

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES Thursday, May 8, 2025

Office of Animal Services
7315 Muncaster Mill Road, 2nd Floor Conference Room
Derwood, MD 20855

I. Call to Order

6:31 p.m.

Meeting called to order by Jennifer Hughes.

Present In-Person: Jennifer Hughes, Acting Chair, Vicki Thomas, Vice Chair; Elizabeth Mullen; Georgia Dodson; Judith Vaughan-Prather; and Dr. Gregory Lawrence, Chief Vet.

Present Virtually via Microsoft Teams: Maureen Smith; Katie Bante; and Bonnie White, Bus. Ops. Mgr.

Staff Present In-Person: Trish Ranshaw

Absent: Jan Armstrong; Sandy Yuen; and Caroline Hairfield, Exec. Dir.

Handouts: 4/3/2025 Draft Meeting Minutes and Draft Bylaws.

II. Review and Approve April 3, 2025, Meeting Minutes

6:37 p.m.

These minutes will be brought to a vote again in order to ensure an appropriate quorum is reached. Vicki Thomas, moved to approve minutes, Jennifer Hughes 1st approved, Maureen Smith 2nd. All in favor.

III. Director's Updates Including Council's Budget Actions from Dr. Lawrence

6:35 p.m.

The spay/neuter clinic is up and running. We're alternating the clinics every other week and are discussing plans for how to potentially expand the services as we work out the kinks. More dogs and cats are being spayed, targeting at-risk pets and underserved communities.

Our animal population is up; total in house is 227, 101 dogs and 103 cats as of 5/8/25. The total under care is 298 including fosters. We've had short-term surrenders. Three dogs were hit by cars the past week and we provided care for them and returned them to their homes. We're assisting as best as we can. We're leaning into the community facing programs so pets can stay in their home. Intake diversion techniques are being used wherever possible; intake offers the Home To Home site and we offer resource issues, and we will help as much as we can to help keep the animals in the home. The economic situation will make this problem larger and we're feeling the effects already.

On a lighter note, the Dogs Play for Life is going very well. The organized playgroups for the shelter dogs are very good and is showing lots of benefits for the dogs.

Bonnie White, Bus. Ops. Mgr. and J. Hughes on Budget: OAS attended the Full Council Budget Review on Wednesday, May 7. Our wish list for the pet food pantry and three ACA positions were put on the reconciliation list and we won't know what comes off and what will not until Council's Final Budget Action on May 22. Council members Katz and Mink seem very supportive.

J. Hughes: We asked \$30K for the food pantry. It is proof that speaking at the public hearings makes a difference. Always provide a paper copy of testimony to the CE and Council.

IV. Bylaws Review and Discussion

7:06 p.m.

Judith Vaughan-Prather made a Motion to approve the Bylaws, Beth Mullen 2nd.

Bylaws were discussed and changed in the yellow highlighted areas below:

BYLAWS

Montgomery County

Animal Services Advisory Committee

Article I

Purpose

The powers and duties of the Animal Services Advisory Committee (hereinafter referred to as the "Committee") are established in Montgomery County Code, Chapter 5, Section 5-105. These bylaws govern the Committee's internal operations in compliance with the Montgomery County Code and the State's Open Meetings Law.

Article II

Membership

The Committee's membership, including the number of voting and ex-officio members, qualifications, appointment process, and terms, are established in Montgomery County Code, Chapter 5, Section 5-105(c).

Article III

Officers & Elections

Section 1. Officers - Officers of the Committee shall be Chair and Vice Chair as provided in Montgomery County Code, Chapter 5, Section 5-105(d)(2).

Section 2. Terms of Officers – All terms shall be for one year and shall commence immediately following election.

Section 3. Election Process - A majority vote of those present will be required to elect a candidate. If no candidate receives a majority on the first ballot, succeeding ballots shall be cast until one candidate receives the majority vote. The committee will nominate a new chair and vice chair in September and vote in October annually and will decide to create other officers, i.e., a secretary as needed.

Section 4. Vacant Offices - In the event of a vacancy in one of the offices, the Committee shall fill the vacancy by special election at the next regular meeting, provided notice of the special election is given to the members at least one week before that meeting.

Article IV

Duties of Officers

Section 1. Chair - The duties of the Chair shall be to preside at all meetings of the Committee; to serve as spokesperson for the Committee in matters related to official policy and actions approved by the Committee; and to perform those duties normally associated with the office of Chair.

Section 2. Vice Chair - The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair.

Section 3. Official Records - All official records will be maintained at the Office of Animal Services.

Article V

Subcommittees

Section 1. Establishment - The Committee may establish subcommittees as needed to assist in carrying out its duties. Subcommittees shall operate in accordance with Committee policy and the State's Open Meetings Law and shall take no official action without Committee authorization.

Article VI

Meetings and Attendance

Section 1. Regular Meetings - The Committee meets at the call of the Chair, as specified in Montgomery County Code, Chapter 5, Section 5-105(d)(3), and must meet at least 6 times each year.

Section 2. Quorum - A majority of the voting members shall constitute a quorum for conducting business. A majority of voting members present at any meeting will be sufficient for any official action.

Section 3. Special Meetings - Special meetings may be called as needed by the Chair or by a majority of the voting members.

Section 4. Attendance - Member attendance requirements are governed by Montgomery County Code, Chapter 2, Article XI, Section 2-148(b).

Section 5. Electronic Attendance – Meetings may be held in person or by electronic means. Members wishing to attend in-person meetings electronically shall notify the Chair at least two hours before the meeting.

Article VII

Voting

Section 1. Voting - As specified in Montgomery County Code, Chapter 5, Section 5-105(d)(1), only appointed voting members are eligible to vote. Ex-officio members are non-voting.

Section 2. Absentia - A member must be present at a meeting (including electronic attendance) to vote. No voting by mail or proxy is permitted.

Section 3. Between Meetings – In the event that a decision on the part of the Committee is necessary before that next scheduled meeting, a committee member may propose a motion via email to all committee members. If another member seconds the motion via email, it may be put to an email vote by the full committee.

Article VIII

Parliamentary Authority

Meetings shall be conducted according to Robert's Rules of Order, as required by Montgomery County Code, Article XI, Section 2-149.

Article IX

Annual Report

The Committee shall submit an annual report to the Executive and Council by July 1 each year, as required by Montgomery County Code, Chapter 5, Section 5-105(g).

Article X

Amendments

These bylaws may be amended at any regular meeting by a majority vote of members, provided notice of proposed amendments has been distributed to all members at least 30 days prior to the meeting.

Next meeting the Committee will discuss further, if needed, and take a final vote on the Bylaws for ASAC.

V. Committee Reports

No one had any updates on Committee Reports

VI. Public Comment – No public comment.

VII. Adjournment

Motion by Beth Mullen, 2nd by Vicki Thomas: All in favor.

7:37 p.m.