

consider the economic impact and the effect on services of consolidation, as well as future trends in mental health treatment. Task Force members represent State agencies, the General Assembly, judiciary, professional organizations, local and State mental health advisory councils, advocacy groups, family members, and consumers.

OPERATIONS

Robert W. Eastridge, *Deputy Secretary for Operations*

201 West Preston St.
Baltimore, MD 21201 (410) 225-5502

The Deputy Secretary for Operations provides support services to the Department. The Deputy Secretary plans, organizes, directs, coordinates, and evaluates professional, technical and administrative services. These include departmentwide 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 of Health and Mental Hygiene in matters that involve other State agencies, the legislature, the gubernatorial staff, and the federal government.

Under the Deputy Secretary are five administrations: Personnel Services; Financial Planning; Fiscal Services; General Services; and Information Services. The Deputy Secretary also oversees the Office of Chief Medical Examiner.

OFFICE OF GOVERNMENTAL AFFAIRS

Richard A. Proctor, *Chief*
(410) 225-6480

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

OFFICE OF REGULATIONS COORDINATION

Michelle Phinney, *Regulations Coordinator*
(410) 225-6499

The Office of Regulations Coordination provides a central clearinghouse for health regulations. Here, regulations are reviewed and revised. The Office provides technical assistance to administrative units of the Department.

OFFICE OF PUBLIC RELATIONS

Michael Golden, *Chief*
(410) 225-6490

The Office of Public Relations directs public affairs 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 PLANNING & POLICY MANAGEMENT

Elizabeth G. Barnard, *Chief*
(410) 225-6816

The Office of Planning and Policy Management prepares the Department's annual Executive Plan, the Five-Year Capital Improvement Plan, the Master Facilities Plan, and twenty individual facility plans. 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*
(410) 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 serves on the Governor's Volunteer Council and as liaison to the Department's Council of Auxiliaries, a private, nonprofit service organization.

BOARD OF REVIEW

Joy C. Naden, *Chairperson*, 1994

Contact: Gloria Matarazzo (410) 225-6480

The Board of Review of the Department of Health and Mental Hygiene was established in 1969 (Chapter 77, Acts of 1969). The Board makes recommendations to the Secretary of Health and Mental Hygiene on the operation and administration of the Department. The Board also hears appeals as provided by law.

The Board's seven members are appointed to three-year terms by the Governor with Senate advice and consent (Code Health—General Article, secs. 2-201 through 2-207).

PERSONNEL SERVICES ADMINISTRATION

Frank C. Zoll, *Director*

201 West Preston St.
Baltimore, MD 21201 (410) 225-6386

Formerly the Office of Personnel Management, the Personnel Services Administration received its present name in 1988. The Administration provides personnel services and training for the Department. The Administration is responsible for the Office of Community Relations and six divisions: Administrative; Employ-