



## Minutes

### Administration Committee

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

Wednesday, December 18, 2024 – 1:00 p.m.

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

**Absent:** none

**Others Present:** Carl Roark, *Executive Director*; Michael Press, *General Counsel*; Anthony Bradshaw, *Operations Manager*; Brian Fike, *Finance Director*; Holly Carr, *Executive Assistant*; Renee Young, *Benefits Specialist*; Charmaine Carter, *System Accountant*; Retired Major Darryl Anderson and Retired Major JP Allen, *Trustees*; 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 October 16, 2024, meeting as presented, (motion by Nihiser; second by Wilt; motion carried unanimously.)**
- Roark reviewed updates to HPRS policies that were required to be reported.
- Roark presented proposed updates to the Internal Controls – Job Responsibility Awareness Policy.
- **Motion: To recommend the board approve updates to the Internal Controls – Job Responsibility Awareness Policy as presented by staff, (motion by Nihiser; second by Malone; motion carried unanimously.)**
- Roark reported on the Fiduciary Performance Audit.
- At 1:07 p.m., Nihiser declared the meeting adjourned.
- The next committee meeting is scheduled for 1:00 p.m. on February 19, 2025, at 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240.

*Minutes submitted by Holly Carr, Executive Assistant*

### Signature on File

**February 19, 2025**

Approved by Brice Nihiser, *Chair*

Date

To review any referenced documents, please contact Holly Carr, [hcarr@ohprs.org](mailto:hcarr@ohprs.org).