

Office of the County Attorney
Agency Assignments
February 7, 2019

I. Agency/Matter Assignments

	<u>Agency</u>	<u>Principal Counsel</u>	<u>Backup Counsel</u>
1.	Animal Services Division (Police Department)	Freedman	Roberts
2.	Animal Matters Hearing Board	Ogorzalek	Hutchinson
3.	Bethesda Urban District Corporation	Gaul	Anker
4.	Board of Appeals	Lloyd	Lattner
5.	Board of Investment Trustees	Moskowitz	Kinch
6.	Chief Administrative Officer - Contract Disputes	Hansen Lattner	Lattner
7.	Charter Review Commission	Lattner	Hansen
8.	Commission for Women	Lloyd	Lattner
9.	Community Engagement Cluster	Lattner	E. Ashbarry
10.	Community Use of Public Facilities	Royalty	Lattner
11.	Consumer Protection - Public Service Commission	E. Ashbarry Brennan	Brennan Ogorzalek
12.	Contract Review Committee -CAO decision in solicitation Appeals & contract disputes	Greene Lattner	T. Ashbarry
13.	County Council	Lattner	Hansen
14.	Corrections and Rehabilitation	Tomazic	Legum

Office of the County Attorney
Agency Assignments
February 7, 2019
Page 2

15.	Criminal Justice Coordinating Commission	Roberts	Tomazic
16.	Economic Development		
	- Economic Development Fund	Gaul	Royalty
	- Life Science Center	Gaul	Royalty
	- TDR's	Gaul	Royalty
	- Agricultural Easements	Gaul	Royalty
	- Workforce Investment Bd.	Hutchinson	Ogorzalek
17.	Electronically Stored Information (ESI)	Kilcoyne	Markovs
18.	Employee Retirement System	Moskowitz	Kinch
19.	Environmental Protection	Wilson	Royalty
	- Solid Waste	Brooks	DeWire
20.	Ethics Commission	Lattner	Hansen
21.	Emergency Management-Homeland Security	E. Ashbarry	Wilson/Lattner
22.	Finance	Hutchinson	T. Ashbarry
	- Debt Collections including personal property and miscellaneous taxes	Stoner	Hutchinson, Ogorzalek
	- Recordation/Transfer Tax	Hutchinson	T. Ashbarry
	- Risk Management including MOSH investigations and citations	Kane	Litigation Division
23.	Fire and Emergency Services Commission	Greene	Brooks
24.	Fire and Rescue Service	Haenftling	Kinch

Office of the County Attorney
Agency Assignments
February 7, 2019
Page 3

25.	General Services	T. Ashbarry	DeWire
	- Real Estate Services (leases, contract acquisitions, disputes, disposition)	Royalty	Gaul/Anker
	- Construction	DeWire	T. Ashbarry/Ogorzalek
	- Fleet Services	Hutchinson	Ogorzalek
	- Facilities and Services	Ogorzalek	Hutchinson
	- Americans w/ Disabilities Act (ADA)	Nunley	Kinch
26.	Health and Human Services	Talcott	
	- Children, Youth and Family Services	Shapero	Talcott
	- Behavioral Health & Crisis Services	Miller	Talcott
	- Aging and Disabilities Services	Odick	Kim
	- Public Health	DiBiasio	Kim
	- Special Needs Housing	Odick	Miller
	- Administrative Appeals	Wete	
27.	Historic Preservation Commission	Wilson	Frederick
28.	Housing and Community Affairs	Gaul	Royalty
	- CDBG contracts & streetscape easements	Anker	Gaul
	- Commission on Common Ownership Communities	Wilson	Royalty
	- Commission on Landlord/ Tenant Affairs		
	complaints	Wilson	Frederick
	license appeals	Wilson	Frederick
	- Office of Landlord/Tenant Affairs	Wilson	
	- MPDU Program	Gaul	Anker
	- Development Deals	Gaul	Royalty
29.	Human Rights Commission	Lloyd	Lattner

Office of the County Attorney
Agency Assignments
February 7, 2019
Page 4

30.	Human Resources	Kinch	
	- EEO	Kinch	Nunley
	- Occupational Medical	Nunley	Kinch
	- Recruitment & Staffing	Nunley	Kinch
	- Training & Development	Nunley	Kinch
	- Records	Nunley	Kinch
	- Classification & Compensation	Nunley	Kinch
	- Labor Relations	Kinch	Haenftling, Freedman, Legum, Nunley, Roberts Tomazic
	- Benefits and Retirement	Moskowitz	Kinch
31.	Inspector General	Hansen	Markovs, E. Ashbarry, Lattner
32.	Intergovernmental Relations	Lattner	Hansen
33.	Libraries	Royalty	Lattner
34.	License Commissioners	Lloyd	Hutchinson
35.	Liquor Control	Greene	T. Ashbarry
36.	Management and Budget	Lattner	Hansen
37.	Merit System Protection Board	Lattner	E. Ashbarry
38.	Planning and Implementation	Royalty	Gaul
39.	Permitting Services	Frederick	Royalty
	- Stormwater Management	Frederick	Wilson
	Agreements		
	- Well and Septic	Frederick	Wilson
40.	Police	Roberts	Kinch
	- Internal Affairs	Daken	Kinch

Office of the County Attorney
Agency Assignments
February 7, 2019
Page 5

41.	Procurement - Solicitation/Contract Formation	Greene Greene	T. Ashbarry T. Ashbarry, DeWire, Hutchinson, Ogorzalek, Brooks, Burdette Greene
	- Contract Admin.advice/ Contract Disputes	T. Ashbarry	
	- Construction Contract Disputes	DeWire	T. Ashbarry, Ogorzalek
42.	Public Information Office	Lattner	Hansen
43.	Recreation	Wilson	Royalty
44.	Regional Service Centers	Royalty	Lattner
45.	Revenue Authority	Gaul	Royalty
46.	Special Assistant to County Executive for Boards, Committees, and Commissions	Hansen	Lattner
47.	Supervisors of Elections	Lattner	Hansen
48.	Technology Services - Cable TV/Telecom/FCC	E. Ashbarry Royalty	Greene Gaul
49.	Transportation - Right of Way Franchises and telecommunications leases/licenses	Royalty	Birenbaum
	- Taxi cabs	Royalty Birenbaum	Gaul Frederick, Lloyd (hearings)
	- M-NCPPC Park Acquisition	Royalty	Gaul
	- Purple Line	Royalty	Birenbaum
	- White Flint	Gaul	Anker, Royalty
50.	Wheaton Redevelopment	Gaul	Royalty

Office of the County Attorney
Agency Assignments
February 7, 2019
Page 6

51.	Zoning & Land Use	Royalty	Gaul
	- Staff Screening Committee	Royalty	Gaul
	- Master Plan Review	Royalty	Gaul
	- Local and Sectional Map Review and Appeals	Royalty	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 ensure that back-up counsel can 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	Frederick	Wilson
2.	Code Enforcement	Taylor	Lloyd, Ogorzalek, Kane, Legum, Freedman
3.	Condemnation Cases	Birenbaum	Anker, Royalty
4.	Debt Collection	Stoner	T. Ashbarry, Ogorzalek
5.	Forfeitures	Roberts	Kinch, Legum
6.	Personnel Administrative Hearings and related Circuit Court appeals (grievances, HRC (employment), disability arbitration)	Kinch	Daken, Freedman, Haenftling, Legum, Moskowitz, Nunley, Roberts, Tomazic
7.	Procurement Contracts	T. Ashbarry	Wilson, Greene, DeWire, Brooks, Hutchinson, Ogorzalek, Burdette
8.	Workers' Compensation	Karpel	Nicholas, Lamson, Garland

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.	ADA	Nunley
2.	Appeals	Lattner
3.	Employee Benefits and Retirement	Moskowitz
4.	Environmental Law	Wilson, Brooks
5.	Fair Labor Standards Act	Kinch, Legum
6.	FMLA	Nunley
7.	Federal Taxation	Moskowitz
8.	HIPAA	DiBiasio
9.	Intellectual Property	E. Ashbarry
10.	Legislative Drafting	Lattner
11.	Litigation *Non-SIF *SIF	Markovs, T. Ashbarry Markovs, Kane
12.	Open Meetings Act	Lattner
13.	Opinions & Advice	Lattner
14.	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.