

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES

Thursday, October 9, 2025

Office of Animal Services

7315 Muncaster Mill Rd, 2nd Floor Conference Rm

Derwood, MD 20855

I. Call to Order

6:33 p.m.

- Meeting called to order by Jennifer Hughes, Acting Chair
- **Present In-Person:** Jennifer Hughes, Acting Chair, Vicki Thomas, Vice Chair, Georgia Dodson Dr. Amjad Chaudhry, Dr. Gregory Lawrence, Chief Vet, Bonnie White, Business Operations Manager, and Trish Ranshaw, Staff.
- **Virtual Attendees:** Maureen Smith, Beth Mullen, Judith Vaughan-Prather, and Katie Burbage.
- **Absent:** Jan Armstrong, Sandy Yuen, and Caroline Hairfield, OAS Executive Director

II. Approve September 4, 2025 Minutes

6:34 p.m.

- Motion to Approve 9/4/25 Minutes by Vicki Thomas, 2nd by Dr. Chaudhry. Motion approved unanimously.

III. Director Updates – no director updates at this time.

IV. Finalize Letter to the CE & CC Regarding OAS Budget Increase

6:35 p.m.

- Motion made to approve ASAC letter to the CE & CC regarding Budget Increase for OAS by Georgia Dodson, Katie Burbage 2nd. Motion approved unanimously.

V. Rachel Ray Grant Support Letter

6:40 p.m.

- Jennifer Hughes added an agenda item for the Committee to discuss a letter from ASAC supporting OAS's grant application to the Rachel Ray Foundation and Best Friends Animal Society for the "Save Them All" grant.
- Vicki Thomas made a Motion to Accept the draft letter with any minor edits, Judith Vaughan-Prather 2nd the Motion.
- Members will email their edits to Jennifer, Vicki, and Caroline. At the next meeting, the final letter will be entered into the minutes. Motion approved unanimously.

IV. Bonnie White gave update on the spay/neuter program on behalf of Exec. Dir. Carolyn Hairfield

6:56 p.m.

- There were 72 spays and neuters from February to September, including 47 cats (60%), 25 dogs (32%), and six no-shows (8%).

- Recipients of public assistance have access to low-cost and reduced-fee services, both of which are significantly lower than the OAS's cost, resulting in 70% of costs being subsidized.
- OAS is applying for grant assistance and putting out an open solicitation to bring on a relief vet. These efforts will help fund and expand the S/N Program.
- Donations to the shelter can be made online via the MCASAC website under Get Involved. A donor can reference the purpose of a donation by typing it next to their name (i.e. spay/neuter program, pet food pantry).

IIV. Committee Member Objectives – Areas of Interest to Focus On: 7:36 p.m.

- Beth and Georgia will meet and contact Caroline to determine who they should work with in the Public Information Office to reach the underserved in Montgomery County about OAS's services including disseminating messages to the underserved and, perhaps, connect with the Hispanic Marketplace, Tele Mundo, and other media or marketing services to help spread the message effectively.
- Jennifer emphasized the importance of messaging, especially during the FY27 budget development process. For example, explaining that residents' current financial struggles become OAS's struggles because residents will be looking to OAS for help and support or be forced to surrender their pets. Bonnie explained that it will be challenging to ask for and offered some guidance to Bonnie, who explained that it will be challenging to ask for enhancements without proposing offsetting cuts to existing programs.
- Committee members were reminded that they are invited to attend Council hearing on Oct 28 where Councilmember Evan Glass will be recognizing "Adopt a Shelter Dog Month" on Oct. 28th. Members need to RSVP to Hope Kline, Legislative Assistant to Evan Glass by 10/24. OAS is providing all members with a complimentary pink t-shirt with MCASAC's logo to wear at this event and other county events as a show of unity and support for OAS.

Updated: 10/09/25

1.	Jennifer Hughes	#2 Support Legislative Efforts and #4 Spay/Neuter Clinic
2.	Vicki Thomas	#1 Community Cat Policy and #4 Spay/Neuter Clinic
3.	Jan Armstrong	#3 Community Outreach and #4 Program Support
4.	Georgia Dodson	#1 Permitting Policies and #4 Program Support
5.	Beth Mullen	#4 Pet Food Pantry and #3 Community Outreach
6.	Maureen Smith	#2 Support Legislative Efforts and #5 Strategic Planning
7.	Sandy Yuen	TBD
8.	Dr. Chaudhry	TBD
9.	Judy Vaughan-Prather	TBD
10.	Katie Burbage	#2 Support Legislative Efforts and Community Outreach

IIIV. Call for Additional Nominations and Vote for New Chair, Vice Chair, and Secretary 7:44 p.m.

- There were no additional nominations for Chair, Vice Chair, and Secretary.
- Motion by Jennifer Hughes to approve the nominations of Vicki Thomas for Chair, Jan Armstrong for Vice Chair, and Sandy Yuen for Secretary. Maureen Smith 2nd. Motion approved unanimously.

IX. Public Comment – Stephen Roznowski

7:46 p.m.

X. Meeting Adjourn

7:54 p.m.

- Motion to adjourn the meeting by Jennifer Hughes, Georgia Dodson 2nd.
- Motion was approved unanimously.