

ant Secretary of Health and Mental Hygiene for Administration directs this office through three units. The Director of Budget is responsible for the preparation of the Operating and Capital Budgets of the Department of Health and Mental Hygiene. He also supervises the Divisions of Planning, Grants and Program Development and the Maryland Center for Health Statistics. The Director of General Services is responsible for Personnel Management, Engineering and Maintenance, Management Engineering and Audit, Licensing and Enforcement, Manpower Training and Development of the Department of Health and Mental Hygiene. The Director of Fiscal Affairs has responsibility for the areas of Fiscal Services, Purchased Care, Support Services, Data Processing, and Reimbursements.

In addition, the Coordinator of Boards and Commissions, Hearing Officers, and the Regulations Coordinator also report to the Assistant Secretary.

OFFICE OF LEGAL SERVICES

Paul Walter, Assistant Attorney General and Counsel
to the Department of Health and Mental Hygiene

301 W. Preston Street, Baltimore 21201 Telephone: 383-2615

The Office of Legal Services provides legal support service and advice for the Secretary of Health and Mental Hygiene and all elements of this Department.

OFFICE OF COMMUNITY RELATIONS

Phyllis Kirkland, Chief

301 W. Preston Street, Baltimore 21201 Telephone: 383-2604

The Office of Community Relations has the responsibility for the Department's community relations activities and to insure that equal opportunity in employment is provided in accordance with directives of the Governor, Secretary of Health and Mental Hygiene, and the Federal government. Reporting to this office is the Civil Rights Compliance Unit which enforces the Federal Civil Rights Act of 1964 which makes it illegal to discriminate in any way against any person because of race, creed, color, sex, or national origin through any program, service or activity which receives Federal or State financial assistance.

OFFICE OF SPECIAL SERVICES

Henry G. Nathan, Chief

301 W. Preston Street, Baltimore 21201 Telephone: 383-2618

This office directs the operation of Educational Services, Information Services, and Volunteer Services. The services of these units operate on central office, institutional, community, and local levels.

OFFICE OF LEGISLATIVE SERVICES

Vacancy, Chief

301 W. Preston Street, Baltimore 21201

The Office of Legislative Services conducts legislative liaison with the Maryland General Assembly, U. S. Congress, and evaluates pending legislation which affects health care activities. It also maintains pertinent legal data on health legislation.