

DRAFT

MINUTES

September 25, 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:

John David, Vice Chair

Robert Niendorf, Secretary

COMMITTEE MEMBERS ABSENT:

Wayne Koessl, Chair

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Bob Conlin, Secretary

Division of Management Services:

Rob Marchant, Deputy Secretary

Pam Henning, Administrator

John David, Vice Chair, Executive Committee (Committee), called the meeting to order at 4:02 p.m.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

Motion: Mr. Niendorf moved to accept the minutes of the June 19, 2013, Executive Committee meeting, as submitted by the Board Liaison. Mr. David seconded the motion, which passed unanimously on a voice vote.

GOVERNANCE MATTERS

- The Committee reviewed the September 26, 2013 ETF Board meeting agenda. The educational topic will include a presentation by Lisa Ellinger on the state's health insurance and the actuary's role. Long-Term Disability Insurance (LTDI) will have its first contribution rate increase since 1999. The operational update will include a Transformation, Integration, and Modernization (TIM) update on the Benefit Administration System (BAS), Financial Management Information System (FMIS), and Data Integrity (DI) from the Office of Enterprise Initiatives' project manager, Jovy Swanton.

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- Mr. Conlin provided an update on the Wisconsin Retirement System (WRS) actuarial study being completed by the State of Wisconsin Investment Board (SWIB).

OBJECTIVES AND ACCOMPLISHMENTS

Mr. Conlin and Mr. Marchant discussed the Quarterly Accomplishment Report (Ref. EXC | 9.25.13 | 4A) highlighting:

- The status of the BAS Request for Proposal (RFP) and the benefit of site visits of potential vendors;
- Security Awareness Training has begun for all ETF staff;
- A FMIS update discussing coordination activities with the Department of Administration (DOA) and the procurement component added to the scope of work; and
- The significant effort, with the help of DOA and the Group Insurance Board, to analyze the self-insurance model and various cost containment strategies for the state's group health insurance program.

PERSONNEL MATTERS

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 9.25.13 | 5A), the workforce planning activities with staff and the backfill needs for the BAS.

FACILITY UPDATE

Ms. Henning provided a facility update discussing the brainstorming sessions with staff and the next steps with DOA on obtaining a new facility for ETF.

FUTURE ITEMS FOR DISCUSSION

Mr. Marchant discussed providing the Committee information on a proposed penalty for a late Internal Revenue Service (IRS) informational filing and results of a request to the IRS to rescind the proposed late filing penalty.

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 5.17 p.m.

Date Approved: _____

Signed: _____

Robert Niendorf, Secretary
Executive Committee