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**MINUTES** 

March 6, 2013

Executive Committee
Employee Trust Funds Board
State of Wisconsin

# Location:

Department of Employee Trust Funds 801 West Badger Road, Madison, WI



### **COMMITTEE MEMBERS PRESENT:**

Wayne Koessl, Chair (via teleconference) Robert Niendorf, Secretary John David, Vice Chair

### **COMMITTEE MEMBERS ABSENT:**

None

# PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Bob Conlin, Secretary
Rob Marchant, Deputy Secretary
Division of Management Services:
Pam Henning, Administrator
Stacie Meyer, Human Resource
Manager

Legal Services:
David Nispel, General Counsel

Wayne Koessl, Chair, Executive Committee (Committee), called the meeting to order at 4:00 p.m.

### **CONSIDERATION OF MINUTES OF PREVIOUS MEETING**

Motion: Mr. David moved to accept the minutes of the December 5, 2012, Executive Committee meeting, as submitted by the Board Liaison. Mr. Niendorf seconded the motion, which passed unanimously on a voice vote.

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### **ELECTION OF OFFICERS**

Motion: Mr. David moved to keep the current slate of officers. Current Chair is Wayne Koessl, Vice-Chair is John David, and Secretary is Robert Niendorf. Mr. Niendorf seconded the motion, which passed unanimously on a voice vote.

#### **GOVERNANCE MATTERS**

- The Committee discussed a Board member contact policy and agreed the current policy works well. Currently, we advise individuals to communicate with the boards or the board chairs in writing, in care of the Department of Employee Trust Funds (ETF). (Ref. EXC | 3.6.13 | 3A)
- Reviewed the March 7, 2013, ETF Board meeting agenda. An internal training opportunity regarding Retirement Plans and Investments will be announced at the Joint Informational meeting. The ETF Board will also discuss data integrity efforts and the Secretary's and Board's statutory authority to make equitable adjustments to benefits.

#### **OBJECTIVES AND ACCOMPLISHMENTS**

Mr. Conlin and Mr. Marchant discussed 2013 objectives identified in ETF's strategic business plan.

## **PERSONNEL MATTERS**

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 3.6.13 | 5A) and the ETF Secretary's evaluation process and timeline (Ref. EXC | 3.6.13 | 5B).

# **ADJOURNMENT**

Motion: Mr. Niendorf moved to adjourn the meeting. Mr. David seconded the motion, which passed unanimously on a voice vote.

The Committee adjourned at 4:46 p.m
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Date App	roved:
Signed:	
Ū	Robert Niendorf, Secretary Executive Committee