

DRAFT

MINUTES

June 16, 2021

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:	Office of the Secretary:
Matt Stohr, Administrator	Pam Henning, Assistant Deputy Secretary
Office of Enterprise Initiatives:	Tarna Hunter, Director of Strategic Engagement and Government Relations
Michelle Baxter, Director	

OTHERS PRESENT:

ETF Division of Management Services: Patrick Hughes, Kadi Mbanefo
Legislative Audit Bureau: Bridget Wieser

ETF Office of the Secretary:
Shirley Eckes, Cheryllynn Wilkins

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. Wilding moved to accept the minutes of the March 24, 2021, Budget and Operations Committee meeting, as submitted by the Board Liaison. Mr. Heller seconded the motion, which passed unanimously on a voice vote.

Board	Mtg Date	Item #
BUD	9.16.21	1

ANNOUNCEMENTS

Mr. Stohr introduced Shirley Eckes, who was appointed ETF Deputy Secretary in April and started in May.

Mr. Stohr discussed the following:

- The schedule for the June Committee and Board meetings and the plan to meet in-person in September.
- The governing board redesign changes, which are unlikely to be included in the final version of the state budget. Ms. Hunter will cover this in detail under the Budget and Legislative report.

OPERATIONS UPDATE

COVID-19 Pandemic Update

Ms. Henning discussed the transition of additional staff to the office in July to provide on-site services to members again, how more staff will start hybrid schedules (mixture of work from home and return to office) in September, ETF's floor plan changes in the building, and DOA's long-term facility plan. Committee members and staff discussed.

PROJECT UPDATES

Ms. Baxter provided an update on ETF's various modernization projects, including the Enterprise Content Management system (ECM), the Insurance Administration System (IAS), the data program, and the SharePoint migration project.

- The ECM is scheduled to go live during the Labor Day weekend and will replace ETF's imaging system. Twenty million images will need to be transitioned to the new system.
- ETF selected a vendor for the IAS and has started contract negotiations.
- The data program will create more consistent data for staff and customers.
- ETF is also working on transition management, the data program, and migrating SharePoint to the new format, SharePoint Online

STATE 2021-2023 BIENNIAL BUDGET AND LEGISLATIVE UPDATES

Ms. Hunter discussed the State's 2021-2023 state budget and provided background on the Legislature's Joint Committee on Finance (JCF). Many of ETF's requests were removed from the Legislature's version of the budget. ETF staff have been meeting with members of the JCF to ask that our priorities be reinstated in the current version of the budget. It is unlikely the board redesign will make it back into the budget, but staff are communicating the importance of position requests such as the cyber security jobs. Committee members support ETF's efforts to get the items reinstated in the budget, especially the position requests. Ms. Hunter talked about the bills that would impact ETF if passed, including return-to-work bills and the regional structural collapse team bill.

ETF ORGANIZATIONAL NORTH STAR METRICS

Ms. Henning shared the organizational metrics report, which aligns to ETF's strategic plan and tracks progress towards each initiative in the plan. She highlighted the progress made on ETF's equity and inclusion (E&I) plan and creating core competencies for staff.

Ms. Henning also talked about the Box software, which allows members to submit some forms electronically to ETF. Ms. Henning will cover the metrics report at tomorrow's ETF Board meeting.

FUTURE ITEMS FOR DISCUSSION

The agenda for the September meeting will consist of similar topics.

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 8:55 a.m.

Date Approved: _____

Signed: _____

Steve Wilding, Secretary
Budget and Operations Committee