



SRPS

MARYLAND STATE RETIREMENT
and PENSION SYSTEM

**MARYLAND STATE RETIREMENT AND PENSION SYSTEM
ADMINISTRATIVE COMMITTEE
MINUTES OF OPEN SESSION**

Convened on December 2, 2025, at 10:30 a.m. via a virtual video conference.

Committee members present:

Robert Sandlass, Chair
Richard Norman, Vice Chair

Treasurer Dereck Davis
Marc Nicole (designee, Acting Secretary
Weissmann)
Vernon Reid

Jamaal Craddock
Ayana English-Brown

Staff members present:

Jonathan Martin, Acting Executive Director
Gary Burgess
Sarah Carta
Cheryl Davis- Shaw
Anne Gawthrop
Michael Howard
Derrick Johnson
Lisa Jordan
Harris Kaplan
Kate Kemmerer

Courtney Key
Van Lewis
John Lane
Thomas Montanye
Megan Myers
Kim O'Keeffe
Ben Robb
David Rongione
Tonia Shultz

Assistant Attorneys General present:

Rachel Cohen
Emily Spiering

Other attendees:

Philip Anthony
Megan Schutz

1. Call Meeting to Order

Chair Sandlass called the meeting to order, after establishing a quorum at 10:30 a.m.

2. Open Session Meeting Minutes

On a motion made by Trustee English-Brown and seconded by Trustee Norman, the Committee approved the open session minutes from the meeting held on October 7, 2025.

3. Member Services Update

Gary Burgess, Member Services Administrator, reported that the division continued to have strong performance in October and November, with low wait times and abandonment rates. November call volume was consistent with last fiscal year. Survey results were positive, averaging 4.71 in October and 4.69 in November. He also noted staffing improvements, including the return of a former employee and the filling of the final open position, with a start date of December 10, and announced the upcoming launch of a keyword-based chatbot to assist members with basic inquiries.

4. Benefits Administration Update

Kim O'Keeffe, Retirement Administrator, reported that the statistics for Benefits Administration remained steady. Estimates generated through mySRPS continue to increase. She also reported successful testing of a beta group for the automated enrollment process that launched on November 3, additional employers will be onboarded at the beginning of the year.

She also reported that participation in the Deferred Retirement Option Program continues to increase. All other special project statistics remain stable. She concluded her report noting that the division is currently working on calendar year-end closing activities which includes issuing form 1099-R for all retirees and form 1042-S for retirees overseas.

5. Vacancy Report

Derrick Johnson, Deputy Executive Director, provided an update on the agency's vacancies as of November 20, 2025, noting that open positions have decreased from approximately 30 in October to 24 as of December 10. He also explained that several positions listed as "interviewing" reflect active recruitment, with hiring managers reviewing certified candidate lists and beginning the interview process.

6. Financial Reports for Quarter Ending September 30, 2025

Van Lewis, Director of Budget, Procurement, and Contracts, presented the Committee with the Administrative Expense Report dashboard, showing that the Agency spent 23.87% of its FY2026 appropriation in the first quarter. He noted that the Q1 schedule projects a year-end deficit of approximately \$55K due to salary shortfalls for regular and contractual employees.

Mr. Lewis also presented the FY2026 Q1 Minority Business Enterprise report, noting that of \$1,383,200 in expenditures, approximately \$1,072,820 was awarded to MBE firms. IT services and equipment were the largest qualifying expenses, with Asian American and Sub-Continent Asian-owned businesses receiving the largest share. The Agency's MBE participation rate was 77.56%, exceeding the statewide goal of 29%.

7. Supplemental Budget Request

Jonathan Martin, Acting Executive Director, presented the Committee with the supplemental budget requests for FY2027.

Mr. Martin provided rationale for the approximate \$2.35 million request to add 17 new roles to the agency. He additionally explained the need for approximately \$640 thousand in unforeseen operational needs such as an executive director search firm and short-term contractual positions.

On a motion made by Trustee Norman and seconded by Trustee English-Brown, the Committee voted to recommend the supplemental budget request to the Board for approval. Mr. Nicole abstained from voting on this matter.

8. Committee-led Discussion

There were no topics for discussion at this time.

9. Next Committee Meeting

Tuesday, February 10, 2026, at 10:30 a.m. via Webex

10. Motion to Adjourn the Meeting

On a motion made by Trustee English-Brown and seconded by Trustee Norman, the Committee vote to adjourn the meeting at 11:26 a.m.

Respectfully submitted,



Jonathan Martin
Acting Secretary to the Board