

DRAFT

MINUTES

June 19, 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*)
John David, Vice Chair

COMMITTEE MEMBERS ABSENT:

Robert Niendorf, Secretary

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

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 March 6, 2013, Executive Committee meeting, as submitted by the Board Liaison. Mr. Koessl seconded the motion, which passed unanimously on a voice vote.

GOVERNANCE MATTERS

- Mr. Conlin noted the Gain/Loss Analysis is part of the Wisconsin Retirement System 32nd Annual Actuarial Valuation submitted by Gabriel Roeder Smith &

| Board | Mtg Date | Item # |
|-------|----------|--------|
| EXC | 9.18.13 | 1 |

Company (GRS). Information on increasing contribution rates was made public today.

- The Committee reviewed the June 20, 2013, ETF Board meeting agenda. The operational update at the ETF Board meeting will include an update on the Benefit Administration System (BAS) Request for Proposal (RFP) process from the Office of Enterprise Initiatives Director Bob Martin and ETF's strategic partner, LRWL, Inc.

OBJECTIVES AND ACCOMPLISHMENTS

Mr. Conlin and Mr. Marchant discussed the June 2013 objectives identified in ETF's strategic business plan highlighting recent process improvements including a project to consolidate ETF's phone numbers to a single phone number for better customer service and call routing. ETF staff also celebrated the accomplishment of the 700-page BAS RFP release with a summer picnic in the Badger Road facility courtyard.

FUTURE ITEMS FOR DISCUSSION

Mr. Conlin indicated the State of Wisconsin Investment Board will be reviewing GRS's 50-year actuarial analysis at the next Board meeting. Depending on the findings of the analysis, the Board may be presented with some policy alternatives to consider.

Mr. Conlin and Mr. Marchant left the meeting. Ms. Henning and Ms. Meyer remained.

PERSONNEL MATTERS

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 6.19.13 | 5A).

SECRETARY'S ANNUAL EVALUATION

The Committee discussed the confidential salary memo (Ref. EXC | 6.19.13 | 5B) and the ETF Secretary's evaluation (Ref. EXC | 6.19.13 | 5B).

ADJOURNMENT

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

The Committee adjourned at 4:47 p.m.

Date Approved: _____

Signed: _____

Robert Niendorf, Secretary
Executive Committee