

DRAFT

# MINUTES

December 4, 2013

Executive Committee  
Employee Trust Funds Board  
State of Wisconsin



## Location:

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

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### COMMITTEE MEMBERS PRESENT:

Wayne Koessl, Chair  
John David, Vice Chair

Robert Niendorf, Secretary

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### COMMITTEE MEMBERS ABSENT:

None

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

Bob Conlin, Secretary  
Rob Marchant, Deputy Secretary

Division of Management Services:  
Pam Henning, Administrator

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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 September 25, 2013, Executive Committee meeting, as submitted by the Board Liaison. Mr. Niendorf seconded the motion, which passed unanimously on a voice vote.***

### GOVERNANCE MATTERS

The Committee reviewed the December 5, 2013 Joint Meeting of the Boards and ETF Board meeting agendas. The educational topic will include a presentation on the appeal process by David Nispel and the Boards' Department of Justice legal counsel, Charlotte Gibson. Other presentations will include "The Wisconsin Retirement System: Past, Present, and Future," which will examine trends and include information from the 50-year study's actuarial projections.

Board	Mtg Date	Item #
EXC	3.26.14	1

For the ETF Board Meeting, the Committee discussed the actuarial services request for proposal (RFP) timeline and a Transformation, Integration, and Modernization (TIM) update by Bob Martin.

## OBJECTIVES AND ACCOMPLISHMENTS

Mr. Conlin and Mr. Marchant discussed the Quarterly Accomplishments Report (Ref. EXC | 12.4.13 | 4A), highlighting:

- The demos of potential BAS vendors, held offsite, which were attended by 100-150 ETF staff;
- The agency's process improvement LEAN initiative and investment in training of key staff, which have helped revamp the call center appointment scheduling process;
- The Employer Advisory Council whose kickoff meeting in November went well; and
- The first external quality assessment review of the internal audit program, that the results of which will be shared with the full Board in March 2014.

## PERSONNEL MATTERS

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 12.4.13 | 5A), highlighting:

- Partners in Giving campaign success and commitment by the co-chairs;
- Current vacancies and hires, including the hiring of the new wellness manager in DIS and the departure of the agency's long-time librarian. The vacancy will provide an opportunity to review how the position will be utilized in the long term; and
- The successful review/audit by OSER of ETF's Affirmative Action Plan/program.

## FUTURE ITEMS FOR DISCUSSION

Mr. Conlin discussed the actuary's 50-year WRS study and the potential effect of economic conditions on dividends in the future. In addition, the actuarial administrative services contract will be reviewed for approval at a separate meeting in April. Mr. Conlin also discussed current challenges faced by the Department's financial staff, as well as recent interactions with the Internal Revenue Service.

## ADJOURNMENT

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

The Committee adjourned at 4:48 p.m.

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

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

Robert Niendorf, Secretary  
Executive Committee