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**OFFICE OF THE SECRETARY**


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The Secretary of Economic and Employment Development is chief executive officer of the Department and is appointed by the Governor with Senate advice and consent. The Secretary sets policy, promulgates rules and regulations, and determines the strategies necessary to fulfill the Department's mandate. The Secretary is responsible for the budget of the Department and for the budgets of the boards, commissions, and offices under the Department's jurisdiction.

The Secretary is assisted in the administration of the Department by the Deputy Secretary. The Deputy Secretary is appointed by the Secretary with the approval of the Governor.

*GOVERNOR'S EMPLOYMENT & TRAINING  
COUNCIL*

J. Henry Butta, *Chairperson*, 1992

*Appointed by Governor (who also designates chair):*

Ronald L. Bowers; Ernest R. Grecco; Sheila E. Hixson; William P. Kaczorowski; Thomas R. McNutt; Freddy L. Mitchell; Edward A. Mohler; Kenneth C. Montague, Jr.; John P. O'Connor; Robert C. Schleiger, Ph.D.; Kenneth L. Wade; Joslyn N. Williams. *Terms expire 1991.*

William D. Boden; Jack B. Castle; Jerome S. Doubroff; Leo E. Green; Sharon W. Hornberger; Dana M. Jones; Stanley Mazaroff; George V. McGowan; James H. McLean; Kenneth J. Miller; Marion W. Pines; Joseph Puhalla; Oscar Schulz; Carl W. Struever; William G. Troxler, Ph.D. *Terms expire 1992.*

Carolyn W. Colvin; Rose Marie Coughlin; J. Randall Evans; Nancy S. Grasmick, Ph.D.; Jack M. Hix; Lucille Maurer; Joseph L. Shilling, Ph.D.; Peter P. Thomas, Sr.; James D. Tschechtelin, Ph.D.; Duane E. Yoder. *Terms expire 1993.*

James E. Callahan, *Executive Director*

1100 N. Eutaw St., Room 604  
Baltimore, MD 21201

333-5606

By Executive Order, the Governor created the Council in March 1983 as Maryland's job training coordinating council under the federal Job Training Partnership Act (P.L. 97-300). Later that year, the Council was established by statute (Chapter 268, Acts of 1983). In 1985, the Governor gave additional responsibilities to the Council and made it a unit within the Executive Department (Executive Order 01.01.1985.14). In 1987, the Council became part of the Department of Economic and Employment Development (Executive Order 01.01.1987.24). The Council helps plan, coordinate, and monitor the State's workforce invest-

ment programs and services in accordance with federal law.

The Council consists of not more than forty members appointed by the Governor for initial terms of from one to three years. The Governor designates the chairperson, who may not be an elected official or an employee of State or local government (Code 1957, Art. 100, sec. 121).

**OFFICE OF RESEARCH**

Robert N. Schoeplein, *Director*

217 E. Redwood St.  
Baltimore, MD 21202

333-6947

In order to provide quantitative and analytical bases for economic policy-making, the Office of Research studies the performance of the State's economy. The Office conducts research for Department divisions and, in compiling technical data, serves as a statewide information center for Maryland socio-economic and demographic data. It acts as a liaison between State government and data sources such as the U.S. Bureau of the Census, the U.S. Department of Commerce, the Federal Reserve Districts, trade associations, nonprofit organizations, and various State and local organizations. The Office also compiles data specifically oriented toward business, industry, and the public and prepares a monthly series of economic indicators.

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**DIVISION OF ADMINISTRATION**

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Joseph D. Burruss, Jr., *Assistant Secretary*

1100 N. Eutaw St.  
Baltimore, MD 21201

333-7915

Created in 1987, the Division of Administration provides advice, guidance, and technical support on administrative management to senior program directors and agencies of the Department. It bears prime responsibility for developing departmental budget proposals and projections.

The Division maintains fund accounts, administers personnel matters, and purchases and procures products and services required by the Department. The Division also provides mailroom services, monitors the use of departmental motor vehicles, and maintains liaison with building management on upkeep of grounds and facilities. Requests for proposals and contract awards are reviewed by the Division for compliance with State purchasing regulations. Additionally, the Division coordinates data and word processing, operates the Department's central computer, and carries out Labor Market Information functions.