

AGENDA / NOTICE

Revised 12/13/2023 (9:45 a.m.) – Virtual Meeting Only

Audit Committee

Employee Trust Funds (ETF) Board
State of Wisconsin



Thursday, December 14, 2023 (8:00 a.m.)

IMPORTANT NOTICE

This is a virtual meeting. All Board members will be attending this meeting virtually over Microsoft Teams. Members of the public may also access the meeting via the link below. No physical access will be available. If you would like your attendance documented in the minutes, or would like to provide feedback to the board, please email ETFSMBoardFeedback@etf.wi.gov.

Link to Virtual Meeting: [Click here to join the Microsoft Teams meeting](#)

To join via Telephone: (608) 571-2209 Conference ID: 361 412 318#

Action Item	Topic	Presenter(s)
	Call to Order	
	1. Announcements	Yikchau Sze
➔	2. Consideration of Open Minutes of September 21, 2023, Meeting	
	3. Internal Audit Reports	
	A. Chapter 40 Procurement Process Audit	Michelle Hoehne
	B. Third-Party Administrator (TPA) Contract Compliance Oversight	Shellee Bauknecht
	C. Office of Internal Audit (OIA) Data Analytics Project Update	Amanda Williams / Michelle Hoehne
	D. ETF Fraud Hotline Report	Yikchau Sze
	4. Discussion and Consideration	
➔	A. Annual Review of Internal Audit Charter	Yikchau Sze

Documents for this meeting are available online at: <https://etf.wi.gov/about-etf/governing-boards/retirement-boards-meeting-agendas-and-materials>. This agenda is posted at the State Capitol, Hill Farms State Office Building, and on the Wisconsin Public Meeting Notice website.

If you need reasonable accommodations due to a disability, please contact the Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931. Telephone number: (608) 266-0301. Wisconsin Relay Service 7-1-1.

Action Item	Topic	Presenter(s)
	B. Annual Independence Affirmations and Disclosures	Yikchau Sze
	5. FY24 – FY25 Biennial Audit Plan Update	Yikchau Sze
	6. Future Items for Discussion	
☞	7. Move to Closed Session	
	* 8. System and Organization Controls (SOC) 2 Audit	Kurt Petrie
☞	* 9. Move to Open Session	
	10. Announcement of Business Deliberated During Closed Session Discussion	Angela Miller
☞	11. Adjournment	

Please note, items may be taken in order other than listed. Unless otherwise noted, the presenters are ETF staff.

* The Committee may meet in closed session pursuant to the exemption contained in Wis. Stats. § 19.85 (1) (d) to consider strategy for crime detection or prevention. If a closed session is held, the Committee may vote to reconvene into open session following the closed session.

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