

## GENERAL ADMINISTRATIVE SERVICES ADMINISTRATION

H. William Bauersfeld, *Director*

201 W. Preston Street  
Baltimore 21201

Telephone: 383-2411

This Administration is responsible for planning, organizing, and directing the activities of the divisions of Administrative Services, Dietary Services, Engineering and Maintenance, and Reimbursements. The director and staff within this administration provide support services in such areas as supplies and procurement, space allocation, fleet management, service contract supervision, and capital construction. Coordination and technical assistance are provided statewide to dietary, maintenance, and engineering projects. The recovery of costs of health care provided by the Department from legally responsible persons, third party payors, and federal sources is another major responsibility.

## MANPOWER RESOURCES ADMINISTRATION

Don L. Spicer, *Director*

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This Administration is responsible for planning, organizing, and directing the activities of the divisions of Personnel, Staff Development, Nursing, Health Education, and Volunteer Services. The director and staff within this Administration develop, recommend, and implement programs, policies, and procedures for statewide operations in personnel management, staff training, health education, nursing, and volunteer

services. The personnel management function includes manpower utilization and staff productivity responsibilities. The health education function can have major impact on the health of the citizens of Maryland.

## OFFICE OF PLANNING

Elizabeth G. Barnard, *Director*

201 W. Preston Street  
Baltimore 21201

Telephone: 383-2831

This Office is responsible for organizing and directing department-wide planning. The director and staff in this office annually prepare the Executive Plan, the Five Year Capital Improvement Plan, the Master Facilities Plan, Three Year Unit Plans, and twenty-seven individual facility plans. Coordination of capital budget, funding priorities, departmental goals, legislative mandates, and other agency initiatives are performed. The planning of capital projects in this area relates directly to public health institutional needs.

## OFFICE OF MANAGEMENT ANALYSIS

Loretta H. DeBusk, *Director*

201 W. Preston Street  
Baltimore 21201

Telephone: 383-4556

This office is responsible for the development of department-wide management systems and organizational structures to ensure efficient operations. The development, coordination, and promulgation of internal operating policies is another major function of this unit. It is also responsible for planning and conducting systems and program analysis and cost/benefit studies.

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## DEFUNCT DEPARTMENT AGENCIES

### BOARD OF OSTEOPATHIC EXAMINERS

Formerly within the Department of Health and Mental Hygiene, the Board was abolished by Chapter 238, Acts of 1981.

### MENTAL RETARDATION ADMINISTRATION

Renamed the Mental Retardation and Developmental Disabilities Administration by Chapter 430, Acts of 1982.

### STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

Provisions relating to the Agency were repealed by Chapter 108, Acts of 1982. The same law provided for the transfer of the Agency's functions to the Health Resources Planning Commission.

### STATEWIDE HEALTH COORDINATING COUNCIL

Chapter 108, Acts of 1982, repealed provisions establishing the Council.