



SRPS

MARYLAND STATE RETIREMENT
and PENSION SYSTEM

MARYLAND STATE RETIREMENT AND PENSION SYSTEM
ADMINISTRATIVE COMMITTEE
MINUTES OF MEETING

Convened on Tuesday, March 4, 2025, at 9:31 a.m., via video/phone conference call.

The Administrative Committee members present included:

Richard Norman, Chair	Jamaal Craddock	Ayana English-Brown
Robert Sandlass, Vice Chair	Treasurer Dereck Davis	Marc Nicole

Agency Staff members present included:

Gary Burgess	Courtney Key	Kim O'Keeffe
Cheryl Davis-Shaw	John Lane	Ben Robb
Anne Gawthrop	Van Lewis	David Rongione
Derrick Johnson	Megan Myers	
Lisa Jordan	Martin Noven	

Assistant Attorneys Generals present included:

Rachel Cohen	Emily Spiering
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Other attendees:

Michelle RhodesBrown	Jon Martin	Megan Schutz
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Item 1: Call Meeting to Order

Mr. Norman, Chair of the Committee, having established there was a quorum, called the meeting to order.

Item 2: Open Session Meeting Minutes

On a motion made by Ms. English-Brown and seconded by Mr. Sandlass, the Committee approved the open session meeting minutes for February 4, 2025.

Item 3: Legislative Update for 2025 Session

Anne Gawthrop, Director of Legislative Affairs, provided the Committee with an update on pension legislation being considered during the current legislative session, reporting that all of the Agency's Board-requested legislation has been heard in the Senate and that the House will be hearing all pension bills on March 11. She also reported that the Pension Subcommittee of the Senate Budget and Tax Committee was recommending

to the full committee favorable votes on SB693, State Retirement and Pension System - Reemployment Earnings Limitations - Maximum Average Final Compensation and SB862, State Retirement and Pension System - Administrative Fees – Repeal (both Board requested legislation).

Item 4: Member Services Update

Gary Burgess, Administrator of Member Services, provided the Committee with up-to-date statistics for Member Services through January 2025. He also reported on staffing and answered questions regarding the work-from-home policy for member services staff.

	Number of Calls Offered (inbound, outbound, abandoned)		Average Wait Time in seconds		Number of Pieces of Correspondence Received (letters, email, mySRPS messages) *	
	FY 24	FY25	FY 24	FY25	FY 24	FY25
July		12,577		287		1,530
August		12,229		238		1,538
September		10,197		108		1,339
October	10,706	11,110	523	120	1,497	1,263
November	9,431	8,454	402	105	1,332	3,746
December	8,657	8,591	282	92	1,546	3,797
January	11,271	11,818	685	147	1,849	4,107
February	12,084		809		2,433	
March	11,964		661		2,843	
April	11,966		396		4,945	
May	10,262		174		5,652	
June	9,636		374		4,624	

Item 5: Benefits Administration

Kim O'Keeffe, Benefits Administrator, provided the Committee with up-to-date statistics for Benefits Administration through January 2025. She reported that the use of the estimate feature in the portal is increasing, while manual estimates have remained static. She also reported that enrollment numbers have risen, and there are plans to move enrollments to an automated process starting in May, which should help reduce backlogs and improve enrollment efficiency. She concluded her report noting the check register is on time and balanced, as usual, and that there has been no significant change in the number of Deferred Retirement Option Program members.

*The Benefit Administration statistics are attached following the minutes.

Item 6: Financial Reports for the 2nd Quarter, FY 2025

Van Lewis, Director of Budget, Procurement and Contracts, presented the Committee with the Administrative Expense Report dashboard, which provided an overview of how the Agency expended or encumbered 49.10% of its FY2025 appropriation through the 2nd quarter.

	<u>12/31/24</u>	<u>12/31/23</u>
APPROPRIATION EXPENDED/ENCUMBERED	49.10%	46.66%
REGULAR SALARIES	49.54%	45.28%
CONTRACTUAL PAYROLL AND TECHNICAL SUPPORT	44.59%	38.82%
COMMUNICATIONS (INCLUDES POSTAGE)	34.81%	73.78%
TRAVEL	23.12%	21.64%
VEHICLE COSTS	68.41%	38.36%
CONTRACTUAL SERVICES (incl., EQUIP, LEASING, BLDG. MAINT., PRINTING)	48.00%	47.37%
SUPPLIES	99.40%	69.80%
EQUIPMENT PURCHASES	52.40%	22.68%
RENT AND INSURANCE	53.59%	60.18%
DUES, SUBSCRIPTIONS, AND LICENSES	71.58%	15.56%

*Amounts are rounded to the nearest hundredth

He reported that the second quarter expense schedule projects a year-end deficit of approximately \$428k, primarily due to a salary shortfall of around \$706k for regular employees and the reversion of a healthcare surplus. However, the deficit is partially offset by projected surpluses in rent/insurance, contractual payroll, technical support, communications, and travel. The remaining deficit is anticipated to be mitigated with a budget amendment.

Mr. Lewis also provided the Committee with the Minority Business Enterprise Summary for the second quarter, reporting that the agency attained a 35.86% MBE participation rate for the first two quarters of FY25. He noted that IT supplies and equipment garnered most of the qualifying procurements for the first half of the year, and approximately 88% went to women-owned businesses.

8. Adjournment:

There being no further business before the Committee, on a motion made by Ms. English-Brown and seconded by Mr. Sandlass, the meeting adjourned at 10:19 a.m.

Respectfully submitted,

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

Martin Noven
Secretary of the Board

Benefits Administration Update – January 2025

Benefits Administration is made up of the following Units:

Benefits Processing: Processes estimates, finals, refunds, and death reports.

	Retirement Estimates Processed		Retirement Finals Processed		mySRPS Basic Estimates		mySRPS Custom Estimates	
	FY 24	FY25	FY 24	FY25	FY 24	FY25	FY 24	FY25
July		91		694		8,583		4,872
August		128		578		8,931		4,915
September		93		547		9,819		5,379
October	118	163	406	464	7,218	10,373	4,778	5,695
November	143	83	243	424	6,053	8,098	3,852	4,335
December	127	126	286	419	5,493	7,240	3,432	3,957
January	107	97	367	376	8,656	10,680	5,459	6,106
February	110		343		8,260		5,375	
March	121		413		7,861		4,969	
April	100		563		8,110		4,881	
May	99		656		7,529		4,179	
June	99		911		6,829		3,947	

Data Control: Collects and processes payroll contributions, processes monthly check register for our retirees.

	Number of Enrollments Processed		Number of Payees/Retirees on monthly Check Register		Total Net Dollar amount of the monthly Check Register	
	FY 24	FY25	FY 24	FY25	FY 24	FY25
July		1,659		178,826		\$351,253,375.65
August		3,392		178,971		\$352,209,972.29
September		2,384		178,985		\$351,968,468.55
October	1,153	1,788	177,294	179,042	\$335,395,397.06	\$352,344,906.15
November	1,355	1,854	177,159	178,959	\$334,965,789.54	\$351,625,574.73
December	1,277	836	177,077	178,874	\$334,643,057.79	\$351,363,322.79
January	8,725	2,585	177,298	179,044	\$335,761,637.99	\$354,928,130.09
February	3,415		177,241		\$335,670,682.46	
March	2,286		177,158		\$335,981,069.07	
April	1,073		177,117		\$335,201,261.06	
May	928		177,067		\$335,173,709.58	
June	3,936		176,985		\$334,611,405.45	

Special Projects: Manages the DROP, processes direct deposits, manage disability claims, conducts yearly account reviews and legislation changes.

	Number of Direct Deposit Cases Processed		Participants in DROP		Funds in DROP	
	FY 24	FY25	FY 24	FY25	FY 24	FY25
July		1,966		241		\$41,701,341.21
August		2,006		249		\$42,776,982.85
September		1,792		249		\$44,211,653.07
October	1,873	1,117	225	250	\$35,160,127.27	\$44,831,872.20
November	1,623	1,490	223	253	\$35,373,545.18	\$46,237,000.74
December	1,824	1,491	218	233	\$35,120,811.12	\$47,309,290.14
January	1,628	1,279	223	266	\$35,447,689.56	\$48,765,675.48
February	2,093		222		\$35,865,051.12	
March	1,705		227		\$36,860,176.39	
April	1,893		226		\$37,467,436.06	
May	2,057		229		\$38,526,017.89	
June	2,081		232		\$40,932,874.73	