

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

December 1, 2020

The Administrative Committee meeting convened, via video/audio conference call, beginning at 9:32 a.m.

The Committee Members present included:

Kenneth Haines, Chairman, Presiding	Thomas Brandt
Richard Norman, Vice Chairman	Jamaal Craddock

Agency Staff members attending included: R. Dean Kenderdine, Executive Director/Board Secretary

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

Assistant Attorneys General present included: Rachel Cohen and Kathleen Wherthey

Other attendees included: Trustee Sheila Hill

Minutes	On a motion made by Mr. Brandt and seconded by Mr. Norman, the Administrative Committee approved the October 6, 2020 open session meeting minutes.
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Triennial Review of the Board of Trustees’ Governance Charters	Mr. Kenderdine reported that proposed changes for both the Governance Charters and Policies were brought to the Administrative Committee in September for review. However, the proposed changes presented today are additional changes. Mr. Kenderdine asked Ms. Cohen to present the changes to the Committee.
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Ms. Cohen reported that the proposed changes brought to the Committee in September were presented to each individual Committee and each Committee requested additional changes. The Committee was provided with an overview of all proposed changes, however, Ms. Cohen reported specifically, on the following items that have been proposed since the Administrative Committee reviewed a draft proposal in September (*the page numbers referenced below indicate the master page number of the Committee meeting book*):

- Page 23 – Charter for the Investment Committee.  
Revise item 4 to add new item 4a, providing for the Investment Policy Manual recommended by the committee to detail all items required by statute, including, but not limited to, policies: (i) regarding the management of risk, including climate risks, in the investment of System assets, and (ii) to carry out the State’s minority business enterprise policies.
- Page 27 – Charter for the Audit Committee.  
Updated to reflect proposed charter amendments discussed by the Audit Committee at its meeting in January 2018 and adopted by the Audit Committee at its April 17, 2018 meeting, but have not been submitted yet to the Board of Trustees for approval.

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- Page 32 – Charter for the Corporate Governance Committee. Updated to merge the charter of the Securities Litigation Committee with the Corporate Governance Committee, to form a single committee and to add a new item 2 to specify that the committee shall recommend changes to its charter.

Mr. Brandt commented that the name of the Corporate Governance Committee, which is now merged with the Securities Litigation Committee, seems confusing to a newcomer. Mr. Brandt commented that coming from the private sector he regards a governance committee as being responsible for the organization's own governance as opposed to the governance of investees.

Ms. Cohen responded that the Board's Administrative Committee, formerly called the Executive Committee, has been charged by the Board with responsibility for the System's governance.

Mr. Kenderdine further responded that the name of the Corporate Governance Committee has been raised before, with much the same concern as raised by Trustee Brandt and that he has given it some thought, by unfortunately, has not come up with a better name for the Committee.

Mr. Brandt indicated that since ESG has become an aspect of investment policy considerations, perhaps the Board's concerns in that regard be assigned to the Corporate Governance Committee.

Ms. Cohen responded that the topic of ESG has been dealt with by the Investment Committee and that the Committee is responsible for recommending the investment policy manual to the Board and recommended the adoption of an ESG policy.

Mr. Kenderdine further responded that while the governance of the System has, since approximately 2003, fallen to the Administrative Committee, the recent consultant-led governance review, managed by the Board's Ad Hoc Governance Committee, did result in a recommendation for a Governance Committee of the Board. That recommendation has been deferred, however. Mr. Kenderdine reminded the Committee that the review of the Charters and Policies are on a triennial basis, with the next review scheduled for 2023, but changes can be made at any time, should the Board see the need to do so.

Mr. Haines asked if merging the Corporate Governance Committee with the Securities Litigation Committee increases the Committee's membership.

Mr. Kenderdine and Ms. Cohen responded that it does not increase the Committee's membership, as it is still a five-member Committee.

Mr. Brandt asked if the Securities Litigation Committee should be a sub-committee of the Investment Committee, since it involves investment claims.

Ms. Cohen responded that one reason for the merger of these two Committees, is that David Hamilton, who is an attorney and has chaired the Securities



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Mr. Lewis presented the MBE Performance Report for the quarter ending September 30, 2020. The report showed that the MBE performance was 77.33%.

Mr. Lewis reported that the agency processed twenty-one purchase orders totaling \$343,180 during the first quarter. Fourteen of those purchase orders derived from the statewide contracts managed by the Department of Information Technology, yielding \$116,245 in MBE participation dollars. Three other purchase orders, not related to statewide contracts, contributed an additional \$159,056 in MBE participation, bringing the total to \$275,302 for the quarter.

Mr. Lewis further reported that the procurement, in the amount of \$155,056, listed under the Disabled category should have been counted in the last fiscal year, but was not completed in time, and therefore was applied to this quarter which helped boost our performance rate.

Mr. Norman asked if staff anticipates any changes in the next nine months that would lower our performance rate.

Mr. Lewis responded that there will be changes as the Agency continues to process procurements and that he would hope that the performance percentage remains above the 29% mandated goal, but that it will definitely decrease from the 77.33% reported on this schedule.

Member Services  
Update

Mr. Reott reported that while there were improvements over last year's averages, the Member Services unit is still well above the performance goals. The Member Services unit was not able to meet its goals for the call abandonment rate and average call wait time for the month of October 2020. Mr. Reott reported that the unit's call abandonment rate was 15.09% and the unit's average speed of answer was 309 seconds for the month of October.

Mr. Reott reported that prior to September, staff in the Member Services unit were completely teleworking. In September, the Agency implemented an A-week/B-week rotation among staff, with half of the staff in the office and the other half teleworking. However, unfortunately with the recent COVID trends not going in the right direction and mandates from Governor Hogan, staff is back to 100% teleworking.

Mr. Reott further reported that registration letters for *mySRPS* member portal have been mailed out to retirees and that the only group of members who have not yet received a registration letter are the vested members. Vested members are former employees who have left State services, but who are entitled to a benefit at normal retirement age.

Mr. Reott pointed to a newly added section of the report which reports that Retirement Benefit Specialists have responded to 898 *mySRPS* secure messages. Mr. Reott reported that this is a new means by which a member can securely ask a question online using *mySRPS* and staff can respond securely as well.

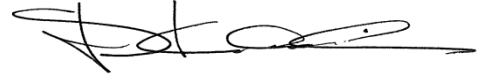
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Mr. Reott further reported that the Agency mailed out 752 surveys to members, beneficiaries and retirees and received 125 responses back. Of the survey responses, 97.60% of the respondents were satisfied with the service provided. Mr. Reott commented that staff responds to any survey response in which a member is dissatisfied or has a suggestion.

Adjournment      There being no further business before the Committee, on a motion made by Mr. Norman and seconded by Mr. Brandt, the meeting adjourned at 10:17 a.m.

Respectfully submitted,



R. Dean Kenderdine,  
Secretary to the Board