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**OFFICE OF THE SECRETARY**


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Appointed by the Governor with Senate advice and consent, the Secretary of Personnel heads the Department. The Secretary establishes guidelines and procedures for the orderly and efficient administration of the Department.

The Secretary carries out the Governor's policies with respect to personnel and advises the Governor on all matters assigned to the Department.

*STATE EMPLOYEES' HEALTH INSURANCE  
ADVISORY COUNCIL*

*Chairperson:* Hilda E. Ford, Secretary of  
Personnel

*Appointed by Governor (who also designates chair):*  
Charles L. Benton, Jr., 1991; Louis L. Goldstein,  
1991; Sidney A. Green, 1991; Nelson J. Sabatini,  
1991; William H. Schoenhaar, 1991; William  
Bolander, 1992; Lance R. Corrine, 1992;  
Catherine A. Fiddes, 1992; Sara May Gold, 1992;  
Patricia B. Hill, 1992; Lt. Johnny Lewis Hughes,  
1992; Charles H. Stansburge III, 1992.

c/o Dept. of Personnel  
301 W. Preston St.  
Baltimore, MD 21201 225-4715

The State Employees' Health Insurance Advisory Council was created in 1985 (Chapter 217, Acts of 1985). The Council advises the Secretary of Personnel on implementation, maintenance, negotiations, and administration of the State Employees' Health Insurance Program. The Council also advises the Secretary on the procedure for soliciting bids from health care providers for a contract under the Program; what types of providers should be contracted to provide health care benefits; and what those benefits should be.

Appointed by the Governor, the Council consists of eleven members. These include the Secretary of Personnel or designee, and one representative each from the Department of Budget and Fiscal Planning; Department of Health and Mental Hygiene; State Insurance Commissioner; Comptroller of the Treasury; Senate President; House Speaker; Maryland Classified Employees Association; American Federation of State, County, and Municipal Employees; Maryland Troopers Association; and the public. Members serve two-year terms. The Governor designates the chairperson (Code 1957, Art. 64A, sec. 48E).

**EQUAL EMPLOYMENT OPPORTUNITY  
DIVISION**

*Celeste Morgan, Director*

301 W. Preston St., Room 607  
Baltimore, MD 21201 225-4793

The Equal Employment Opportunity Division was established in 1981. The Division initiates, monitors, and maintains a statewide program of equal employment opportunity and affirmative action (Code 1957, Art. 64A, secs. 12A-12E). The Division also investigates and settles charges brought under the Employee Disclosure and Confidentiality Protection Act (Code 1957, Art. 64A, secs. 12F-12K).

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**ADMINISTRATION**


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*Catherine K. Austin, Assistant Secretary of  
Administration*

225-4710

The Assistant Secretary of Administration is responsible for four divisions: Legislative and Policy Services, Fiscal Management, Data Management Information Services, and Employee Benefits. The Assistant Secretary also oversees the work of the Medical Director.

**LEGISLATIVE & POLICY SERVICES  
DIVISION**

*Edward V. Tildon, Director*

301 W. Preston St., Room 607  
Baltimore, MD 21201 225-4718

Organized in April 1988, the Legislative and Policy Services Division serves as legislative liaison for the Department on all bills affecting not only the Department of Personnel but also the Merit System and its personnel. The Division drafts bills and fiscal notes and testifies on proposed legislation.

The Division promulgates and interprets rules and regulations governing personnel. The Division also conducts health benefits policy analysis; procures all commodities and services, which includes securing health benefit providers; and directs the Department's internal personnel section.

**FISCAL MANAGEMENT DIVISION**

*George Redtman, Director*

301 W. Preston St., Room 510  
Baltimore, MD 21201 225-4727

The Fiscal Management Division administers financial and budgetary matters of the Department. The Division also is responsible for all purchasing and mailroom activities of the Department.