

September 26, 2011

**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)	Stevenson	Kinch
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	Hansen Lattner	Lattner Hansen
7.	Charter Review Commission	Hansen	Lattner
8.	Commission for Women	Lloyd	T. Jones
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	Fisher	Royalty
	- Life Science Center	Fisher	Royalty
	- TDR	Gaul	Royalty
	- Agricultural Easements	Gaul	Royalty
	- Workforce Investment Bd.	Foncannon	Fisher
16.	Environmental Protection	Wilson	Spicer
	- Solid Waste	Brooks	Savage
17.	Ethics Commission	Lattner	Hansen
18.	Finance	Foncannon	Markovs/Henry
	- Debt Collections	Stoner	Savage
	including personal property and miscellaneous taxes		
	- Recordation Tax	Foncannon	Markovs/Henry
	- Risk Management	Via	Litigation Division
	including MOSH investigations and citations		
19.	Fire and Emergency Services Commission	Melnick	Henry
20.	Fire and Rescue Services	Lamson	Wilson
21.	General Services	Henry	Melnick/Foncannon
	- Procurement	Melnick	Foncannon/Henry
	- Real Estate Services	Royalty	Thompson/Gaul
	(leases, contract acquisitions, disputes, disposition)		
	- Construction	Markovs	Melnick/Foncannon
	- Fleet Services	Henry	Foncannon
	- Facilities and Services	Henry	Markovs
	- Americans w/ Disabilities Act (ADA)	Windle	Lattner

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22.	Health and Human Services - Children, Youth and Family Services - Behavioral Health & Crisis Services - Aging and Disabilities Services - Public Health - Special Needs Housing - Administrative Appeals	Evans Shapero Kim Odick Kalaria Odick Schulz	HHS Division Evans Evans Evans Evans Evans Evans
23.	Historic Preservation Commission	T. Jones	Spicer
24.	Homeland Security	Lloyd	Wilson/Savage
25.	Housing and Community Affairs - Commission on Landlord/Tenant Affairs complaints license appeals - Office of Landlord/Tenant Affairs - MPDU Program	Gaul T. Jones T. Jones T. Jones T. Jones	Thompson Lloyd Lloyd Lloyd Lloyd
26.	Human Rights Commission	Ashbarry	Henry
27.	Human Resources - EEO - Occupational Medical - Recruitment & Staffing - Training & Development - Records - Classification & Compensation - Labor Relations - Benefits and Retirement	Lattner Windle Windle Windle Windle Windle Windle Kinch Moskowitz	Stevenson Stevenson Stevenson Stevenson Stevenson Stevenson Stevenson Lattner Stevenson/Lamson
28.	Inspector General	Hansen	Lloyd
29.	Intergovernmental Relations	Hansen	Lattner

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30.	Libraries	Royalty	Lattner
31.	License Commissioners	Lloyd	Savage/Spicer
32.	Liquor Control	Melnick	Foncannon
33.	Management and Budget	Hansen	Royalty/Lattner
34.	Merit System Protection Board	Henry	Ashbarry
35.	Planning and Implementation	Royalty	Gaul
36.	Permitting Services	Spicer	Savage
	- Stormwater Management	Spicer	Wilson
	Agreements		
	- Well and Septic	Spicer	Wilson
37.	Police	Stevenson	Lattner
	- Internal Affairs	Daken	Stevenson
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/Thompson
42.	Revenue Authority	Fisher	Royalty
43.	Special Assistant to County Executive for Boards, Committees, and Commissions	Hansen	Lattner

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

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	Lloyd, Birenbaum Thompson, T. Jones, Brooks
3.	Condemnation Cases	Royalty	Burdette, Willis, Birenbaum
4.	Debt Collection	Stoner	Savage
5.	Personnel Administrative Hearings and related Circuit Court appeals (grievances, HRC (employment), disability arbitration)	Lattner	Lamson, Windle, Kinch, Daken, Stevenson, Moskowitz
6.	Procurement Contracts	Melnick	Wilson, Potisk, Foncannon (Finance), Ashbarry, Markovs, Henry, Brooks
7.	Workers' Compensation	Karpel	Beamer, Nicholas

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.