
**DEPUTY SECRETARY FOR
OPERATIONS**

Vacancy, Deputy Secretary

201 W. Preston St.
Baltimore, MD 21201 225-6510

The Deputy Secretary for Operations provides support services to the Department. The Deputy Secretary plans, organizes, directs, coordinates, and evaluates a range of professional, technical, and administrative services. These include department-wide support services in financial planning, expenditure control, personnel management, data processing, general services, grants administration, and capital construction. The Deputy Secretary also aids the Secretary in addressing matters that involve other State agencies, the legislature, the gubernatorial staff, and the federal government.

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

Vacancy, 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 governmental affairs, public relations, community relations, planning and policy management, and volunteer services.

OFFICE OF GOVERNMENTAL AFFAIRS

Richard A. Proctor, *Chief*
225-6480

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

OFFICE OF PUBLIC RELATIONS

Michael Golden, *Chief*
225-6494

The Office of Public Relations 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*
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.

**OFFICE OF PLANNING & POLICY
MANAGEMENT**

Elizabeth G. Barnard, *Chief*
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.

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.