

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES

Thursday, June 5, 2025

Office of Animal Services

7315 Muncaster Mill Road, 2nd Flr. Conf. Rm.

Derwood, MD 20855

I. Call to Order

6:32 p.m.

Meeting called order by Vice Chair Vicki Thomas.

Present In-Person: Vicki Thomas, Vice Chair, Jan Armstrong, Judith Vaughan-Prather, Caroline Hairfield, OAS Director, Bonnie White, Business Operations Manager, and Trish Ranshaw, Staff.

Virtual Attendees: Jennifer Hughes, Acting Chair, Katie Bante, Georgia Dodson, Maureen Smith, and Sandy Yuen.

Absent: Dr. Gregory Lawrence, Chief Veterinarian, and Elizabeth Mullen.

Handouts Provided: Montgomery County Code – Article XI BCCs 2017

II. Approval of Minutes

6:34 p.m.

- **April 3, 2025:** Approved - Motion: Jan Armstrong, Second: Judith Vaughan-Prather
- **May 8, 2025:** Approved - Motion: Jennifer Hughes, Second: Maureen Smith

III. Director's Report – Caroline Hairfield

6:36 p.m.

Animal Intake & Outcomes (Jan 1–May 31, 2025):

- **Total Intakes:**
 - Strays: 877
 - Owner Surrenders: 792 (↑32% vs. 2024)
 - Seized/Protective Custody: 44 (↓37% vs. 2024)
- Live Release Rate: 92.4%
- Length of Stay: Avg. 17 days (20 w/ foster)
- Adoptions: 2,913
- Return to Owner: 270 (RTO rate for dogs dropped to 53%)
- Transfers/Rescues: 627
- Euthanasia: 464 total; 120 shelter animals (44% behavioral, 56% medical)

Community Services & Outreach:

- 27 low-cost vaccine clinics; 1315 rabies vaccinations
- Soft launch of Spay/Neuter Program; approx. 24 sterilizations since April
- Working with ASPCA to train staff in high-volume sterilization techniques

Surgery & Medical Care:

- 2,260 surgeries to date (↑15% vs. 2024), including 151 non-sterilization surgeries and critical care cases

Budget Highlights:

- \$30,000 added for the Pet Food Pantry, thanks to ASAC advocacy
- Exploring a third pantry location and pursuing grants for expansion

Field Services:

- Nearly 20,000 calls for service to date; 31% resolved by dispatch
- ~2,500 priority calls handled
- New tech upgrades: mobile data terminals, portable printers, and ID scanners

Shelter Operations & Enrichment:

- Operating 30% above dog kennel capacity
- “Play for Life” program launched to support dog enrichment
- Volunteer-led playgroups successfully implemented

Staffing & Volunteers:

- Multiple conditional offers made (Dispatcher, ASO Lead, ASO, CSR, ACA)
- 205 volunteers contributed 1,928 hours last month
- Inclusive engagement initiative launched for volunteers with disabilities

Facilities & Infrastructure:

- Laundry: Two new \$40K washer/dryer units arriving June 19
- HVAC upgrades completed; remote controls installed
- Window solar film to reduce kennel heat exposure
- Lighting installed along dog walking trail
- \$52K ASPCA grant enabled facility-wide Wi-Fi upgrades

Future Projects:

- Online Data Dashboard
- Dish Room Revitalization
- Outdoor Shade Installations for animals

Other Notes:

- Jennifer Hughes to draft a letter requesting supplemental appropriation for 3 ACA positions
- ASAC discussed scheduling a Council tour of MCASAC
- Additional support needed for vehicle replacement
-

IV. Bylaws Review & Approval**7:12 p.m.**

- Amendments made to Articles III, V, and VII for grammatical clarity
- Motion to approve amended bylaws passed unanimously (Motion: Vicki Thomas, Second: Jan Armstrong)
- Final bylaws to be submitted to CAO and Council (cc: Ken Hartman, Fariba Kassiri)

Acknowledgment:

Special thanks to Katie Bante for her contributions to drafting and simplifying the bylaws.

V. Committee Updates**7:22 p.m.****Group 3 (Community Resource Development – Cat Policies):**

- Concerns raised about tracking community cats
- Recommendations discussed, including targeted S/N programs and improved intake processes
- Concerns about delay in surrender appointments and preventing pet abandonment
- New stray cat intake form praised

Groups 1 & 2:

No meetings have been held yet.

Suggestion: Include committee update prompts in future agendas.

VI. Other Items / New Business**7:41 p.m.**

- Weekly Nextdoor posts by Director Hairfield to be shared with ASAC
- Nominating Committee interviewed vet candidate (confirmation expected June 17)
- Need to contact FMCA for ASAC representation
- Reimbursement available for in-person attendance (\$10/day)
- No July ASAC meeting (holiday week)

VII. Public Comment

- Mor Vimmer –
- Steve Roznowski –

7:48 p.m.**7:52 p.m.**

VIII. Additional Discussion Points

- Discussion of pet behavior and wellbeing
- Upcoming adoption event at a brewery (with cats)
- Review of HUS Conference and play group training

IX. Adjournment

8:16 p.m.

Motion to adjourn by Jan Armstrong, 2nd by Judith Vaughan-Prather – **Approved unanimously**