

and commissions. The Office includes four divisions: Governmental Relations, Public Relations, Volunteer Services, and Appointments.

#### **Division of Governmental Relations**

William Dorrill, *Acting Chief*  
Telephone: 225-6480

The Division of Governmental Relations conducts legislative liaison between the Department and the General Assembly, and the U.S. Congress, and evaluates pending legislation that affects Departmental activities. The Division also maintains pertinent legal data on health legislation and helps develop, coordinate, and present Departmental initiatives and responses associated with the legislative process.

#### **Division of Public Relations**

Viola Lewis, *Acting Chief* Telephone: 225-6490

The Division directs public affairs activities of the Department and coordinates them with appropriate departmental officials and local health officers. The Division also arranges special events and disseminates employee information.

#### **Division of Appointments**

Roslyn P. Goldner, *Chief* Telephone: 225-6485

Nominations and recommendations for membership on Department boards and commissions are coordinated by this division for approval by the Secretary of Health and Mental Hygiene and by the Governor, as appropriate.

#### **OFFICE OF COMMUNITY RELATIONS**

Michael R. Carter, *Director*

201 W. Preston St.  
Baltimore 21201 Telephone: 225-6600

Under Title VII of the federal Civil Rights Act of 1964, the Office of Community Relations is responsible for Department minority community relations activities. It ensures that equal employment opportunity is provided in accordance with State and federal directives.

#### **OFFICE OF PLANNING**

Elizabeth G. Barnard, *Director*

201 W. Preston St.  
Baltimore 21201 Telephone: 225-6816

The Office of Planning is responsible for several Department-wide planning and coordination functions. The director and staff prepare the Department's annual Executive Plan, the Five-Year Capital Improvement Plan, the Master Facilities Plan, and twenty-seven individual facility plans. The Office directs development of the annual Operational Plan and monitors its implementation throughout the year. The Office also coordinates the Department's capital budget, real estate transactions, and bond bill submission. Internal policies and procedures are developed and promulgated through the Office. The director and staff also carry out special studies requested by the Secretary of Health and Mental Hygiene or the legislature.

#### **OFFICE OF MANAGEMENT ANALYSIS**

Alan Baker, *Acting Chief* Telephone: 225-6061

The Office of Management Analysis is responsible for initiating management strategies to increase federal or other non-state collections (payments for medical services). The Office conducts management studies in areas such as organizational alignment, problem resolution, intra-departmental coordination, and sound management practice.

#### **OFFICE OF FINANCIAL PLANNING**

Richard J. Bandelin, *Director*

201 W. Preston St.  
Baltimore 21201 Telephone: 225-6064

The Office of Financial Planning monitors and controls all financial issues, including liaison with the Department of Budget and Fiscal Planning and the General Assembly. The Office oversees budget preparation and review, expenditure management, funding enhancement, and management analysis.

#### **DIVISION OF BUDGET MANAGEMENT**

James P. Johnson, *Chief*  
Telephone: 225-6061

The Division of Budget Management is responsible for budget preparation and review, and expenditure management. The Division coordinates all federal fund activities, including applications