

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES

Thursday, March 7, 2024

Office of Animal Services

7315 Muncaster Mill Road, 2nd Floor Conference Room

Derwood, MD 20855

I. Call to Order **7:00 p.m.**
Meeting called to order by Jennifer Hughes.

Present In-Person: Jennifer Hughes, Interim Acting Chair; Vicki Thomas, Vice Chair; Jan Armstrong; Dr. Gregory Lawrence; and Bonnie White.

Present Virtually via Microsoft Teams: Maureen Smith and Sandy Yuen.

Present In-Person Staff: Trish Ranshaw.

Absent: Ken Hartman, Director of Strategic Partnerships for Montgomery County Government; Lex Lepiarz, Deputy Director; Kim Haden; Elizabeth Mullen; and Melissa Rubin.

Handouts:

- Thursday, March 7, 2024 Agenda
- Thursday, February 1, 2024 Meeting Minutes
- Thursday, February 12, 2024 Meeting Minutes

II. Review and Approve Thursday February 1, 2024, Meeting Minutes **7:01 p.m.**
Reviewed February 1, 2024, meeting minutes. **Motion by Vicki Thomas to approve minutes, 2nd by Jan Armstrong. Vote – Approved by all.**

III. Review and Approve February 12, 2024, Meeting Minutes **7:02 p.m.**
Reviewed February 12, 2024, meeting minutes. **Motion by Vicki Thomas to approve minutes, 2nd by Jan Armstrong. Vote – Approved by all.**

IV. Updates on filling vacant Committee positions – Ken Hartman **7:03 p.m.**
Revisions to draft Values Statement and Advisory Committee Guidelines
Ken Hartman was not present, therefore there was no updates on filling vacant Committee positions, nor revisions to the draft Values Statement and Advisory Committee Guidelines.

V. Misc. Updates and Discussion – Jennifer Hughes **7:04 p.m.**

ASAC VACANCIES:

Jennifer Hughes announced that she told the 2nd floor that three vacancies out of eleven ASAC positions was not good, and regarding one vacancy that's been open for well over a year, it's a mystery why it is taking so long.

After some discussion, motion by Vicki Thomas, 2nd by Jan Armstrong at 7:06 p.m.:

Jennifer Hughes will draft a letter to the Montgomery County Executive and the Montgomery County Council expressing that ASAC is concerned regarding the 3 ASAC vacancies and asking for

an update and timeline for filling the vacancies. Letter to be sent via Dr. Gregory Lawrence, Acting Executive Director. **Vote – Approved by all.**

MONTHLY ASAC MEETINGS:

A discussion regarding ASAC meetings was held. Jan Armstrong asked if ASAC can hold meeting every other month. No conclusion, however:

- **April 2024:** ASAC will have its monthly meeting
- **July 2024:** ASAC will not have a meeting
- **September 2024:** ASAC will not have a meeting
- **October 2024:** ASAC may or may not have a meeting – TBD

FY25 OPERATING BUDGET TESTIMONIES:

During the 1st week of April (approximate), testimonies can be made in front of the Montgomery County Council regarding the FY25 operating budget.

Motion by Jan Armstrong, 2nd by Vicki Thomas at 7:15 p.m.: Jennifer Hughes will sign up for a slot for ASAC to testify in in front of the Montgomery County Council regarding the FY25 operating budget. (Even though Jennifer will sign up, if someone else is designated or chooses to testify on behalf of the Committee, the name can be switched out for Jennifer's.) **Vote – Approved by all.**

- VI. Updates from Acting Director Dr. Gregory Lawrence 7:17 p.m.**
New Director Appointment
Statistics
FY25 Operating Budget Including Response to ASAC’s 2/14/24 Letter

Deputy Director Lex Lepiarz is unwell/absent, and there will be no update regarding Maddie’s Fund, and Dr. Lawrence provided a basic shelter update. Some updates include the following:

- MCASAC’s 10-year anniversary adoption event is now through 3/10/2024, and all adoption fees on all animals are just \$10.
- Currently 38 pets are in the Home-to-Home program.
- Re: broken dish sanitizer – we now have 2 functioning dish sanitizers.
- There are 2 dog play groups a day on Sundays, Wednesdays, and Thursdays.
- In the dog area, landscaping and the fencing/gate issues are being worked on.
- Working on portals in cat adoption room – volunteers helping with it too.
- Volunteer retention from 2020 – 2022 was 47%.
- The Fear Free training has no impact on volunteer retention.
- Transferring online pet licensing work to Pet Data. Will be down from 3/13/2024 – 3/18/2024. On 3/18/2024, Pet Data will handle from then on.

- VII. Public Comment By**
Bruce Cohen 7:42 p.m.
Stephen Roznowski 7:46 p.m.
Joanne 7:51 p.m.

- VIII. Meeting Adjourned 7:54 p.m.**
Motion by Vicki Thomas, 2nd by Jan Armstrong. Unanimous vote: All in favor. Approved.