

cies. Renamed Office of Program Management, it assumed responsibility for local agency compliance reviews, technical assistance to local agencies, and special projects in 1990. The Office was reorganized in 1991 as the Office of Program Development and Management to develop program initiatives and implement staff development and training. Further reorganization in 1992 created the Office of Service Delivery. The Office monitors local agency compliance with federal and State mandates, provides technical assistance to correct problems in local agencies, and helps local agencies implement policies and procedures.

OFFICE OF PROGRAM INITIATIVES

Brian D. Shea, *Administrator*

(410) 767-7601

The Office of Program Initiatives was created in 1992 to assume duties formerly administered by the Office of Program Development and Management, and the Office of Policy and Central Operations. The Office of Program Initiatives develops child support enforcement policy, legislation, and regulations; plans program initiatives; interprets policy and conducts training on new policy and procedures; and coordinates its work with the Office of Policy and Legislation under the Secretary of Human Resources.

CHILD CARE ADMINISTRATION

Barbara Smith-Hamer, *Executive Director*

Patricia A. Jennings, *Deputy Director*

2701 North Charles St.

Baltimore, MD 21218

(410) 767-7131

In 1988, the General Assembly authorized the Secretary of Human Resources to adopt rules and regulations for the licensing and operation of child care centers (Chapter 247, Acts of 1988). This mandate requires child care centers to provide children with safe and sanitary conditions; proper care, protection, and supervision; and to promote good health, and sound growth and development in a homelike environment.

The Child Care Administration originated as the Office of Child Care Licensing and Regulation established as part of the Department of Human Resources in 1988 (Chapter 247, Acts of 1988). In December 1990, the Office merged with the Child Care Unit of the Social Services Administration to form the Child Care Administration.

The Administration regulates and licenses child care centers, family day care homes, certified child care providers, and nonpublic nursery schools. It also administers the State's child care subsidy payment program for eligible families (Purchase of Care), as well as the Child Care and Development Block Grant and federal Dependent Care Block

Grant Programs. The Administration may suspend, revoke, or deny licenses to child care facilities. To increase the number of child care facilities in Maryland, the Administration works with consumers and advocacy groups (Code Family Law Article, secs. 5-570 through 5-589).

CHILD CARE ADMINISTRATION ADVISORY COUNCIL

Dale Jackson, *Chairperson*

(410) 767-7131

Formed in 1991, the Child Care Administration Advisory Council serves as an advisory body to the Child Care Administration on child care regulations, issues and problems, and interagency priorities (Chapter 394, Acts of 1991).

The Council is composed of from twenty-one to twenty-five members. These include a member of the Senate appointed by the Senate President and a member of the House of Delegates appointed by the House Speaker. All other members are appointed by the Secretary of Human Resources (Code Family Law Article, secs. 5-590 through 5-593).

OPERATIONS

Lois Y. Whitaker, *Deputy Secretary for Operations*

311 West Saratoga St.

Baltimore, MD 21201

(410) 767-7107

The Deputy Secretary for Operations is responsible for the major administrative and support functions of the Department. Under the Deputy Secretary are five offices: Budget and Finance; Administrative Services; Information Management; Personnel; and Equal Opportunity.

OFFICE OF BUDGET & FINANCE

Ted Martin, *Acting Chief Financial Officer*

(410) 767-7504

OFFICE OF ADMINISTRATIVE SERVICES

Raymond Lofton, *Director*

(410) 767-7699

OFFICE OF INFORMATION MANAGEMENT

David Truax, *Director*

Kathy L. Hayes, *Deputy Director*

(410) 767-7462

OFFICE OF PERSONNEL

Robert R. Hagans, *Director*

(410) 767-7322

OFFICE OF EQUAL OPPORTUNITY

Bruce Moore

(410) 767-7458