June 6, 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 Richard Norman, Vice-Chair Linda Allen Thomas Brandt

Jonathan Martin Marc Nicole Robert Sandlass

Agency Staff members attend	ding included: Martin Noven, Exect	utive Director/Board Secretary
Angie Jenkins	Janet Sirkis	Michael Golden
Anne Gawthrop	Ken Reott	Robert Diehl
Ben Robb	Kim O'Keeffe	Tom Montanye
Chandra Puranam	Megan Myers	Van Lewis
Harris Kaplan	Melody Countess	

Assistant Attorneys General present included: Rachel Cohen and Emily Spiering

Other attendees included: Megan Schutz (Treasurer's Office); Phillip Anthony 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.

Having received a request from staff to move the member services update to the third agenda item and agreeing to the change, he asked if there were any other changes to the agenda. Having heard no other requests for changes, on a motion made by Mr. Norman and seconded by Mr. Brandt, the agenda was adopted as amended.

Minutes On a motion made by Mr. Brandt and seconded by Mr. Norman, the Administrative Committee approved the May 3, 2023 open session meeting minutes.

Member Mr. Reott provided a Member Services performance update as of April, 2023 to the Committee.

Mr. Reott reported that while both the call abandonment rate of 13.73% and the average call wait time of 289 seconds for FY23 continue to be favorable year over year, the numbers are still over the goal. The call summary section of the report reflects that the unit continues to see a 5.5% increase in the numbers of calls being offered, and a 6.2% increase in the number of calls answered by a specialist.

Mr. Reott reported that the call abandonment rate for April and May were 11.45% and 11.22%, respectively.

Mr. Reott reported that the correspondence section continues to show an overall decrease in the correspondence received by the unit.

FY24 Business Mr. Noven announced that Kim O'Keeffe has accepted the position as Retirement Administrator.

Mr. Noven provided a brief overview of the FY24 Business Plan, including reporting on two new initiatives which described plans for the restructuring of the External

June 6, 2023

Affairs Division into an Office of Communications and efforts to identify and address on-going production issues in the Finance Division, in consultation with a consultant.

On a motion made by Mr. Brandt and seconded by Mr. Sandlass, the Administrative Committee approved the FY24 Business Plan for recommendation to the Board of Trustees.

Ms. Myers presented the Committee with a memorandum, which provided that due to recent federal law changes concerning required minimum distributions, amendments to COMAR 22.01.14, 22.07.01 and 22.07.02, concerning the start date to commence distributions, referred to as the "Required Beginning Date" were necessary and being proposed.

On a motion made by Mr. Nicole and seconded by Ms. Allen, the Administrative Committee voted to recommend that the Board of Trustees vote to submit the proposed amendments to COMAR 22.01.14, 22.07.01 and 22.07.02 - Required Beginning Date, to the Administrative, Executive and Legislative Review Committee, and publish them for comment in the Maryland Register.

Gabriel Roeder Smith & Company (GRS) Contract Renewal Renewal Company (GRS) Contract Renewal Company (Company (COMPAN) Contract Renewal Company (COMPAN) Contract Renewal Company (COMPAN) Contract Renewal Company (COMPAN) Contract Renewal Company Contract Company (COMPAN) Contract Renewal Company Contract Company Contract Company Company Contract Company Company Contract Company Contract Company Contract Company Contract Company Contract Contract Company Contract Company Contract Company Contract Company Contract Contract Company Contract Company Contract Contract Company Contract Cont

On a motion made by Ms. Allen and seconded by Mr. Sandlass, the Administrative Committee approved for recommendation to the Board of Trustees that it exercise the System's second one-year extension option of the contract with GRS.

The Administrative Committee was provided with written requests and resolutions from the following Participating Governmental Units (PGUs), requesting that the Board approve their participation in the employer pick-up program.

- City of Frostburg
- > Town of Thurmont
- City of Crisfield; and
- Town of Berlin

On a motion made by Mr. Brandt and seconded by Mr. Norman, the Administrative Committee approved the City of Frostburg, Town of Thurmont, City of Crisfield and the Town of Berlin's requests to participate in the employer pick-up program for recommendation to the Board.

Ms. Countess reported, for informational purposes, that the City of Frostburg, Town of Thurmont, City of Crisfield, Town of Berlin and the Town of Snow Hill, submitted to the Board, by resolution, their intentions to withdraw eligible members from the Employees' Pension System and transfer them to the Laws Enforcement Officers' Pension System.

Proposed Amendments to COMAR 22.01.14, 22.07.01 and 22.07.02

Participation in the Employer Pick-Up Program and Transfer of Eligible Members from One State System to Another State System

#### June 6, 2023

A copy of the signed resolutions were provided to the Committee in the meeting book.

Finance Reports – Quarter Ending March 31, 2023 Kr. Lewis presented the Administrative Expense report dashboard, which provided an overview of how the Agency expended or encumbered 70.17% of its FY2023 appropriation through the third quarter.

REGULAR SALARIES	71.82%
CONTRACTUAL PAYROLL AND TECHNICAL SUPPORT	51.65%
COMMUNICATIONS (INCLUDES POSTAGE)	77.92%
TRAVEL	42.14%
VEHICLE COSTS	81.93%
CONTRACTUAL SERVICES	
(including equipment leasing & building maintenance)	60.95%
SUPPLIES	126.20%
EQUIPMENT PURCHASES	72.37%
RENT AND INSURANCE	86.83%
DUES, SUBSCRIPTIONS AND LICENSES	102.62%

Mr. Lewis presented the MBE Performance Report for the quarter ending March 31, 2023. The report showed that the Agency's MBE performance was 26.18%, slightly below the overall minimum goal of 29%.

The MBE summary reflected that the Agency processed eleven purchase orders and two qualifying blanket purchases totaling \$824,769 through the third quarter of FY23. One of these purchase orders was processed from a statewide contract managed by the Department of Information Technology and two of the purchase orders contributed \$203,280 in MBE participation dollars through the third quarter.

### **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 10:38 a.m., for the purpose of:

a) reviewing the closed session Committee minutes, pursuant to General Provisions Art., § 3-103(a)(1)(i), the exercise of an administrative function; and General Provisions Art., § 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., § 3-306(c)(3)(ii), requiring that the minutes of a closed session be sealed and not be open to public inspection.

The Committee Members present in the closed session included:

Kenneth Haines, Chair, Presiding	Jonathan Martin
Richard Norman, Vice-Chair	Marc Nicole
Linda Allen	Robert Sandlass
Thomas Brandt	

June 6, 2023

Agency Staff members attending included:Martin Noven, Executive Director/Board SecretaryAngie JenkinsKen ReottMelody CountessAnne GawthropKim O'KeeffeMichael GoldenJanet SirkisMegan MyersVan Lewis

Assistant Attorneys General present included: Rachel Cohen and Emily Spiering

On a motion made by Mr. Nicole and seconded by Mr. Norman, the Administrative Committee returned to open session, via WebEx conference call, beginning at 10:39 a.m.

# **OPEN SESSION**

The Committee Members present included: Kenneth Haines, Chair, Presiding Richard Norman, Vice-Chair Linda Allen Thomas Brandt

Jonathan Martin Marc Nicole Robert Sandlass

Agency Staff members attending included:Martin Noven, Executive Director/Board SecretaryAngie JenkinsJanet SirkisMichael GoldenAnne GawthropKen ReottRobert DiehlBen RobbKim O'KeeffeTom MontanyeChandra PuranamMegan MyersVan LewisHarris KaplanMelody CountessVan Lewis

Assistant Attorneys General present included: Rachel Cohen and Emily Spiering

Other attendees included: Megan Schutz (Treasurer's Office); Phillip Anthony and Kate Kemmerer

0	sion, the Administrative Committee discussed and acted on the matter identified in in closed session:
Closed Session Minutes	The Committee reviewed and approved the May 3, 2023 closed session minutes.

Adjournment There being no further business before the Committee, on a motion made by Mr. Brandt and seconded by Ms. Allen, the meeting adjourned at 10:39 a.m.

Respectfully submitted,

Martin Noven, Secretary to the Board