

# ANIMAL SERVICES ADVISORY COMMITTEE

## MINUTES

**Tuesday, December 6, 2022**

Office of Animal Services  
7315 Muncaster Mill Road, 2<sup>nd</sup> Flr. Conf. Rm.  
Derwood, MD 20855

### **I. Call to Order**

**7:30 p.m.**

**Present In-Person:** Melissa Rubin, Chair, Stephanie Arrington, Vice Chair, Vicky Thomas, Sandra Yuen, Jennifer Hughes, Linda McMakin, Jan Armstrong, Beth Mullen, Thomas J. Koenig, Gregory Lawrence, and Bonnie White.

**Present Via Teams:** Maureen Smith and Dr. Roxanne Borrok

**Staff:** Trish Ranshaw

**Call to Order:** The meeting was called to order at 7:30 p.m. by Melissa Rubin, Chair

**Handouts:** Montgomery County Spay Neuter Initiative Program (MCSNIP)

#### **1. Approve November 3, 2022, ASAC Minutes**

Melissa Rubin, Chair, approved November 3, 2022, ASAC Minutes. All in favor to approve Nov. 3, 2022, minutes.

#### **2. Official Vote to approve Parliamentarian position**

Melissa Rubin, Chair, nominated Jennifer Hughes as the Parliamentarian for ASAC. Jan Armstrong moved for the motion to nominate J. Hughes as ASAC's Parliamentarian. Maureen Smith seconded the motion. All members in favor - motion approved.

#### **3. Policies and Procedures – Information Gathering**

ASAC members gathering information regarding Office of Animal services, i.e., strategic planning, performance measures, budget information, position titles of organization chart, etc. is to submit said requests to Thomas J. Koenig, Exec. Director, Office of Animal Services.

#### **4. Discuss Budget for Spay/Neuter Program**

**7:55 p.m.**

Jennifer Hughes expresses concerns that there was no budget for a spay/neuter program in the CE's FY24 Budget. Director Koenig suggested that J. Hughes and members submit a proposal either through OAS' FY24 Budget or apply for a Grant Enhancement Program now in time for the CE's FY24 Budget for their proposed Spay/Neuter Program. Vicky Thomas gave a presentation representing the Montgomery County Spay Neuter Initiative Program (MCSNIP). This coalition formed a year ago, of nonprofit animal welfare representatives led by MCC3/MCPAW to establish a dedicated low/no cost spay/neuter clinic for Montgomery County. Jennifer Hughes states annual costs for MCSNIP proposal would be \$250,000 to \$300,000.

Jennifer Hughes moves for a Motion that the Committee support, make recommendations, and submit a proposal for a no/low-cost spray neuter program for inclusive funding for said program to the County Executive to be added to the County's FY24 Budget. Beth Mullin seconded the motion. All members in favor - motion approved.

#### **5. Formal Vote to approve Subcommittee topics**

**8:22 p.m.**

Subcommittees approved by the Committee in below table. Committee nominates Dr. Borrok to lead the veterinary sub-committee and Sandy Yuen to lead the animal services sub-committee.

Dr. Borrok and Sandy to meet with sub-committee and send sub-committee priorities back to Melissa Rubin and Stephanie Arrington by Tuesday, December 13, 2022.

SUBCOMMITTEE	Focus Areas
Veterinary →	Low Cost / Free Spay and Neuter for Community Low Cost / Free Wellness Exams for Community Training and Behavioral Wellness
Animal Services →	Rescue Partnerships Animal Care Surrendering Animals Stray Animals and Cats (dispatch will not pick up) Interface of Shelter Operations with animal control Adoption Policies Community Cats Volunteers (including fosters) Community Outreach and Education
COMMITTEE MEMBERS	FINAL COMMITTEE SELECTION
Jan Maria Armstrong	Veterinary
Dr. Roxanne Borrok	Veterinary
Victoria Thomas	Veterinary
Stephanie Arrington	Veterinary
Linda McMakin	Veterinary
Jennifer Hughes	Animal Services
Melissa Rubin	Animal Services
Maureen Smith	Animal Services
Beth Mullen	Animal Services
Sandra Yuen	Animal Services

**Other Business**

M. Rubin reminds the Committee to send their lists of questions or requests for any documents to Director Koenig and any questions about the tour. J. Hughes stated she would like to meet with the volunteer coordinator, do a ride along and speak with other managers/supervisors at OAS. J. Hughes also recommended that the committee have an electronic location for files/documents produced and distributed to ASAC members with access by the public.

**Public Comment:** Allan Cohen and Susan Rich

**Meeting Adjourned**

**8:45 p.m.**