

Under the Deputy Secretary are five Administrations: Financial Planning; Personnel Services; Fiscal Services; Information Services; and General Services. The Deputy Secretary also oversees Executive Operations and the Office of the Chief Medical Examiner.

EXECUTIVE OPERATIONS OFFICE

Robert Eastridge, *Director*

201 W. Preston St.
Baltimore, MD 21201 225-6506

Executive Operations is composed of key support offices that provide administrative and technical services for efficient operations. The offices are responsible for administrative hearings and appeals, governmental affairs, public relations, community relations, and planning and policy management.

OFFICE OF ADMINISTRATIVE HEARINGS AND APPEALS

William F. Clark, *Chief*

300 W. Preston St.
Baltimore, MD 21201 225-6960

The Office of Administrative Hearings and Appeals provides a central hearing office where persons may appeal administrative decisions of the Department. It assures such persons an independent, fair, and impartial hearing from which recommendations are made to the Secretary of Health and Mental Hygiene for action. The Office conducts quasi-judicial hearings affecting all units of the Department, local health offices, and various institutions on a statewide basis.

OFFICE OF GOVERNMENTAL AFFAIRS

Richard Proctor, *Chief* 225-6480

The Office of Governmental Affairs oversees appointments, constituent services, governmental relations, and local health planning.

APPOINTMENTS UNIT

225-6485

Nominations and recommendations for membership on Department boards and commissions are coordinated by the Appointments Unit for approval by the Secretary of Health and Mental Hygiene and by the Governor, as appropriate.

CONSTITUENT SERVICES UNIT

225-6480

Within this unit, four regional ombudsmen investigate problems and offer assistance to constituents, legislators, and local elected officials.

GOVERNMENTAL RELATIONS UNIT

225-6480

The Governmental Relations Unit serves as the legislative liaison between the Department and the General Assembly, and the U.S. Congress. The Unit evaluates pending legislation that affects governmental activities. The Division also maintains pertinent legal data on health legislation and helps develop, coordinate, and present historical background initiatives associated with the legislative process.

LOCAL HEALTH PLANNING UNIT

225-6492

The Local Health Planning Unit coordinates the work of local health planning agencies throughout the State with the Department of Health and Mental Hygiene and the State Health Resources Planning Commission.

OFFICE OF PUBLIC RELATIONS

Michael Golden, *Chief* 225-6490

The Office directs public affairs activities of the Department and coordinates them with departmental officials, local health officers, and the Governor's Office. The Office also arranges special events and disseminates employee information.

OFFICE OF COMMUNITY RELATIONS

Michael R. Carter, *Chief*

201 W. Preston St.
Baltimore, MD 21201 225-6600

The Office of Community Relations establishes and maintains equality of opportunity within the Department of Health and Mental Hygiene and the Department's programs throughout the State. The Office monitors Department programs and health care providers to assure that they comply with civil rights laws, mandates, and regulations. For the same purpose, the Office monitors personnel management, services, and procurement procedures of the Department.

The Office also develops and monitors programs for equal opportunities for employment. These include affirmative action, on-site review, outreach recruitment, and complaint processing.

In addition, the Office develops and monitors programs for equal access to health care and for minority business participation in State contracts.