

CONTRIBUTIONS (TAX) SECTION  
John Hand, Chief ..... 333-5317

LOWER APPEALS SECTION  
William Merriman, Chief..... 333-5040

**GOVERNOR'S EMPLOYMENT & TRAINING COUNCIL**

Chairperson: J. Henry Butta, 1990  
James E. Callahan, Executive Director 333-5606

Appointed by Governor (who also designates chair): Michael E. Daye; J. Randall Evans; Leo E. Green; Trudy R. Jeffers; Esther Lupton; Ruth Massinga; Joseph F. Mitchell; Marion Pines; Fern V. Piret; Joseph Puhalla; Joseph L. Shilling; Peter

P. Thomas, Sr.; James Tschechtelin. Terms expire 1988.

Habern W. Freeman, Jr.; John George; Sheila Hixson; Edward R. Lamon; George H. Lechlides; Carl M. Loffler, Jr.; Stanley Mazaroff; Leslie Meil; Freddie L. Mitchell; John A. Murphy; Robert Schleiger; Joshua I. Smith; Carl William Struever. Terms expire 1989.

Ronald Bowers; Donald M. Bowman; Richard E. Hug; Laurence Levitan; Lucille Maurer; George V. McGowan; R. Clayton Mitchell, Jr.; Dennis F. Rasmussen; Oscar Schulz; William Troxler; Otis Warren. Terms expire 1990.

The Department of Economic and Employment Development was created in 1987 (Chapter 311, Acts of 1987). Within the Department are agencies and programs formerly administered by the Department of Employment and Training, and the Department of Economic and Community Development.

The Department is organized into six Divisions. These include Administration; Business Development; Maryland International Division; Financing Programs; Tourism and Promotion; and Employment and Training.

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**OFFICE OF THE SECRETARY**

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The Secretary of Economic and Employment Development is chief executive officer of the Department and is appointed by the Governor with Senate advice and consent. The Secretary sets policy, promulgates rules and regulations, and determines the strategies necessary to fulfill the Department's mandate. The Secretary is responsible for the budget of the Department and for the budgets of the boards, commissions, and offices under the Department's jurisdiction.

The Secretary is assisted in the administration of the Department by the Deputy Secretary. The Deputy Secretary is appointed by the Secretary with the approval of the Governor.

**OFFICE OF RESEARCH**

Robert N. Schoeplein, *Director*  
217 E. Redwood St.  
Baltimore, MD 21202 333-6947

The Office of Research provides analytical support for Departmental economic policy-making and economic development planning. It prepares detailed analyses of current issues affecting the Maryland economy. It also collects and maintains a data base for research needs of the Department, other government agencies, and the private sector. The Office represents the Department on numerous statewide committees and task forces and prepares, and in some cases presents, testimony on behalf of the Department.

Primarily, the Office studies the performance of the State's economy in order to provide quantitative and analytical bases for economic policy-making. The Office conducts research for divisions within the Department and, in compiling technical data, functions as a statewide information center for Maryland socio-economic and demographic data. It serves as a major transmittal point between State government and data sources, which include the U.S. Bureau of the Census, the U.S. Department of Commerce, the Federal Reserve Districts, trade associations, nonprofit organizations, and various State and local organizations. The Office also compiles data specifically oriented toward business, industry, and the general public and prepares a monthly series of economic indicators.

**DIVISION OF ADMINISTRATION**

Joseph D. Burruss, *Assistant Secretary*  
1100 N. Eutaw St.  
Baltimore, MD 21201 333-7915

The Division of Administration was created with the formation of the Department of Economic and Employment Development in 1987. The Division provides advice, guidance, and technical support on administrative management to senior program directors and agencies of the Department. It bears prime responsibility for developing Departmental budget proposals and projections.

The Division maintains fund accounts, administers personnel matters, and purchases and procures