

Upon recommendation of the Comptroller, the Board may adopt regulations covering matters of business administration in the various departments, institutions, and agencies of the State, including the fixing of uniform rates of mileage allowance and the terms and renewals of all bonds furnished by State officials and employees. The sale, lease, or transfer of any real property belonging to any State agency or institution must be approved and the conveyance signed by the Board and the highest official of the agency or institution. Where no agency or institution claims the property, the Board executes the conveyance. The Board of Public Works has custody of the General Emergency Fund, which is used to supplement the budgets of the agencies and institutions of the State. The Board also must issue a license to anyone who seeks to dredge or fill in State wetlands.

The Board of Public Works is required to adopt and promulgate rules, regulations, and procedures for the administration of the State Public School Construction Program and to approve the allocations which are to be paid to each of the counties and Baltimore City (Code 1957, Articles 15A, 23, 27, 31, 41, 43, 73B, 78A, 94A; Education Article; Estates and Trusts Article; Environment Article; Natural Resources Article; State Finance and Procurement Article; State Government Article; Transportation Article).

OFFICE OF THE SECRETARY

James J. McGinty, Jr., *Secretary*

Goldstein Treasury Building, Room 213  
60 Calvert St.  
Annapolis, MD 21401 974-3443

The Secretary of the Board of Public Works is charged with certain administrative functions in connection with matters brought before the Board. The office is responsible for preparing one of the several agendas considered by the Board at its meetings and for scheduling the appearance of persons wishing to testify at meetings. It must notify all affected parties of actions taken by the Board. It prepares, distributes, and maintains the minutes of each of the meetings. A library of tape recordings and transcripts of each meeting is also maintained. The office provides information to other State agencies, the news media, and the public at large, and undertakes research as requested. The operating budget of the Board of Public Works, which contains a number of grant programs to private agencies, institutions, colleges, and universities, is prepared and administered by this office.

PROCUREMENT ADVISORY COUNCIL

*Chairperson*: James J. McGinty, Jr., Secretary,  
Board of Public Works

*Public member (appointed by Governor)*: Herbert D. Coss, Jr.

*Ex officio*: Lucille Maurer, State Treasurer; Charles L. Benton, Jr., Secretary of Budget & Fiscal Planning; Martin W. Walsh, Jr., Secretary of General Services; O. James Lighthizer, Secretary of Transportation; Donald N. Langenberg, Ph.D., Chancellor, University of Maryland System.

Sandra K. Reynold, *Procurement Advisor*

Goldstein Treasury Building, Room 409  
60 Calvert St.  
Annapolis, MD 21401 974-2375

The Procurement Advisory Council advises the Board of Public Works on problems with the procurement process and recommends improvements to that process. In accordance with recommendations of the Governor's Ad-Hoc Committee to Study Article 21—Procurement, and as authorized by COMAR 21.02.01.09, the Board of Public Works originally established the Council on October 13, 1983. The Council was reconstituted in 1986 to include the State Treasurer; the Chancellor of the University of Maryland System; the Secretaries of Budget and Fiscal Planning, General Services, and Transportation; and a public member. The Secretary to the Board of Public Works serves as chairperson (Code State Finance and Procurement Article, sec. 11-106).

A procurement advisor, appointed by the Board of Public Works, develops and implements procurement regulations, analyzes procurement problems and issues, staffs the Procurement Advisory Council, and advises the Board on procurement-related matters.

ADVISORY COUNCIL TO THE BOARD OF  
PUBLIC WORKS ON HIGHER EDUCATION  
FACILITIES ACTS

*Chairperson*: Charles L. Benton, Jr., Secretary of  
Budget & Fiscal Planning

*Appointed by Governor*: William M. Brish; J. Elizabeth Garraway; David W. Hornbeck; Brent M. Johnson; Henry J. Knott; Parlett L. Moore; William A. Ruhl, Sr.; Jean E. Spencer; one vacancy.

Charles J. Lietwiler, *Executive Secretary*

Dept. of Budget & Fiscal Planning  
Goldstein Treasury Building  
60 Calvert St.  
Annapolis, MD 21401 974-2114

The Governor designated the Board of Public Works to administer grant programs under the federal Higher Education Act of 1965 (PL. 89-329, as amended). Title VII-A of the Act provides federal grants to institutions of higher education to finance construction of classrooms, laboratories, and libraries.