

# **ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)**

## **MEETING MINUTES**

**Thursday, December 4, 2025**

Office of Animal Services

7315 Muncaster Mill Road, 2<sup>nd</sup> Floor Conference Room

Derwood, MD 20855

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

**6:32 p.m.**

Vicki Thomas, Chair, called the meeting to order.

**Present In-Person:** Vicki Thomas, Chair; Jennifer Hughes; Beth Mullen; Georgia Dodson, Judith Vaughan-Prather; Katie Burbage, Caroline Hairfield, OAS Director; Dr. Gregory Lawrence, Chief Vet, Bonnie White, Business Operations Manager; and Trish Ranshaw, Staff.

**Present via Microsoft Teams:** Maureen Smith and Dr. Amjad Chaudhry.

**Absent:** Sandy Yuen, Secretary and Jan Armstrong, Vice Chair.

**Handouts:** 12/4/2025 ASAC Meeting Agenda, 11/6/2025 Draft Meeting Minutes, Montgomery County Office of Animal Services (OAS) Fiscal Year 2025 Operational Summary (July 1, 2024 – June 30, 2025), Draft ASAC Annual Report December 2025, Draft ASAC Letter to the CE for OAS FY26-27 Funding Needs, and Community-Based Spay and Neuter Program Update Memorandum. Documents Upon Request

### **II. Review and Approve November 6, 2025, Meeting Minutes**

**6:32 p.m.**

Motion to Approve November 6, 2025 Meeting Minutes by Jennifer Hughes, 2<sup>nd</sup> by Katie Burbage. Meeting Minutes Unanimously Approved. Maureen Smith abstained due to her absence from 11/6 meeting.

### **III. Director Updates – Discuss FY25 Performance Plan Created by Lex Lepiarz**

**6:33 p.m.**

Members asked for performance measures and stats to discuss at subsequent meetings. Committee to offer suggestions for comprehensive online resources for county residents.

### **IV. Discuss FY25 ASAC Annual Report**

**7:08 p.m.**

Jennifer Hughes made a Motion to Approve the FY25 Annual Report, 2<sup>nd</sup> by Judy Vaughan-Prather. Approved unanimously.

Vicki Thomas, Chair, will draft a cover letter for the FY25 Annual Report.

### **V. Committee Member Objectives – Area's of Interest to Focus On**

**7:42 p.m.**

#2 Support Legislative Efforts

Jennifer Hughes made a Motion to Approve Draft ASAC Budget Support Letter to the CE drafted by Jennifer Hughes and Katie Burbage. Katie Burbage 2<sup>nd</sup> the Motion.

Motion unanimously approved with friendly amendment to specify recommendations.

Lett will be edited and sent to the Chair for her signature by Friday and submitted to the CE by Monday before OAS' scheduled budget meeting with the CE on Tuesday.

- VI. New Business** **7:54 p.m.**  
The next ASAC meeting is on Thursday, January 8, 2026.  
The Committee discussed the 2026 calendar meeting dates and were confirmed but subject to change as needed.  
Dir. Hairfield will reach out to Your Dogs Friend to determine their interest in representation on the ASAC in lieu of FMCA.  
“Home for the Holidays” adoption event at MSACAC on Sat., Dec. 20 and Sun., Dec. 21, 2025. All adoptions fees are waived.
- VII. Public Comment** – No public citizens attended. **7:56 p.m.**
- VIII. Adjournment** **7:57 p.m.**  
Motion by Vicki Thomas to Adjourn, 2<sup>nd</sup> by Katie Burbage. Approved unanimously.