

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES Wednesday, April 12, 2023

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

- I. Call to Order** **7:02 p.m.**
Meeting called to order by Melissa Rubin, Chair
- Present In-Person:** Melissa Rubin, Chair, Jennifer Hughes, Parliamentarian, Jan Armstrong, Dr. Roxanne Borrok, Linda McMakin, Vicki Thomas, Sandra Yuen, Thomas J. Koenig, and Bonnie White.
- Present via Microsoft Teams:** Maureen Smith, and Beth Mullen.
- Absent:** Stephanie Arrington, Vice Chair, Kimberly Haden and Dr. Gregory Lawrence
- Staff:** Arpie Park and Trish Ranshaw
- Handouts:** March 2, 2023 Meeting Minutes; Bill 8-23, Boards, Committees, and Commissions – Open Meetings; FY2024 Budget Plan (also available on OMB website); and a document created by Office of Animal Services (OAS) Leadership Management Team - Office of Animal Services Strategic Plan (April 2023). This is a working document by the OAS Team for an ever-evolving processes for the betterment of shelter operations.
- II. Review and Approve March 2, 2023, Meeting Minutes** **7:02 p.m.**
Review Meeting Minutes - **Motion by Jan Armstrong to approve Minutes, 2nd by Sandra Yuen**
One edit to be made to item IV – *Vicki Thomas* volunteered to make future agendas for each meeting group. **Vote – Approved**
- III. Updates for the Committee – Melissa Rubin** **7:09 p.m.**
Stephanie Arrington, Vice Chair, has resigned. Ms. Arrington will continue to serve on the ASAC until the position is filled. Position to be advertised. The Chair also asked for a committee member to volunteer for a Secretary to record meeting minutes and for a replacement for the Vice-Chair. Secretary selection was deferred for discussion to later in the meeting.
- IV. Working Groups and Future of Them – Melissa Rubin** **8:10 p.m.**
All members in favor and agreed to focus on five working groups:
- **Spay and Neuter Programs** - to increase access to community
Dr. Roxanne Borrok and Vicki Thomas
 - **Community Cat Issues** – Improve Policies and Procedures
Vicki Thomas
 - **Animal Care** – Best Practices and Sufficient Care for Animals
Beth Mullen, Jennifer Hughes, and Vicki Thomas
 - **Foster Programs** – Expand Foster Opportunities
Linda McMakin, Jan Armstrong, and Sandra Yuen
 - **Behavior** – As a Bridge to Adoption and Reduce Length of Stay.
Beth Mullen

ASAC Members were asked to sign up for each group. Outreach will be an element within each

topic, or as a separate working group – TBD.

Prepare Correspondence to Address Staffing to Meet Animal Care Needs - **Motion by Jennifer Hughes, 2nd by Dr. Roxanne Borrok**

There is a need to increase staffing during the anticipated busy season. Dog numbers are unusually high for this time of the year. Correspondence will be drafted by Jennifer Hughes

Unanimous vote – All in favor.

V. Budget Update – Thomas Koenig 8:20 p.m.

Proposed FY 2024 Budget is approximately \$1 million over the budget for FY 2023, which includes 235K for the MCSNIP program. **The proposed budget for FY2024 is available on the OMB website.**

VI. County Council Update on Open Meetings – Thomas Koenig 8:28 p.m.

Bill 8-23, which sets forth supplemental requirements set forth in the Open Meetings Act for Boards, Committee and Commissions (BCCs), was distributed to the Committee members. Members discussed these new requirements and how they will be implemented by the Committee.

VII. Other Updates – Thomas Koenig 8:36 p.m.

Director Koenig handed out the updated version of the Department’s Strategic Plan that includes completed items and plans moving forward.

Sandra Yuen volunteered to serve as Secretary to take the meeting minutes.

VIII. Public Comment By: 8:40 p.m.
Bruce Cohen

IX. Meeting Adjourned 8:40 p.m.

Motion by Jan Armstrong to adjourn meeting; 2nd by Dr. Roxanne Borrok
Unanimous vote – All in favor.