

ADMINISTRATIVE COMMITTEE MEETING

Maryland State Retirement and Pension System
120 E. Baltimore Street, 16th Floor Board Room

Tuesday, 12/6/2016
9:30 AM - 12:00 PM ET

APPEAL 1. Administrative Appeal of Alison Kelly
Alison Kelly filed a Petition for Hearing requesting that the Board of Trustees accept her enrollment and allow her to participate in the Optional Retirement Program ("ORP"). The Petition for Hearing, all documents and exhibits submitted by the parties and the recommendation for summary decision of Executive Director, R. Dean Kenderdine are presented.

Alison Kelly may present her position in this matter.
Kathleen Wherthey, AAG may present the Agency's position in this matter.
(Attachment A – Administrative Appeal of Alison Kelly)

ACTION ITEM 2. Minutes of the Administrative Committee
* October 4, 2016 Open Meeting Minutes
Administrative Committee OPEN minutes_100416 - Page 4

APPROVE.....DISAPPROVE.....DEFER

ACTION ITEM 3. Review of the Criteria for the Executive Director's Evaluation.
Executive Director's Evaluation Criteria_2016-2017 - Page 10

APPROVE.....DISAPPROVE.....DEFER

ACTION ITEM 4. Review of the Board of Trustees' Charters
Governance Charters_Edits for Admin Cmte Review_120616 - Page 14

APPROVE.....DISAPPROVE.....DEFER

INFORMATION 5. Member Services Update
Member Services Update_October 2016 - Page 47

INFORMATION 6. Finance Reports Quarter Ending September 30, 2016
* Manager and Service Related Fees
* Administrative Expenses
* MBE Performance Report

Finance Reports_Quarter Ending 093016 - Page 52

INFORMATION 7. Business Plan Status Report
FY17 Business Plan Status Report_120616 - Page 61

- ACTION ITEM 8. Motion by the Committee to meet in Closed Session for the purpose of:
- (1) discussing office security protocol, pursuant to General Provisions Art., § 3-305 (b)(10), to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:(i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
 - (2) reviewing the Closed Session minutes from the October 4, 2016 Administrative Committee meeting, pursuant to General Provisions Art., § 3-103(a)(1)(i), the exercise of an administrative function; and
 - (3) discussing the administrative appeal of Alison Kelly, pursuant to General Provisions Art., § 3-103(a)(1)(iii), a quasi-judicial function.

APPROVE.....DISAPPROVE

CLOSED SESSION

- ACTION ITEM 9. Office Security Protocol
 D/Sgt. Bryan K. Waser from the Maryland Capitol Police will present, to the Committee, the results of the assessment conducted regarding the Agency's security protocol.

The Committee may discuss a plan of action regarding the Agency's security protocol for recommendation to the Board of Trustees.

APPROVE.....DISAPPROVE.....DEFER

- ACTION ITEM 10. Closed Session Minutes
 *October 4, 2016

APPROVE.....DISAPPROVE.....DEFER

- ACTION ITEM 11. Administrative Appeal of Alison Kelly
 Motion by the Committee regarding the recommendation for summary decision of R. Dean Kenderdine, Executive Director, on the appeal of Alison Kelly.

The Committee, for recommendation to the Board of Trustees, may either adopt the recommendation for summary decision and deny the appeal; reject the recommendation for summary decision and grant the appeal; or refer the appeal to the Office of Administrative Hearings for a full administrative hearing.

ADOPT.....REJECT.....REFER

- ACTION ITEM 12. Motion by the Committee to adjourn closed session and return to open session

APPROVE.....DISAPPROVE

ACTION ITEM 13. Motion by the Committee to adjourn meeting

APPROVE.....DISAPPROVE

INFORMATION 14. NEXT ADMINISTRATIVE COMMITTEE MEETING - FEBRUARY 7, 2017

@ 9:30 a.m.

* Legislative Bill Review

* Governance Policies Review