

DRAFT

# MINUTES

September 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.

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### COMMITTEE MEMBERS PRESENT:

Roberta Rasmus, Chair  
Chris Heller, Vice Chair

Steve Wilding, Secretary

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### PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Division of Retirement Services:  
Matt Stohr, Administrator

Office of Enterprise Initiatives:  
Michelle Baxter, Director

Office of the Secretary:

Kristin Gunther, Strategic Plan  
Coordinator and Deputy Continuity  
Manager

Pam Henning, Assistant Deputy Secretary  
Tarna Hunter, Director of Strategic  
Engagement and Government Relations

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### OTHERS PRESENT:

ETF Division of Management Services:  
Patrick Hughes, Kadi Mbanefo

Legislative Audit Bureau: Bridget Wieser

ETF Office of the Secretary:  
Shirley Eckes, Kimberly Schnurr,  
Cherylynn Wilkins, Kathryn Young

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Ms. Rasmus, Chair, called the Budget and Operations Committee (Committee) to order at 11:00 a.m.

Board	Mtg Date	Item #
BUD	12.09.21	1

## CONSIDERATION OF MINUTES OF PREVIOUS MEETING

***MOTION: Mr. Heller moved to accept the minutes of the June 16, 2021, Budget and Operations Committee meeting, as submitted by the Board Liaison. Mr. Wilding seconded the motion, which passed unanimously on a voice vote.***

## ANNOUNCEMENTS

Mr. Stohr discussed the following:

- The schedule for the September Committee and Board meetings.
- David Nispel, ETF's General Counsel, intends to retire in October 2021.

## OPERATIONS UPDATE

### COVID-19 Pandemic Update

Ms. Henning provided an update about ETF's adjustments related to the pandemic, including changes to in-person services for members. As of now, ETF intends to start its hybrid schedule (mix of work from home and in office) for employees this November. The hybrid model will allow ETF to reduce its footprint at the Hill Farms state office building from three floors to two floors. She talked about the state requirements for vaccination reporting status, masks, and weekly testing for unvaccinated employees.

Mr. Stohr discussed health insurance enrollment in October and how it is a busy time for ETF. ETF will again provide virtual health fairs, which received high marks from members last year and was a more efficient use of staff time compared to traveling for in-person health fairs.

## PROJECT UPDATES

Ms. Baxter provided an update on ETF's various modernization projects (Ref. BUD | 9.16.21 | 4), including the timeline, purpose, and status of each project.

The Enterprise Content Management system (ECM) project deployment date was extended from September to likely November because of one outstanding issue with the vendor. ETF also wants to avoid deploying the ECM during health insurance enrollment, which is a very busy time for ETF.

The Committee discussed staff resources and availability for the projects and the proof-of-concept method for the upcoming Pension Administration System.

## OVERVIEW OF FINAL VERSION OF STATE 2021-2023 BIENNIAL BUDGET AND LEGISLATIVE UPDATES

Ms. Hunter explained the budget process and parameters laid out by the Governor and the Legislature's Joint Committee on Finance (JCF). She reviewed ETF's budget

proposal. Ms. Hunter discussed the final state budget as it relates to ETF including modernization funding, converting project positions to full-time employees (FTEs), and additional cyber security positions. The Board redesign was not included in the final 2021-2023 state budget.

Ms. Hunter talked about the bills that would impact ETF if passed, including the bill to provide state income tax exemptions for Wisconsin Retirement System retirees who were “front-line workers” as defined by Wisconsin Employment Relations Commission and the Department of Revenue. There are multiple rehired annuitant proposals, and the county jailers bill will likely be introduced again.

### **ETF ORGANIZATIONAL NORTH STAR METRICS**

Ms. Henning introduced Kristin Gunther, ETF’s Strategic Plan Coordinator and Deputy Continuity Manager.

Ms. Henning shared the organizational metrics report, which aligns to ETF’s strategic plan and tracks progress towards each initiative in the plan. She provided strategic plan highlights.

### **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 11:55 a.m.

Date Approved: \_\_\_\_\_

Signed: \_\_\_\_\_

Steve Wilding, Secretary  
Budget and Operations Committee