

# MONTGOMERY COUNTY OFFICE OF ANIMAL SERVICES

## AGENDA

**Thursday, November 3, 2022**

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

### **I. Call to Order**

**7:00 p.m.**

**Present In-Person:** Jan Maria Armstrong, Stephanie Arrington, Dr. Roxanne Borrok, Jennifer Hughes, Beth Mullen, Melissa Rubin, Victoria Thomas, Thomas J. Koenig, Gregory Lawrence, and Bonnie White.

**Present Virtually:** Linda McMakin, Maureen Smith, and Sandra Yuen.

**Staff:** Trish Ranshaw

**Call to Order:** The meeting was called to order at 7:00 PM by Thomas J. Koenig, Executive Director, Office of Animal Services (OAS).

**Public Comment:** Susan Rich – concerns with feral cats and animal cruelty. **7:10-7:23 p.m.**

### **Handouts:**

- Orientation of New BCC Members (with links) – rev. 8/20
- Bill No. 37-21
- Montgomery County Code Chapter 2. Administration for BCC's
- Montgomery County Boards, Committees, and Commissions (BCCs) – BCC's Policies and Procedures, BCC Pertinent Websites, BCC Required Training – MoCo Code Sec. 2-148 (d)
- BCC Member Attendance Policy – MoCo Sec. 2-148 (b)
- General Volunteer Registration Form – GVRF 11/2014 edition
- Risk Management Volunteer Registration Form (RMVRS)
- Driver Volunteer Registration Form – DVRF 11/2014 edition
- Reimbursement Form for Members of BCC's
- Membership List and Contact Information (Need Committee Structure)

**Introductions:** Personal introductions by all members present.

**7:23-7:43 p.m.**

**Legislative Item Review:** Discussed Bill 37-21 regarding BCC's.

**7:43-8:30 p.m.**

**Motions Made and Affirmed** - Motion made by Jennifer Hughes to nominate Melissa Rubin as Chair. Motion seconded by Stephanie Arrington. Motion unanimously affirmed by all members.

Motion made by Jennifer Hughes to nominate Stephanie Arrington as Vice Chair. Motion Seconded by Beth Mullen. Motion unanimously affirmed by all members.

Jennifer Hughes volunteered to serve as the Parliamentarian for the Committee. Director Koenig handed out Four *Roberts Rules of Order – Revised Edison* books were passed out to Jennifer Hughes, Melissa Rubin, Beth Mullen, and Stephanie Arrington.

**Administrative Items:** The General Volunteer Registration Form, the Driver Volunteer Registration Form, and the Reimbursement Form for travel and/or day care reimbursement for in-person members. Forms to be filled out and given to Trish or Tom. Pertinent BCC Information and Links passed out and emailed to members.

**Required Trainings:** All members to complete BCC trainings 90 days after appointment to ASAC. Refer to the Montgomery County Boards, Committees, and Commissions (BCCs) – BCC’s Policies and Procedures, BCC Pertinent Websites, BCC Required Training information given to all members.

Director Koenig to schedule Robert Cobb with the County Attorney’s Office for training on MD Open Meetings Act and Parliamentary Procedure training to ASAC members.

**Committee Matters:** ASAC to hold its next meeting on Tuesday, December 6, 2022, beginning at 6:30 p.m. (2<sup>nd</sup> flr. Conf. rm.) for a tour and presentation by Director Koenig of the OAS facility, **(tour for members only)** and hold the business meeting from 7:30 p.m. to 8:30 p.m. Thereafter, they plan to hold future ASAC meetings on the first Thursday of every month, 7:00 p.m. to 8:30 p.m., at MCASAC, 2<sup>nd</sup> Floor Conference Room.

At the request of the Committee, Director Koenig will provide ASAC members with OAS’ Organization Chart, Strategic Plan, Performance Measures and FY2022 statistics.

**Meeting Adjourned**

**8:30 p.m.**