

BOARD OF REVIEW

Chairperson: Mildred L. Tyssowski, 1988

Jane S. Buckley, 1987; Richard K. C. Hsieh, Ph.D., 1987; Joan H. Phillips, R.N., 1987; Carol Kehring, 1989; Thelma M. Millard, 1989; *one vacancy.*

300 W. Preston St.
Baltimore 21201 Telephone: 225-6972

The Board of Review was created in 1969 (Chapter 77, Acts of 1969). Its seven members are appointed to three-year terms by the Governor with the advice and consent of the Senate. The Board makes recommendations to the Secretary on the operation and administration of the Department. It also hears appeals as provided by law (Code Health—General Article, secs. 2-201 through 2-207).

OFFICE OF THE ATTORNEY GENERAL

300 W. Preston St.
Baltimore 21201 Telephone: 225-1846

The Office of the Attorney General serves as the legal advisor to the Secretary and the Department.

DEPUTY SECRETARY FOR OPERATIONS

Vacancy, Deputy Secretary

201 W. Preston St.
Baltimore 21201 Telephone: 225-6515

The Deputy Secretary for Operations provides support services to the Department. The Deputy Secretary plans, organizes, directs, coordinates, and evaluates a range of professional, technical, and administrative services. These include Department-wide support services in planning, expenditure control, personnel management, data processing, staff training, grants administration, and capital construction. The Deputy Secretary also aids the Secretary in addressing matters that involve other State agencies, the legislature, the gubernatorial staff, and the federal government.

Under the Deputy Secretary are Executive Support Units, the Office of Financial Planning, the

Office of Personnel Management, the Fiscal Services Administration, the General Services Administration, the Data Information Systems Administration, and the Office of the Chief Medical Examiner.

EXECUTIVE SUPPORT UNITS

EXECUTIVE OPERATIONS UNIT

John P. Leatherbury, *Acting Chief*

201 W. Preston St.
Baltimore 21201 Telephone: 225-6507

The Executive Operations Unit coordinates Department regulations, handles and tracks the Secretary's correspondence, and tracks all Executive assignments. The Unit reports directly to the Office of the Secretary.

OFFICE OF HEARINGS

William F. Clark, *Chief*

300 W. Preston St.
Baltimore 21201 Telephone: 225-6960

The Office of Hearings provides a central hearing office where persons may appeal administrative decisions. It assures such persons an independent, fair, and impartial hearing from which recommendations are made to the Secretary for action. The Office conducts quasi-judicial hearings affecting all organizational components of the Department, local health offices, and various institutions on a statewide basis.

OFFICE OF GOVERNMENTAL AND PUBLIC RELATIONS

Fran Tracy, *Director*

201 W. Preston St.
Baltimore 21201 Telephone: 225-6480

Under the Office of Governmental and Public Relations are the divisions concerned with liaison between the Department and legislative bodies, both state and federal; media and public relations; coordination of statewide volunteer activities; and appointment of members to departmental boards