

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES Thursday, February 5, 2026

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

I. Call to Order

6:38 p.m.

Vicki Thomas, Chair, called the meeting to order.

Present In-Person: Vicki Thomas, Chair; Jan Armstrong, Vice Chair; Sandy Yuen, Secretary; Katie Burbage; Georgia Dodson; Jennifer Hughes; Caroline Hairfield, OAS Director; Dr. Gregory Lawrence, Chief Vet; and Trish Ranshaw, Staff.

Present via Microsoft Teams: Dr. Amjad Chaudhry; Maureen Smith; and Bonnie White, Business Operations Manager.

Absent: Judith Vaughan-Prather.

Handouts: 2/5/2026 ASAC Meeting Agenda and 1/8/2026 Draft Meeting Minutes.

Documents Upon Request.

II. Review and Approve January 8, 2026, Meeting Minutes

6:40 p.m.

Motion to Approve January 8, 2026, Meeting Minutes (with a correction to the spelling of Dr. Amjad Chaudhry's name) by Jennifer Hughes, 2nd by Jan Armstrong. The motion carried. Katie Burbage and Maureen Smith abstained from the vote due to their absence from the January 8, 2026 ASAC meeting.

III. Director Updates

6:41 p.m.

Dir. Hairfield provided an operational update for OAS. Key highlights included the prestigious grant from the ASPCA in support of OAS' "Healthy Pets – Happy Homes" initiative and advocacy for next year's budget. Additionally, Dir. Hairfield reported on hiring progress, the conversion of a conference room into an exam room, improvements to OAS' webpage, and slat mills for dogs.

OAS has invited Best Friends Shelter for a two-day onsite consultation during the week of February 9, 2026. This collaborative engagement aims to provide a comprehensive review of OAS operations, offering strategic feedback to elevate the organization's efficiency and impact. Dir. Hairfield and OAS expressed enthusiasm for this voluntary partnership and the opportunity to implement best practices.

IV. Committee Updates

7:42 p.m.

Katie Burbage and Jennifer Hughes are drafting testimony for ASAC for the County Council operating budget public hearing which will be circulated and discussed at the March meeting.

Jan Armstrong, Jennifer Hughes, Vicki Thomas, and Judith Vaughn-Prather met with Maria Anselmo to discuss OAS' new website. The meeting was very productive, and the group will meet again when the website is closer to being launched.

- V. New Business** **7:48 p.m.**
Valentine’s Day weekend adoption event: “Meet Your Better Half” promotion: half off adoption fees for big dogs (over 40 lbs.). February 14-15, 2026, 12:00 pm – 5:00 pm. Walk-in only, no appointments.

ASAC discussed frequency of ASAC meetings (monthly, bi-monthly, etc.) and confirmed the next meeting for March 2026. Members tasked with identifying priorities for subcommittee work. In addition, add subcommittee tasks to next meeting’s agenda.

- VI. Public Comment – Steve Roznowski** **8:01 p.m.**

- VII. Adjournment** **8:11 p.m.**
Motion by Katie Burbage to Adjourn, 2nd by Jan Armstrong. Approved unanimously.