

DRAFT

MINUTES

December 1, 2011

Budget Committee
Employee Trust Funds Board
State of Wisconsin



Location:
Holiday Inn Hotel and Suites
1109 Fourier Drive, Madison, WI

COMMITTEE MEMBERS PRESENT:

Mary Von Ruden, Chair

David Wiltgen, Vice Chair

COMMITTEE MEMBERS ABSENT:

Jessica O'Donnell

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Bob Conlin, Deputy Secretary

Matt Stohr, Administrator, Division of

Jon Kranz, Director, Office of Budget and Retirement Services

Trust Finance

Mr. Kranz called the Budget and Operations Committee (Committee) to order at 7:30 a.m.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

MOTION: Mr. Wiltgen moved to accept the minutes of the June 23, 2011, Budget and Operations Committee meeting, as submitted by the Board Liaison. Ms. Von Ruden seconded the motion, which passed without objection on a voice vote.

ELECTION OF OFFICERS

The Committee elected the following officers (Ref. BUD | 12.1.11 | 2): Ms. Von Ruden, Chair; David Wiltgen, Vice Chair; and, Jessica O'Donnell as Secretary.

Board	Mtg Date	Item #
AUD	3.8.12	1

REVIEW OF COMMITTEE CHARTER

The Committee reviewed and approved the Committee Charter without modifications (Ref. BUD | 12.1.11 | 5).

STRATEGIC PLANNING UPDATE

Deputy Secretary Conlin presented a brief verbal update on the Department's strategic planning efforts.

DELEGATION OF PROCUREMENT AUTHORITY

Mr. Kranz reviewed the delegation authority to solicit proposals from qualified firms (Ref. BUD | 12.1.11 | 5). The Committee agreed to endorse the staff recommendation to have the ETF Board delegate procurement authority to ETF staff to issue two or more requests for proposals associated with implementing more online self-service tools to members.

ADJOURNMENT

MOTION: Mr. Wiltgen moved to adjourn the meeting. Ms. Von Ruden seconded the motion which passed without objection on a voice vote.

The Committee adjourned at 7:59 a.m.

Date Approved: _____

Signed: _____

Jessica O'Donnell, Secretary
Budget and Operations Committee