



Minutes

Administration Committee

Board Room, 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240
Wednesday, December 17, 2025 – 1:00 p.m.

Present: Lieutenant Brice Nihiser, *Chair*; Lieutenant Christian Niemeyer, *Vice-Chair*;
Retired Sergeant Michael Kasler; Sergeant Derek Malone; Trooper Cynthia Wilt

Absent: none

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*

Proceedings:

- At 1:02 p.m., Nihiser called the meeting to order, and the roll was called.
- **Motion: To approve the minutes of the October 15, 2025 meeting as presented, (motion by Kasler; second by Wilt; motion carried unanimously.)**
- Roark reviewed updates to HPRS policies that were required to be reported annually.
- Roark presented updates to existing policies recommended by staff, which were mainly clean-up changes.
- **Motion: To recommend the board approve changes to the HPRS policies as presented by staff, (motion by Nihiser; second by Wilt; motion carried unanimously.)**
- At 1:06 p.m., Nihiser declared the meeting adjourned.
- The next committee meeting is scheduled for February 18, 2026, at 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240.

Minutes submitted by Holly Carr, Executive Assistant

Signature on File

February 18, 2026

Approved by Brice Nihiser, *Chair*

Date

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