

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

August 3, 2021

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

The Committee Members present included:

Kenneth Haines, Chairman, Presiding	Thomas Brandt
Richard Norman, Vice Chairman	Jamaal Craddock
Bernadette Benik	Marc Nicole

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

Melody Countess	Angie Jenkins	Ken Reott
Robert Diehl	Van Lewis	David Rongione
Anne Gawthrop	Kim O’Keeffe	Janet Sirkis
Michael Golden	Andy Palmer	Scott Bolander (live stream)
	Chandra Puranam	

Assistant Attorneys General present included: Rachel Cohen, Emily Spiering and Kathleen Wherthey

Other attendees included: Megan Schutz (Treasurer’s Office); William Brennan, Esq. and Tawanna Gaines

Call meeting to Order/Roll Call	Mr. Haines, Chairman of the Committee, having established that there was a quorum, called the meeting to order at 9:30 a.m.
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**CLOSED SESSION**

On a motion made by Mr. Norman and seconded by Mr. Nicole, the Administrative Committee voted to meet in a closed session, via video/audio conference call, beginning at 9:31 a.m., for the purposes of:

- a) Conducting an administrative appeal of an individual participant, 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 statutory 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.

The Committee Members present included:

Kenneth Haines, Chairman, Presiding	Thomas Brandt
Richard Norman, Vice Chairman	Jamaal Craddock
Bernadette Benik	Marc Nicole

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

Melody Countess	Angie Jenkins	Ken Reott
Robert Diehl	Van Lewis	David Rongione
Anne Gawthrop	Kim O’Keeffe	Janet Sirkis
Michael Golden	Andy Palmer	
	Chandra Puranam	

Assistant Attorneys General present included: Rachel Cohen, Emily Spiering and Kathleen Wherthey

Other attendees included: Megan Schutz (Treasurer’s Office); William Brennan, Esq. and Tawanna Gaines

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On a motion made by Mr. Norman and seconded by Mr. Nicole, the Administrative Committee returned to open session, via video/audio conference call, beginning at 9:44 a.m.

**OPEN SESSION**

The Committee Members present included:

Kenneth Haines, Chairman, Presiding	Thomas Brandt
Richard Norman, Vice Chairman	Jamaal Craddock
Bernadette Benik	Marc Nicole

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

Melody Countess	Angie Jenkins	Ken Reott
Robert Diehl	Van Lewis	David Rongione
Patricia Fitzhugh	Kim O’Keeffe	Janet Sirkis
Anne Gawthrop	Andy Palmer	Scott Bolander (live stream)
Michael Golden	Chandra Puranam	

Assistant Attorneys General present included: Rachel Cohen and Kathleen Wherthey

Other attendees included: Trustee Sheila Hill and Megan Schutz (Treasurer’s Office)

Minutes            On a motion made by Mr. Nicole and seconded by Mr. Norman, the Administrative Committee approved the June 1, 2021 open session meeting minutes.

Board Requested    Ms. Gawthrop presented several legislative proposals recommended by staff for  
Legislation            consideration by the Administrative Committee. Ms. Gawthrop recommended that the Administrative Committee recommend that the Board of Trustees present the following legislative proposals to the Joint Committee on Pensions (JCP), for the JCP’s consideration to sponsor as legislation for the 2022 session:

**Trustee Election Clarification.** With respect to trustee positions who are members of a State system, staff recommends clarifying existing law to provide that only individuals currently employed as members may serve as a trustee representing the membership. Staff also recommends codifying existing practice to limit voting to active members and current retirees, and former members who are not actively employed or retired from voting in a trustee election.

**Purchase of Service – Judges’ Retirement System (JRS).** State recommends repealing an obsolete statutory provision permitting the purchase of service credit for employment as a magistrate prior to July 1, 1977, and service as a Workers’ Compensation Commissioner prior to July 1, 1977. Staff notes that SRA has not received an application from a member of the JRS who is eligible to purchase this service in at least 20 years. Staff also recommends explicating stating that members of the JRS are not eligible to purchase prior service credit accrued in other State systems.

**Parole and Probation Reemployment.** 2012 legislation exempted retirees of the Employees’ systems from a statutory earnings limit if reemployed as a contractual parole or probation officers. In 2017, legislation required that any

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individual serving as a parole or probation officer on or after July 1, 2017 be a member of CORS but did not include a parallel earnings limit exemption within CORS for retirees of CORS who are reemployed as contractual parole or probation officers. Staff recommends that the Board of Trustees alert the JCP of this inconsistency, for its consideration regarding whether to extend the exemption to CORS retirees or eliminate it for retirees of the Employees' Systems.

Ms. Gawthrop informed the Committee that a second set of proposals would be presented in September that will focus on investment issues.

On a motion made by Mr. Norman and seconded by Mr. Nicole, the Administrative Committee approved the legislative proposals as presented, for recommendation to the Board of Trustees.

Member Services  
Update

Mr. Reott provided a Member Services update, reporting that the most recent monthly numbers were slightly better than last fiscal year with a call abandonment rate of 16.43%. However, the average call wait time was 369 seconds, slightly above last fiscal year. Mr. Reott indicated that the report shows that in fiscal year 2021, the Member Services Unit received 136,146 total calls, an increase of 5% over last fiscal year. Mr. Reott commented that staff is looking into the reasons why SRA is experiencing an increase in call volume, to determine what can be done proactively, so members do not need to call for routine issues. Mr. Reott also reported that in fiscal year 2021, 24,000 pieces of correspondence was received and responded to, an increase of almost 50% from fiscal year 2020.

Mr. Haines asked how staff tracks the types of calls coming in.

Mr. Reott responded that when a call comes in, the retirement specialist answering the call will put a 2-digit code in the notes of the call, which allows staff to determine the reason for the call. Mr. Reott further responded that calls to check the status of a refund and inquiries concerning a retiree's direct deposit form make up majority of the calls.

Ms. Hill complimented and thanked Mr. Reott and his staff for going above and beyond when answer constituent questions, easing the fears of those who have questions about their retirements.

**CLOSED SESSION**

On a motion made by Mr. Norman and seconded by Mr. Brandt, the Administrative Committee voted to meet in a closed session, via video/audio conference call, beginning at 10:12 a.m., for the purposes of:

- b) Reviewing the June 1, 2021 closed session Administrative Committee meeting minutes, pursuant to General Provisions Art., § 3-103(a)(1)(i), the exercise of an administrative 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., § 3-306(c)(3)(ii), requiring that minutes of a closed session be sealed and not be open for public inspection;

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- c) discussing the offset of an individual participant's retirement benefits under State Personnel and Pensions Art., § 21-113, pursuant to 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; and
- d) discussing the administrative appeal of an individual participant, pursuant to General Provisions Art., § 3-103(a)(1)(iii), a quasi-judicial function.

The Committee Members present included:

Kenneth Haines, Chairman, Presiding	Thomas Brandt
Richard Norman, Vice Chairman	Jamaal Craddock
Bernadette Benik	Marc Nicole

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

Anne Gawthrop	Andy Palmer	David Rongione
Michael Golden	Chandra Puranam	Janet Sirkis
Angie Jenkins	Ken Reott	

Assistant Attorneys General present included: Rachel Cohen and Kathleen Wherthey

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

On a motion made by Mr. Nicole and seconded by Mr. Norman, the Administrative Committee returned to open session, via video/audio conference call, beginning at 10:20 a.m.

**OPEN SESSION**

The Committee Members present included:

Kenneth Haines, Chairman, Presiding	Thomas Brandt
Richard Norman, Vice Chairman	Jamaal Craddock
Bernadette Benik	Marc Nicole

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

Anne Gawthrop	Andy Palmer	David Rongione
Michael Golden	Chandra Puranam	Janet Sirkis
Angie Jenkins	Ken Reott	

Assistant Attorneys General present included: Rachel Cohen and Kathleen Wherthey

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

The Administrative Committee, during the closed session, acted upon the following items:

Minutes	The Committee reviewed and approved the June 1, 2021 closed session Administrative Committee meeting minutes.
Correction of Errors – Offset of Retirement Benefits	The Committee reviewed and approved the offset of retirement benefits scheduled, as presented.

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Administrative  
Appeal of Ms. Gaines

The Committee reviewed and adopted the Executive Director's proposal summary decision for recommendation to the Board of Trustees.

Adjournment

There being no further business before the Committee, on a motion made by Mr. Brandt and seconded by Mr. Norman, the meeting adjourned at 10:20 a.m.

Respectfully submitted,



Martin Noven,  
Secretary to the Board