

DRAFT

MINUTES

June 21, 2018

Budget and Operations Committee
Employee Trust Funds Board
State of Wisconsin



Location:
Hill Farms State Office Building – Room N103
4822 Madison Yards Way, Madison, WI 53705

COMMITTEE MEMBERS PRESENT:

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

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Office of the Secretary: John Voelker, Deputy Secretary
Pam Henning, Assistant Deputy Secretary
Division of Retirement Services: Matt Stohr, Administrator
Office of Enterprise Initiatives: Michelle Baxter, Director

Ms. Von Ruden, Chair, called the Budget and Operations Committee (Committee) to order at 8:00 a.m.

ANNOUNCEMENTS

Mr. Stohr reviewed today’s meeting agenda.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

MOTION: Mr. Wiltgen moved to accept the minutes of the March 29,2018, Budget and Operations Committee meeting, as submitted by the Board Liaison. Ms. Rasmus seconded the motion, which passed unanimously on a voice vote.

HILL FARMS BUILDING UPDATE

Ms. Henning provided an update on ETF’s move from the Badger Road facility and the Rimrock Road facility to the new Hill Farms facility. She detailed the move and operations during the transition, which went extremely well with no disruption in

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services. She covered some remaining building issues that ETF has asked the Department of Administration to address.

OPERATIONS UPDATE

Mr. Stohr provided an operations update, including the number of retirement applications and estimates in the first quarter of 2018, call volume in the first quarter and Wisconsin Retirement System and sick leave contribution rates for 2019.

BENEFITS ADMINISTRATION SYSTEM (BAS) UPDATE

Ms. Baxter introduced herself. She is the Director of the Office of Enterprise Initiatives, replacing Bob Martin, who intends to retire this fall. Ms. Baxter provided an update on ETF's Benefits Administration System (BAS) project. Mr. Voelker also provided information on the contract status with the BAS vendor. There was also a discussion regarding ETF's website redesign project.

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 8:53 a.m.

Date Approved: _____

Signed: _____

Roberta Rasmus, Secretary
Budget and Operations Committee