

ucts and services required by the Department. The Division also provides mailroom services, monitors the use of departmental motor vehicles, and maintains liaison with building management on upkeep of grounds and facilities. Requests for proposals and contract awards are reviewed by the Division for compliance with State purchasing regulations. Additionally, the Division coordinates data and word processing, operates the Department's central computer, and analyzes labor market information.

services designed to enhance the competitiveness of Maryland businesses. Business Assistance also oversees the Maryland Industrial Training Program, and serves as an advocate for business in dealing with government-related issues and problems.

**DIVISION OF BUSINESS
RESOURCES**

Audrey S. Theis, Ph.D., *Assistant Secretary*

217 East Redwood St.
Baltimore, MD 21202 (410) 333-1036

The Division of Business Resources was formed in 1991. Under the Division are four programs: Business Assistance; Small Business Development Center Network; Apprenticeship; and Technology Commercialization.

ADVISORY COMMITTEE ON MANUFACTURING

Staff: Audrey S. Theis, Ph.D. (410) 333-1036
Mitchell Horowitz (410) 333-6901

The Advisory Committee on Manufacturing was formed by the Department in 1992. The Committee examines Maryland's manufacturing base of small- to medium-sized firms and makes recommendations to the Governor and General Assembly on how to strengthen that base. The Committee particularly is concerned with issues of regulation (compliance with environmental policies, occupational safety, application of regulations); modernization (technology, total quality management, workforce preparation); and financing (availability of capital, Department financial assistance programs).

Appointed by the Secretary of Economic and Employment Development, the Committee's members represent the manufacturing business community, the General Assembly, education agencies, labor, and State government.

BUSINESS ASSISTANCE

Alan Kutz, *Executive Director*
(410) 333-6975

In 1991, functions of the Maryland Business Assistance Center, formerly under the Division of Business Development, were reorganized as the Office of Business Assistance under the Division of Business Resources. The Office became the Business Assistance Program in 1993.

Through four regional offices, Business Assistance works directly with Maryland businesses. It serves as liaison to the many State programs and

*PARTNERSHIP FOR WORKFORCE QUALITY
ADVISORY BOARD*

Vacancy, *Chairperson*
(410) 333-6975

The Partnership for Workforce Quality Advisory Board was formed in 1989, when the Partnership for Workforce Quality Program was established within the Department of Economic and Employment Development (Chapter 292, Acts of 1989). The Program provides training services to improve the competitiveness and productivity of Maryland's workers and businesses, upgrade employee skills for new technologies or production processes, and help Maryland businesses promote employment stability.

The Board consults with the Work Force Investment Board and advises the Secretary of Economic and Employment Development concerning the Program. With advice from the Secretary of Economic and Employment Development and the Chairperson of the Work Force Investment Board, the Governor appoints the Board's fifteen members to three-year terms (Code 1957, Art. 83A, secs. 3-501 through 3-504).

**SMALL BUSINESS DEVELOPMENT
CENTER NETWORK**

Woodrow McCutchen, *Director*
(410) 333-6995

The Small Business Development Center Network is a cooperative venture of the Department of Economic and Employment Development and the U.S. Small Business Administration. The Network originated as the Small Business Development Center Program formed within the Department in 1989 (Chapter 497, Acts of 1989). The Program became the Office of Small Business Development in 1992, and was reformed as the Small Business Development Center Network later that year.

Through five regional offices, the Network coordinates extension services for small businesses throughout the State. The Network fosters the economic growth and revitalization of small and historically disadvantaged businesses in Maryland (Code 1957, Art. 83A, secs. 5-201, 5-202).

ADVISORY BOARD

John Hess, Jr., *Chairperson*

The Advisory Board of the Small Business Development Center Program was created in 1989 (Chapter 497, Acts of 1989). Serving as a general advocate for small businesses, the Board advises the