

MINUTES OF DECEMBER 2, 2009, MEETING

STATE OF WISCONSIN EMPLOYEE TRUST FUNDS BOARD EXECUTIVE COMMITTEE

DRAFT

Holiday Inn Hotel and Suites, Board Room
1109 Fourier Drive, Madison, WI

COMMITTEE MEMBERS PRESENT:

Wayne Koessl, Vice-Chair	Robert Niendorf, Secretary
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COMMITTEE MEMBERS ABSENT:

Marilyn Wigdahl, Chair	
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PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Dave Stella, Secretary Bob Conlin, Deputy Secretary	Rhonda Dunn, Executive Assistant
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Wayne Koessl, Vice-Chair, Executive Committee (Committee), called the meeting to order at 4:30 p.m.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

Motion: Mr. Niendorf moved to accept the minutes of the September 16, 2009 Executive Committee meeting, as submitted by the Board Liaison. Mr. Koessl seconded the motion, which passed without objection on a voice vote.

UPDATE ON DEPARTMENT OBJECTIVES AND ACCOMPLISHMENTS

Quarterly Progress Report Secretary Stella, Deputy Secretary Conlin and Ms. Dunn reviewed and discussed the October – December 2009 quarterly accomplishments of the Department.

2010-2015 Strategic Plan Mr. Conlin reviewed the priorities and goals of the Department's Strategic Plan which include:

- Offer self-service tools to Wisconsin Retirement System (WRS) members and employers.
- Expand outreach to more members and employers in more parts of the state.

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- Strengthen internal workforce training programs to maintain a highly skilled and knowledgeable workforce.

To accomplish these goals financially, the Department will:

- Reallocate existing funds.
- Submit a request for supplemental funding.
- Actively compile the biennial budget request in late spring of 2010.

PERSONNEL MATTERS

Mr. Stella, Mr. Conlin, and Ms. Dunn referred the Committee to the quarterly Human Resources Report.

GOVERNANCE MATTERS

Board Communications Policy Mr. Conlin shared the draft Board Communications Policy for consideration with the Committee. It provides guidance for Board members when they are both in and out of session, and is intended to ensure that communication by Board members is handled appropriately and in a manner that best serves the WRS. Each of the Boards will vote whether to adopt the policy in their respective meetings.

Motion: Mr. Niendorf moved to recommend approval of the Board Communications Policy. Mr. Koessl seconded the motion, which passed without objection on a voice vote.

Agenda Review The agenda for the December 3, 2009, Employee Trust Funds Board meeting was reviewed.

ADJOURNMENT

Motion: Mr. Niendorf moved to adjourn the meeting. Mr. Koessl seconded the motion, which passed without objection on a voice vote.

The Executive Committee of the ETF Board adjourned at 5:30 p.m.

Date Approved: _____

Signed: _____

Robert Niendorf, Secretary
Executive Committee