

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

**October 1, 2024**

**The Administrative Committee for the Maryland State Retirement and Pension System convened via a Webex video/audio conference call at 9:30 a.m.**

The Administrative Committee present included:

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

Agency Staff members present included: Martin Noven, Executive Director/Secretary of the Board  
Melody Countess Harris Kaplan  
Cheryl Davis-Shaw Katherine Morris  
Anne Gawthrop Megan Myers  
Derrick Johnson David Rongione  
Lisa Jordan Karen Simpson

Assistant Attorneys General present included: Rachel Cohen, Emily Spiering, and Michael Watts

Other attendees included: Trustee Sheila Hill, Megan Schutz (Treasurer's Office) Philip Anthony, Joe Gutberlet, and Michael Rubenstein (DLS)

**Call Meeting to order:**

Having established that there was a quorum present, Mr. Norman called the meeting to order.

**On a motion made by Mr. Sandlass and seconded by Ms. English Brown, the Committee voted to meet in closed session, beginning at 9:31 a.m. for the purpose of:**

conducting a hearing in the administrative appeal of an individual participant, in order to conduct a quasi-judicial proceeding and protect the confidential retirement records of an individual, pursuant to General Provisions Art., § 3-103(a)(1)(iii), a quasi-judicial function and 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

**Closed Session**

The Administrative Committee present included:

Richard Norman, Chair  
Robert Sandlass, Vice Chair  
Jamaal Craddock  
Ayana English-Brown  
Marc Nicole (designee for Secretary Helene Grady)  
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Agency Staff members present included: Martin Noven, Executive Director/Secretary of the Board  
Melody Countess  
Cheryl Davis-Shaw  
Anne Gawthrop  
Derrick Johnson  
Lisa Jordan  
Megan Myers  
David Rongione

Assistant Attorneys General present included: Rachel Cohen, Emily Spiering, and Michael Watts

Other attendees included: Trustee Sheila Hill; Megan Schutz (Treasurer's Office)

**On a motion made by Mr. Sandlass and seconded by Ms. English-Brown, the Committee returned to open session at 9:46 a.m.**

**Open Session**

The Administrative Committee present included:  
Richard Norman, Chair  
Robert Sandlass, Vice Chair  
Jamaal Craddock  
Ayana English-Brown  
Marc Nicole (designee for Secretary Helene Grady)  
Jon Martin (designee for Treasurer Dereck Davis)

Agency Staff members present included: Martin Noven, Executive Director/Secretary of the Board	
Melody Countess	Harris Kaplan
Cheryl Davis-Shaw	Katherine Morris
Anne Gawthrop	Megan Myers
Derrick Johnson	David Rongione
Lisa Jordan	Karen Simpson

Assistant Attorneys General present included: Rachel Cohen, Emily Spiering, and Michael Watts

Other attendees included: Trustee Sheila Hill, Megan Schutz( Treasurer's Office) Philip Anthony, Joe Gutberlet, and Michael Rubenstein (DLS)

**Open Session Minutes:**

On a motion made by Mr. Nicole and seconded by Mr. Sandlass, the Committee approved the meeting minutes for the September 3, 2024 meeting.

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**Board Requested Legislation Part 2:**

Anne Gawthrop, Legislative Affairs Director, presented two additional legislative proposals for the 2025 legislative session to the Administrative Committee for consideration, regarding the following topics:

- Repeal of Administrative Fees
- Establishment of Board of Trustees Compensation Committee in lieu of the Objective Criteria Committee

On a motion made by Mr. Sandlass and seconded by Mr. Craddock, the Committee voted to recommend that the Board submit the two additional legislative proposals to the Joint Committee on Pensions for 2025, as presented.

**Benefits Administration Update:**

The Committee was presented a Benefits Administration update from July through August of the FY2025. Derrick Johnson, Deputy Retirement Administrator, answered questions regarding the statistics presented.

Martin Noven also provided an update on the Agency's progress in the hiring process for the new Director of Member Services.

**Proposed Amendments to COMAR 22.01.12 - Enrollment in the State System:**

The Committee was presented with the proposed amendments to COMAR 22.01.12, which included changes to grammar, added language to address the optional enrollment and updated wording to satisfy the engineering of the enrollment process. The amendment also includes the ability of Executive Director to waive a penalty to employers regarding enrollment failures.

On a motion made by Mr. Sandlass and seconded by Ms. English-Brown, the Administrative Committee voted to recommend that the Board of Trustees vote to submit the proposed amendments to COMAR 22.01.12- Enrollment in the State System, to the Administrative, Executive, and Legislative Review Committee, and publish them for comment in the Maryland Register.

**Propose Amendments to COMAR 22.01.05 - Proof of Date of Birth:**

The Committee was presented with the proposed amendments to COMAR 22.01.05, which included correcting terminology and the removal of fax references.

On a motion made by Ms. English- Brown and seconded by Mr. Sandlass, the Administrative Committee voted to recommend that the Board of Trustees vote to submit the proposed amendments to COMAR 22.01.05- Proof of Date of Birth, to the Administrative, Executive, and Legislative Review Committee and publish them for comment in the Maryland Register.

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

**October 1, 2024**

**On a motion made by Ms. English-Brown and seconded by Mr. Sandlass, the Committee voted to meet in closed session, beginning at 10:03 a.m. for the purpose of:**

(a) considering the administrative appeal of an individual participant, in order to conduct a quasi-judicial proceeding and protect the confidential retirement records of an individual, pursuant to General Provisions Art., § 3-103(a)(1)(iii), a quasi-judicial function and 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.

(b) discussing the offset of an individual participant's retirement benefit under State Personnel and Pensions Art., § 21-113, in order to prevent public disclosure of confidential retirement records, 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.

**Closed Session**

The Administrative Committee present included:

Richard Norman, Chair

Robert Sandlass, Vice Chair

Jamaal Craddock

Ayana English-Brown

Marc Nicole (designee for Secretary Helene Grady)

Jon Martin (designee for Treasurer Dereck Davis)

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

Melody Countess

Cheryl Davis-Shaw

Anne Gawthrop

Derrick Johnson

Lisa Jordan

Megan Myers

David Rongione

Assistant Attorneys General present included: Rachel Cohen and Emily Spiering

Other attendees included: Trustee Sheila Hill; Megan Schutz (Treasurer's Office)

**On a motion made by Ms. English-Brown and seconded by Mr. Craddock, the Committee returned to open session at 10:07 a.m.**

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**October 1, 2024  
Open Session**

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Richard Norman, Chair	
Robert Sandlass, Vice Chair	Jon Martin (designee for Treasurer Dereck Davis)
Jamaal Craddock	
Ayana English-Brown	

Agency Staff members present included:	Martin Noven, Executive Director/Secretary of the Board
Melody Countess	Harris Kaplan
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Anne Gawthrop	Megan Myers
Derrick Johnson	David Rongione
Lisa Jordan	Karen Simpson

Assistant Attorneys General present included: Rachel Cohen and Emily Spiering

Other attendees included: Trustee Sheila Hill, Megan Schutz( Treasurer's Office) Philip Anthony, Joe Gutberlet, and Michael Rubenstein (DLS)

**During closed session, the Administrative Committee discussed the matters identified in the motion to meet in closed session, and acted on the following matters:**

**Administrative Appeal of Mr. Ephremides:**

The Committee affirmed the Executive Director's recommended summary decision for recommendation to the Board of Trustees.

**Overpayment:**

The Committee approved the overpayment terms as presented.

**Adjournment:**

There being no further business before the committee, on a motion made by Ms. English-Brown and seconded by Mr. Craddock the meeting adjourned at 10:08 a.m.

Respectfully submitted,

Martin Noven  
Secretary of the Board