
OFFICE OF THE SECRETARY

The Secretary of General Services is chief executive officer of the Department. Appointed by the Governor with Senate advice and consent, the Secretary sets policy, promulgates rules and regulations, and determines strategies to fulfill efficiently and effectively the Department's mandate. The Secretary is responsible for Department programs and services, the budget of the Department, and the budgets of boards, commissions, and offices under the Department's jurisdiction.

At Board of Public Works meetings, the Secretary presents the Department's portion of the Board's agenda. The Secretary also serves on numerous boards. The Governor's Mansion Trust is chaired by the Secretary. The Secretary also serves as a member of the Interagency Committee on School Construction, the Executive Management Board for the State Multi-Service Centers, the Hall of Records Commission, the Maryland Food Center Authority, the State Commission on the Capital City, the State Use Industries Advisory Committee, the Commission on Correctional Standards, and the General Professional Services Selection Board. In addition, the Secretary appoints the members of the Board of Architectural Review, and the State members of the War Memorial Commission.

DEPUTY SECRETARY

Vacancy, *Deputy Secretary* 225-4956

The Deputy Secretary advises the Secretary of General Services, plans strategies, performs special assignments, and shares responsibility with the Secretary for management of the Department.

PROCUREMENT REVIEW BOARD

Carl A. Damico, *Assistant Secretary for Facilities Management* 225-4214

Robert J. Byrd, *Assistant Secretary for Services & Logistics* 225-4440

The Procurement Review Board consists of the Assistant Secretary for Facilities Management and the Assistant Secretary for Services and Logistics. They meet to review and approve procurement transactions for which the Board of Public Works has delegated approval authority to the Secretary of General Services (COMAR Title 21).

STATE BOARD OF ARCHITECTURAL REVIEW
 Van Fossen Schwab, *Chairperson*

Appointed by Governor upon recommendation of Secretary of General Services & with Senate advice & consent: Ronald W. Clayton; Alan R. Meyers; John S. Palmer III; Stephen L. Parker; Antonio C. Ramos; Edward L. Todd. *Terms expire 1992.*

Dale Strait, *Coordinator*

301 W. Preston St., Room 1405
 Baltimore, MD 21201 225-4335

The State Board of Architectural Review was established in 1949 (Chapter 80, Acts of 1949). The Board reviews architectural designs and drawings for new State buildings or for reconstruction or repair of existing State buildings and recommends any changes necessary to make facilities functional and practical.

The Board is composed of architects, and at least one engineer, one landscape architect, and one architect with expertise in building preservation. The Board's seven members are appointed by the Governor upon recommendation of the Secretary of General Services and with Senate advice and consent. Members are chosen from nominees of the Baltimore Chapter, the Potomac Valley of Maryland Chapter, and the Chesapeake Bay Chapter of the American Institute of Architects; the Maryland Society of Professional Engineers; and the Maryland Chapter of the American Society of Landscape Architects. Members serve four-year terms (Code State Finance and Procurement Article, secs. 4-701 through 4-704).

WAR MEMORIAL COMMISSION

John E. Brandau, *Chairperson*, 1991

Appointed by Secretary of General Services: W. Leroy Maddox, 1991; Roscoe L. Burman, 1992; Meyer Sokolow, 1993; Walter D. Hyle, Jr., 1994; W. Russell Brown, 1995.

Appointed by Mayor of Baltimore: Robert B. Watts, 1991; John A. Jarosinski, 1992; John A. Micklos, 1994; Ruth S. Levy, 1995.

Norris J. Walbert, *Executive Secretary*

War Memorial Building
 Gay and Lexington Sts.
 Baltimore, MD 21202 685-7530

The War Memorial Commission was created in 1924 (Chapter 537, Acts of 1924). The Commission has custody and supervision of the War Memorial Building and the War Memorial Plaza, which were erected in Baltimore City to honor Marylanders who fought in World War I. Maintenance costs of this facility are shared equally by the State and the City of Baltimore. The building is open and available for meetings of veterans' groups