



Minutes

Administration Committee

Board Room, 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240

Wednesday, April 16, 2025 – 1:00 p.m.

Present: Sergeant Brice Nihiser, *Chair*; Retired Sergeant Michael Kasler; Sergeant Derek Malone; Lieutenant Christian Niemeyer

Absent: Trooper Cynthia Wilt

Others Present: Carl Roark, *Executive Director*; Michael Press, *General Counsel*; Anthony Bradshaw, *Chief Operations Officer*; Holly Carr, *Executive Assistant*; Renee Young, *Benefits Specialist*; Charmaine Carter, *System Accountant*; Jackie Huntzinger, *Project Manager*; Retired Major Darryl Anderson and Major Matthew Them, *Trustees*; Maggie O'Shea, *Assistant Attorney General*; Retired Trooper Dennis Gorski

Proceedings:

- At 1:00 p.m., Nihiser called the meeting to order, and the roll was called.
- **Motion: To approve the minutes of the February 19, 2025 meeting as presented, (motion by Malone; second by Kasler; motion carried unanimously.)**
- Roark reported on the Fiduciary Performance Audit.
- Roark and Press presented changes to an existing policy and a new policy recommended by staff.
- **Motion: To recommend the board approve changes to the Interrupted Military Service Credit Purchase Policy and Procedure as presented by staff, (motion by Nihiser; second by Niemeyer; motion carried unanimously.)**
- **Motion: To recommend the board approve the Virtual Meetings Policy as presented by staff, (motion by Nihiser; second by Malone; motion carried unanimously.)**
- Roark presented proposed updates to the HPRS Board Governance Manual.
- **Motion: To recommend the board approve the HPRS Board Governance Manual as presented by staff, (motion by Nihiser, second by Kasler; motion carried unanimously).**
- Roark presented a memo regarding the HPRS office lease renewal.
- Discussion ensued and staff fielded questions from the committee.
- **Motion: To recommend the board authorize the executive director to renew the HPRS office lease with terms in the best interest of HPRS, (motion by Nihiser; second by Niemeyer; motion carried unanimously).**

- At 1:19 p.m., Nihiser declared the meeting adjourned.
- The next committee meeting is scheduled for June 20, 2025, at 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240.

Minutes submitted by Holly Carr, Executive Assistant

Signature on File

June 20, 2025

Approved by Brice Nihiser, *Chair*

Date

To review any referenced documents, please contact Holly Carr, hcarr@ohprs.org.