

DRAFT

MINUTES

December 9, 2020

Budget and Operations Committee

Employee Trust Funds Board
State of Wisconsin



Location:

Department of Employee Trust Funds
This meeting was held via teleconference.

COMMITTEE MEMBERS PRESENT:

Roberta Rasmus, Chair
Chris Heller, Vice Chair

Steve Wilding, Secretary

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Division of Retirement Services:
Matt Stohr, Administrator

Office of the Secretary:
John Voelker, Deputy Secretary

Office of Enterprise Initiatives:
Michelle Baxter, Director

OTHERS PRESENT:

ETF Division of Management Services:
Patrick Hughes, Kadi Mbanefo

ETF Office of the Secretary:
Pam Henning, Cheryllynn Wilkins,
Kathryn Young

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

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

MOTION: Mr. Heller moved to accept the minutes of the September 16, 2020, Budget and Operations Committee meeting, as submitted by the Board Liaison. Mr. Wilding seconded the motion, which passed unanimously on a voice vote.

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BUD	3.24.21	1

ANNOUNCEMENTS

Mr. Stohr reviewed the committee and board meeting schedule for Wednesday and Thursday and provided an update about the governing board redesign proposal, which was approved by the retirement boards and included in ETF's state budget request. A letter from the chairs of the three retirement boards in support of the changes was included in that request. The Governor is set to deliver his budget address on February 16, 2021.

BUDGET AND OPERATIONS UPDATE

Operations Update

Mr. Stohr provided the following operational updates:

- ETF staff continue to work from home and things continue to go well for staff and customers.
- On December 1, ETF received calls from retirees who bank with BMO Harris, complaining they had not received their payment that morning, as per usual. ETF looked into the concern and discovered there was a slight delay on the bank's end; payments were posted later the same day.
- ETF's new online retirement appointment scheduling system has been a success. Approximately half of appointments are now scheduled online at this juncture. Ms. Boudreau will provide a demonstration of the service at the ETF Board meeting.

Project Updates

Ms. Baxter provided an update on ETF's various modernization projects, including the data program, the Insurance Administration System (IAS), and business process management.

- The data program is a group of projects to integrate ETF's data and better prepare the data for when ETF modernizes its IT systems. Ms. Baxter went through the steps of the data program and each project that is part of the overall program.
- The two finalist vendors for the IAS have been asked to provide a proof of concept. This process will begin in January 2021. The proof of concept explains how the vendors would handle ETF's requirements. This information will help ETF determine the best vendor and approach for this project.
- ETF continues to improve and document business processes and focus on change management to prepare staff for the eventual rollout of new systems like the electronic content management system, which is scheduled to go live in August 2021.

ETF Organizational North Star Metrics

Mr. Voelker reviewed the new organizational metrics report, which aligns with ETF's strategic plan and tracks progress toward meeting the agency's four goals by measuring performance in meeting short and long-term targets.

Future Items for Discussion

An update about the state budget will be provided at the March meeting.

ADJOURNMENT

MOTION: Mr. Wilding moved to adjourn the meeting. Mr. Heller seconded the motion, which passed unanimously on a voice vote.

The Committee adjourned at 8:50 a.m.

Date Approved: _____

Signed: _____

Steve Wilding, Secretary
Budget and Operations Committee