



SRPS

MARYLAND STATE RETIREMENT
and PENSION SYSTEM

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

Convened on October 7, 2025, at 9:30 a.m. via a video teleconference.

Committee members present:

Robert Sandlass, Chair
Richard Norman, Vice Chair
Jamaal Craddock
Treasurer Dereck Davis

Ayana English-Brown
Scott Nicewarner
Marc Nicole (designee, Secretary Grady)
Vernon Reid

Other trustees present:

Charles Hopkins

Staff members present:

Jonathan Martin, Acting Executive Director	Courtney Key
Gary Burgess	Thomas Montanye
Sarah Carta	Megan Myers
Anne Gawthrop	Kim O'Keeffe
Michael Howard	Chandra Puranam
Derrick Johnson	Ben Robb
Lisa Jordan	David Rongione
Kate Kemmerer	

Assistant Attorneys General present:

Rachel Cohen	Emily Spiering
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Other attendees present:

Joseph Gutberlet	Megan Schutz
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1. Call Meeting to Order

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

2. Open Session Meeting Minutes

On a motion made by Trustee English-Brown and seconded by Trustee Norman, the Committee approved the open session minutes for the September 3, 2025 committee meeting.

3. Proposed Amendments to COMAR 22.04.02; Membership

Megan Myers, Deputy Retirement Administrator, presented two proposed amendments to COMAR 22.04.02:

- The repeal of 22.04.02.02, as it is now obsolete because the lecturers of the University of Maryland Global Campus who are eligible for membership in the Teachers' Pension system and the Optional Retirement Program must make the election immediately at commencement of employment.
- The repeal of section C of 22.04.02.03, as the members of the Teacher's System who change jobs and are no longer eligible to participate in the TPS would enroll in the Employee's System or their employer's local plan.

On a motion made by Trustee Nicewarner and seconded by Trustee Craddock, the Committee voted to present the proposed amendments to the Board for approval.

4. Member Services Update

Gary Burgess provided an update on Member Services, reporting that call abandonment and wait times remained within target despite turnover in August, which was resolved in September. Walk-in appointments increased due to the Voluntary Separation Program, requiring staff reallocation. Correspondence statistics appeared lower due to a revised reporting method reflecting actual outbound communications rather than individual form responses.

A new survey program launched for email and counseling sessions, generating 19 responses with an average score of 4.25 out of 5. A quality assurance initiative will be implemented in the division, beginning with phone call audits and expanding to other avenues to support ongoing staff training. The division has two open positions it hopes to fill in early November.

5. Benefits Administration Update

Kimberly O'Keeffe, Retirement Administrator, reported that August statistics for fiscal year 2026 are consistent with expected annual trends. Manual retirement estimate requests are down, with more members are using the mySRPS self-service platform. Enrollment activity remains steady, and a new enrollment wizard will launch soon to improve this process. Retirement processing, benefit distributions, and direct deposits remain stable. The division is preparing year-end tasks, including benefit reconciliations, tax document distribution, and IRS submissions.

6. Vacancy Report

Derrick Johnson, Deputy Executive Director, provided an update on the agency's current vacancies as of September 24, 2025. There are 30 PINs at various stages of the

hiring process, with 12 assigned to the investment division. Candidate review and phone screenings have begun for several of these roles, with plans to schedule in-office interviews for approximately four positions. Since the initial report presented at the August meeting, few additional vacancies have been identified, and HR is working to fill the positions. Five PINs were filled in September, and four additional hires are anticipated in October.

7. Motion to Meet in Closed Session

On a motion made by Trustee English-Brown and seconded by Trustee Norman, the Committee voted to meet in closed session at 9:54 a.m. to review the closed session minutes from the September 3, 2025 meeting, in order to comply with the requirement that closed session minutes be sealed and not open to public inspection, pursuant to General Provisions Art., § 3-103(a)(1)(i), the exercise of an administrative function, and General Provisions Art., § 3-305(b)(13), which permits meeting in closed session to comply with a specific statutory requirement that prevents public disclosure, 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.

CLOSED SESSION

Committee members present:

Robert Sandlass, Chair
Richard Norman, Vice Chair
Jamaal Craddock
Treasurer Dereck Davis

Ayana English-Brown
Scott Nicewarner
Marc Nicole (designee, Secretary Grady)
Vernon Reid

Other trustees present:

Charles Hopkins

Staff members present:

Jonathan Martin, Acting Executive Director	Lisa Jordan
Gary Burgess	Kate Kemmerer
Sarah Carta	Courtney Key
	Megan Myers
Anne Gawthrop	Kimberly O'Keeffe
Michael Howard	David Rongione
Derrick Johnson	

Assistant Attorneys General present:

Rachel Cohen	Emily Spiering
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Other attendees:

Megan Schutz

8. Closed Session Meeting Minutes

The Committee approved the closed session minutes for the September 3, 2025 meeting.

9. Motion to Adjourn Closed Session and Return to Open Session

The Committee voted to adjourn close session and return to open session at 9:55 a.m.

Committee Members present:

Robert Sandlass, Chair
Richard Norman, Vice Chair
Jamaal Craddock
Treasurer Dereck Davis

Ayana English-Brown
Scott Nicewarner
Marc Nicole (designee, Secretary Grady)
Vernon Reid

Other Trustees present:

Charles Hopkins

Staff Members present:

Jonathan Martin, Acting Executive Director	Courtney Key
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Assistant Attorneys General present:

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OPEN SESSION

10. Proposed Meeting Dates for 2026

On a motion made by Trustee Norman and seconded by Trustee Craddock, the committee approved the proposed meeting dates with a tentative starting time of 10:30 a.m.

11. Committee-led Discussion

There are no topics posed for discussion at this meeting.

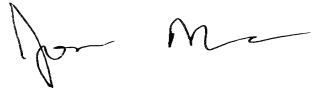
12. Next Committee Meeting

The next meeting scheduled is December 2, 2025 at 9:30 a.m.

13. Motion to Adjourn the meeting

On a motion made be Trustee Norman and seconded by Trustee English-Brown, the meeting adjourned at 10:04 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jonathan Martin', with a stylized flourish at the end.

Jonathan Martin
Secretary to the Board