

**OFFICE OF PLANNING AND POLICY
MANAGEMENT**

Elizabeth G. Barnard, *Chief*

201 W. Preston St.
Baltimore, MD 21201 225-6816

The Office of Planning and Policy Management is responsible for several planning and coordinating functions of the Department. The Office prepares the Department's annual Executive Plan, the Five-Year Capital Improvement Plan, the Master Facilities Plan, and twenty individual facility plans. The Office directs development of the annual Operational Plan and monitors its implementation throughout the year. The Office also is responsible for the Department's annual capital budget, real estate transactions, and bond bill submission. Internal policies and procedures are developed and promulgated through the Office. The Office also conducts special studies requested by the Secretary of Health and Mental Hygiene or the legislature.

DIVISION OF MANAGEMENT ANALYSIS

Alan Baker, *Acting Chief* 225-5191

The Division of Management Analysis initiates management strategies to increase federal or other non-State collections (payments for medical services). The Division conducts management studies in areas such as organizational alignment, problem resolution, intradepartmental coordination, and sound management practice.

VOLUNTEER SERVICES UNIT

W. Fred Hitchcock, *Chief* 225-6826

The Volunteer Services Unit develops, directs, coordinates, and evaluates the Department's thirty-two volunteer services programs statewide. These programs offer citizens and community groups the opportunity to aid and enhance the lives of residents of Department hospital centers and of patients in the community.

The Chief is a member of the Governor's Volunteer Council and serves as liaison to the Department's Council of Auxiliaries, a private, non-profit service organization.

**FINANCIAL PLANNING
ADMINISTRATION**

Richard J. Bandelin, *Director*

201 W. Preston St.
Baltimore, MD 21201 225-6064

The Financial Planning Administration monitors and controls all Department financial affairs, including liaison with the Department of Budget and Fiscal Planning and the General Assembly. The Administration oversees budget preparation and

review, expenditure management, funding enhancement, rate setting, cost analysis, and fiscal policy.

**PERSONNEL SERVICES
ADMINISTRATION**

Frank C. Zoll, *Director*

201 W. Preston St.
Baltimore, MD 21201 225-6386

Formerly the Office of Personnel Management, the Personnel Services Administration received its present name in 1988. The Administration provides personnel services and training for the Department. The Administration is responsible for personnel policy, recruitment and staffing, classification and compensation, employee-employer relations, staff development and training, and payroll and time-keeping.

**FISCAL SERVICES
ADMINISTRATION**

Sylvia Law, *Director*

201 W. Preston St.
Baltimore, MD 21201 225-5820

The Fiscal Services Administration analyzes and provides fiscal, accounting, and contracting services for the statewide operation of major Department programs and health care facilities. The Administration develops systems, policies, and procedures for the Department's fiscal management in coordination with regulatory/control agencies, the legislature, and the federal government. Under the Administration are five Divisions: Reimbursements; General Accounting; Audit Operations; Telecommunications; and Procurement.

**INFORMATION SERVICES
ADMINISTRATION**

Hugh C. Carrington, *Director*

201 W. Preston St.
Baltimore, MD 21201 225-6830

Formerly the Data Information Systems Administration, the Information Services Administration received its present name in 1988. The Administration devises information-processing strategies and implements the policy, procedures, and controls required for automation programs. The Administration also provides systems analysis, programming and data communications, and training and computer operation services for the Department's information systems throughout the State.