

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

September 5, 2023

The Administrative Committee meeting convened, via WebEx conference call, beginning at 9:40 a.m.

The Committee Members present included:

Richard Norman, Acting Chair, Presiding	Dereck Davis
Linda Allen	Robert Sandlass
Jamaal Craddock	

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

Angie Jenkins	Janet Sirkis	Michael Golden
Anne Gawthrop	Karen Simpson	Patricia Fitzhugh
Chandra Puranam	Kim O’Keeffe	Robert Diehl
David Rongione	Megan Myers	Tom Montanye
Derrick Johnson	Melody Countess	Van Lewis

Assistant Attorneys General present included: Rachel Cohen and Emily Spiering

Other attendees included: Megan Schutz (Treasurer’s Office); Phillip Anthony, Michael Rubenstein

Call Meeting to Order Mr. Norman, Acting Chair of the Administrative Committee, having established that there was a quorum present, called the meeting to order.

Minutes On a motion made by Mr. Sandlass and seconded by Mr. Craddock, the Administrative Committee ratified the vote to approve the June 6, 2023 open session meeting minutes.

2024 Administrative Committee Meeting Dates On a motion made by Mr. Sandlass and seconded by Ms. Allen, the Administrative Committee approved the 2024 Administrative Committee Meeting dates, as follows:

Tuesday, February 6, 2024	Tuesday, March 5, 2024
Tuesday, April 2, 2024	Tuesday, June 4, 2024
Tuesday, August 6, 2024	Tuesday, September 3, 2024
Tuesday, October 1, 2024	Tuesday, December 3, 2024

FY25 Budget Proposal Mr. Noven presented the Agency’s Budget Request for Fiscal Year (FY) 2025.

Mr. Noven reported that the Department of Budget and Management (DBM) has given the Agency a FY2025 budget target of \$33.1 million. The Agency’s proposed budget also includes the following eight “over the target” requests for consideration:

- Member Services’ Administrator Position (\$164,313)
- Additional Benefits Administration Contractual Personnel Resources (\$200,957)
- Replace the Agency’s firewall (\$207,540)
- Additional Permanent Finance Division Personnel Resources (\$382,825)
- Additional Business Operations Office Personnel Resources for Education and Training Unit. (\$99,710)
- Director of Systems Development Manager Position (\$129,512)
- Enhance the Agency’s Professional Information Technology Services (\$1,249,590)
- Replace Critical Agency Database Servers (\$580,000)

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On a motion made by Mr. Sandlass and seconded by Ms. Allen, the Administrative Committee approved, for recommendation to the Board of Trustees, the FY25 Budget Proposal, as presented.

Summary of  
the Agency's  
IT Master Plan  
for FY2024

Mr. Diehl provided the Administrative Committee with a presentation of the Agency's Information Technology (IT) Master Plan for FY2024. The presentation included an introduction of the Information Systems (IS) Management Team, as well as a FY23 review, FY24 planned activities and observations for future IT operating expenses.

Ms. Allen commented that it would be helpful, when receiving this kind of overview and update, to know what was previously planned and what was accomplished against the plan. Ms. Allen suggested that the Committee receive updates, going forward, showing that information.

Mr. Norman agreed with Ms. Allen regarding the updates and requested that the Committee be provided with a six-month update at its December meeting.

Finance  
Reports –  
Quarter Ending  
June 30, 2023

Mr. Lewis presented the Administrative Expenses dashboard and report for the quarter ending June 30, 2023. Mr. Lewis reported that the Agency expended 98.89% of its available appropriation, with a year-end surplus of approximately \$337,003.

Mr. Lewis reported that the major contributors to the FY23 year-end surplus include:

- Unexpended Regular Salary Costs - \$263k
- Unexpended Contractual Salary Costs – \$73k
- Unexpended Independent Medical Evaluation (IME) Costs - \$85k

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Mr. Lewis presented the MBE Performance dashboard and report for the quarter ending June 30, 2023. Mr. Lewis reported that MBE performance was 34.80%, exceeding the overall minimum MBE performance goal of 29.0% by almost six percent.

Mr. Lewis reported that the agency processed fifty-nine qualifying purchase orders, six qualifying blanket purchase orders, and one qualifying change order totaling \$2,619,485 during FY2023. Forty-three of these purchase orders were processed from statewide contracts managed by the Department of Information and Technology (DoIT), yielding \$504,517 in MBE participation dollars. Two other purchase orders, unrelated to DoIT, contributed an additional \$203,280 in MBE participation dollars, and two of the six qualifying blanket purchase orders also contributed \$217,831 in MBE participation dollars, bringing the total to \$925,628 for the fiscal year. Mr. Lewis reported that \$5,699 in MBE participation dollars were derived from credit card purchases and \$98,792 were derived from direct voucher transactions, resulting in a total MBE participation of \$1,030,089 for FY2023.

Member  
Services Update

Ms. O'Keeffe introduced, to the Committee, Derrick Johnson, the Agency's new Deputy Retirement Administrator.

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The Committee was provided with the member services performance update for July 2023.

Ms. O’Keeffe commented that while the report provided to the Committee is the same report that has been presented for years, staff is currently reviewing the division’s metrics and the benefits administration’s vision and are looking to provide a report that fully represents what staff accomplishes on a monthly and annual basis. Ms. O’Keeffe reported that the Administration Division also has three other units that help to complete the life cycle of a member in our system. Therefore, staff anticipates changing this report going forward to be a little bit more demonstrative of everything that the team does as a whole.

Adjournment      There being no further business before the Committee, on a motion made by Mr. Sandlass and seconded by Mr. Craddock, the meeting adjourned at 10:59 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