

DRAFT

MINUTES

March 24, 2016

Budget and Operations Committee
Employee Trust Funds Board
State of Wisconsin



Location:
State Revenue Building – Room 1N-04
2135 Rimrock Road, Madison, WI

COMMITTEE MEMBERS PRESENT:

Mary Von Ruden, Chair
David Wiltgen, Vice Chair
Roberta Rasmus, Secretary

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Office of the Secretary: Pam Henning, Assistant Deputy Secretary
Tarna Hunter, Legislative Liaison
Division of Retirement Services: Anne Boudreau, Deputy Administrator
Office of Enterprise Initiatives: Bob Martin, Director

Ms. Von Ruden, Chair, called the Budget and Operations Committee (Committee) to order at 8:05 a.m.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

MOTION: Ms. Rasmus moved to accept the minutes of the December 10, 2015, Budget and Operations Committee meeting, as submitted by the Board Liaison. Mr. Wiltgen seconded the motion, which passed unanimously on a voice vote.

ELECTION OF OFFICERS

Motion: Ms. Rasmus nominated Ms. Von Ruden as Chair, Mr. Wiltgen as Vice-Chair and Ms. Rasmus as Secretary. Mr. Wiltgen seconded the motion, which passed without objection on a voice vote.

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BUD	9.29.16	1

BUDGET AND OPERATIONS UPDATE

Ms. Boudreau provided an operations update and discussed retirement estimates, applications and retirement trends.

TRANSFORMATION, INTEGRATION, AND MODERNIZATION (TIM) INITIATIVE AND PROJECT PORTFOLIO

Mr. Martin provided an update on the implementation of ETF's Benefit Administration System (BAS) project since the Rollout 1 go-live experience on November 9, 2015. He explained plans for future releases, fixes and updates. Currently, most of the work centers on employer on-boarding. Mr. Martin said the system will have edits to prevent certain types of employer errors. Ms. Boudreau detailed how ETF has increased its outreach to educate employers. ETF is in the third year of this six-year project and is currently under budget. Ensuring security is a priority as eventually ETF will offer online access to member data.

FUTURE ITEMS FOR DISCUSSION

Ms. Henning explained that 2016 is a budget year and to expect updates accordingly. Ms. Henning briefly described the current status of the new building project and informed the Committee that continued updates will be provided.

ADJOURNMENT

MOTION: Ms. Rasmus moved to adjourn the meeting. Mr. Wiltgen seconded the motion, which passed unanimously on a voice vote.

The Committee adjourned at 8:36 a.m.

Date Approved: _____

Signed: _____

Roberta Rasmus Secretary
Budget and Operations Committee