

DRAFT

MINUTES

June 22, 2023

Budget and Operations Committee

Employee Trust Funds Board
State of Wisconsin



Location:

Hill Farms State Office Building – Room N112
4822 Madison Yards Way, Madison, WI 53705
8:00 a.m. – 8:58 a.m.

COMMITTEE MEMBERS PRESENT:

Jen Fogel, Chair
Chris Heller, Vice Chair
Roberta Rasmus, Secretary

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Division of Retirement Services:	Office of the Secretary:
Matt Stohr, Administrator	Shirley Eckes, Deputy Secretary
Office of Enterprise Initiatives:	Pam Henning, Assistant Deputy Secretary
Michelle Baxter	Tarna Hunter, Government Relations Director

OTHERS PRESENT:

ETF Staff:
Annamarie Cummings*, Victor Dupuy*

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

CONSIDERATION OF MARCH 23, 2023, OPEN SESSION MEETING MINUTES

MOTION: Mr. Heller moved to approve the open session minutes of the March 23, 2023, meeting as submitted by the Board Liaison. Ms. Fogel seconded the motion, which passed unanimously on a voice vote.

ANNOUNCEMENTS

* Attended via teleconference.

Board	Mtg Date	Item #
BUD	09.21.23	2

Mr. Stohr pointed out that the election of officers agenda item carried over from the last meeting at the request of the Board Chair because staff weren't sure about the committee make-up in light of Board member changes when the committee met in March. Mr. Stohr stated that he planned to introduce new ETF staff and a new board member at the ETF Board meeting. These included Robin Nowakowski as a supervisor in the Benefit Initiation Section this spring, and Kevin Acker had been hired as a division administrator due to Steve Mueller's retirement. Additionally, Michele Stanton was recently appointed to the ETF Board in the non-participant seat due to Stephen Arnold no longer being eligible.

ELECTION OF OFFICERS

MOTION: Mr. Heller moved to nominate Jen Flogel as Chair, himself as Vice Chair, and Ms. Rasmus as Secretary of the Budget and Operations Committee. Ms. Flogel seconded the motion, which passed unanimously on a voice vote.

OPERATIONS UPDATE

Mr. Stohr provided an operations update. At the last Committee meeting, ETF staff had discussed an increase in call volume due to questions from retirees about federal tax changes. Since March, the call volume had stabilized. June continued to be busy, however, as recently retired teachers started their annuity. Mr. Stohr shared that ETF had processed about 2,200 new annuities for June that will go into effect July 1. This was almost double the number of new annuities processed for a typical month.

ETF TRANSFORMATION AND MODERNIZATION PROJECTS UPDATE

Ms. Baxter provided an overview of ETF's overall transformation journey. ETF's transformation efforts are built around ETF's strategic goals to improve the customer's experience with ETF. She went over the handouts she provided, sharing all that ETF has in the works to transform data and processes, and to modernize technology.

Ms. Baxter talked about the status of the Insurance Administration System (IAS) and covered the current risks, including billing, operational readiness, and reporting. ETF and UW signed off on the UW testing, which was an important milestone, and ETF is working on the retiree phase and kicking off the Department of Administration (DOA) phase in July. Ninety processes have been documented thus far. The Committee asked questions about the risks and the plan related to each, such as operational readiness. For example, ETF is hiring an IAS product owner to help with operational readiness. Discussion occurred about DOA readiness. Their request for additional resources to help with IAS implementation was not included in the Legislature's version of the budget.

Ms. Baxter talked about the data program. The data warehouse timeline was pushed back because of complexity and staff turnover. She also provided an update about

Identity Proofing, which will be used for IAS. ETF selected a vendor, and the target is to implement the proofing software by the end of 2023.

BUDGET AND LEGISLATIVE UPDATE

Ms. Hunter provided an update regarding the legislative session and the 2023-2025 state budget (Ref. BUD | 06.22.23 | 6). She walked through the jailers legislation, Wisconsin Act 4, that was enacted in April 2023. Discussion occurred about the Act and the impact on members and ETF. Ms. Hunter talked about the shared revenue and Milwaukee legislation and the parts that affect ETF programs and systems. She also discussed potential return to work legislation.

ETF ORGANIZATIONAL NORTH STAR METRCIS

Ms. Henning reviewed the North Star Metrics Report (Ref. BUD | 06.22.23 | 7). She covered the initiatives and talked about the adjustments made to the performance management process and system. She also provided an Equity and Inclusion Plan update.

ADJOURNMENT

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

The Committee adjourned at 8:58 a.m.

Date Approved: _____

Signed: _____

Roberta Rasmus, Secretary
Budget and Operations Committee