

MaineHousing

Maine Heritage Policy Center (MHPC) Freedom of Access Act (FOAA) Request Timeline

February 17, 2011	MHPC sends FOAA request via email to MaineHousing asking for payroll/benefit and expenditure data from 1998-2010.
February 18 - 21	MaineHousing Human Resources and Finance Departments assemble an estimate for gathering data and redacting statutorily-designated confidential information.
February 22	MaineHousing responds with an initial estimate of 250 hours for 2004-2010 payroll/benefit and operating expenditures. The rough estimate for 1998-2003 is an additional 500 hours as they are neither computerized nor readily available.
March 7	MHPC requests a meeting to discuss the FOAA request. MaineHousing responds with availability on March 17.
March 15	MaineHousing Director reports to Board that MaineHousing received a FOAA from MHPC and that MaineHousing responded with the cost to provide the information requested.
March 17	MHPC (Tarren Bragdon and Sam Adolphsen) meets with MaineHousing (John Bobrowiecki). MHPC clarifies and expands request to include program expenditures in addition to payroll/benefit and operating expenditures. MHPC requests a revised estimate broken down to show payroll/benefit estimates and all other expenditure estimates for the years 2004 - 2010.
March 18 - 22	With additional time to refine the estimate, MaineHousing Finance Department is able to reduce the cost estimate of payroll/benefits and operating expenditures. MaineHousing Deputy Director and Controller meet with program department staff to estimate reporting and redacting times for program expenditures.
March 23	MaineHousing responds to MHPC with a refined estimate that addresses program expenditures as requested. New estimates for 2004-2010 data are approximately 42 hours for payroll/benefits and 330 hours for all other expenditures.
April 4	MHPC telephones MaineHousing to request email addresses for members of the Board of Commissioners.
April 8	MaineHousing provides MHPC with the email addresses of Commissioners that are either not protected by statute or that a Commissioner gave explicit permission to share.
April 19	MaineHousing Counsel updates Board on the status of the MHPC request.
May 23	MHPC emails the Chair of MaineHousing's Board of Commissioners and copies the remaining Commissioners asking them to waive the fee.
May 25	MaineHousing Board Chair responds to MHPC stating that she is away and will reply the following week.

May 26	Office of the State Treasurer calls MaineHousing expressing the Treasurer's and the Governor's displeasure with the way MaineHousing has handled the MHPC FOAA.
June 2	Governor's office calls MaineHousing's Chief Counsel and leaves a message inquiring as to the status of MaineHousing's actions with respect to the MHPC FOAA request.
June 3	MaineHousing Board Chair emails MHPC that the Board has been kept updated all along by MaineHousing staff and that the specific request in the May 23 letter to waive fees will be placed on the agenda for the next board meeting. MaineHousing Chief Counsel responds to Governor's Office with the dates of all MaineHousing responses.
June 8	Governor LePage asks the Director and Deputy Director for an update on the status of the request during a meeting.
June 13	MHPC tells reporter that their initial request had not been changed; that it still includes all data back to 1998.
June 21	MaineHousing Board of Commissioners considers the MHPC request to waive fees. Board votes unanimously to charge the statutorily allowed fee of \$10/hour.
June 27	MaineHousing Board Chair emails MHPC the Board decision. Hard copy is mailed to MHPC.
August 4	MaineHousing Chief Counsel emails MHPC reiterating that costs could be reduced by using data in structures currently available, provides specific examples, and encourages additional contact.
September 6	MHPC's new Executive Director telephones MaineHousing Chief Counsel to follow up.
September 7	MaineHousing Chief Counsel contacts MHPC Executive Director to ask for a meeting about the data and to discuss formats and with their computer consultant.
Week of Sept 12	In a series of emails, MHPC and MaineHousing set a meeting for September 20.
September 20	Lance Dutson (MHPC) and Michael Walker (Visible Government Online, under contract to MHPC) meet with Adam Krea, Peter Merrill, and John Bobrowiecki of MaineHousing. Gerrylynn Ricker of MaineHousing attends to take notes.
September 22	John Bobrowiecki emails summary of meeting to MHPC (Lance and Michael) for confirmation of the new request and the steps MaineHousing will take.
September 26	Lance Dutson emails confirmation of meeting summary to MaineHousing.
September 30	MaineHousing emails MHPC estimates based on revised request.
October 6	MaineHousing emails MHPC the salary and benefit information which MHPC designated as their top priority. Based upon the revised request, this could be responded to in an hour.

October 24	MHPC emails MaineHousing asking for cost and estimated completion date for the program and operating expenditures.
October 26	MaineHousing emails MHPC confirming that the previous estimate remained unchanged, with a payment amount required, and the estimated timeline for completion assuming payment is received by October 28.
November 20	MHPC emails MaineHousing with a question on how to reconcile the salary information with MaineHousing's audited financials.
November 21	MaineHousing emails a response to MHPC explaining the differences between the audited financials and the information requested by MHPC.
November 21	MHPC mails check to MaineHousing for expenditure data.
November 29	MaineHousing emails MHPC confirming receipt of the check and that work will begin on the request.
December 12	MaineHousing emails MHPC with expenditure information (except the check register, which is much larger and requires more redaction.)
January 6, 2012	MaineHousing receives email from MHPC inquiring about the check register.
January 10	MaineHousing responds that it expects the check register to be completed in early February.
February 2-3	MaineHousing and MHPC exchange emails on estimated release date of expenditure data (check registers for 2005-2010).
February 14	MaineHousing releases check registers for 2005–2010 and wire transfers from 1999-2010 to MHPC.