

**ADMINISTRATIVE COMMITTEE MINUTES  
BOARD OF TRUSTEES  
MARYLAND STATE RETIREMENT AND PENSION SYSTEM**

April 4, 2023

The Administrative Committee meeting convened, via WebEx conference call, beginning at 9:30 a.m.

The Committee Members present included:

Kenneth Haines, Chair, Presiding	Jamaal Craddock
Richard Norman, Vice-Chair	Dereck Davis
Linda Allen	Marc Nicole
Thomas Brandt	Robert Sandlass

Agency Staff members attending included: Martin Noven, Executive Director/Board Secretary

Andy Palmer	Harris Kaplan	Megan Myers
Angie Jenkins	Janet Sirkis	Michael Golden
Anne Gawthrop	Kim O’Keeffe	Robert Diehl
David Rongione	Ken Reott	

Assistant Attorneys General present included: Rachel Cohen

Other attendees included: Jonathan Martin, Laura Atas and Megan Schutz (Treasurer’s Office); Cindy Kollner (Dept. of Budget and Management); John Pepys and Kate Kemmerer

Call Meeting to Order	Mr. Haines, Chair of the Administrative Committee, having established that there was a quorum present, called the meeting to order. He asked the Committee if there were any changes to the agenda. Having heard no requests for changes by the Committee, on a motion made by Mr. Brandt and seconded by Ms. Allen, the agenda was adopted as presented.
Minutes	On a motion made by Treasurer Davis and seconded by Mr. Brandt, the Administrative Committee approved the March 7, 2023 open session meeting minutes.
2023 Legislation	<p>The Committee was provided with a 2023 legislative update.</p> <p>Ms. Gawthrop reported, in response to Trustee Sandlass’ question regarding whether the reduction of supplemental payments to the System would increase employer contributions for participating governmental units, that the System’s actuary has confirmed that it would not have an impact on the municipal pool.</p>
Member Services Update	<p>Mr. Reott provided a Member Services performance update as of February, 2023 to the Committee.</p> <p>Mr. Reott reported that the call summary section of the report reflects that the unit continues to see an increase in the numbers of calls being offered, an increase of approximately 5% year-over-year. Mr. Reott reported that for the month of February the report reflects that the average number of staff on the phones was 11.13, which is the highest it has ever been. Mr. Reott acknowledged Charelle Saunders and Gwen Mulcahy, but reported that as good leaders, they wanted to acknowledge their staff.</p> <p>Mr. Reott reported that the call abandonment rate for February was 15.78% and for the month of March the call abandonment rate was 14.59%. Mr. Reott also reported that the average call wait time for February was 296 seconds.</p>

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Mr. Reott reported that the correspondence section continues to show a decrease, overall, in the number of correspondence received by the unit and the transition in the number of letter received in the mail to those received by emails or through the secured message portal.

Mr. Reott reported that the unit was fully staffed in February, however, since then the unit has one vacancy, which staff is working to fill.

**CLOSED SESSION**

On a motion made by Mr. Norman and seconded by Ms. Allen, the Administrative Committee voted to meet in a closed session, via WebEx conference call, beginning at 9:37 a.m., for the purposes of:

- a) discussing evaluation forms pertaining to the performance evaluation of the Executive Director, 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.

The Committee Members present in the closed session included:

Kenneth Haines, Chair, Presiding	Jamaal Craddock
Richard Norman, Vice-Chair	Dereck Davis
Linda Allen	Marc Nicole
Thomas Brandt	Robert Sandlass

Cindy Kollner, Director of Employee Benefits and Services for the Department of Budget and Management attended the closed session meeting to facilitate discussion of the performance evaluation of the Executive Director. No Agency staff members attended the closed session meeting.

On a motion made by Mr. Norman and duly seconded, the Administrative Committee returned to open session, via WebEx conference call, beginning at 9:55 a.m.

**OPEN SESSION**

The Committee Members present included:

Kenneth Haines, Chair, Presiding	Jamaal Craddock
Richard Norman, Vice-Chair	Dereck Davis
Linda Allen	Marc Nicole
Thomas Brandt	Robert Sandlass

Agency Staff members attending included: Martin Noven, Executive Director/Board Secretary

Andy Palmer	Harris Kaplan	Megan Myers
Angie Jenkins	Janet Sirkis	Michael Golden
Anne Gawthrop	Kim O’Keeffe	Robert Diehl
David Rongione	Ken Reott	

Assistant Attorneys General present included: Rachel Cohen

Other attendees included: Jonathan Martin, Laura Atas and Megan Schutz (Treasurer’s Office); Cindy Kollner (Dept. of Budget and Management); John Pepys and Kate Kemmerer

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Adjournment      There being no further business before the Committee, on a motion made by Mr. Norman and duly seconded, the meeting adjourned at 9:56 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Martin Noven", written in a cursive style.

Martin Noven,  
Secretary to the Board