
OFFICE OF THE SECRETARY

Eugene R. Lynch, *Secretary*
of General Services

301 West Preston St.
Baltimore, MD 21201—2305 (410) 767-4960

The Secretary of General Services is chief executive officer of the Department. Appointed by the Governor with Senate advice and consent, the Secretary sets policy, promulgates rules and regulations, and manages Department programs and services. The Secretary also develops and oversees the budgets of the Department and its boards, commissions, and offices.

The Secretary of General Services advises the Board of Public Works and State government agencies on all public improvements and engineering matters (Code State Finance and Procurement Article, secs. 4-403 through 4-406). At meetings of the Board of Public Works, the Secretary presents the Department's portion of the Board's agenda. The Secretary also serves on the Board's Procurement Advisory Council.

In addition to chairing the Government House Trust, the Secretary serves on the Governor's Executive Council; the State Information Technology Board; the Hall of Records Commission; the Maryland Food Center Authority; the General Professional Services Selection Board; and the Asbestos Oversight Committee. The Secretary also is a member of the Pricing Committee for Blind Industries and Services of Maryland; the Pricing and Selection Committee for Rehabilitation and Employment Programs; the State Use Industries Advisory Committee; the Commission on Correctional Standards; the Interagency Committee on School Construction; the Interagency Economic Growth, Resource Protection, and Planning Committee; and the Interdepartmental Advisory Committee for Minority Affairs.

DEPUTY SECRETARY

Michele T. Rozner, *Deputy Secretary*
(410) 767-4956

The Deputy Secretary advises the Secretary of General Services, performs special assignments, and shares responsibility with the Secretary for management of the Department. The Deputy Secretary also oversees the work of the State Board of Architectural Review, the Procurement Review Board, and the War Memorial Commission.

LEGAL DIVISION

Allan B. Blumberg, *Principal Counsel*
(410) 767-4992

The Legal Division is responsible for court cases, reviewing and preparing contract documents, and

providing legal opinions. The Division also represents the Department before the Maryland State Board of Contract Appeals.

STATE BOARD OF ARCHITECTURAL REVIEW

Stephen L. Parker, *Chair*, 1998
Carl L. Fox, *Coordinator*

301 West Preston St., Room 1405
Baltimore, MD 21201—2305 (410) 767-4444

The State Board of Architectural Review began in 1949 (Chapter 80, Acts of 1949). The Board reviews architectural designs and drawings for new State buildings or for reconstruction or repair of existing State buildings and recommends ways to make facilities functional and practical.

The Board has seven members. They are appointed to four-year terms by the Governor upon recommendation of the Secretary of General Services and with Senate advice and consent (Code State Finance and Procurement Article, secs. 4-701 through 4-704).

PROCUREMENT REVIEW BOARD

Contact: Dorothy N. Niemeyer (410) 767-4222

The Procurement Review Board was formed in 1981 when the Board of Public Works delegated to the Department authority to review and approve internally certain contracts, or procurement transactions (COMAR 21.02.01.04B). The Department is required to report to the Board of Public Works concerning these contracts.

Membership includes all assistant secretaries of the Department.

WAR MEMORIAL COMMISSION

Ruth S. Levy, *Chair*, 2000

War Memorial Building
Gay and Lexington Sts.
Baltimore, MD 21202 (410) 685-7530

The War Memorial Commission was created in 1924 (Chapter 537, Acts of 1924). The Commission has custody and supervision of the War Memorial Building and the War Memorial Plaza, which were erected in Baltimore City to honor Maryland veterans of World War I. Maintenance costs of this facility are shared equally by the State and the City of Baltimore. The building is open and available for meetings of veterans' groups and patriotic societies, and for civic gatherings, provided that no collection or donation is taken nor any admission charged.

The Commission's ten members serve five-year terms. Five are appointed by the Secretary of General Services with the Governor's approval, and five by the Mayor of Baltimore City (Code State Government Article, secs. 9-801 through 9-807).