

ment; Recruitment and Examination; Classification; Employee Relations; and Training Services.

#### OFFICE OF COMMUNITY RELATIONS

Michael R. Carter, *Chief*  
(410) 225-6600

The Office of Community Relations 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, including 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.

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#### FINANCIAL PLANNING ADMINISTRATION

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Richard J. Bandelin, *Director*

201 West Preston St.  
Baltimore, MD 21201 (410) 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. Administration functions are carried out by two divisions: Budget Management; and Program Costs and Analysis.

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#### FISCAL SERVICES ADMINISTRATION

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Sylvia Hamlett-Law, *Director*

201 West Preston St.  
Baltimore, MD 21201 (410) 225-5820

Functions of the Fiscal Services Administration were organized by 1923 under the Bureau of Personnel and Accounts, which was responsible for fiscal administration of the Department of Health. The 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 or control agencies, the General Assembly, and the federal government. Under the Administration are five divisions: General Accounting; Auditing; Reimbursements; Contracts and Telecommunications; and Audit Coordination and Management Analysis.

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#### GENERAL SERVICES ADMINISTRATION

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Daniel A. Hughes, *Director*

201 West Preston St.  
Baltimore, MD 21201 (410) 225-5830

The General Services Administration originated as the Office of General Administration by 1973. The Office was renamed the General Administrative Services Administration by 1983 and, by 1985, received its current name.

The Administration provides support services for supplies and procurement, space allocation, fleet management, mail, photocopying, building services, and capital construction. Coordination and technical assistance are provided statewide to projects of maintenance and engineering; asbestos identification and abatement; and abatement of polychlorinated biphenyls (PCBs), which are toxic chemicals found in insulating oils for electric transformers and switch gear.

The Administration directs five divisions: Central Services; Engineering and Maintenance; Health Statistics; Vital Records; and Special Projects.

#### DIVISION OF HEALTH STATISTICS

Vacancy, *Chief*  
(410) 225-5830

Functions of the Division of Health Statistics began in 1951 as part of the Division of Vital Records and Statistics, Department of Health. By 1959, the work of vital statistics was placed under the Division of Research and Planning. By 1961, it was found under the Office of Planning and Research and, by 1963, as part of the Division of Statistical Research and Records. In 1967, it was formed separately as the Division of Biostatistics under the Bureau of Analysis and Records. In 1969, the Division was changed to the Center for Health Statistics and, by 1973, placed under the Office of General Administration. It was reorganized as a division in 1988.

Annually, the Division publishes vital statistics and population estimates for the State. To highlight significant trends and findings, the Division analyzes and reports annually on the health status of Maryland residents. It provides statistical analysis and advice to programs on studies and systems development. The Division publishes annual and special reports on these topics.