

DRAFT

# MINUTES

October 28, 2020

## ETF Secretary Search and Screen (SS&S) Committee

Employee Trust Funds Board  
State of Wisconsin



### Location:

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

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### SS&S MEMBERS PRESENT:

Wayne Koessl, Chair  
John David, Vice Chair  
Robert Niendorf, Secretary

Leilani Paul  
Roberta Rasmus

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

Office of the Secretary:  
Bob Conlin, Secretary

Division of Management Services:  
Lisa Dally, Human Resource Director

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### SS&S MEMBERS NOT PRESENT:

Malika Evanco

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Mr. Koessl, Chair, called the meeting of the ETF Secretary Search and Screen Committee (Committee) to order at 1:00 p.m.

The Board Liaison took a roll call of Board members to verify presence and connectivity.

### CLOSED SESSION

Mr. Koessl announced that the Committee is going into closed session to discuss personnel matters for the recruitment of the ETF Secretary.

Unless there is objection, Mr. Koessl will be the sole Committee member to return to open session and announce the action taken on these items and adjourn the meeting. No objections were made.

Board	Mtg Date	Item #
SSS	12.16.20	1

**MOTION: Ms. Paul moved to convene in closed session pursuant to the exemptions contained in Wis. Stats. § 19.85 (1) (c) to discuss employment, promotion compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Ms. Rasmus seconded the motion, which passed on the following roll call vote:**

**Members Voting Aye: David, Koessler, Niendorf, Paul, Rasmus**

**Members Absent: Evanco**

The Board convened in closed session at 1:04 p.m. and adjourned at 2:15 p.m. Mr. Koessler returned to open session.

### **ANNOUNCEMENT OF ACTION TAKEN ON BUSINESS DELIBERATED DURING CLOSED SESSION**

Mr. Koessler announced the Committee took the following action during closed session:

After discussion, the Committee set the timeline for the open recruitment for the position of the ETF Secretary from November 9, 2020 through December 1, 2020. Additionally, the Committee unanimously accepted the list of qualifications as recommended by ETF's Human Resource Director, Lisa Dally, and the places where the job announcement will be posted.

### **ADJOURNMENT**

Mr. Koessler adjourned the meeting.

The Committee adjourned at 2:22 p.m.

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

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

Robert Niendorf, Secretary  
Employee Trust Funds Board