

that equal opportunity in employment is provided in accordance with directives of the Governor, Secretary of Health and Mental Hygiene, and the Federal government.

OFFICE OF GENERAL ADMINISTRATION

Herbert H. Rosenbaum, Assistant Secretary of Health and
Mental Hygiene for Administration
Leonard E. Albert, Director of Administration
Joseph R. Noll, Director of Administration
Thomas M. Thomas, Director of Administration

301 W. Preston Street, Baltimore 21201 Telephone: 383-2602

The Office of Administration advises and coordinates the administrative policies and procedures of the Department. The Assistant Secretary directs this office through three units, each headed by a Director of Administration. One Director is responsible for the preparation of the Operating and Capital Budgets of the Department of Health and Mental Hygiene, also supervising the Divisions of Planning Grants and Program Development, Fiscal Services, Budget Formulation and the Coordinator of the Department's Boards and Commissions. Another Director is responsible for the following Divisions: Personnel Management; Engineering and Maintenance; Licensing and Certification; Manpower Development and Training; Management Engineering and Audit; and the Department's Regulations Coordinator. The third Director is responsible for the Divisions of Support Services; Data Processing; Reimbursements; Center for Health Statistics and the Department's Hearings Office.

The responsibilities of the Assistant Secretary of Health and Mental Hygiene for Administration also include the Comprehensive Health Planning Agency, the Environmental Health Services Administration, the Health Services Cost Review Commission, and Legislative Services.

OFFICE OF LEGISLATIVE SERVICES

Joseph J. Jacoby, Chief

301 W. Preston Street, Baltimore 21201 Telephone: 383-2970

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.

COMPREHENSIVE HEALTH PLANNING AGENCY

Advisory Council

Gladys Noon Spellman, Chairman

The Agency

Chairman: Neil Solomon, M.D., Ph.D.,
Secretary of Health and Mental Hygiene
Eugene H. Guthrie, M.D., M.P.H., Executive Director
Frederick Nevins, Ph.D., Associate Executive Director

101 W. Read Street, Baltimore 21201 Telephone: 383-2430

The Maryland Comprehensive Health Planning Agency was created by Chapter 221, Acts of 1968 as the Maryland agency to administer the Comprehensive Health Planning and Public Health Services Amendments of 1966 (Public Law 89-749).