

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

August 1, 2017

The Administrative Committee met in the Boardroom of the SunTrust Building, 120 East Baltimore Street, 16th Floor, Baltimore, Maryland, beginning at 9:34 a.m.

The Trustees present included:

James Harkins, Chairman (via phone)
Theresa Lochte, Vice Chairman, Presiding
(via phone)
Susanne Brogan (via phone)

Sheila Hill (via phone)
Marc Nicole (via phone)
Richard Norman (via phone)

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

Anne Gawthrop
Ira Greenstein
Angie Jenkins
Van Lewis

Michelle Lowery
Kim O'Keeffe
Harvey Raitzyk
Ken Reott

David Rongione
Janet Sirkis
Lauren Smith

Assistant Attorneys General present included: Kathleen Wherthey

Other attendees included: James McKittrick

Minutes

Ms. Brogan requested that two typographical errors, on page 3, be corrected in the June 6, 2017 open session minutes.

On a motion made by Ms. Hill and seconded by Mr. Norman, the Administrative Committee approved the June 6, 2017 open session meeting minutes, with amendments.

Agency's Death
Match Process

Mr. Kenderdine reported that at the request of Board Chairman Kopp, the Agency's death match process was being brought to the Administrative Committee for discussion. Mr. Kenderdine reported that while there was nothing new to report since the July Board of Trustees meeting, he and Mr. Raitzyk would provide a review of the events which prompted questions about the matter of the Agency's Death Match procedures.

Mr. Kenderdine reported that the Agency gathers death information from three sources, the Maryland Department of Health and Mental Hygiene (DHMH), the Agency's contractor Central Research, Inc. (CRI) and internally using available sources.

Mr. Raitzyk further reported that the Agency conducts two monthly death match reports. One is from the DHMH for those reported in Maryland and the other is a national death match from CRI. Mr. Raitzyk indicated that CRI's data goes through a 14-step process to help verify and filter the raw data. The Agency recently received a raw data death match file from DHMH that resulted in over 50,000 matches. A raw data match without filtering performed on a national level would result in far too many matches for the Agency to review.

Mr. Kenderdine reported the Agency, at the suggestion of Trustee Herman, is investigating the Social Security Number Verification Service as is used by Montgomery County. Mr. Kenderdine will report back to the Administrative Committee at its September meeting on that topic.

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**Member Services
Update**

Mr. Raitzyk reported that the Member Services unit was able to meet its performance goals for both the call abandonment rate and for the average call wait time for June 2017. The unit's call abandonment rate was 3.35% and the average speed of answer was 0:57.

Mr. Nicole asked if would make sense to decrease the performance standards since the unit has been meeting its goals each month.

Mr. Raitzyk responded that he believes the unit should continue with the current goals and evaluate the unit's performance at the end of the fiscal year.

Ms. Brogan asked if the additional performance time would affect the performance of staff to not be as efficient as they could be if the standards were lower.

Mr. Raitzyk responded no, that the unit's focus is committed to providing service.

On a motion made by Ms. Hill and seconded by Mr. Nicole, the Administrative Committee voted to meet in a Closed Session beginning at 9:49 a.m. in the Boardroom of the SunTrust Building at 120 East Baltimore Street, 16th Floor, for the purpose of:

1. reviewing the closed session Administrative Committee meeting minutes, pursuant to General Provisions Art., § 3-103(a)(1)(i), the exercise of an administrative function; and
2. discussing the recommendation of the evaluation committee regarding the Request for Proposals for an Actuarial Consulting Services Provider, pursuant to General Provisions Art., § 3-305(b)(14), to discuss before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process and General Provisions Art., § 3-305(b)(13), to comply with a specific statutory imposed requirement that prevents public disclosures about a particular proceeding or matter, namely General Provisions Art., § 4-335, regarding the protection of confidential commercial information.

CLOSED SESSION

The Trustees present included:

James Harkins, Chairman (via phone)
Theresa Lochte, Vice Chairman, Presiding
(via phone)
Susanne Brogan (via phone)

Sheila Hill (via phone)
Marc Nicole (via phone)
Richard Norman (via phone)

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

Anne Gawthrop	Kim O'Keeffe	David Rongione
Angie Jenkins	Harvey Raitzyk	Janet Sirkis
Van Lewis	Ken Reott	Lauren Smith
Michelle Lowery		

Assistant Attorneys General present included: Kathleen Wherthey

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On a motion made by Mr. Norman and seconded by Mr. Nicole, the Administrative Committee returned to open session at 9:57 a.m. in the Board Room of the SunTrust Building at 120 East Baltimore Street, 16th Floor.

During closed session, the Administrative Committee discussed and took action on the following matters:

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| Closed Session Minutes | The Committee reviewed and approved the June 6, 2017 closed session minutes. |
| Request for Proposals for an Actuarial Consulting Services Provider | The Committee reviewed and approved, for recommendation to the Board of Trustees, the evaluation committee's recommendation concerning the request for proposals for an actuarial consulting services provider. |
| Adjournment | There being no further business before the Committee, on a motion made by Ms. Brogan and seconded by Mr. Norman, the meeting adjourned at 9:58 a.m. |

Respectfully submitted,



R. Dean Kenderdine,
Secretary to the Board