**Minutes**

**Administration Committee**
Board Room, 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240
Wednesday, June 24, 2026 – 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 1:00 p.m., Nihiser called the meeting to order, and the roll was called.
- **Motion: To approve the minutes of the April 15, 2026 meeting as presented, (motion by Wilt; second by Niemeyer; motion carried unanimously.)**
- Roark presented proposed updates to the HPRS policies and procedures and advised they mainly separating the policy and procedure into two documents, and minor language clean-up.
- **Motion: To recommend the board approve updates to the HPRS policies and procedures as presented by staff, (motion by Nihiser, second by Wilt; motion carried unanimously).**
- Roark gave a brief overview on the Service Credit Reform project staff has been reviewing. Staff will bring a recommendation to the committee and board in the future.
- Discussion ensued amongst staff and the committee and staff fielded questions. The committee provided feedback to staff.
- Roark provided information on current DROP account balances below a certain threshold and the recommendation by staff to set a minimum active DROP balance and automatically payout accounts below a certain set amount.
- Discussion ensued.
- At 1:30 p.m., Nihiser declared the meeting adjourned.
- The next committee meeting is scheduled for October 14, 2026, at 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240.

*Minutes submitted by Holly Carr, Executive Assistant*

**Signature on File** **October 14, 2026**

Approved by Brice Nihiser, *Chair* Date

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