

**ADMINISTRATIVE COMMITTEE FOR THE
MARYLAND STATE RETIREMENT AND PENSION SYSTEM
MINUTES OF MEETING**

December 5, 2023

The Administrative Committee for the Maryland State Retirement and Pension System convened, via a WebEx video/audio conference call, beginning at 9:31 a.m.

The Committee Members present included:

Richard Norman, Chair	Jamaal Craddock
Linda Allen, Vice Chair	Marc Nicole (designee for Secretary Helene Grady)
Ayana English-Brown	Robert Sandlass
Treasurer Dereck Davis	

Agency Staff Members present included: Martin Noven, Executive Director/ Secretary of the Board

Anne Gawthrop	Kim O’Keefe
Cheryl Davis-Shaw	Megan Myers
Courtney Key	Melody Countess
Derrick Johnson	Robert Diel
Harris Kaplan	Van Lewis

Assistant Attorney Generals present included: Rachel Cohen and Emily Spiering

Other attendees included: Megan Schutz and Jon Martin (Treasurer’s Office), John Pepys, Rick Sullivan

Call Meeting to Order	Mr. Norman, Chair of the Committee, having established that there was a quorum present, called the meeting to order.
Minutes	On a motion made by Mr. Nicole and seconded by Linda Allen, the Administrative Committee approved the October 3, 2023, open session meeting minutes as amended to confirm the attendance of Treasurer Davis, at the previous meeting.
Review Of the Criteria for the Executive Director’s Evaluation	On motion was made by Ms. English-Brown, seconded by Treasurer Davis, and unanimously approved by the committee, the review of the performance evaluation criteria for the Executive Director of MSRPS was deferred.
Finance Reports Quarter Ending September 30, 2023	Mr. Lewis presented the Administrative Expense Report and Dashboard for the quarter ending September 30, 2023, which provided an overview of how the Agency expended or encumbered 27.26% of its FY2024 appropriation through the first quarter. Mr. Lewis presented the MBE Performance Report for the quarter ending September 30, 2023 showing the Agency’s MBE participation rate was 46.29% as of the end of the first quarter.
Employee Engagement	Mr. Noven reviewed the findings from the most recent employee engagement survey and notified the committee that he has engaged Anne Arundel Community College for leadership training and future employee engagement surveys.
Benefits Administration Update	Ms. O’Keefe provided first quarter updates for business administration, with statistics from each unit.

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CLOSED SESSION

On a motion made by Mr. Sandlass seconded by Ms. Allen, the Committee voted to meet in a closed session, beginning at 10:16 a.m., via a WebEx video/audio conference call, for:

a) discussing the offset of an individual participant's retirement benefit under State Personnel and Pensions Art., § 21-113, pursuant General Provisions Art. § 3-305(b) (13), to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosure about a particular proceeding or matter, namely, General Provisions Art., § 4-312 regarding the prohibition on disclosing retirement records.

The Committee Members present included:

Richard Norman, Chair
Linda Allen, Vice Chair
Ayana English-Brown
Treasurer Dereck Davis

Jamaal Craddock
Marc Nicole (designee for Secretary Helene Grady)
Robert Sandlass

Agency Staff Members present included: Martin Noven, Executive Director/ Secretary of the Board

Anne Gawthrop
Cheryl Davis-Shaw
Courtney Key
Derrick Johnson
Kim O'Keefe

Megan Myers
Melody Countess
Robert Diehl
Van Lewis

Assistant Attorney Generals present included: Rachel Cohen and Emily Spiering

On a motion made by Ms. Allen and duly seconded, the committee returned to open session beginning at 10:30 a.m. via a WebEx video/audio conference call.

OPEN SESSION

The Committee Members present included:

Richard Norman, Chair
Linda Allen, Vice Chair
Ayana English-Brown
Treasurer Dereck Davis

Jamaal Craddock
Marc Nicole (designee for Secretary Helene Grady)
Robert Sandlass

Agency Staff Members present included: Martin Noven, Executive Director/ Secretary of the Board

Anne Gawthrop
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Assistant Attorneys General present included: Rachel Cohen and Emily Spiering

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Other attendees included: Megan Schutz, and Jon Martin (Treasurer's Office)

During closed session, the Administrative Committee discussed and acted on the following matters:

Correction of Errors- Offset of Retirement Benefits	The committee reviewed and approved staff's proposed overpayment recovery schedule, as presented.
Adjournment	There being no further business before the Committee, on a motion made by Ms. English-Brown and duly seconded, the meeting adjourned at 10:31 a.m.

Respectfully submitted,



Martin Noven
Secretary to the Board