STATE MUSEUM BUREAU AND THE ARTS AND HUMANITIES BUREAU BUT FAILED OF PASSAGE.
002							
003							
004							
005							
001	-121	CONSOLIDATE THE MANAGEMENT AND SUPPORT FUNCTIONS OF THE COMBINED STATE MUSEUM AND ARTS AND HUMANITIES BUREAUS.	AS	20,900			
002			AA	4,600	R	JUL 15 74	LEGISLATION WAS PROPOSED TO IMPLEMENT THE RECOMMENDATION (L.D. 2430) BUT FAILED OF ENACTMENT.
003							
004							
005							
006							
007							
001	-122	RELOCATE THE FACILITIES OF THE ARTS AND HUMANITIES BUREAU IN THE CULTURAL BUILDING.			S	JUL 15 74	THE DEPARTMENT CONCURS WITH THE PROPOSAL. EFFORTS ARE BEING MADE TO OBTAIN SPACE WHERE THE TWO BUREAUS MAY BE LOCATED.
002							
003							
004							
005							
006							
001	-123	DO NOT PURCHASE A NEW ELECTRIC TYPEWRITER FOR THE ARTS AND HUMANITIES BUREAU.	OA	500 OA	N	JUL 15 74	THE OLD TYPEWRITER WAS SO BADLY WORN AND INEFFICIENT THAT A REPLACEMENT WAS NECESSARY. THE SAVING PROPOSED CANNOT BE REALIZED
002							
003							
004							
005							
006							

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

001 38 HISTORIC PRESERVATION COMMISSION
 002 -00

001 -001 PLACE THE ADMINISTRATIVE ACTIVITIES
 002 AND STAFF OF THIS COMMISSION WITHIN
 003 THE DEPARTMENT OF EDUCATIONAL AND
 004 CULTURAL SERVICES.
 005

I JUL 15 74 IMPLEMENTED BY THE 106TH REGULAR SESSION.

001 -002 COMBINE ADMINISTRATIVE ACTIVITIES
 002 AND STAFF WITH THOSE OF THE STATE
 003 MUSEUM BUREAU.
 004

R JUL 15 74 L.D.2439 LEGISLATIVE FILES-RULE 17-A.

001 -003 UTILIZE THE STAFF OF THE COMMISSION
 002 TO FILL VACANCIES IN THE STATE
 003 MUSEUM BUREAU.
 004

AA 23,100 AA

R JUL 15 74 L.D.2439. LEGISLATURE FILES-RULE 17-A.

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

SEQ	CONTROL	DEPARTMENT AND RECOMMENDATION	MHC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	39	UNIVERSITY OF MAINE					
002	-00						
001	-001	RELOCATE THE CHANCELLOR'S OFFICE TO THE UNIVERSITY'S CENTRAL OFFICES IN BANGOR.				JUL 15 74	THE TRUSTEES BELIEVE IT IS MORE EFFECTIVE TO HAVE A CHANCELLOR'S OFFICE AT EACH OF THE TWO MAJOR POPULATION CENTERS, AND HAS DETERMINED THAT THE EXISTING FORM OF ORGANIZATION IS SATISFACTORY.
002							
003							
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007							
008							
001	-002	REORGANIZE THE UNIVERSITY TO CREATE A STATE UNIVERSITY OF MAINE CONSISTING OF THREE CAMPUSES AND SEVEN COLLEGES OF COMMUNITY AND VOCATIONAL EDUCATION.				JUL 15 74	LEGISLATION WAS INTRODUCED IN ACCORDANCE WITH THE RECOMMENDATION BUT FAILED OF ENACTMENT.
002							
003							
004							
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006							
007							
008							
001	-003	MODIFY MEMBERSHIP OF THE BOARD OF TRUSTEES TO ALLOW A MINIMUM OF FIVE APPOINTEES WITH VOCATIONAL EDUCATION INTERESTS.				JUL 15 74	LEGISLATION WAS PRESENTED BUT FAILED OF PASSAGE.
002							
003							
004							
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007							
008							
001	-004	COMPILE A COMPREHENSIVE MANUAL TO DOCUMENT PROCEDURES, POLICIES, AND RESPONSIBILITIES RELATING TO ACCOUNTING ACTIVITIES.				JUL 15 74	THE BOARD OF TRUSTEES ACCEPTS THE RECOMMENDATION AS PRACTICAL. AN APPROPRIATION OF \$15,000. WAS REQUESTED IN L.D.2376 BUT NO FUNDS WERE ALLOCATED.
002							
003							
004							
005							
006							
007							
008							
001	-005	DEVELOP FULL-COST ANALYSIS SO A MEASUREMENT OF EDUCATIONAL COST PER STUDENT BY PROGRAM AND DEGREE LEVEL WILL BE ESTABLISHED.	AS	400,000	P	JUL 15 74	THE BOARD ACCEPTS THE PROPOSAL AS PRACTICAL. A DATE OF JANUARY 1976 HAS BEEN ESTABLISHED FOR IMPLEMENTATION. DURING THE PAST TWO
002			AC	249,000			
003							
004							
005							
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007							

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

003

IMPLEMENTATION IS UNDERWAY.

001 -016 CENTRALIZE RESPONSIBILITY FOR
 002 AUXILIARY ENTERPRISES UNDER THE
 003 VICE CHANCELLOR FOR BUSINESS AND
 004 FINANCIAL AFFAIRS.

S JUL 15 74 AFTER CONSIDERABLE STUDY THE UNIVERSITY HAS ACCEPTED THE RECOMMENDATION. IT SEES NEED FOR STAFF SUPPORT OF AUXILIARY ENTERPRISES AND IS CONSIDERING THE ADDITION OF A FINANCIAL ANALYST TO THE OFFICE OF FINANCIAL PLANNING TO REPRESENT THE UNIVERSITY IN SUCH AFFAIRS.

001 -017 IMPLEMENT A PERFORMANCE APPRAISAL
 002 SYSTEM FOR PROFESSIONAL STAFF AND
 003 FACULTY MEMBERS.

R JUL 15 74 THE SUM OF \$17,000 WAS REQUESTED FOR THE PURPOSE FROM THE LEGISLATURE BUT NO MONEY WAS APPROPRIATED IMPLEMENTATION DEPENDS UPON AVAILABILITY OF FUNDS.

001 -01 ORONO/BANGOR CAMPUS

001 -018 TRANSFER THE REPORTING RELATIONSHIP
 002 OF THE PRESIDENT AT ORONO/BANGOR TO
 003 THE VICE CHANCELLOR-ACADEMIC.

R JUL 15 74 THE BOARD OF TRUSTEES HAS REJECTED THE PROPOSAL AS BEING IMPRACTICAL.

001 -019 CLOSE THE BANGOR CAMPUS. AS 628,000 AS

C N JUL 15 74 THE TRUSTEES CONSIDER THE PROPOSAL IMPRACTICAL BECAUSE (1) NO SPACE IS AVAILABLE FOR TRANSFER OF STUDENTS TO THE ORONO CAMPUS. (2) FUNDS WOULD BE REQUIRED TO PROVIDE SPACE AT ORONO. (3) ORONO DORMITORIES ARE FILLED TO CAPACITY. (4) THE UNIVERSITY HAS AN INVESTMENT OF \$1,000,000 AT THE BANGOR CAMPUS WHICH, TO A LARGE EXTENT, WOULD BE LOST AND (5) THE PROPERTY WOULD REVERT TO THE FEDERAL GOVERNMENT IF NOT USED FOR THE PURPOSE FOR

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

014										WHICH IT WAS DONATED.
001	-020	SELL THE UNIVERSITY OF MAINE AT								
002		ORONO/BANGOR'S INTEREST IN THE								
003		CAPEHART HOUSING PROJECT.	OI	58,000		S	JUL	15 74		THE UNIVERSITY HAS AGREED TO STUDY
004										THE PROPOSAL AND TAKE WHATEVER
005										ACTION IS APPROPRIATE. THE AMOUNT
006										WHICH MIGHT BE REALIZED FROM THE
007										SALE IS UNDETERMINED.
001	-021	UTILIZE THE SUGGESTED REDESIGNED								
002		FINANCIAL CONTROL SYSTEM TO MAINTAIN								
003		BUDGETARY AND FINANCIAL CONTROLS AT								
004		ORONO/BANGOR.	AS	58,500		P	JUL	15 74		THE PROPOSAL HAS BEEN ACCEPTED AND
005										IMPLEMENTATION IS IN PROCESS. AN-
006										NUAL COSTS AND SAVINGS ARE IN-
007										CLUDED IN #5.
001	-022	REQUIRE THE UNIVERSITY AND THE STATE								
002		PURCHASING ORGANIZATIONS TO INCREASE								
003		COOPERATION IN NEGOTIATING CONTRACT								
004		ARRANGEMENTS.	AS	420,000 AS		O I	JUL	15 74		THE UNIVERSITY HAS BEEN COORDINAT-
005										ING PURCHASES IN SO FAR AS POSSI-
006										BLE WITH THE STATE PURCHASING
007										BUREAU. THE EXACT AMOUNT OF
008										SAVINGS THAT HAS BEEN REALIZED IS
009										UNDETERMINED.
001	-023	CONTINUE CONSOLIDATION OF THE ADMIS-								
002		SIONS AND STUDENT AID FUNCTIONS.								
003										
004										
005										
006										
001	-024	INCREASE THE ENROLLMENT MIX OF								
002		NONRESIDENT TO RESIDENT STUDENTS.	AI	504,000		N	JUL	15 74		THE PROPOSAL WOULD DECREASE MAINE
003										RESIDENT ENROLLMENT ANNUALLY BY
004										459 STUDENTS AND THEREBY DEPRIVE
005										MAINE RESIDENTS FROM OBTAINING A
006										COLLEGE EDUCATION. AS NON-RESIDENT
007										STUDENTS ARE SUBSIDIZED AT THE

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008										
009										
010										
011										RATE OF \$550, STATE SUPPORT WOULD HAVE TO BE INCREASED BY \$253,000 ANNUALLY. THE RECOMMENDATION HAS BEEN REJECTED.
001	-025	INTENSIFY EFFORTS TO ESTABLISH								
002		REASONS FOR MAJOR ENROLLMENT DE-								
003		CREASES BETWEEN SEMESTERS IN THE								
004		1973 SCHOOL YEAR.								
005										
006										
007										
008										
009										
001	-026	INCREASE STUDENT SERVICES BY PRO-								
002		VIDING A CENTRAL CLEARINGHOUSE								
003		FOR JOBS.	AC	15,800						
004										
005										
006										
007										
008										
009										
001	-027	ESTABLISH THE DEVELOPMENT OFFICE AS								
002		THE COORDINATOR OF PRIVATE FUND								
003		RAISING ACTIVITIES.								
004										
005										
006										
007										
001	-028	IMPLEMENT AN INTEGRATED SAFETY								
002		AND TRAINING PROGRAM FOR PERSON-								
003		NEL.								
004										
005										
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007										
008										
009										
										THE UNIVERSITY ACCEPTS THE PRO- POSAL AND WILL MAKE CONTINUING EFFORTS TO DETERMINE THE REASONS FOR DROP-OUTS AND WHAT REMEDIAL ACTION SHOULD BE TAKEN TO IMPROVE RETENTION OF STUDENTS.
										THE UNIVERSITY CONSIDERS THIS TO BE A PRACTICAL PROPOSAL AND WILL IMPLEMENT AS FUNDS BECOME AVAILA- BLE. THE SUM OF \$6,000 WAS RE- QUESTED IN L.O.2376 BUT NO MONEY WAS APPROPRIATED.
										THE UNIVERSITY HAS ALWAYS AND WILL CONTINUE TO COOPERATE IN ALL POSSIBLE WAYS WITH INDEPENDENT FUND RAISING GROUPS, BOTH INTERNAL AND EXTERNAL.
										THE UNIVERSITY AGREES THAT THE PROPOSAL IS PRACTICAL AND NEEDED. THE SUM OF \$25,000 WAS REQUESTED IN L.O.2376 BUT NO MONEY WAS APPROPRIATED. IMPLEMENTATION IS DEPENDENT UPON AVAILABILITY OF FUNDS.

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001	-029	CONSTRUCT EQUIPMENT STORAGE FACILITIES AT BROOKS FARM AND BLUEBERRY HILL, AND CORRECT THE DRAINAGE PROBLEM AT THE LATTER.	R	JUL	15	74	THE UNIVERSITY ACCEPTS THE PROPOSALS AS PRACTICAL AND NEEDED. THE SUM OF \$25,000 WAS REQUESTED IN L.D. 2376 BUT NO MONEY WAS ALLOCATED. IMPLEMENTATION IS DEPENDENT UPON FUNDS FOR CONSTRUCTION OF STORAGE FACILITIES.
002							
003							
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001	-02	PORTLAND/GORHAM CAMPUS					
001	-030	TRANSFER THE REPORTING RELATIONSHIP OF THE PRESIDENT AT PORTLAND-GORHAM FROM THE CHANCELLOR TO THE VICE CHANCELLOR-ACADEMIC.	N	JUL	15	74	THE TRUSTEES HAVE DETERMINED THE PROPOSAL TO BE IMPRACTICAL AND PREFER THE PRESENT REPORTING ARRANGEMENT.
002							
003							
004							
005							
006							
007							
001	-031	COMPLETE THE STUDY OF THE JOINT ACTION COMMISSION ON UNIVERSITY GOALS AND DIRECTIONS AND ADOPT OVERALL OBJECTIVES FOR PORTLAND-GORHAM.	P	JUL	15	74	THE UNIVERSITY ACCEPTS THE RECOMMENDATION AND IS CONTINUING EFFORTS TO FULLY IMPLEMENT.
002							
003							
004							
005							
006							
007							
001	-032	DEVELOP GORHAM AS THE CENTER OF GENERAL ACADEMIC PROGRAMS AND ADMINISTRATION.	S	JUL	15	74	THE BOARD OF TRUSTEES HAS DECIDED THE PROPOSAL SHOULD BE GIVEN FURTHER STUDY BEFORE A DECISION IS MADE.
002							
003							
004							
005							
006							
001	-033	CHANGE THE LOCATION OF THE PROPOSED \$1.4 MILLION SCIENCE FACILITY TO GORHAM.	N	JUL	15	74	THE BOARD OF TRUSTEES DETERMINED THE PROPOSAL SHOULD BE REJECTED AS THE SITE FOR THE SCIENCE FACILITY WAS SELECTED AFTER LONG AND CARE-
002							
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 SEQ **CONTROL #*DEPARTMENT AND RECOMMENDATION *+MCO SURVEY \$*DEPARTMENT \$*STATUS+ACTION DATE*-----REMARKS-----

SEQ	CONTROL #	DEPARTMENT AND RECOMMENDATION	MCO SURVEY \$	DEPARTMENT \$	STATUS	ACTION	DATE	REMARKS
004 005		CHANCELLOR-ACADEMIC.					JUL 15 74	THE UNIVERSITY HAS DETERMINED THE PROPOSAL TO BE IMPRACTICABLE. IT
001 002 003 004 005 006	-039	UTILIZE THE SYSTEM EMPLOYED BY THE CENTRAL ACCOUNTING UNIT FOR BUDGETARY CONTROL.	AS	7,700		P	JUL 15 74	THE RECOMMENDATION IS ACCEPTED AND IS IN THE PROCESS OF IMPLEMENTATION. ANNUAL COSTS AND SAVINGS ARE INCLUDED IN #5.
001 002 003 004 005 006	-040	MAKE USE OF THE STUDENT ACCOUNTS RECEIVABLE (STAR) SYSTEM UPON ITS COMPLETION.	AS	15,700		P	JUL 15 74	THE UNIVERSITY ACCEPTS THE PROPOSAL AS PRACTICAL AND IS TAKING ACTION TO IMPLEMENT. ANNUAL COSTS AND SAVINGS ARE INCLUDED IN #5.
001 002 003 004 005 006	-041	REDUCE THE REGISTRAR'S STAFF BY TWO CLERKS.	AS	13,900 AS		P	JUL 15 74	AFTER DETAILED STUDY THE UNIVERSITY HAS DECIDED THE RECOMMENDATION IS UNACCEPTABLE AS THE WORK LOAD JUSTIFIES THE PRESENT LEVEL OF STAFFING.
001 002 003 004 005 006 007 008 009 010 011 012 013 014	-042	RAISE THE STANDARDS OF BUILDING MAINTENANCE.					JUL 15 74	THE UNIVERSITY CONCURS WITH THE RECOMMENDATION TO RAISE STANDARDS OF BUILDING MAINTENANCE. A REQUEST FOR \$25,000 WAS CONTAINED IN L.D. 2376 BUT NO MONEY WAS APPROPRIATED FOR THE PURPOSE. AN AMOUNT OF \$1,021,000 IS ESTIMATED TO BE REQUIRED TO BRING ALL CAMPUS BUDGETS TO AN ACCEPTABLE LEVEL OF 2% OF BUILDING VALUE. SUCH AN ALLOCATION WOULD ELIMINATE OR GREATLY REDUCE THE NEED FOR ANNUAL REQUESTS FOR SPECIAL PROJECTS.
001 002 003	-043	HIRE A DIRECTOR OF PHYSICAL PLANT TO SUPERVISE MAINTENANCE, CAMPUS SECURITY, AND THE MOTOR POOL.					JUL 15 74	THE POSITION OF DIRECTOR OF PHYSICAL

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

004									CAL PLANT WAS REQUESTED IN THE 1974 BUDGET. THE UNIVERSITY ENDORSES THE PROPOSAL AND HAS IMPLEMENTED, ALTHOUGH THE SUM OF \$12,000. WAS REQUESTED IN L.D. 2376 AND NO MONEY WAS APPROPRIATED.
005									
006									
007									
008									
009									
001	-04	AUGUSTA CAMPUS							
001		-044 TRANSFER THE REPORTING RELATIONSHIP							
002		OF THE PRESIDENT TO THE VICE							
003		CHANCELLOR COMMUNITY AND VOCATIONAL							
004		EDUCATION.		N	JUL	15	74		THE UNIVERSITY REJECTS THE PROPO-
005									SAL AS BEING IMPRACTICAL. IT BE-
006									LIEVES THE PRESENT REPORTING AR-
007									RANGEMENT IS MORE SATISFACTORY.
001		-045 EMPLOY CENTRAL ACCOUNTING'S SYSTEM							
002		OF GENERAL ACCOUNTING AND SUDGETARY							
003		CONTROL.		P	JUL	15	74		THE PROPOSAL IS ACCEPTED AND IS
004									PROCEEDING TO IMPLEMENT. ANNUAL
005									COSTS AND SAVINGS ARE INCLUDED IN
006									#5.
001		-046 UTILIZE THE STUDENT ACCOUNTS RECEI-							
002		VABLE (STAR) SYSTEM AFTER ITS							
003		DEVELOPMENT BY THE UNIVERSITY'S							
004		CENTRAL COMPUTER GROUP.	AS						
005									
006			5,800		P	JUL	15	74	THE UNIVERSITY CONSIDERS THE PRO-
007									POSAL PRACTICAL AND IS IMPLEMEN-
008									TING. A REQUEST FOR \$5,500. FOR
009									THE PURPOSE WAS INCLUDED IN L.D.
010									2376 BUT NO APPROPRIATION WAS
									MADE. ANNUAL COSTS AND SAVINGS ARE
									INCLUDED IN #5.
001		-047 RAISE THE STANDARDS OF BUILDING							
002		MAINTENANCE.		P	JUL	15	74		THE UNIVERSITY CONCURS WITH THE
003									PROPOSAL AND IS IMPLEMENTING IN SO
004									FAR AS FUNDS ALLOW. THE SUM OF
005									\$5,000 WAS REQUESTED IN L.D. 2376
006									BUT NO MONEY WAS ALLOTTED. ANNUAL
007									COSTS ARE INCLUDED IN #42.

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 P = IN PROCESS
 L = REQUIRES LEGISLATIVE ACTION
 S = REQUIRES FURTHER STUDY
 ? = NOT TO BE IMPLEMENTED
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 MONTH-DY-YR

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

001 -05 MACHIAS CAMPUS

001 -048 UTILIZE CENTRAL ACCOUNTING'S SYSTEM
 002 OF ACCOUNTING AND BUDGETARY CONTROL.

003
 004
 005
 P JUL 15 74 THE RECOMMENDATION HAS BEEN ACCEP-
 TED AND IS BEING IMPLEMENTED. AN-
 NUAL COSTS AND SAVINGS ARE INCLU-
 DED IN #5.

001 -049 EMPLOY THE STUDENT ACCOUNTS RECEIV-
 002 ABLE (STAR) SYSTEM UPON COMPLETION. AS 5,900

003
 004
 005
 P JUL 15 74 THE RECOMMENDATION HAS BEEN
 ACCEPTED AND IS BEING IMPLEMENTED.
 ANNUAL COSTS AND SAVINGS ARE IN-
 CLUDED IN #5.

001 -050 RAISE THE STANDARDS OF BUILDING
 002 MAINTENANCE.

003
 004
 005
 JUL 15 74 THE UNIVERSITY CONCURS WITH THE
 PROPOSAL TO RAISE STANDARDS OF
 BUILDING MAINTENANCE. ANNUAL COSTS
 ARE INCLUDED IN #42.

001 -051 REDUCE THE NUMBER OF CARS IN THE
 002 CAMPUS MOTOR POOL BY TWO. AS 2,700 AS
 003 OI 5,000 OI

004
 005
 006
 007
 P JUL 15 74 THE UNIVERSITY HAS DETERMINED THE
 PROPOSAL TO BE UNACCEPTABLE. HOW-
 EVER, IT IS MAINTAINING TRIP LOGS
 FOR EACH VEHICLE AND WILL REVIEW
 OPERATIONS ANNUALLY.

001 -052 ABOLISH THE 4-YEAR DEGREE-GRANTING
 002 PROGRAMS. AS 130,000 AS

003
 004
 R JUL 15 74 LEGISLATURE ACTION WOULD BE RE-
 QUIRED. A MEASURE WAS INTRODUCED
 BUT FAILED OF ACCEPTANCE.

001 -053 CONSOLIDATE THE REMAINING PROGRAMS
 002 AND STAFF OF MACHIAS WITH THE
 003 WASHINGTON COUNTY COLLEGE OF COM-
 004 MUNITY AND VOCATIONAL EDUCATION
 005 INTO A SINGLE CAMPUS. AS 198,000 AS

006
 007
 P JUL 15 74 LEGISLATION WAS PRESENTED TO
 AUTHORIZE THE PROPOSED CONSOLIDA-
 TION BUT FAILED OF PASSAGE.

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

002 STAFF OF PRESQUE ISLE WITH NORTHERN
 003 MAINE COLLEGE OF COMMUNITY AND
 004 VOCATIONAL EDUCATION. AS 121,900 AS 0 R JUL 15 74 IMPLEMENTATION WAS DEPENDENT UPON
 005 LEGISLATION WHICH FAILED OF
 006 ENACTMENT.

001 -07 FORT KENT CAMPUS

001 -061 UTILIZE UNIVERSITY WIDE SERVICES*
 002 ESTABLISHED SYSTEM OF ACCOUNTING AND
 003 BUDGETARY CONTROL. P JUL 15 74 THE UNIVERSITY ACCEPTS THE PRO-
 004 POSAL AND IS IMPLEMENTING. ANNUAL
 005 COSTS AND SAVINGS ARE INCLUDED IN
 006 #5.

001 -062 UTILIZE THE STUDENT ACCOUNTS RECEIV-
 002 ABLE (STAR) SYSTEM UPON ITS COM-
 003 PLETION. P JUL 15 74 THE RECOMMENDATION IS ACCEPTED AS
 004 BEING PRACTICAL AND IS IMPL-
 005 MENTING. ANNUAL COSTS AND SAVINGS
 006 ARE INCLUDED IN #5.

001 -063 INVESTIGATE THE POSSIBILITY OF
 002 ACQUIRING THE NATIONAL GUARD ARMORY
 003 AT FORT KENT. N JUL 15 74 THE UNIVERSITY STUDIED THIS
 004 SUGGESTION FOR THE SECOND TIME IN
 005 TWO YEARS AND DETERMINED IT TO BE
 006 IMPRACTICAL. THE NATIONAL GUARD
 007 COULD NOT GIVE UP THE BUILDING
 008 WITHOUT OBTAINING A SIMILAR FACIL-
 009 ITY. THE COST OF A NEW BUILDING
 010 PLUS RENOVATION OF THE PRESENT
 011 STRUCTURE WOULD BE MORE EXPENSIVE.

001 -064 ABOLISH THE 4-YEAR DEGREE-GRANTING
 002 PROGRAMS. AS 106,100 R JUL 15 74 A MEASURE WAS PRESENTED TO THE
 003 LEGISLATURE BUT FAILED OF ACCEPT-
 004 ANCE.

001 -065 CONSOLIDATE FORT KENT'S ADMINISTRA-
 002 TION AND PROGRAMS WITH NORTHERN
 003 MAINE COLLEGE OF COMMUNITY AND

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

004	VOCATIONAL EDUCATION.	AS	139,000 AS	0	R JUL 15 74	IMPLEMENTATION REQUIRES LEGISLA-
005						TION. A MEASURE WAS PRESENTED BUT
006						FAILED OF ENACTMENT.

MAINE MANAGEMENT AND COST SURVEY STATUS REPORT

DEC. 3, 1974

PAGE 1

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY \$	DEPARTMENT \$	STATUS	ACTION DATE	REMARKS
001	40	MAINE MARITIME ACADEMY					
002	-00						
001	-001	UPGRADE THE PRESENT TERMINAL FACILITIES AND DO NOT PURCHASE A COMPUTER.	AO	17,700			
002			AA	50,000	S	JUL 15 74	THE ACADEMY REPORTS IT HAS NO PLANS TO PURCHASE A COMPUTER AND HAS NOT REQUESTED ANY FUNDS FOR THE PURPOSE.
003			OC	1,000			
004			CA	50,000			
005							
006							
001	-002	AUTOMATE THE ACCOUNTING OPERATION AND IMPLEMENT A STUDENT INFORMATION SYSTEM	AS	8,300			
002			OC	8,000			
003					S	JUL 15 74	THE ACADEMY CONCURS WITH THE ESTIMATE OF \$8,000 FOR UP-GRADING THE PRESENT TERMINAL. ONE POSITION IN THE FINANCE OFFICE HAS BEEN ELIMINATED. IT IS NOT PRACTICAL TO ELIMINATE THE ONLY CLERK IN THE ADMISSIONS / FINANCIAL AID OFFICE.
004							
005							
006							
007							
008							
001	-003	IMPROVE COMMUNICATIONS WITH THE COMPUTER AND DATA PROCESSING SERVICES GROUP TO KEEP ABREAST OF AVAILABLE COMPUTER SERVICES AND APPLICATIONS.			I	JUL 15 74	THE RECOMMENDATION IS ACCEPTED. ACADEMY IS IN COMMUNICATION WITH UNIVERSITY ON A CONTINUING BASIS.
002							
003							
004							
005							
006							
007							
001	-004	INITIATE BETTER ACCOUNTING PRACTICES			I	JUL 15 74	RECOMMENDATION HAS BEEN IMPLEMENTED.
002							
001	-005	IMPROVE SUPERVISION AND TRAINING OF PERSONNEL IN THE FISCAL SECTION.			I	JUL 15 74	STEPS ARE BEING TAKEN TO COMPLY WITH THE RECOMMENDATION.
002							
003							

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

001 41 DEPARTMENT OF HEALTH AND WELFARE

002 -00

001 -001 INITIATE A SCHEDULE OF PREPLANNED
 002 REGULAR MEETINGS OF BUREAU DIRECTORS

I JUL 15 74

001 -002 CONSOLIDATE MEDICAL EVALUATION AND
 002 QUALIFICATION FOR MEDICAID AND
 003 MEDICARE.

AS 9,000 AS 5,146

004 (FEDERAL) AS 18,000

I JUL 15 74 ALL BUT SKILLED NURSING FACILITY
 CONSOLIDATED. SPECIAL SKILLS RE-
 QUIRED FOR CERTIFICATION.

006

001 -003 CONSOLIDATE ACCOUNTING AND DATA
 002 PROCESSING OPERATIONS.

P JUL 15 74

001 -004 PROMOTE PUBLICATION OF THE DEPART-
 002 MENT'S WORK IN PROFESSIONAL
 003 JOURNALS.

I JUL 15 74

001 -005 RELOCATE ON-LINE ELECTRONIC DATA
 002 PROCESSING TERMINALS IN A CENTRAL
 003 AREA WITHIN EACH DISTRICT OFFICE.

P JUL 15 74 FULL IMPLEMENTATION PENDING
 LEGISLATION ACTION IN JANUARY,
 1975.

005

001 -006 INVESTIGATE THE POSSIBILITY OF
 002 CONSOLIDATING THE CENTRAL OFFICES
 003 INTO ONE LOCATION.

P JUL 15 74 ONGOING RESPONSIBILITY OF DIRECTOR
 OF ADMINISTRATION.

004

001 -01 BUREAU OF SOCIAL WELFARE

001 -007 PROVIDE CENTRAL OFFICE STAFF MANA-
 002 GERS WITH AUTHORITY OVER REGIONAL
 003 PROGRAMS.

P JUL 15 74

001 -008 DEVELOP CAREER OPPORTUNITIES.

I JUL 15 74 IMPLEMENTED AND ON-GOING.

001 -009 DEFINE THE RESPONSIBILITY AND AC-
 002 COUNTABILITY OF RESERCH EVALUATION
 003 AND PLANNING.

I JUL 15 74

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001	-018	TRANSFER PAYROLL, BUDGET PREPARATION									
002		AND CONTROL AS WELL AS INVOICE									
003		PROCESSING TO THE BUREAU OF ADMINIS-									
004		TRATION.	AS	32,200	AS	13,150	P	JUL	15 74	SEE #006	
001	-019	ELIMINATE CURRENT AND PLANNED ON-									
002		LINE TERMINALS IN DISTRICT OFFICES.	AS	7,900	AS	7,900					
003		(FEDERAL)	AS	18,400	AS	18,400	I	JUL	15 74	PARTIALLY IMPLEMENTED. FOOD STAMP	
004										PROGRAM HAS INCREASED THE NEED FOR	
005										DATA PROCESSING. NO ADDITIONAL	
006										TERMINALS WERE ADDED WITH THIS	
007										INCREASED CASE LOAD.	
001	-020	INSTITUTE A PROGRAM TO HIRE BLIND									
002		AND VISUALLY IMPAIRED INDIVIDUALS.									
003											
004											
005											
006											
001	-03	BUREAU OF MEDICAL CARE									
001	-021	CONSOLIDATE BILLS OR CLAIMS FOR DRUG									
002		PRESCRIPTIONS UNDER MEDICAID ON A									
003		SUITABLE MULTIPLE ITEM FORM AND									
004		AUDIT THEM.	AS	71,700	AS	280,000					
005		(FEDERAL)	AS	91,200			I	JUL	15 74	PAID IS NOW OPERATION IN MAINE.	
006										THIS WILL RESULT IN MORE EFFICIENT	
007										PAYMENT OF BILLS AND WILL REDUCE	
008										COST OF ADMINISTERING PROGRAM.	
001	-022	INSTITUTE A STATISTICAL AUDIT SYSTEM									
002		SAMPLE FOR PAYMENTS OF MEDICAID									
003		BILLS.	AS	15,400							
004		(FEDERAL)	AS	22,100							
005											
006											
001	-023	REDUCE VENDOR HANDLING FEES FOR									
002		WELFARE CLIENT DRUG PRESCRIPTIONS TO									
003		COVER COSTS.	AS	44,000							

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004	(FEDERAL) AS	56,000		I	JUL	15 74	SAVINGS INCLUDED IN ITEM 21.
001	-024 ELIMINATE THE BACKLOG OF UNPAID						
002	BILLS.			I	JUL	15 74	SAVINGS INCLUDED IN ITEM 21.
001	-025 ELIMINATE THE BUREAU AND DISTRIBUTE						
002	ITS FUNCTIONS WITHIN THE DEPARTMENT.			I	JUL	15 74	
001	-026 INSTITUTE A FEE SYSTEM FOR HOSPITAL,						
002	NURSING HOME, AND BOARDING HOME						
003	LICENSES.	AI	85,000		JUL	15 74	L.D.2468 REFERRED TO 107TH LEGI-
004				L			SLATURE. IT WILL BE REDRAFTED AND
005							SUBMITTED THEN.
001	-04 BUPEAU OF HEALTH						
001	-027 INCREASE THE FEE CHARGED FOR TESTING						
002	PRIVATE WATER SAMPLES FROM \$2 TO \$9.	AI	140,000		JUL	15 74	L.D.2468 REFERRED TO 107TH. SEE
003				L			#26.
001	-028 CHARGE A FEE TO COVER LABORATORY						
002	TEST COSTS.	AI	133,000		JUL	15 74	L.D.2468 REFERRED TO 107TH. SEE
003				L			#26.
001	-029 MERGE CERTAIN DEDICATED FUND AC-						
002	COUNTS INTO THE GENERAL FUND.	OT	202,100		JUL	15 74	L.D.2468 REFERRED TO 107TH LEGI-
003				L			SLATURE. SEE #26.
001	-030 ELIMINATE THE REQUIREMENT FOR A						
002	LICENSE TO SELL PROPHYLACTIC RUBBER						
003	GOODS.			L	JUL	15 74	L.D.2468. SEE #26.
001	-031 ELIMINATE THE POSITIONS OF FIVE						
002	DENTAL HYGIENISTS AND A CLERK-TYPIST						
003	IN THE DIVISION OF DENTAL HEALTH.	AA	46,700 AA	35,000 I	JUL	15 74	IMPLEMENTED IN SO FAR AS POSSIBLE.
001	-032 FILL THE POSITIONS OF DIRECTOR OF						
002	THE DIVISION OF DISEASE CONTROL AND						
003	DIRECTOR OF THE DIVISION OF HEALTH						
004	RESOURCES.			I	JUL	15 74	50% IMPLEMENTED. BUDGET REQUEST
005							FOR FULL IMPLEMENTATION REJECTED.
006							WILL BE RE-INTRODUCED IN 107TH

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SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MMC SURVEY	DEPARTMENT	STATUS	ACTION	DATE	REMARKS											
	007							LEGISLATURE.											
001	002	003	-033	ESTABLISH A GRADUATED FEE SCHEDULE FOR LICENSE AND INSPECTION OF EATING AND LODGING FACILITIES.		L	JUL 15 74	L.D.2468. SEE #26.											
001	002	003	-034	DEVELOP A PLAN FOR RECORDING, MAINTAINING, AND USING VITAL HEALTH AND STATISTICAL DATA.		P	JUL 15 74												
001	002		-035	COMPILE AND PUBLISH AN INDEX OF AVAILABLE HEALTH DATA.		I	JUL 15 74												
001			-036	MAXIMIZE THE USE OF VITAL STATISTICS		P	JUL 15 74												
001	002	003	004	-037	DESIGN A DATA PROCESSING SYSTEM TO COLLECT HEALTH DATA WHICH PROVIDES EFFECTIVE CONTROL OF CURRENT AND FUTURE NEEDS.		P	JUL 15 74											
001	002	003	-038	REORGANIZE AND CONSOLIDATE HEALTH PLANNING.	AS														
					AS		9,100 AS												
					AS		9,100	S JUL 15 74											
001	002	003	-039	CONSOLIDATE VARIOUS INFORMATION AND EDUCATION FUNCTIONS OF THE BUREAU INTO A SINGLE UNIT.	AS		23,000 AS	10,000 P JUL 15 74											
001			-040	BUREAU OF ADMINISTRATION															
001	002	003	004	005	006	007	008	009	010	011	012	-040	ELIMINATE THE USE OF CATHODE RAY TUBE TERMINALS AS AN INPUT FOR RECORDING DATA.	AS			8,500	N JUL 15 74	FIELD OFFICES WERE JUST CONVERTING TO USE OF CATHODE RAY TUBE TERMINALS WHEN SURVEY WAS DONE. SINCE THEN, THE SYSTEM HAS IMPROVED SIGNIFICANTLY AND IS PLAYING A MUCH LARGER AND DIFFERENT ROLE. 50,000 PEOPLE RECEIVING FOOD STAMPS ARE BEING PROCESSED UNDER THE SYSTEM. ELIMINATION OF THE TERMINALS WOULD BE CATASTROPHIC TO

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013
 014
 015
 016

THE FOOD STAMP PROGRAM. ALSO, MA-
 JOR ENHANCEMENTS OF THE SYSTEM ARE
 BEING PLANNED FOR THE INCOME
 MAINTENANCES PROGRAM.

SEQ	CONTROL	DEPARTMENT AND RECOMMENDATION	MMC SURVEY	DEPARTMENT	STATUS	ACTION DATE	REMARKS
001	-041	ESTABLISH A 90-DAY DEADLINE FOR ACCOUNTS DUE FROM MEDICAL VENDORS.	AI	11,200	AI	11,200	I JUL 15 74
001	-042	REVIEW JOB CLASSIFICATIONS.					I JUL 15 74
001	-043	CONVERT THE REMAINING TABULATING JOBS TO BE PROCESSED ON THE CENTRAL COMPUTER.	AS	17,000	AS	19,000	I JUL 15 74
002			OC	2,000			IMPLEMENTATION SHOULD BE 100% BY SEPT. 30, 1974.
001	-044	ELIMINATE THE TRUCK USED BY DATA PROCESSING.	AS	500	AS	400	I JUL 15 74
001	-045	REDUCE THE TECHNICAL STAFF OF DATA PROCESSING BY FIVE POSITIONS.	AS	60,000			M JUL 15 74
002							WORK LOAD INCLUDES DESIGN AS WELL AS MAINTENANCE. WORK LOAD HAS INCREASED SINCE REPORT WAS PUBLISHED
001	-046	ESTABLISH A QUALITY CONTROL FUNCTION					P JUL 15 74
001	-047	TRANSFER THE BULK OF MAIL AND MESSENGER FUNCTIONS TO CENTRAL MAIL SERVICE.	AS	4,900			P JUL 15 74
002							CENTRAL MAIL SERVICE BEING REORGANIZED. SHOULD BE ABLE TO TRANSFER IN SIX MONTHS.
001	-048	PURGE AND DESTROY CLOSED CASE FOLDERS IN THE DISTRICT OFFICES.					P JUL 15 74
001	-049	ELIMINATE THE SOCIAL SERVICE INDEX FILE.			AS	20,000	P JUL 15 74
001	-050	PRODUCE A COPY OF THE MONTHLY REGISTER OF PUBLIC ASSISTANCE CLIENTS.					I JUL 15 74

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SEQ	#CONTROL	#DEPARTMENT AND RECOMMENDATION	**MC	SURVEY	\$*DEPARTMENT	\$*STATUS	*ACTION	DATE*	REMARKS
001	-051	ELIMINATE THE FOOD STAMP FILE.				I		JUL 15 74	
001	-052	REDUCE THE CLERICAL FORCE IN THE							
002		CENTRAL FILE AREA.	AS	16,500	AS	16,500	P	JUL 15 74	
001	-053	IMPROVE CONTROL OVER CAPITAL ASSETS.	AS	21,000	AS	14,000	P	JUL 15 74	
001	-054	RELOCATE TWO MULTILITH MACHINES SO							
002		THEY MAY BE OPERATED BY ONE INDIVI-							
003		DUAL.	AS	6,900			S	JUL 15 74	CURRENT WORKLOAD REQUIRES TWO OPERATORS. ALTERNATIVES WILL BE CONSIDERED FOR GREATER EFFICIENCY IN THE FUTURE.
004									
005									
006									
001	-055	CHARGE A FEE TO COVER COSTS OF							
002		PRODUCING AND DISTRIBUTING THE VITAL							
003		STATISTICS REPORT.	AS	1,100	AI	600	I	JUL 15 74	FREE DISTRIBUTION WILL CONTINUE TO LIBRARIES, MUNICIPALITIES, OTHER STATES. CUT BACK PUBLICATION TO 50% CURRENTLY.
004									
005									
006									
001	-056	CHARGE A FEE TO COVER COSTS OF							
002		PREPARING PLASTIC COATED IDENTIFI-							
003		CATION CARDS.	AS	1,200	AS	1,200	I	JUL 15 74	
001	-06	COMPREHENSIVE HEALTH PLANNING							
002		SERVICES.							
001	-057	TRANSFER THE STATE COMPREHENSIVE							
002		HEALTH PLANNING AGENCY TO THE							
003		BUREAU OF HEALTH.	AS	17,500					
004		(FEDERAL)	AS	17,500			S	JUL 15 74	
001	-058	DISCONTINUE GENERAL DISBURSEMENT OF							
002		EXCESS STATE COMPREHENSIVE HEALTH							
003		PLANNING AGENCY FUNDS TO REGIONAL							
004		AGENCIES.	AS	10,000					
005		(FEDERAL)	AS	10,000			I	JUL 15 74	
001	-07	PUBLIC INFORMATION AND EDUCATION							
001	-059	STAFF THE POSITION OF DIRECTOR WITH							

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

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

002							I	JUL	15 74	
		AN EXPERIENCED ADMINISTRATOR.								
001	-060	CANCEL THE PROFESSIONAL SERVICES								
002		CONTRACT	AS	15,000	AS	7,500				
003		(FEDERAL)	AS	10,000			P	JUL	15 74	WILL BE CANCELLED AS SOON AS A NEW
004										DIRECTOR IS THROUGH TRAINING.
001	-061	ROUTE ALL PUBLIC COMMUNICATIONS AND								
002		PROGRAM PUBLICATIONS THROUGH THIS								
003		UNIT.								
							I	JUL	15 74	
001	-062	DEVELOP A COMPREHENSIVE PUBLIC								
002		EDUCATION PROGRAM FOR EACH BUREAU.								
							I	JUL	15 74	

A = ANNUAL = 1	I = IMPLEMENTED
C = ONE-TIME = 0	P = IN PROCESS
S = SAVINGS = S	L = REQUIRES LEGISLATIVE ACTION
C = COST = C	S = REQUIRES FURTHER STUDY
A = AVOIDANCE = A	N = NOT TO BE IMPLEMENTED
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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	42	DEPARTMENT OF INDIAN AFFAIRS						
002	-00							
001	-001	ELIMINATE THE DEPUTY COMMISSIONER	AS.	4,900	AS	0	P	JUL 15 74 ACTION IS BEING TAKEN TO CHANGE
002		AND CREATE A STAFF POSITION.						THE SCOPE OF THE POSITION OF
003								DEPUTY COMMISSIONER
004								

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

001 43 DEPARTMENT OF MENTAL HEALTH AND
 002 CORRECTIONS
 003 -00

001 -001 INCREASE RENTAL CHARGES FOR HOUSING
 002 UNITS.

AS 5,400 AS 5,400 P JUL 15 74

001 -002 REFRAIN FROM CLASSIFYING NONDIRECT-
 002 CARE EMPLOYEES AS DIRECT PERSONNEL.

P JUL 15 74

001 -003 TRANSFER THE BALANCE OF THE MENTAL
 002 HEALTH IMPROVEMENT FUND TO THE
 003 GENERAL FUND.
 004
 005
 006
 007
 008
 009
 010
 011
 012
 013
 014
 015

OT 1,239,300

N JUL 15 74 THE LEGISLATURE HAS COMMITTED THIS
 FUND LARGELY FOR RESIDENTIAL CARE
 FOR EMOTIONALLY DISTURBED CHILDREN
 IN PRIVATE FACILITIES. THERE ARE
 75 YOUNGSTERS IN SUCH FACILITIES
 AS THE SPURMINK SCHOOL, SWEETSER,
 BANCROFT & ST MICHAELS. PRESENT
 ANNUAL COST FOR SUPPORT FROM THE
 FUND EXCEEDS \$600,000. OTHER FUNDS
 ARE COMMITTED TO COMMUNITY MENTAL
 HEALTH CENTERS. HALF OF FUNDS GEN-
 ERATED GO BY LAW TO THE DEPARTMENT
 OF HEALTH AND WELFARE.

001 -004 REPEAL THE LAW REQUIRING PAYMENTS
 002 TO HOSPITALS BE DEDICATED FOR CARE
 003 OF THOSE QUALIFYING FOR AID TO THE
 004 AGED, BLIND, OR DISABLED.

OT 200,000

R JUL 15 74 THE REPEAL OF THE MENTAL HEALTH
 IMPROVEMENT FUND LAW WOULD RESULT
 IN THE DIVERSION OF FUNDS FROM THE
 PURPOSE FOR WHICH THEY ARE INTEN-
 DED BY FEDERAL MANDATE; THE RESULT
 COULD BE TERMINATION OF THE PRO-
 GRAM AND THE REVENUE RECEIVED
 THERE FROM.

001 -005 DETERMINE THE COURSE OF ACTION
 002 REGARDING LAUNDRY SERVICES.

I JUL 15 74

001 -006 ESTABLISH A POLICY TO CONTROL AC-

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

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

002	TO OTHER STATE AGENCIES.	AS	176,000								
003		CC	160,000			S	JUL	15 74		THE PREVIOUSLY UNUSED SPACE NOW	
004										HOUSES A PRE-RELEASE CENTER FOR	
005										THE PRISON, THE ALCOHOLIC REHABIL-	
006										ITATION CENTER, AND BEDS FOR THE	
007										COUNSELING CENTER.	
001	-016 RENT OR LEASE UNUSED ACCOMMODATIONS										
002	AT AUGUSTA TO OTHER AGENCIES.	AS	250,000								
003		CC	100,000	CC	735,000	P	JUL	15 74		THE RAY BUILDING IS BEING CONSID-	
004										ERED FOR POSSIBLE USE BY OTHER	
005										STATE AGENCIES; 106TH SPECIAL SES-	
006										SION APPROPRIATED \$735,000 FOR	
007										RENOVATION VIA CHAPTER 207 OF THE	
008										PRIVATE AND SPECIAL LAWS OF 1974.	
001	-017 DISPOSE OF SURPLUS LAND AT THE										
002	AUGUSTA STATE HOSPITAL.	OI	200,000	OI	200,000	I	NOV	13 74		LAND TRANSFERRED TO DEPARTMENT OF	
003										CONSERVATION.	
001	-018 REDUCE THE NUMBER OF TELEPHONE										
002	SWITCHBOARD OPERATOR POSITIONS AT										
003	PINELAND TO TWO.	AS	13,400	AS	13,400	S	JUL	15 74		PINELAND ADMINISTRATION HAS STUD-	
004										IED AND DETERMINED PROPER COMMUNI-	
005										CATIONS COULD NOT BE MAINTAINED	
006										FOR EMERGENCIES AT THIS TIME; REC-	
007										COMMENDATION REMAINS UNDER REVIEW.	
008										SURVEY ESTIMATE ACCEPTED PENDING	
009										FINAL DETERMINATION.	
001	-019 SELL EXCESS LAND AT PINELAND HOSPI-										
002	TAL.	OI	500,000				JUL	15 74		CHAPTER 761 OF THE 1974 PUBLIC	
003										LAWS PRO THE MECHANISM TO TRANSFER	
004										SUPERVISION AND CONTROL OF PUBLIC	
005										LANDS TO OTHER STATE AGENCIES.	
006										SURVEY ESTIMATE ACCEPTED PENDING	
007										FINAL DETERMINATION.	
001	-020 STANDARDIZE ON NO MORE THAN THREE										
002	BRANDS OF EQUIPMENT AND REPAIR PARTS AT		900								
003		CS	15,200				JUL	15 74		COMPETITIVE BIDDING PRECLUDES IM-	
004										PLEMENTING AS RECOMMENDED.	

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

SEQ #	CONTROL #	DEPARTMENT AND RECOMMENDATION	MC	SURVEY \$	DEPARTMENT \$	STATUS	ACTION	DATE	REMARKS
001	-02	CORRECTIONAL FACILITIES							
001	-021	SELL OUTLYING LANDS AT THE WOMEN'S							
002		CORRECTIONAL CENTER.	OI	65,500	OI	62,500	P	JUL 15 74	CHAPTER 761 OF THE 1974 PUBLIC
003									LAWS PROVIDES FOR THE MECHANISM TO
004									TRANSFER THE SUPERVISION AND CON-
005									TROL OF PUBLIC LANDS TO OTHER
006									STATE AGENCIES. SURVEY ESTIMATE
007									ACCEPTED PENDING FINAL DETERMINA-
008									TION.
001	-022	BUILD A NEW FACILITY AT HALLOWELL							
002		FOR HOUSING INMATES NOW AT SKOWHEGAN	AS	131,000	AS	330,000		JUL 15 74	\$150,000 HAS BEEN APPROPRIATED FOR
003			OC	540,000	OC	150,000	I		RENOVATING A BUILDING AT STEVENS
004									SCHOOL.
005									
001	-023	SELL THE VACANT BUILDINGS AND 30							
002		ACERS AT THE WOMEN'S CORRECTIONAL							
003		CENTER.	OI	1,233,000	OI	1,233,000	P	JUL 15 74	CHAPTER 761 OF THE 1974 PUBLIC
004									LAWS PROVIDES FOR THE MECHANISM TO
005									TRANSFER THE SUPERVISION AND CON-
006									TROL OF PUBLIC LANDS TO OTHER
007									STATE AGENCIES. SURVEY ESTIMATE
008									ACCEPTED PENDING FINAL DETERMINA-
009									TION.
001	-024	ELIMINATE DUPLICATION IN SUPPLIES							
002		INVENTORY CONTROL AT THE MEN'S							
003		CORRECTIONAL CENTER.	AS	7,200	AS	7,200	P	JUL 15 74	CENTER IS IN THE PROCESS OF ELIM-
004									INATING THE DUPLICATION OF THE
005									CARD SYSTEM; CLERK WILL ASSUME
006									OTHER BUSINESS OFFICE DUTIES.
001	-025	PHASE OUT THE CORRECTIONAL OFFICER							
002		POSITION IN THE SUPPLY ROOM AT THE							
003		MEN'S CORRECTIONAL CENTER.	AS	7,900				JUL 15 74	THE OFFICER CITED WORKS ONLY A
004									SMALL PORTION OF HIS TIME ON SUP-
005									PLY ROOM DUTIES; PERFORMS MANY
006									OTHER IMPORTANT DUTIES THAT OTHERS
007									ARE NOT CAPABLE OF.

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

003										AVAILABILITY IS IMPORTANT.
001	-04	DIVISION OF PROBATION AND PAROLE								
001	-033	ESTABLISH A STATE POSITION OF								
002		VOLUNTEER SERVICES COORDINATOR.								
003										
001	-05	INSTITUTIONAL FEEDING								
001	-034	CHANGE PURCHASING PROCEDURES ON								
002		STAPLES SO QUOTATIONS OBTAINED ARE								
003		BASED ON POOL CAR, DROP SHIPMENT,								
004		AND FULL-LOAD BASIS.	AS	21,200	21,200					
005			OC	5,000 OC	5,000 I	JUL	15 74			SURVEY ESTIMATES ACCEPTED PENDING
006										FINAL DETERMINATION.
001	-035	CONFINE VENDOR DELIVERY OF FOOD								
002		STAPLES SUCH AS LUNCHEON MEATS,								
003		PULLMAN HAMS, CORNED BEEF, MARGARINE								
004		BUTTER, AND CHEESE TO LARGER INSTI-								
005		TUTIONS ONLY.				P	JUL	15 74		
001	-036	ELIMINATE DRIED BEEF AND SALT PORK								
002		FROM QUARTERLY BIDDING REQUIREMENTS.				I	JUL	15 74		
001	-037	REQUIRE STANDARDIZED RECIPES AND								
002		MENUS BE PREPARED BY THE DIETITIAN								
003		AND BE UTILIZED IN ALL INSTITUTIONS.				I	JUL	15 74		
001	-038	ACCUMULATE FRESH MEAT NEEDS AND HAVE								
002		CENTRAL PURCHASING BUY ON A MONTHLY								
003		OR PREFERABLY QUARTERLY BASIS.	AS	39,000 AS	39,000 P	JUL	15 74			BUREAU OF PURCHASES IS CURRENTLY
004										REVIEWING CUTTING MEAT ON PORTION-
005										CONTROL BASIS TO BE DELIVERED
006										MONTHLY. A ONE-TIME COST OF AP-
007										PROXIMATELY \$10,000 FOR EQUIPMENT
008										WILL BE NECESSARY. SURVEY ESTIMATE
009										ACCEPTED PENDING FINAL DETERMINA-
010										TION.
001	-039	REQUIRE ADMINISTRATORS TO NOTIFY								

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

002 003 004		FOOD SERVICES HOW MANY INMATES MUST BE FED.	AS	4,600 AS	4,600 I	JUL	15 74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005	-040	EXPAND THE LINE BUDGET TO INCLUDE A CATEGORY FOR INSTITUTIONAL FOOD EXPENDITURES.	AS	230,000 AS	200,000 I	JUL	15 74	PUBLIC LAWS OF 1974; CHAPTER 745. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004	-041	SEPARATE FEEDING COSTS FROM ALL OTHERS IN RECORDKEEPING AND BUDGET- ING.	AS	7,000 AS	7,000 I	JUL	15 74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005 006	-042	ELIMINATE FOUR COOK POSITIONS AT STEVENS SCHOOL AFTER IT AND SKOWHEGAN ARE COMBINED.	AS	25,300		S JUL	15 74	DEPARTMENT DOES NOT FAVOR USING INMATE LABOR TO REPLACE EMPLOYEES. INMATES SHOULD BE PAID FOR WORK IF THEY DID THE COOKING.
001 002 003 004 005 006 007 008	-043	UTILIZE FACILITIES OF THE AUGUSTA STATE HOSPITAL TO DO ALL BAKING FOR STEVENS WHEN COMBINED WITH SKOWHEGAN				N JUL	15 74	BAKING HAS BEEN GREATLY REDUCED AT STEVENS; DEPARTMENT FEELS THAT THE SMALL AMOUNT OF LABOR SAVED AT STEVENS WOULD NOT INDICATE A NEED FOR IMPLEMENTATION, AND AMHI HAS NO BAKING NOW.
001	-06	MAINE COMMISSION ON DRUG ABUSE						
001 002	-044	COMBINE THIS COMMISSION AND THE DIVISION OF ALCOHOLIC REHABILITATION	AS	14,100 AS	14,100 I L	JUL	15 74	PUBLIC LAWS OF 1973; CHAPTER 566.
001 002 003 004	-045	RESTRICT GRANTS TO EXISTING PROFES- SIONAL AGENCIES AND LOCAL GOVERN- MENTAL UNITS WHICH MEET MINIMUM STANDARDS.				I L JUL	15 74	PUBLIC LAWS OF 1973; CHAPTER 566.

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

001 45 DEPARTMENT OF TRANSPORTATION
 002 -00

001 -001 REALIGN THE STRUCTURE AND REPORTING
 002 LINES AT THE TOP ECHELON. AS 29,200 AS 29,200 P JUL 15 74 REALIGNMENT HAS TAKEN PLACE, BUT
 003 NOT PRECISELY AS SURVEY INDICATED.
 004 THIS RECOMMENDATION IS PARTIALLY
 005 IMPLEMENTED WITH THE REMAINDER
 006 UNDER REVIEW; FULL IMPLEMENTATION
 007 IS NOT CLAIMED OR EXPECTED. SURVEY
 008 ESTIMATE ACCEPTED PENDING FINAL
 009 DETERMINATION.

001 -002 ELIMINATE VACANT AND UNFILLED
 002 POSITIONS WITHIN THE DEPARTMENT. AS 69,700 AS 69,700
 003 AA 29,700 AA 29,700 I JUL 15 74 SURVEY ESTIMATE ACCEPTED PENDING
 004 FINAL DETERMINATION.

001 -003 IMPROVE BUDGETING PROCEDURES. P JUL 15 74

001 -004 STORE RECORDS OF CLOSED CASES ON
 002 MICROFILM. I JUL 15 74

001 -005 REQUIRE THE FEDERAL GOVERNMENT TO
 002 PARTICIPATE IN PRESENT AND FUTURE
 003 COSTS OF THE SERVICE PERFORMED BY
 004 INTERNAL AUDIT. AS 5,900 N JUL 15 74 PROHIBITED BY FEDERAL REGULATIONS.

001 -006 ELIMINATE UNJUSTIFIED PERSONEL
 002 COMMUTATION IN DEPARTMENT-OWNED
 003 VEHICLES. AS 37,600 AS 37,600 I JUL 15 74 SURVEY ESTIMATE ACCEPTED PENDING
 004 FINAL DETERMINATION.

001 -007 ESTABLISH EMPLOYMENT LEVEL HISTORY
 002 RECORDS BY EACH BUREAU AND OPERATING
 003 UNIT. I JUL 15 74

001 -01 BUREAU OF ADMINISTRATION

001 -008 STREAMLINE BUREAU OPERATIONS AND
 002 STAFFING REQUIREMENTS. AS 32,500 AS 32,500 P JUL 15 74 REALIGNMENT HAS TAKEN PLACE, BUT
 003 NOT PRECISELY AS SURVEY INDICATED.

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

001	-017 STOP DIRECT SALES OF DEPARTMENTAL							
002	MAPS AND OTHER LITERATURE TO THE							
003	PUBLIC.	P	JUL	15	74	90% OF MAPPING IS INTERNAL; INVEN-		
004						TORY CONTROL OF COMMERCIAL ENTER-		
005						PRISE WOULD PROVE VERY CUMBERSOME		
006						AND COSTLY.		
001	-018 PHASE OUT REVIEWING NEWSPAPERS TO							
002	CLIP TRANSPORTATION ARTICLES.	N	JUL	15	74	PUBLIC SENTIMENT AND OPINION IS OF		
003						GREAT IMPORTANCE IN OPERATION OF		
004						DEPARTMENT; TIME INVOLVED IN RE-		
005						VIEW IS MINIMUM.		
001	-019 DEVELOP A PRIORITY LISTING OF AREAS							
002	WHERE PRESENT COMPUTER CAPABILITY							
003	CAN BE APPLIED TO EFFECT COST							
004	SAVINGS.	P	JUL	15	74			
001	-020 SURVEY THE LITERATURE AND MAKE							
002	INQUIRIES TO ASCERTAIN AVAILABILITY							
003	OF AN UP-TO-DATE LISTING OF COMPUTER							
004	PROGRAMS.	P	JUL	15	74			
001	-021 CREATE A FILE OF COPIES OF ALL							
002	LINKAGE DIAGRAMS WITHIN THE							
003	ACCIDENT RECORDS SECTION.	N	JUL	15	74	DUE TO CONSTANT UPDATING AND VARY-		
004						ING SIZE OF DIAGRAMS, A MASTER		
005						FILE IS IMPRACTICAL.		
001	-022 ELIMINATE DUPLICATION OF EFFORT							
002	WHEREBY THE STATE POLICE AND SAFETY							
003	ENGINEERING PUT ACCIDENT RECORD DATA							
004	ON COMPUTER TAPES.	I	JUL	15	74			
001	-023 TERMINATE TRAFFIC STUDIES IF NO							
002	FEDERAL FUNDS ARE AVAILABLE BEYOND							
003	FISCAL 1973.							
004		(FEDERAL) AS		25,300	AS	25,300	S	JUL
005								15
006								74
007								
						TRAFFIC STUDIES OF MINOR NATURE		
						WILL ALWAYS BE NECESSARY WITH OR		
						WITHOUT FEDERAL MONIES. REDUCTION		
						IN MANPOWER MAY BE POSSIBLE		

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006
 007
 008
 009

FINING TO ACCOMPLISH BUREAU'S OBJECTIVES WILL BE FINALIZED BY JAN. 1975. SURVEY ESTIMATE IS ACCEPTED PENDING FINAL DETERMINATION.

001 -032 GIVE AUTHORITY FOR APPOINTMENT OF THE DIRECTOR TO THE COMMISSIONER. I JUL 15 74

001 -04 BUREAU OF WATERWAYS

001 -033 GIVE THE COMMISSIONER AUTHORITY TO APPOINT THE DIRECTOR. I JUL 15 74

001 -034 MAINTAIN THE BUREAU'S OFFICES AT THE STATE FIER TO HOLD DOWN OPERATING COSTS. AS 17,000 JUL 15 74 OFFICE PERSONNEL HAVE BEEN TRANSFERRED TO AUGUSTA FOR INCREASED EFFICIENCY AND REDUCED DUPLICATION OF EFFORT.

001 -035 CONDUCT A WORK MEASUREMENT STUDY TO PROVIDE WORK STANDARDS AND OPTIMUM STAFFING. AS 31,500 AS 31,500
 003 15,000 OC 15,000 P JUL 15 74 DEPARTMENT HAS BEEN AND CONTINUES TO REVIEW THE STAFFING REQUIREMENTS AND STANDARDS. THERE REMAINS A POSSIBILITY THAT STATE FIER MANPOWER CAN BE REDUCED. SURVEY ESTIMATES ARE ACCEPTED PENDING FINAL DETERMINATION.

001 -036 IMPLEMENT RECOMMENDATIONS CONTAINED IN THE JULY 1972 AUDIT REPORT. I JUL 15 74

001 -037 DEVELOP A LOCAL PURCHASE PROCEDURE FOR QUICK PROCUREMENT OF LOW COST ITEMS. I JUL 15 74

001 -05 BUREAU OF HIGHWAYS

001 -038 REORGANIZE THE BUREAU ALONG MAJOR FUNCTIONAL LINES. AS 639,900 AS 639,900

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002		IMPLEMENT THE 1966 STUDY FOR							
003		REPLACEMENT AND RELOCATION OF THE							
004		REPAIR GARAGE AT AUGUSTA.				S	JUL	15 74	DESIRABLE BUT NOT PRACTICAL AT
005									THIS TIME OR IN THE FORSEEABLE
006									FUTURE DUE TO FINANCIAL SITUATION.
001	-044	IMPLEMENT A CONTINUING TRAINING							
002		PROGRAM ON INVENTORY CONTROL CON-							
003		CEPTS, METHODS, AND PROCEDURES.				I	JUL	15 74	
001	-045	USE CREDIT CARDS AND ASSOCIATED							
002		BILLING TECHNIQUES TO CHARGE OTHER							
003		AGENCIES FOR GASOLINE ISSUED BY							
004		MOTOR TRANSPORT SERVICE.	AS	1,500 AS	1,500				
005			OC	2,400 OC	2,400	O	JUL	15 74	SINCERE STUDY EFFORT IS UNDERWAY;
006									FUEL CRISIS INDICATES THAT THE DE-
007									PARTMENT MAY HAVE TO GO CONSIDER-
008									ABLY BEYOND THE RECOMMENDATION.
009									SURVEY ESTIMATES ARE ACCEPTED
010									PENDING FINAL DETERMINATION.
001	-046	ESTABLISH A SECOND SHIFT FOR							
002		PERFORMANCE OF MAINTENANCE AT MOTOR							
003		TRANSPORT GARAGES.	AS	18,400 AS	18,400				
004			OA	16,000 OA	16,000	I	JUL	15 74	SURVEY ESTIMATES ARE ACCEPTED
005									PENDING FINAL DETERMINATION. CON-
006									CEPT INITIATED; NOT FULLY REALIZED
001	-047	INITIATE AND MAINTAIN A MONTHLY							
002		EQUIPMENT DOWNTIME REPORT.	AS	188,200 AS	188,200	I	JUL	15 74	SURVEY ESTIMATE IS ACCEPTED PEND-
003									ING FINAL DETERMINATION.
001	-048	ADOPT A POLICY OF SUBSTITUTING							
002		COMPACT PASSENGER CARS FOR INTER-							
003		MEDIATE SIZES.	AS	81,700 AS	81,700				
004			OS	49,800 OS	49,800	I	JUL	15 74	SURVEY ESTIMATES ARE ACCEPTED
005									PENDING FINAL DETERMINATION.
001	-049	ELIMINATE ERECTION AND REMOVAL OF							
002		SNOW FENCES IN THE STATE'S SOUTHERN							
003		AND COASTAL DISTRICTS.	AS	122,600 AS	122,600	I	JUL	15 74	SURVEY ESTIMATE IS ACCEPTED PEND-
004									ING FINAL DETERMINATION. IMPLE-

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

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

005

MENTED AS FAR AS FEASIBLE.

001 -50 PROVIDE INPUT DATA FOR THE
 002 COMPUTERIZED ROAD INVENTORY SYSTEM
 003 FROM AVAILABLE INFORMATION.

1 JUL 15 74 DEPARTMENT FEELS THIS IS NOT PRACTICAL; LOCAL GOVERNMENT OFFICIALS ARE NOT EQUIPPED TO COMPILE DATA NECESSARY FOR THEIR ROADWAYS. STANDARDIZING DATA PARAMETERS WOULD BE NEARLY IMPOSSIBLE.

004
 005
 006
 007
 008

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

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

001 46 LAND DAMAGE BOARD
 002 -00

001 -001 REDUCE THE WORK WEEK OF THE NEW
 002 CLERK TO A PART-TIME BASIS. AS 7,500 N JUL 15 74 FULL-TIME CLERK REQUIRED FOR
 003 PROMPT ACTION ON LAND DAMAGE
 004 CASES.

001 -002 APPOINT A REPORTER FOR HEARINGS ONLY
 002 AS REQUIRED AND DETERMINED BY THE AS 6,000 AS 6,000 I JUL 15 74 L.D.2396 PASSED IN SPECIAL SESSION
 003 BOARD. OF 106TH LEGISLATURE.
 004

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

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

001 47 PRINTING AND DUPLICATING
 002 -00

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

AS 674,200
 OI 195,000

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

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

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

001 48 TELECOMMUNICATIONS
 002 -00

001 -001 INVESTIGATE ESTABLISHMENT OF A
 002 CENTRALIZED ORGANIZATION TO PROVIDE
 003 MANAGEMENT AND INTERGRATION OF THE
 004 STATE'S TELECOMMUNICATIONS ACTIVI-
 005 TIES.
 006

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

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

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

001	49	DATA PROCESSING					
002	-00						
001	-001	ESTABLISH A NEW CENTRAL DATA PROCESSING ORGANIZATION STRUCTURE.	AS	600,000	R	JUL 15 74	INDEFINATELY POSTPONED AT THE SPECIAL SESSION OF THE 106TH LEGISLATURE. L.D.2410.
002							
003							
004							
001	-002	PREPARE A MASTER PLAN, INCLUDING THE UNIVERSITY OF MAINE, FOR UPGRADING DATA PROCESSING OVER THE NEXT 2 TO 3 YEARS.			P	NOV 14 74	REPORT OF THE COUNCIL OF STATE GOVERNMENTS DELIVERED TO STATE GOVERNMENT COMMITTEE ON 8/29/74.
002							
003							
004							
005							
006							
001	-003	ESTABLISH SYSTEM DEVELOPMENT GUIDELINES.			P	JUL 15 74	STANDARDS HAVE BEEN DEVELOPED.
002							
001	-004	CONSOLIDATE DATA ENTRY EQUIPMENT AND ESTABLISH A PERFORMANCE MONITORING PROGRAM.			P	NOV 14 74	SAME AS #002 ABOVE.
002							
003							
001	-005	CONSOLIDATE MAINE EMPLOYMENT SECURITY COMMISSION AND DEPARTMENT OF TRANSPORTATION COMPUTER FACILITIES WITH CENTRAL COMPUTER SERVICES.			P	NOV 14 74	SAME AS #002 ABOVE.
002							
003							
004							
001	-006	DEVELOP TRAINING PROGRAMS.			I	JUL 15 74	RECOMMENDATIONS SENT TO PERSONNEL