

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES

Thursday, August 1, 2024

Office of Animal Services

7315 Muncaster Mill Road, 2nd Floor Conference Room

Derwood, MD 20855

I. Call to Order

7:00 p.m.

Meeting called to order by Jennifer Hughes.

Present In-Person: Jennifer Hughes, Interim Acting Chair; Vicki Thomas, Vice Chair; Jan Armstrong; Elizabeth Mullen; Caroline Hairfield, OAS Director; Dr. Gregory Lawrence, Chief Vet; and Bonnie White, Business Operations Manager.

Present Virtually via Microsoft Teams: Kim Haden, Maureen Smith, and Sandy Yuen.

Staff Present In-Person: Spencer Kelly, Shelter Manager and Trish Ranshaw.

Handouts:

6/6/2024 Draft Meeting Minutes

Where Does It Go – FY25 Budget Pie Chart

II. Review and Approve June 6, 2024 Meeting Minutes

7:01 p.m.

Motion by Vicki Thomas to approve minutes, 2nd by Elizabeth Mullen. Vote – Approved by all.

III. OAS Updates - Director Caroline Hairfield

7:02 p.m.

Director Hairfield went over FY2024 Q4 statistics and provided updates on the 2025 budget and ASAC vacancies.

FY2024 Q4 statistical topic areas included: number of live animals entering the shelter system, average length of stay in kennel, all domestic animal positive outcomes, reasons for euthanasia, live release rate, wildlife, visitors to the shelter, calls, licenses processed, vaccines provided, and surgeries.

Regarding the FY25 Budget on Montgomery County Council's final appropriation, the document was reviewed. Furthermore, the MOU for the FMCA trailer program to be at OAS is in the final stages.

OAS is working on an Executive Order to be able to receive donations and gifts.

There are four open vacancies on the ASAC. Dir. Hairfield asked Beth Gochrach to have the vacancies re-advertised. To date they have not been re-advised and but she will follow-up with Beth Gochrach on this matter.

IV. Dr. Lawrence – Update on CIV & Progress on Spay/Neuter Program

8:10 p.m.

The CIV outbreak is over and behind us. There are zero cases to date and are reevaluating the situation for the future. Overall, it went really well. Overwhelming success in handling the outbreak due to the amazing staff and volunteers!

Many people cannot afford spay and neutering for their pets and the County cannot bear all the costs; therefore, OAS will have to seek out grants to help support with the funding. This is a great opportunity to partner with other organizations.

V. Spencer Kelly – Shelter Updates 8:21 p.m.

Capacity for care topics included: living with (CIV) canine upper respiratory and cats too; humane care for all animals; cultural mind shifts; ventilation is very important with CIV; intake diversion - Friendly Finder to Adopt; length of stay was 19-20 days and now is 9-14 days; staffing and kennel space, and PetSmart and Petco offsite adoption plans.

Maddie’s Fund recommendations updates included highlighting completions: foster to adopt live now (shoutout to Dr. Lawrence’s team); volunteers able to access the building earlier (i.e. 8 a.m. and most of them now have badges for access); volunteers helping ACA’s during CIV, Friendly Finder Program foster until adopt or finer can adopt; and animals available sooner if intake is good, available for adoption animals can go on adoption floor right away; shorter stray hold period from 5 to 3 days; day one for RTO is high to be returned, day four dogs can be fostered.

VI. Director Hairfield - State of the Facility 8:37 p.m.

Discussion topics included: HVAC failures – cooling tower that burst caused lots of humidity which caused the boiler to break. There is a temporary boiler for now and the air has been good - ac was up withing 48 hours. The sewer problem was worse than HVAC problem. Caused bad smell due to broken valves and caps which have been replaced. Facilities will have the air quality tested and will monitor going forward. Outside light in the dog walking area is poor as five lights are out and are solar. The County is to install four more light. If that does not give off enough light then OAS will have to pay for street lights to be installed. There is overgrowth along the fencing area where doges are being walked with weeds and poison ivy. To fix this problem will cost \$7K out of OAS’ budget. Dirty filters are being replaced to assist with better ventilation. Decibel Level Testing was completed and waiting on the test results.

VII. New Business 8:57 p.m.

2023 ASAC Annual Report was due 7/31/2024. Jennifer Hughes to work on a draft before next meeting on **Thursday, Sept. 5, 2024**: this meeting will be virtual ONLY and sole agenda item is to discuss, edit and finalize the draft ASAC’s 2024 Annual Report.

ASAC also to convene and participate in *Clear the Shelter* event on **September 7 & 8, 2024**.

VIII. Public Comment

Steve Roznowski

9:03 p.m.

IX. Meeting Adjournment

Motion by Elizabeth Mullen, 2nd by Vicki Thomas. Unanimous vote: All in favor. Approved.

9:07 p.m.