



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

*Convened on Tuesday, June 3, 2025, at 9:30 a.m. via a videoconference*

**Committee Member present:**

Richard Norman, Chair  
Robert Sandlass, Vice Chair  
Ayana English-Brown

Jon Martin (Designee, Treasurer Davis)  
Marc Nicole

**Staff Members present:**

Martin Noven. Executive Director  
Caitlin Box  
Gary Burgess  
Sarah Carta  
Cheryl Davis- Shaw  
Robert Diehl  
Anne Gawthrop  
Michael Howard  
Lisa Jordan  
Derrick Johnson  
Courtney Key

John Lane  
Van Lewis  
Thomas Montanye  
Katherine Morris  
Megan Myers  
Kim O'Keeffe  
Andrew Palmer  
Ben Robb  
David Rongione  
Karen Simpson

**Assistant Attorneys General present:**

Emily Spiering

**Other attendees present:**

Philip Anthony  
Joe Gutberlet

Sandi Henderson

**1.Call Meeting to Order**

Chair Norman called the meeting to order, after establishing a quorum at 9:31 a.m.

**2. Open Session Meeting Minutes**

On a motion made by Trustee English-Brown and seconded by Trustee Sandlass, the Committee approved the open session minutes for the meeting held on April 1, 2025.

### **3. Board of Trustees 2026 Election Schedule for the State Police Representative**

On a motion made by Mr. Nicole and seconded by Trustee Sandlass, the Committee approved the 2026 election schedule for the State Police Representative.

### **4. The Town of Forest Heights to Join EPS and LEOPS and Participate in Employer Pick-up Program**

On a motion made by Trustee Sandlass and seconded by Mr. Nicole, the Committee voted to defer this matter.

### **5. Talbot County to Participate in the Employer Pick-Up Program**

The Administrative Committee was provided with written requests and resolutions from Talbot County, requesting that the Board approve their participation in the employer pick-up program.

On a motion made by Trustee Sandlass and seconded by Mr. Nicole, the Administrative Committee approved Talbot County's request to participate in the employer pick-up program for recommendation to the Board.

### **6. Transfer of Eligible Members from One State System to another State System**

Caitlin Box reported that Talbot County submitted to the Board, by resolution, their intentions to withdraw eligible members from the Employees Combined System and transfer them to the Correctional Officers' Pension System or Law Enforcement Officers' Pension System. Copies of the signed resolutions were provided to the Committee in the meeting material.

### **7. Member Services Update**

The Committee reviewed the Member Services Statistics through April 2025, which showed a decrease in average wait time for calls has significantly decreased from 2024, dropping to 132 seconds—a notable improvement. The number of calls has remained consistent, and the volume of correspondence appears steady as well. Additionally, the call abandonment rate has improved, decreasing from 21.55% in the previous fiscal year to 12.43%, with April achieving a low of 9.06%, down from 16.79%

### **8. Benefits Administration Update**

Kim O'Keeffe, Retirement Administrator, began her report introducing Sarah Carta who was recently promoted to Deputy Retirement Administrator. She also reported a typical upwards trend in retirement finals as the new fiscal year draws closer, while other division statistics remain steady.

## 9. Finance Reports for quarter ending in March 31, 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 73.49% of its FY2025 appropriation through the 3rd quarter.

	3/31/25	3/31/24
<b>APPROPRIATION EXPENDED/ENCUMBERED</b>	<b>73.49%</b>	<b>71.79%</b>
REGULAR SALARIES	70.37%	72.27%
CONTRACTUAL PAYROLL AND TECHNICAL SUPPORT	65.54%	57.18%
COMMUNICATIONS (INCLUDES POSTAGE)	79.65%	76.85%
TRAVEL	44.95%	39.13%
VEHICLE COSTS	98.45%	67.56%
CONTRACTUAL SERVICES (incl., EQUIP. LEASING, BLDG. MAINT., PRINTING)	89.08%	75.89%
SUPPLIES	125.21%	88.56%
EQUIPMENT PURCHASES	52.91%	26.28%
RENT AND INSURANCE	74.45%	75.18%
DUES, SUBSCRIPTIONS AND LICENSES	85.03%	74.60%

\*Amounts are rounded to the nearest hundredth

Mr. Lewis reported that the third quarter expense schedule projects a year-end operating surplus of approximately \$120, which can be attributed to a regular salary surplus and a reduction of a \$60k in healthcare surplus restricted from being used for purposes other than its intended purpose.

Mr. Lewis presented the Minority Business Enterprise Summary for the quarter ending March 31, 2025, showing the Agency's MBE participation rate was 46.68% as of the end of the third quarter, which exceeds the state's participation goal of 29%.

## 10. FY26 Business Plan

The Committee was presented with the business plan which outlined the Agency's planned initiatives for fiscal year 2026.

## 11. Motion to Meet in Closed Session

On a motion made by Trustee English-Brown and seconded by Trustee Sandlass, the Committee voted to meet in closed session at 10:17 a.m. to:

(a) To review 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., § 3-305(b)(13), 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; and

(b) To discuss the performance evaluation of the Executive Director, in order to conduct a confidential personnel matter, pursuant to General Provisions Art., § 3-305(b)(1)(i), to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

### **CLOSED SESSION**

**Committee Member present:**

Richard Norman, Chair  
Robert Sandlass, Vice Chair  
Ayana English-Brown

Jon Martin (Designee, Treasurer Davis)  
Marc Nicole

**Staff Members present:**

\*Martin Noven, Executive Director  
\*Cheryl Davis-Shaw  
\*Anne Gawthrop  
\*Lisa Jordan  
\*Derrick Johnson

\*Courtney Key  
\*Anne Gawthrop  
\*Michael Howard  
\*David Rongione

**Assistant Attorneys General present:**

Rachel Cohen

\*Emily Spiering

**\*Please note that staff members listed above were only present for item a of closed session.**

### **12. Closed Session Meeting Minutes**

The Committee approved the closed session meeting minutes for the meeting held on April 1, 2025.

### **13. Results of the Executive Director's Evaluation**

Chair Norman reviewed the summary of Mr. Noven's 2025 evaluation results with the committee.

### **14. Motion to Adjourn Closed Session**

The Committee voted to adjourn closed session and return to open session at 10:30 am.

### **OPEN SESSION**

**Committee Member present:**

Richard Norman, Chair  
Robert Sandlass, Vice Chair  
Ayana English-Brown

Jon Martin (Designee, Treasurer Davis)  
Marc Nicole

**Staff Members present:**

Caitlin Box  
Sarah Carta  
Cheryl Davis- Shaw  
Anne Gawthrop  
Michael Howard  
Lisa Jordan  
Derrick Johnson

Courtney Key  
John Lane  
Van Lewis  
Thomas Montanye  
Katherine Morris  
Andrew Palmer  
Ben Robb

**Assistant Attorneys General present:**

Rachel Cohen

**15. Committee-led Discussion**

No matters were presented for discussion at this meeting.

**17. Motion to Adjourn the Meeting**

On a motion made by Trustee English-Brown and seconded by Trustee Sandlass, the meeting adjourned at 10:31 a.m.

Respectfully submitted,



Martin Noven  
Secretary of the Board