

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

**MEETING MINUTES
Thursday, January 4, 2024**

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

I. Meeting Called to Order by Melissa Rubin, Chair 7:00 p.m.

Present In-Person: Melissa Rubin, Chair; Vicki Thomas, Vice Chair; Jennifer Hughes, Parliamentarian; Jan Armstrong; Kim Haden; Linda McMakin; Elizabeth Mullen; Sandy Yuen; Dr. Gregory Lawrence; Lex Lepiarz; and Bonnie White.

Facilitator: Ken Hartman, Director of Strategic Partnerships for Montgomery County Government.

Present Virtually via Microsoft Teams: Maureen Smith and Dr. Roxanne Borrok.

Present In-Person Staff: Trish Ranshaw.

Vacant Position: Representative for Animal Rescue Organization in Montgomery County since 03/24/23, (proceeded by Stephanie Arrington).

Handouts:

- Thursday, January 4, 2024 Agenda
- Thursday, August 3, 2023 Meeting Minutes
- Thursday, November 9, 2023 Meeting Minutes
- Values Document
- Robert's Rules of Order Cheat Sheet by Board Effect
- Maddie's Million Pet Challenge (MMPC) Recommendations Updates, dated 12/27/2023
- FMCA Spay/Neuter Initiative Update

II. Review and Approve Thursday August 3, 2023, Meeting Minutes 7:01 p.m.
Reviewed August 3, 2023, meeting minutes. **Motion by Jan Armstrong to approve minutes, 2nd by Jennifer Hughes. Vote – Approved by all.**

III. Review and Approve November 9, 2023, Meeting Minutes 7:02 p.m.
Reviewed November 9, 2023, meeting minutes. **Motion by Vicki Thomas to approve minutes, 2nd by Jennifer Hughes. Vote – Approved by all.**

IV. Updates from Chair – Melissa Rubin, Chair 7:03 p.m.
a. OAS and ASAC Updates
Dr. Gregory Lawrence is the Acting Executive Director, and Lex Lepiarz is the Acting Deputy Executive Director.

ASAC has 6 openings (see below). These 6 individuals cannot serve on the nominating committee.

Member Name	ASAC Position
Stephanie Arrington Resigned 03/24/23	Representative of an animal rescue organization in the County
Kim Haden	Non-profit organization that provides animal fostering services in the County
Linda McMakin	Representing Friends of Montgomery County Animals (FMCA)
Melissa Rubin	Public Member who lives or works in the County
Maureen Smith	Representing Second Chance Wildlife Center (SCWC)
Vicki Thomas	Representing Montgomery County Cat Coalition (MCCC)

For Follow-Up: Ken Hartman indicated that he needed at least 2 ASAC members (from Jennifer Hughes, Jan Armstrong, Dr. Roxanne Borrok, Elizabeth Mullen, or Sandy Yuen) to serve on the nominating committee with one staff member. The nominating committee will interview interested candidates and give the Montgomery County Executive ranked rankings. Please let Ken Hartman know if you are interested to serve on nominating committee.

V. Facilitator Update from Ken Hartman 7:08 p.m.

a. Discussion/Action on Committee Values

Ken Hartman facilitated discussion of the Values document. Ken states the Committee work on a Values document will be what all Committee Members will follow as a group going forward. Kim Haden inquired what the plan will be to hold people accountable to the Values document. Suggestions: if people stray from the Values document, emphasize and have those people recall the Values document; constantly update the Values document; and include a copy of the Values document on the back of meeting agendas.

Motion by Jennifer Hughes, 2nd by Kim Haden at 7:15 p.m.: Adopt Values document as general values statement with the understanding that Ken Hartman will edit it, and Jan Armstrong and Linda McMakin will assist to revise document down to 1 page. **Vote – Approved by all.**

b. Discussion/Action on Advisory Committee Guidelines 7:15 p.m.

There are 94 other boards and committees in Montgomery County. ASAC is the guinea pig for the guidelines. If the Advisory Committee Guidelines are good, Ken Harman will pass them onto other BCC's. Regarding the section titled "Letters and Correspondence": if action is needed on anything the Committee must all get together to vote on said actin in the public view.

c. Call for Nominations of Officers for 2024 **7:40 p.m.**

A discussion about officer positions and officer duties was held. A year ago, ASAC decided to nominate and vote for Parliamentarian. Jennifer Hughes was elected and served as Parliamentarian for the past year. Jennifer Hughes indicated that ASAC has matured and that a Parliamentarian is no longer needed. Jennifer Hughes passed out the handout titled “Robert’s Rules of Order Cheat Sheet” by BoardEffect.

Jennifer Hughes resigned as ASAC’s Parliamentarian at 7:42 p.m.

A discussion was held regarding which officer positions ASAC will have and vote on for 2024.

Motion by Jan Armstrong, 2nd by Melissa Rubin at 7:47 p.m.: ASAC officer positions for 2024 will be Chair, Vice Chair, and Secretary. **Vote – Approved by all.**

For Follow-Up by Friday, January 12, 2024: Nominations for open ASAC positions (Chair, Vice Chair, and Secretary) due to Melissa Rubin Dr. Lawrence and Ken Hartman. Voting will take place at the next ASAC meeting.

VI. Update from Lex Lepiarz, Deputy Executive Director

Maddie’s Million Pet Challenge Report Update **7:50 p.m.**

Lex Lepiarz provided a detailed update and report. See Maddie’s Million Pet Challenge (MMP) Recommendations Updates, dated 12/27/2023. Lex Lepiarz’s update topics included: adoption counselors, customer service representatives, SafeKeep, and how ASAC can help.

ASAC members and Lex Lepiarz also engaged in a lengthy and lively conversation and Q&A session. Topics included: how ASAC can help, spay/neuter program, dog walking, adoptions, fostering, play groups, and more.

ASAC would like Lex Lepiarz to attend ASAC monthly meetings and provide updates.

VII. FMCA Spay/Neuter Initiative Update from Linda McMakin **8:29 p.m.**

Linda McMakin provided an update of the FMCA spay/neuter initiative. See handout titled “FMCA Spay/Neuter Initiative Update.” Linda McMakin indicated that FMCA is moving forward with a RV unit and that in August 2023 then Executive Director Thomas Koenig agreed to have FMCA’s unit at OAS. Plan is for services to be provided at a low cost, not free. At the next ASAC meeting, ASAC can ask more questions.

VIII. Public Comment By

Jeanie Miller

8:36 p.m.

Bruce Cohen
Alan Cohen
Susan Rich

8:40 p.m.
8:40 p.m.
8:42 p.m.

IX. Meeting Adjourned

8:46 p.m.

Motion by Elizabeth Mullen.

2nd by Jan Armstrong.

Unanimous vote: All in favor. Approved.