

available for meetings of veterans' groups and patriotic societies, and for civic gatherings, provided that no collection or donation is taken nor any admission charged.

The Commission consists of ten members. Five are appointed by the Secretary of General Services with the approval of the Governor, and five are appointed by the Mayor of Baltimore City. Each member serves a five-year term and must be a Maryland war veteran (Code State Government Article, secs. 9-801 through 9-807).

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## FINANCE & ADMINISTRATION

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Charles A. Brannan, *Assistant Secretary for Finance & Administration*

301 West Preston St., Room 1201  
Baltimore, MD 21201 (410) 225-1446

The Assistant Secretary for Finance and Administration directs Department operations and administration, and coordinates preparation of the Department budget. Under the Assistant Secretary are four divisions: Personnel; Management Analysis; Fiscal Services; and Information Services.

### PERSONNEL DIVISION

Nancy L. Shagogue, *Personnel Director*  
(410) 225-4985

The Personnel Division administers all phases of personnel management, including recruitment, promotion, position classification, salary administration, employer-employee relations, drug or substance abuse, risk management, orientation, training, and disciplinary procedures. The Division also advises all General Services employees on personnel matters.

### MANAGEMENT ANALYSIS DIVISION

Vacancy, *Administrator*  
(410) 225-4304

The Management Analysis Division implements control systems to stop fraud, waste, and abuse. The Division analyzes program performance; produces management studies; and solves organizational and administrative problems.

### FISCAL SERVICES DIVISION

Basil Lambros, *Director*  
Dennis X. Flynn, *Chief*  
(410) 225-4212

The Office of Administrative and Fiscal Services was reorganized in 1991 as Fiscal and Contract Services. The unit became the Fiscal Services Division in 1993. The Division supports the Department in fiscal administration and maintains all accounting records of the Department. The Division

formulates accounting policies, procedures, and internal control standards and monitors compliance with them. The Division also processes operating budget transactions and capital project transactions affecting General Construction Loans (GCL), Capital Appropriations (CA), Outdoor Recreation Land Loans (ORLL), and other bond bills for which the Department is responsible.

### INFORMATION SERVICES DIVISION

Michael Sigman, *Director*  
(410) 225-4228

Functions of the Information Services Division were organized first by 1981 as Data Information Services under the Office of Administration and Fiscal Services. By 1983, the unit was renamed the Information Services Division and continued under the Office of Administrative and Fiscal Services until 1989, when it was transferred to the Office of Telecommunications. In 1991, the Division was made part of Finance and Administration.

The Division manages and operates the Department's data and word processing resources. This responsibility includes managing the operation of the Department's IBM System 36 Minicomputer, and two AC Jacquard J300 Word Processing Systems, as well as providing for the security of these systems. The Division also serves as project manager in developing custom applications software for the IBM System 36.

Centralized word processing support for the Department is provided by the Division. In addition, the Division supports the whole Department through systems analysis and programming.

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## REAL ESTATE

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L. Carolyn Wentz, *Assistant Secretary for Real Estate*

H. William Bauersfeld, *Deputy Assistant Secretary*  
300 West Preston St., Room 601  
Baltimore, MD 21201 (410) 225-4322

The Office of Real Estate was formed administratively by the Department of General Services in July 1978. In 1991, Land Acquisition and Disposal, and Lease Management and Procurement were placed under the Assistant Secretary for Real Estate to coordinate the State's real estate activities. The unit for Valuation and Appraisal was added in 1992.

### LAND ACQUISITION & DISPOSAL

Frank E. Bolton, *Chief*  
(410) 225-4310

Land Acquisition and Disposal originated in 1969 as the Land Acquisition Division of the Department of Public Improvements (Chapter 403,