

cuted by any department, board, commission, State officer, or institution of the State. It also may designate the location of any State agency, after review by the Secretary of Budget and Fiscal Planning.

The Board may borrow upon the credit of the State, at any time between the sessions of the General Assembly, sums not to exceed \$50,000 to meet temporary deficits in the Treasury. In addition, the Board may borrow upon the credit of the State total amounts not exceeding \$1,000,000 in anticipation of the collection of taxes or other revenues, including the proceeds from the sale of bonds. All such loans bear interest at a rate determined by the Board, and must mature and be repaid at or before the end of the fiscal year in which the money is borrowed (Const., Art. III, sec. 34).

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).

The Constitution requires the Board to meet in Annapolis on the first Wednesday of January, April, July, and October, and more often when necessary (Const., Art. XII, secs. 1-3). Usually, meetings are held weekly.

*MARYLAND COLLEGE SAVINGS BOND  
ADVISORY BOARD*

*Chairperson:* Lucille Maurer, State Treasurer  
(410) 974-3443

The Maryland College Savings Bond Advisory Board was created in 1991 (Chapter 462, Acts of 1991). The Board advises the Board of Public Works on the issuance of college savings bonds.

The Board consists of four members. Two are appointed to three-year terms by the Governor. The State Treasurer, who chairs the Board, and the Secretary of Higher Education serve *ex officio* (Code Education Article, secs. 20-101, 20-102).

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**OFFICE OF SECRETARY**

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Sandra K. Reynold, *Secretary*

Goldstein Treasury Building, Room 213  
80 Calvert St.  
Annapolis, MD 21401 (410) 974-3443

The Secretary of the Board of Public Works administers certain functions in connection with matters brought before the Board. For Board meetings, the office prepares one of several agendas considered by the Board and schedules the appearance of persons wishing to testify. The office notifies all affected parties of actions taken by the Board and prepares, distributes, and maintains the minutes of each meeting. A library of tape recordings and transcripts of each meeting also is maintained. The Board's operating budget, which contains grant programs to private agencies, institutions, colleges, and universities, is prepared and administered by this office.

*PROCUREMENT ADVISORY COUNCIL*

*Chairperson:* Sandra K. Reynold, Secretary,  
Board of Public Works, & Procurement Advisor

Goldstein Treasury Building, Room 213  
80 Calvert St.  
Annapolis, MD 21401 (410) 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. 12-105).

Appointed by the Board of Public Works, the Procurement Advisor develops and implements procurement regulations, analyzes procurement problems and issues, staffs the Procurement Advisory Council, and advises the Board on procurement matters.