



STATE OF MAINE
OFFICE
OF THE
SECRETARY OF STATE

**TESTIMONY OF
SHENNA BELLOWS, SECRETARY OF STATE
DEPARTMENT OF THE SECRETARY OF STATE**

Before the Joint Standing Committees on Appropriations and Financial Affairs
and State and Local Government

March 7, 2022

L.D. 1995, An Act To Make Supplemental Appropriations and Allocations for the Expenditures of State Government, General Fund and Other Funds and To Change Certain Provisions of the Law Necessary to the Proper Operations of State Government for the Fiscal Years Ending June 30, 2022 and June 30, 2023.

Senators Breen and Baldacci, Representatives Pierce and Matlack, and distinguished members of the Joint Standing Committees on Appropriations and Financial Affairs and State and Local Government, my name is Shenna Bellows and I am the Secretary of State. I am here today to present testimony in support of those items presented in the 2022-2023 Supplemental Budget for the Department of the Secretary of State, specifically the Maine State Archives and the Bureau of Corporations, Elections and Commissions.

Department initiatives begin on page **A-152** of the **Budget Document**.

The first two initiatives for the Department of Secretary of State are related to the Maine State Archives under the leadership of State Archivist Kate McBrien. We take very seriously our constitutional responsibility to safeguard all government records for historic preservation and to make them accessible to the people of Maine now and into the future.

Administration - Archives 0050

There are 2 General Fund initiatives:

1. Initiative: Provides funding to purchase software and maintenance for a Digital Preservation System. The All Other request is **\$125,679 in FY2022-23**.

Over the years, the record creation of Maine State Government departments and agencies have shifted from paper to digital including for archivally significant documents. The State Archives does not currently have a method to collect and preserve these records, risking the loss of thousands of important state documents. State agencies are eagerly awaiting Archives' ability to collect their digital records. Archives will engage in a request for proposal process to identify and purchase the best digital preservation program for the State of Maine government. Estimated subscription costs in following years are \$104,179.

2. Initiative: Provides funding for technology cost increases. The All Other request is **\$5,763 in FY2021-22 and \$20,786 in FY2022-23.**

This initiative reflects the increase in the amount that the Maine State Archives is billed by the Department of Administrative and Financial Services, Office of Information Technology (OIT). While the Department of Secretary of State maintains all hardware and software applications for Archives, OIT maintains the network. OIT is changing the way they bill for network access to base it on the number of devices used by an agency. That includes computers, printers, cameras, credit card readers and all other devices connected to the Internet. This will increase the cost to all divisions within the Department of Secretary of State.

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The rest of the initiatives pertain to the Bureau of Corporations, Elections and Commissions and are referred to under the prior designation of the bureau, which was formerly known as the Bureau of Administrative Services and Corporations, a term that dates back to the early 1990s. The Bureau is comprised of two divisions. The Division of Elections is our state's guardian of democracy, overseeing all state and federal elections for the State of Maine. The Division of Corporations, UCC and Commissions serves as a repository for all records relating to business and nonprofit corporate entities as well as all liens filed on personal property under the Uniform Commercial Code and oversees notaries public, boards and commissions for the State of Maine.

Bureau of Administrative Services and Corporations 0692

There are 7 General Fund and 1 Other Special Revenue Fund initiatives:

1. Initiative: Provides funding for the approved reorganization of 9 Customer Representative Specialist - Corporate positions to 9 Office Specialist I positions. The Personal Services request is **\$2,760 (General Fund) and \$1,573 (Other Special Revenue Funds) in FY 2021-22 and \$9,506 (General Fund) and \$4,756 (Other Special Revenue Funds) in FY2022-23.**

This management-initiated reorganization from Customer Representative Specialist - Corporate positions to Office Specialist I positions was approved by the Bureau of Human Resources on December 14, 2021.

2. Initiative: Provides funding for technology cost increases. The All Other request is **\$52,774 in FY 2021-22 and \$59,267 in FY2022-23.**

This initiative reflects the increase in the amount that the Bureau of Corporations, Elections & Commissions is billed by the Department of Administrative and Financial Services, Office of Information Technology (OIT). While the Department of Secretary of State maintains all hardware and software applications for the Bureau of Corporations, Elections and Commissions, OIT maintains the network. OIT is changing the way they bill for network access to base it on the number of devices used by an agency. That includes computers, printers, camera, credit card readers and all other devices connected to the Internet. This will increase the cost to all divisions within the Department of Secretary of State.

3. Initiative: Provides funding for the approved reorganization of one Customer Representative Associate I position to an Office Specialist I position. The Personal Services request is **\$1,156 in FY 2021-22 and \$5,184 in FY2022-23.**

This management-initiated reorganization from Customer Representative Associate I position to an Office Specialist I position was approved by the Bureau of Human Resources on December 14, 2021.

4. Initiative: Provides funding for the approved reorganization of 2 Office Specialist II Supervisor positions to 2 Corporations and Elections Program Specialist positions. The Personal Services request is **\$1,812 in FY 2021-22 and \$15,319 in FY2022-23.**

This management-initiated reorganization from an Office Specialist II Supervisor position to a Corporations and Elections Program Specialist position was approved by the Bureau of Human Resources on December 14, 2021.

5. Initiative: Provides funding for meter postage increases. The All Other request is **\$8,545 in FY 2021-22 and \$12,805 in FY2022-23.**

The federal postal rates will increase in April 2022 by 2% and be reflected in meter postage costs.

6. Initiative: Provides funding for the approved reorganization of 3 Customer Representative Specialist - Elections positions to 3 Office Specialist I positions. The Personal Services request is **\$2,288 in FY 2021-22 and \$8,073 in FY2022-23.**

This management-initiated reorganization from Customer Representative Specialist - Elections positions to Office Specialist I positions was approved by the Bureau of Human Resources on December 14, 2021.

7. Initiative: Provides funding for the approved reorganization of one Public Service Manager I position to a Public Service Manager II position. The Personal Services request is **\$2,182 in FY 2021-22 and \$13,315 in FY2022-23.**

This management-initiated reorganization from a Public Service Manager I - Director of Corporations position to a Public Service Manager II - Division Director, Division of Corporations, UCC and Commissions position was approved by the Bureau of Human Resources on December 14, 2021.

This concludes my testimony on the items included in the Governor's proposed 2022-2023 Supplemental budget.

I would be happy to answer your questions now or at the work session.

Thank you.