

Under the direction of the Secretary of General Services, Department programs and services are supervised by the Deputy Secretary and three Assistant Secretaries. The Deputy Secretary has direct responsibility for the Office of Administrative and Fiscal Services, and general oversight of the Divisions for Special Projects, Personnel, and Fair Practice. The Assistant Secretary for Engineering is responsible for the Office of Engineering and Construction and the Office of Facilities Management. The Assistant Secretary for Operations oversees the Office of Real Estate and the Office of Central Services. The Assistant Secretary is responsible for intergovernmental relations and the Office of Telecommunications.

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## OFFICE OF THE SECRETARY

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The Secretary of General Services is chief executive officer of the Department. Appointed by the Governor with Senate advice and consent, the Secretary sets policy, promulgates rules and regulations, and determines strategies to fulfill efficiently and effectively the Department's mandate. The Secretary is responsible for Department programs and services, the budget of the Department, and the budgets of boards, commissions, and offices under the Department's jurisdiction.

At Board of Public Works meetings, the Secretary presents the Department's portion of the Board's agenda. The Secretary also serves on numerous boards. The Governor's Mansion Trust is chaired by the Secretary. The Secretary also serves as a member of the Interagency Committee on School Construction, the Executive Management Board for the State Multi-Service Centers, the Hall of Records Commission, the Maryland Food Center Authority, the State Commission on the Capital City, the State Use Industries Advisory Committee, the Commission on Correctional Standards, and the General Professional Services Selection Board. In addition, the Secretary appoints the members of the Board of Architectural Review, and the State members of the War Memorial Commission.

### STATE BOARD OF ARCHITECTURAL REVIEW

*Chairperson:* Vacancy

Appointed by Secretary of General Services; Ronald W. Clayton; Alan R. Meyers; John S. Palmer III; Stephen L. Parker; Antonio C. Ramos; Van Fossen Schwab; Edward L. Todd. *Terms expire 1992.*

Keith D. Kelley, *Coordinator*

301 W. Preston St., Room 1405  
Baltimore, MD 21201

225-4335

The State Board of Architectural Review was established in 1949 (Chapter 80, Acts of 1949). The Board reviews architectural designs and drawings for new State buildings and recommends any changes necessary to make facilities functional and practical.

The Board is composed of seven members appointed by the Secretary of General Services from

lists of nominees submitted by the Baltimore Chapter, the Potomac Valley of Maryland Chapter, and the Chesapeake Bay Chapter of the American Institute of Architects. Members serve four-year terms (Code State Finance and Procurement Article, secs. 4-701 through 4-704).

### WAR MEMORIAL COMMISSION

*Chairperson:* John A. Micklos, 1989

Appointed by Secretary of General Services with Governor's approval: Charles A. Kreachman, 1989; Norris J. Walbert, Jr., 1990; W. Leroy Maddox, 1991; Roscoe Burman, 1992; Meyer Sokolow, 1993.

Appointed by Mayor of Baltimore: Ruth S. Levy, 1990; John E. Brandau, 1991; Robert B. Watts, 1991; John A. Jarosinski, 1992.

Edwin D. Gosnell, Sr., *Executive Secretary*

War Memorial Building  
Gay and Lexington Sts.  
Baltimore, MD 21202

685-7530

The War Memorial Commission was created in 1924 (Chapter 537, Acts of 1924). The Commission has custody and supervision of the War Memorial Building and the War Memorial Plaza, which were erected in Baltimore City to honor Marylanders who fought in World War I. Maintenance costs of this facility are shared equally by the State and the City of Baltimore. The building is open and available for meetings of veterans' groups and patriotic societies, and for civic gatherings, provided that no collection or donation is taken nor any admission charged.

The Commission consists of ten members. Five are appointed by the Secretary of General Services with the approval of the Governor, and five are appointed by the Mayor of Baltimore City. Each member serves a five-year term and must be a Maryland war veteran (Code State Government Article, secs. 9-801 through 9-807).

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## DEPUTY SECRETARY

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Jerome W. Klasmeier, *Deputy Secretary*

301 W. Preston St.  
Baltimore, MD 21201

225-4956