

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES

Thursday, November 6, 2025

Office of Animal Services

7315 Muncaster Mill Road, 2nd Floor Conference Room

Derwood, MD 20855

I. Call to Order

6:32 p.m.

Meeting called to order by Vicki Thomas.

Present In-Person: Vicki Thomas, Chair; Jan Armstrong, Vice Chair; Sandy Yuen, Secretary; Georgia Dodson; Jennifer Hughes; Caroline Hairfield, OAS Director; Bonnie White, Business Operations Manager; and Trish Ranshaw, Staff.

Present Virtually via Microsoft Teams: Katie Burbage and Judith Vaughan-Prather.

Absent: Dr. Amjad Chaudhry; Maureen Smith; and Dr. Gregory Lawrence, Chief Vet.

Handouts: 11/6/2025 ASAC Meeting Agenda, 10/9/2025 Draft Meeting Minutes, Montgomery County Office of Animal Services (OAS) Fiscal Year 2025 Operational Summary (July 1, 2024 – June 30, 2025).

II. Review and Approve October 9, 2025, Meeting Minutes

6:34 p.m.

Change on page 2, under **IV. Committee Member Objectives – Areas of Interest to Focus On**, in the table, Judy Vaughan-Prather's entry changed from **TBD** to **#1 Community Cat Policy**.

Motion by Jan Armstrong to approve minutes with minor change, 2nd by Jennifer Hughes.
Approved by all.

III. Director Updates from Dir. Caroline Hairfield

6:34 p.m.

- 6600 lbs. pet pantry food donated. Out of \$30,000, approximately \$5,000 spent.
- Opportunity to collaborate: The Up County Hub gets a lot of requests for pet food – perhaps we can support.
- Applied for Rachel Ray Grant.
- Overall owner surrenders are up 41% from last year.
- In the process of working on Maddie's Fund recommendations: 8 in progress, 20 not addressed yet.
- Public Safety Committee meeting coming up soon.
- Dir. Hairfield met with contact from work release program. Perhaps work release program can help with our efforts.
- There's interest to create an online comprehensive list of resources which can be linked to Montgomery County's site. Keeping it up-to-date can be challenging. Jennifer Hughes to send draft list to everyone.
- **FOLLOW-UP ACTION FOR ASAC:** Regarding the Montgomery County Office of Animal Services (OAS) Fiscal Year 2025 Operational Summary (July 1, 2024 – June 30, 2025) handout:
 - Review and provide feedback about what else you would like in the packet.
 - Have questions? Bring to next meeting.

IV. Discussion of FY25 ASAC Annual Report

7:02 p.m.

- Jennifer Hughes wrote FY24 report.
- Keep it simple. Last report was 3 pages.
- There are questions to answer.
- List of potential ASAC achievements to include in the FY25 report:
 - Established priority areas
 - Welcomed new members
 - Supported OAS activities, including grant writing applications, events, etc.
 - Offered suggestions to the county on various topics
 - Provided support letters, i.e. re: budget and grant applications
 - Testified before the council supporting \$30,000 for pet food pantry and \$125,000 for S/N
 - Referred patrons for S/N
 - Helped promote positive perceptions of OAS

FOLLOW-UP ACTION FOR ASAC: Email additional potential ASAC achievements to Vicki Thomas and Jennifer Hughes.

V. Committee Updates

7:10 p.m.

1. Dir. Caroline Hairfield - #4 Program Support, #6 Shelter and Facility Improvements:
 - a. Would like a meeting with all rescues/outside organizations re: how to work more effectively with them, to further develop relationships with the rescue groups, etc.
 - b. Regarding facilities:
 - i. Would like to redo/gut dish room; comm sanitizer; all stainless steel; needs architect, contractor, etc.
 - ii. Would like 1 more washer/dryer: not stacking ones, on first floor by elevators, expensive \$40,000
2. Jennifer Hughes - #2 Support Legislative Efforts:
 - a. Will be connecting with Katie Maren, MoCo legislative aide. Dir. Caroline Hairfield to think of OAS priorities, to include budget topics/priorities
 - b. Public Safety Committee meeting: Monday, 11/10/2025, 1:30 p.m. ET. Attend if you are able. Also, will be streamed online. Jennifer Hughes to send link out.
3. Vicki Thomas - #1 Community Cat Policy:
 - a. Contacted Dir. Caroline Hairfield and asked for policy regarding community cats, lactating mom, etc. Judith Vaughan-Prather and Vicki Thomas are reviewing it and looking at how the Community Cat Committee can help advise Dir. Hairfield.
 - b. Also looking into how the committee can assist with S/N and S/N funds.
4. #4 Program Support:
 - a. Georgia Dodson can help and get food donations.

VI. Other Items/New Business

7:42 p.m.

1. Next ASAC meeting: Thursday, 12/4/2025.
2. ASAC's January 2026 meeting is on New Year's Day (Thursday, 1/1/2026). Because 1/1/2026 is a holiday, the January 2026 meeting is moved to Thursday, 1/8/2026.

VII. Public Comment - Stephen Roznowski

7:50 p.m.

VIII. Meeting Adjournment

7:55 p.m.

Motion by Jennifer Hughes, 2nd by Sandy Yuen. All in favor.