

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES Thursday, November 7, 2024

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

I. Call to Order **7:02 p.m.**
Meeting called to order by Jennifer Hughes.

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

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

Staff Present In-Person: Trish Ranshaw.

Handouts:

9/5/2024 Draft Meeting Minutes

[Boards, Commissions, and Committees \(BCC\) Questionnaire](#)

II. Review and Approve September 5, 2024 Meeting Minutes **7:02 p.m.**
Motion by Kim Haden to approve minutes, 2nd by Vicki Thomas. Vote – Approved by all.

III. Finalize the BCC Questionnaire
Began discussions regarding reviewing the BCC Questionnaire **7:02 p.m.**

Motion by Kim Haden to consider reviewing the BCC Questionnaire that contains edits, 2nd by Vicki Thomas. Vote – Approved by all **7:07 p.m.**

Motion to accept the BCC Questionnaire as amended. Vote – Approved by all **7:41 p.m.**

IV. Update on New ASAC Members - Director Caroline Hairfield **7:42 p.m.**
Director Hairfield provided updates on ASAC vacancies.

There are three open vacancies on the ASAC. The vacancies have been posted.

Dir. Hairfield indicated that County Executive Marc Elrich selected Judith Vaughan-Prather, former Executive Director of the Maryland Commission for Women to fill the Public 2 seat on the ASAC. Judith Vaughan-Prather is able to attend the December 5, 2024, ASAC meeting.

The three open vacancy seats are: 1. Animal Rescue Organization; 2. License Veterinarian; and 3. Non-Profit Organization that Provides Animal Fostering Services. Interviews have been conducted for the animal rescue and the animal fostering seats; however, more may need to be interviewed for the fostering seat as the advertisement for that position has not closed.

V. ASAC Goals and Priorities – Jennifer Hughes **7:50 p.m.**
ASAC discussed how the committee wants to approach setting its own goals and priorities.

ASAC asked for Dir. Hairfield’s top 4-5 goals for ASAC, which included:

- Community engagement;
- OAS seen as a resource center;
- Serving as community liaisons;
- OAS policy help; and,
- Communication strategy.

Potential ideas include: set goals to be accomplished by February 2025, look at Dir. Hairfield’s list (see above), look at ASAC’s list of goals, develop a multiyear plan, and develop and administer a survey.

Jennifer Hughes will draft ASAC goals and Kim Haden will draft an outline of the process. These will be sent to ASAC members for review and feedback.

VI. Stray Cat Policy – Vicki Thomas **8:20 p.m.**
Vicki addressed the issue that unaltered, unvaccinated though technically “owned” cats are roaming outside creating unowned community cats.

ASAC can help write policy and come up with a process/policy for managing cat intake and getting cats back out into the community, including spay/neuter cats.

The term “cat napped” was discussed - Good Samaritans picking up owned cats and bringing them to the shelter because they think the cat is lost. When in fact the cat is not lost. This practice is a significant burden on the shelter system and utilizes precious resources that are needed elsewhere.

VII. OAS Annual Report – Director Caroline Hairfield **8:23 p.m.**
The annual report has been held up, and it will be sent in the future.

VIII. Public Comment
Steven **8:24 p.m.**
Sofya Orlosky **8:28 p.m.**
Susan Rich **8:33 p.m.**

IX. Meeting Adjournment **8:39 p.m.**
Motion by Kim Haden, 2nd by Vicki Thomas. Unanimous vote: All in favor. Approved.