



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

Convened on Tuesday, April 1, 2025, at 9:30 a.m., virtually via a videoconference.

Committee Members present:

Richard Norman, Chair
Robert Sandlass, Vice Chair
Jamaal Craddock

Treasurer Dereck Davis
Ayana English-Brown
Marc Nicole

Staff Members present:

Martin Noven, Executive Director
Gary Burgess
Cheryl Davis-Shaw
Anne Gawthrop
Michael Howard
Lisa Jordan

Courtney Key
Katherine Morris
Megan Myers
Kim O'Keeffe
David Rongione

Assistant Attorneys General:

Rachel Cohen

Emily Spiering

Other Attendees:

Neal Desai
Catherine Hackman
Trustee Charles Hopkins

Jon Martin
Trustee Michelle RhodesBrown
Megan Schutz

1. Call Meeting to Order

The Committee Chair called the meeting to order after establishing a quorum at 9:30 a.m.

2. Open Session Minutes

On a motion made by Mr. Nicole and seconded by Trustee English-Brown, the Committee approved the March 4th Open Session Meeting Minutes.

3. Member Services Update

The Committee received updated statistics for the Member Services division through February 2025. Member Services Administrator Gary Burgess reported on performance during tax season, noting that the division missed its wait time goal, with an average of 207 seconds compared to the target of 180. However, the division still on track for the fiscal year goal of 163 seconds and has improved compared to last year. The abandonment rate rose to 12.6%, but it's still better than last year's 16.69%. Mr. Burgess concluded his report by announcing the rollout of a new appointment scheduling system that will offer virtual appointment options, with a full launch planned for July 1 of the next fiscal year.

4. Benefits Administration Update

The Committee received updated statistics for the Benefits Administration division through February 2025. Kimberly O'Keeffe, Retirement Administrator, reported that everything is progressing as expected with no significant changes in the statistics for Benefits Administration. She mentioned that staff is preparing for the upcoming fiscal year, including the cost-of-living update at the end of June and the fiscal year closing in July.

5. Legislative Update for 2025 Session

Anne Gawthrop, Director of Legislative Affairs, provided an update, noting that some House bills have not passed as expected, but are anticipated to pass. The budget has passed the Senate, with both chambers agreeing to the DBM and DLS recommendations. She also provided an update on the cost-sharing with the counties provision added to the Budget Reconciliation and Financing Act stating that it remains in the budget as originally introduced, with both chambers rejecting the proposal to double the amount. Ms. Gawthrop concluded her report stating the only pension bills currently moving are the board-requested legislation bills.

6. Motion to meet in Closed Session

On a motion made by Trustee English-Brown and seconded by Trustee Sandlass, the Committee voted to meet in closed session at 9:43 a.m. to receive the results of evaluation forms pertaining to the Executive Director's performance and discuss the performance evaluation of the Executive Director, in order to conduct a confidential personnel matter, pursuant to General Provisions Art., § 3-305(b)(1)(i), to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; and to perform an administrative function pursuant to General Provisions Art., § 3-103(a)(1)(i).

CLOSED SESSION

Committee Members present:

Richard Norman, Chair
Robert Sandlass, Vice Chair
Jamaal Craddock

Treasurer Dereck Davis
Ayana English-Brown
Marc Nicole

Assistant Attorneys General:

Rachel Cohen

Other Attendees:

Neal Desai
Catherine Hackman
Trustee Charles Hopkins

Jon Martin
Trustee Michelle RhodesBrown
Megan Schutz

7. Results of the Executive Director's Evaluation

Catherine Hackman, Deputy Chief HR Officer at the Department of Budget and Management provided the Committee with the results of the Executive Director's evaluation for 2024.

8. Motion to Adjourn Closed Session and return to Open Session

On a motion duly seconded the Committee voted to adjourn closed session and return to open session at 10:10 a.m.

OPEN SESSION

Committee Members present:

Richard Norman, Chair
Robert Sandlass, Vice Chair
Jamaal Craddock

Treasurer Dereck Davis
Ayana English-Brown
Marc Nicole

Staff Members present:

Cheryl Davis-Shaw
Lisa Jordan

Courtney Key

Assistant Attorneys General:

Rachel Cohen

Other Attendees:

Trustee Charles Hopkins
Jon Martin

Trustee Michelle RhodesBrown
Megan Schutz

10. Motion to Adjourn the Meeting

On a motion made by Trustee English-Brown and seconded by Trustee Craddock, the Committee moved to adjourn the meeting at 10:10 a.m.

Respectfully submitted,



Martin Noven
Secretary of the Board