

August 25, 2009

**Office of the County Attorney  
Agency Assignments**

**I. Agency/Matter Assignments**

	<u>Agency</u>	<u>Principal Counsel</u>	<u>Backup Counsel</u>
1.	Animal Services Division (Police Department)	Snoddy	Nicholas
2.	Animal Matters Hearing Board	Windle	Lattner
3.	Bethesda Urban District Corporation	Fisher	Melnick
4.	Board of Appeals	Jay	Lattner
5.	Board of Investment Trustees	Moskowitz	Lattner
6.	Chief Administrative Officer - Contract Disputes	Rodriguez Lattner	Hansen Hansen
7.	Charter Review Commission	Hansen	Lattner
8.	Commission for Women	Lloyd	Ghahhari
9.	Community Use of Public Facilities	Royalty	Lattner
10.	Consumer Protection - Commission on Common Ownership Communities	Lloyd Wilson	Wilson Gaul
11.	Contract Review Committee - Solicitation Appeals/contract dispute	Melnick Lattner	Henry Hansen
12.	County Council	Hansen	Royalty/Lattner
13.	Corrections and Rehabilitation	Stevenson	Lattner

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14.	Criminal Justice Coordinating Commission	Stevenson	Lattner
15.	Economic Development - Life Science Center - TDR - Agricultural Easements - Workforce Investment Bd.	Fisher Basaman Gaul Gaul Foncannon	Royalty Royalty Basaman Basaman Fisher
16.	Environmental Protection - Solid Waste	Wilson Brooks	Spicer Savage
17.	Ethics Commission	Lattner	Hansen
18.	Finance - Recordation Tax - Risk Management including MOSH investigations and citations	Foncannon Foncannon Via	Markovs/Henry Markovs/Henry Litigation Division
19.	Fire and Emergency Services Commission	Melnick	Henry
20.	Fire and Rescue Services	Lamson	Wilson
21.	General Services - Procurement - Real Estate Services (leases, contract acquisitions, disputes, disposition) - Construction - Fleet Services - Facilities and Services	Henry Melnick Royalty Markovs Henry Henry	Melnick/Foncannon Foncannon/Henry Basaman/Gaul Melnick/Foncannon Foncannon Markovs
22.	Health and Human Services - Children, Youth and Family Services - Behavioral Health & Crisis Services - Aging and Disabilities Services	Evans Shapero Kinch Odick	HHS Division Evans Evans Evans

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	- Public Health	Kinch	Evans
	- Special Needs Housing	Odick	Evans
	- Administrative Appeals	Schulz	Evans
	- Americans w/ Disabilities Act (ADA)	Windle	Lattner
23.	Historic Preservation Commission	Ghahhari	Spicer
24.	Homeland Security	Lloyd	Wilson/Savage
25.	Housing and Community Affairs	Gaul	Basaman
	- Commission on Landlord/ Tenant Affairs		
	complaints	Ghahhari	Lloyd
	license appeals	Ghahhari	Lloyd
	- Office of Landlord/Tenant Affairs	Ghahhari	Lloyd
	- MPDU Program	Ghahhari	Lloyd
26.	Human Rights Commission	Lattner	
27.	Human Resources	Lattner	
	- EEO	Windle	Stevenson
	- Occupational Medical	Windle	Stevenson
	- Recruitment & Staffing	Windle	Stevenson
	- Training & Development	Windle	Stevenson
	- Records	Windle	Stevenson
	- Classification & Compensation	Windle	Stevenson
	- Labor Relations	Snoddy	Lattner
	- Benefits and Retirement	Moskowitz	Stevenson/Lamson
28.	Inspector General	Lloyd	Savage
29.	Intergovernmental Relations	Hansen	Lattner
30.	Libraries	Royalty	Lattner
31.	License Commissioners	Lloyd	Savage/Spicer

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32.	Liquor Control	Melnick	Wilson
33.	Management and Budget	Hansen	Royalty
34.	Merit System Protection Board	Henry	Lattner
35.	Planning and Implementation	Royalty	Basaman
36.	Permitting Services	Spicer	Savage
	- Stormwater Management	Spicer	Wilson
	Agreements		
	- Well and Septic	Spicer	Wilson
37.	Police	Snoddy	Lattner
	- Internal Affairs	Hinrichs	
38.	Procurement		
	- Solicitation/Contract Formation	Melnick	Foncannon/Markovs/ Henry
	- Contract Admin./Contract	Melnick	Foncannon/Markovs
	Disputes		
	- Construction Contract	Markovs	Foncannon
	Disputes		
39.	Public Information Office	Lattner	Hansen
40.	Recreation	Wilson	Savage
41.	Regional Service Centers	Royalty	Hansen/Basaman
42.	Revenue Authority	Fisher	Royalty
43.	Rockville Judicial Center	Fisher	Royalty
44.	Special Assistant to County Executive for Boards, Committees, and Commissions	Hansen	Lattner
45.	Supervisors of Elections	Lattner	Royalty

46.	Technology Services - Cable TV/Telecom/FCC	Ashbarry Royalty	Melnick/Henry Basaman/Fisher
47.	Transportation - Right of Way Franchises and telecommunications leases/licenses - Taxi cabs  - M-NCPPC Park Acquisition	Royalty  Royalty Henry  Thompson	Basaman  Basaman/Fisher Ghahhari, Nicholas, Lloyd (hearings) Basaman/Gaul
48.	Volunteer Center	Henry	Lattner
49.	Wheaton Redevelopment	Fisher	Royalty/Basaman
50.	Zoning & Land Use - Staff Screening Committee - Master Plan Review - Local and Sectional Map Review and Appeals	Royalty Royalty Royalty Royalty	Basaman Basaman Basaman Basaman

Agency Counsel - General Description of Duties

- A. Provide timely legal services to the agency.
- B. Act as liaison between agency and Office of County Attorney.
- C. Refer agency work involving a practice area to appropriate Lead Attorney.
- D. Consult with or refer (as appropriate) agency work to appropriate Resource Attorney.
- E. Consult with back-up counsel to insure that back-up counsel is able to function as counsel to the agency in event agency counsel is temporarily unavailable.

Backup Counsel

Provides assistance to agency counsel on temporary basis ( e.g. when agency counsel is on leave or temporarily unavailable because of extraordinary work load).

## II. Practice Areas

	<u>Area</u>	<u>Lead Attorney</u>	<u>Practice Group Members</u>
1.	Admin. Appeals to Bd. of Appeals	Spicer	Wilson
2.	Code Enforcement	Savage	Savage, Spicer, Lloyd, Thompson, Ghahhari, Brooks
3.	Condemnation Cases	Royalty	Basaman, Burdette, Willis, Birenbaum
4.	Personnel Administrative Hearings and related Circuit Court appeals (grievances, HRC (employment), disability arbitration)	Lattner	Lamson, Windle, Snoddy, Hinrichs, Stevenson, Moskowitz
5.	Procurement Contracts	Melnick	Wilson, Potisk, Foncannon (Finance), Ashbarry, Markovs, Henry

### Lead Attorney - General Duties

- A. Assign work to attorneys in the Practice Group on a basis approved by the Division Chief.
- B. Provide periodic management reports to the Division Chief on status of work in the Practice Area.
- C. Provide guidance as necessary to attorneys in the Practice Group.

## III. Area of Concentration

	<u>Specialty</u>	<u>Resource Attorney</u>
1.	Employee Benefits and Retirement	Moskowitz
2.	Environmental Law	Wilson/Brooks
3.	Fair Labor Standards Act	Lamson

4.	Federal Taxation	Moskowitz
5.	HIPPA	Windle
6.	Legislative Drafting	Hansen
7.	Open Meetings Act	Hansen/Lattner
8.	Opinions & Advice	Hansen
9.	Public Information Act	Lattner

Resource Attorney - General Duties

- A. Responsible for consulting with and reviewing the work product of other attorneys involving the subject matter of the Resource Attorney's area of concentration.
- B. Responsible for keeping current of developments in the Resource Attorney's area of concentration.