DHMH PROCEDURE

http://www.dhmh.state.md.us/policies/inpolm.htm

OPERATIONS-OFFICE OF APPOINTMENTS AND EXECUTIVE NOMINATIONS
PROCEDURE 02.08.01.P2
Version Effective Date: August 1, 2003

PROCEDURE ON THE SECRETARY'S APPOINTMENTS TO ADVISORY BOARDS, COMMISSIONS AND COUNCILS

SHORT TITLE: SECRETARY'S APPOINTMENTS

ACTOR	ACTION REQUIRED
Administrator, Office of Appointments and Executive Nominations	1. Notifies the appropriate Administrator/ Executive Director of pending vacancies on the Board/ Commission/Council within his/her jurisdiction; 2. After discussion with the appropriate Administrator/ Executive Director, requests names of nominees for pending vacancies from appropriate stipulated institutions and non-profit organizations; 3. Specifies statutory as well as additional criteria which the Department will consider in selecting candidates in order to provide balanced representation on the board/commission/council (e.g., minority representation, geographic location, etc.) 4. Determines reappointment criteria which the Department will consider, if an incumbent member of a board/commission/council is eligible for reappointment; 5. Provides information on the group functions and meetings to the organizations and institutions; 6. If a reply is not received within four weeks, contact the association/institution to check on progress; 7. Acknowledges receipt of nominations from the associations/institutions;

Department of Health & Mental Hygiene
Office of Regulation and Policy Coordination
Policy Administrator - Room 503A
201 West Preston Street - Baltimore Maryland 21201-2301
Phone 410 767-5934 FAX 410 333-7304

ACTOR	ACTION REQUIRED
	8. Reviews biographical information forms for completeness, compliance with statutory requirements, and Departmental criteria;
	9. Reviews resumes of nominees;
	10. Selects the candidate to be recommended for appointment;
	11. Forwards the recommendation for appointment to the Secretary through the Deputy Secretary for Operations, or designee;
Secretary, DHMH	12. Approves and signs the recommendation for appointment and returns it to the Office of Appointments and Executive Nominations;
Administrator, Office of Appointments and Executive Nominations	13. For Secretarial appointments: a. Drafts appointment letter b. Prepares a commission (Certificate of Appointment) for signature of the Secretary c. Appointment letter and certificate are then signed and mailed as follows: 1. Original appointment letter to appointee 2. Copy of appointment letter to Administrator/Executive Director 3. Commission (Certificate of Appointment) to appropriate Clerk of the Court if the board/commission/ task force is by statute or is an executive nomination;
	14. Updates the board's membership roster, database and card file to show the new appointment.

Approval:

/S/ Signature on File

Nelson J. Sabatini, Secretary

August 1, 2003
Effective Date

APPENDIX: Non-Regulatory Boards and Commissions

Arthritis & Related Disorders
Bottled Water Committee
Cancer Council
Community Services Reimbursement Rate Commission
Developmental Disability Advisory Committee
Drug Utilization Review Board
Health Effects of Fire
Hearing Impaired Persons
Hearing Impaired Infants
Hereditary & Congenital Disorders
High Blood Pressure
Hospital Appeal Board
Institutional Review Board
Laboratory Advisory Council
Maryland Health Care Foundation
Medicaid Advisory Committee
Mental Hygiene Advisory Council
MD Health Care Foundation
MD Physical Fitness Council
Nursing Assistants Certification Advisory Committee
Off-Label Use of Drugs Panel
Physical Assistance Committee
Practice Parameters Advisory Committee
Prospective Payment Appeal Board
Public Health Forum
Public Law 102-321 Planning Council
Task Force To Study Issues of HIV & HIV Transmissions in MD Correctional Facilities
Task Force To Study the Uses of Methylphenidate & Other Drugs on School Children
Women's Health Promotion Council
WIC
Youth Camp Safety Advisory Committee

ACTOR	ACTION REQUIRED
	8. Reviews biographical information forms for completeness, compliance with statutory requirements, and Departmental criteria;
	9. Reviews resumes of nominees;
	10. Selects the candidate to be recommended for appointment;
	11. Forwards the recommendation for appointment to the Secretary through the Deputy Secretary for Operations, or designee;
Secretary, DHMH	12. Approves and signs the recommendation for appointment and returns it to the Office of Appointments and Executive Nominations;
Administrator, Office of Appointments and Executive Nominations	13. For Secretarial appointments: a. Drafts appointment letter b. Prepares a commission (Certificate of Appointment) for signature of the Secretary c. Appointment letter and certificate are then signed and mailed as follows: 1. Original appointment letter to appointee 2. Copy of appointment letter to Administrator/Executive Director 3. Commission (Certificate of Appointment) to appropriate Clerk of the Court if the board/commission/ task force is by statute or is an executive nomination;
	14. Updates the board's membership roster, database and card file to show the new appointment.

Approval:

Nelson J. Sabatini

Nelson J. Sabatini, Secretary

August 1, 2003
Effective Date