

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES Thursday, January 8, 2026

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

I. Call to Order **6:30 p.m.**
Vicki Thomas, Chair, called the meeting to order.

Present In-Person: Vicki Thomas, Chair; Jan Armstrong, Vice Chair; Sandy Yuen, Secretary; Dr. Amjad Chaudhry; Georgia Dodson; Judith Vaughan-Prather; Caroline Hairfield, OAS Director; Dr. Gregory Lawrence, Chief Vet; Bonnie White, Business Operations Manager; and Trish Ranshaw, Staff.

Present via Microsoft Teams: Jennifer Hughes.

Absent: Maureen Smith and Katie Burbage.

Handouts: 1/8/2026 ASAC Meeting Agenda and 12/4/2025 Draft Meeting Minutes.

Documents Upon Request.

II. Review and Approve December 4, 2025, Meeting Minutes **6:31 p.m.**
Motion to Approve December 4, 2025, Meeting Minutes by Jennifer Hughes, 2nd by Vicki Thomas.
Meeting Minutes Unanimously Approved.

III. Director Updates **6:31 p.m.**
Dir. Hairfield provided a comprehensive overview of OAS' operations, challenges, and successes for FY2024 and FY2025. The update included performance measures and statistics. Of note, on January 1st, OAS was awarded a prestigious grant from the ASPCA in support of OAS' "Healthy Pets – Happy Homes" initiative.

Trish will coordinate a 1.5-hour in-person meeting to discuss enhancements to OAS' webpage with Maria Anselmo, Community Relations Manager. ASAC participants will include Vicki Thomas, Chair; Jan Armstrong, Vice Chair; Jennifer Hughes; Judith Vaughan-Prather.

IV. Committee Updates **7:11 p.m.**
Dir. Hairfield to follow up regarding ASAC's budget support letter sent to the County Executive.

V. New Business **7:14 p.m.**
Beth Mullen, ASAC member, resigned. Dir. Hairfield sent a letter thanking Beth for her services and will ask the county about an appreciation letter. The county now needs to recruit an animal/pet behaviorist to fill the vacancy left by Beth Mullen. It was suggested that Your Dogs Friend, which had been invited to nominate an individual to join ASAC to fill the vacancy representing Friends of Montgomery County Animals (FMCA) or a similar organization operating in the County, instead be invited to fill the behaviorist slot, and another organization be nominated to fill the FMCA slot.

ASAC to consider and discuss frequency of ASAC meetings (monthly, bi-monthly, etc.) at a future ASAC meeting.

Topic for March 2026 meeting: ASAC letter supporting OAS's operating budget to be sent to the County Council once the budget is released by the County Executive. Jennifer Hughes will draft a letter for members to review at the March meeting. Members of ASAC should also testify before the council, one member representing ASAC and others representing other organizations. As ASAC members interact with Council members or the County Executive or his representatives, they should take the opportunity to advocate for continued support of ASAC.

- VI. Public Comment – Steve Roznowski** **7:18 p.m.**
- VII. Adjournment** **7:32 p.m.**
Motion by Jan Armstrong to Adjourn, 2nd by Georgia Dodson. Approved unanimously.