

DRAFT

MINUTES

March 26, 2014

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 Koessler, Chair

Robert Niendorf, Secretary

COMMITTEE MEMBERS ABSENT:

John David, Vice Chair

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Bob Conlin, Secretary
Rob Marchant, Deputy Secretary

Division of Management Services:
Stacie Meyer, Human Resources
Manager

Wayne Koessler, Chair, Executive Committee (Committee), called the meeting to order at 4:04 p.m.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

Motion: Mr. Niendorf moved to accept the minutes of the December 4, 2013, Executive Committee meeting, as submitted by the Board Liaison. Mr. Koessler seconded the motion, which passed unanimously on a voice vote.

ELECTION OF OFFICERS

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

Board	Mtg Date	Item #
EXC	6.25.14	1

GOVERNANCE MATTERS

The Committee reviewed the March 27, 2014 Joint Meeting of the Boards and ETF Board meeting agendas.

For the ETF Board meeting, the Committee discussed the:

- April 16 meeting at the Lussier Center, where the board will interview potential vendors for future actuarial services;
- Timetable of the Secretary's evaluation process; and
- Open action items.

OBJECTIVES AND ACCOMPLISHMENTS

Mr. Conlin and Mr. Marchant discussed the Quarterly Accomplishments Report (Ref. EXC | 3.26.14 | 4A), highlighting:

- The status of the Benefits Administration System (BAS), the Financial Management Information System (FMIS), and the STAR projects and the impact on ETF;
- The agency's Learning Management System will be rolled out in the next couple of weeks. The LMS will assist with coordinating training for the BAS and management;
- A survey conducted among staff on their level of readiness for the Transformation, Integration, and Modernization initiative produced a primarily positive response. However, some did express concerns about having adequate staff resources. Consequently, ETF requested six additional positions; and
- The Group Insurance Board is actively reconfiguring state employee insurance programs, which is creating resource needs in the Division of Insurance Services.

PERSONNEL MATTERS

Ms. Meyer reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 3.26.14 | 5A), highlighting:

- The continued strong community relationship with Lincoln Elementary School through ETF staff donations of time and money;
- Current vacancies and hires, including an update on the DMS Deputy Administrator position which is currently in the recruitment stage;
- The first ever agency-wide Town Hall Meeting was held off-site in January and all staff were invited. The focus of the meeting was on ETF's accomplishments in 2013 and goals for 2014; and
- ETF's Affirmative Action Committee's bylaws were revised, the committee is now made up of seven rather than nine members.

Ms. Meyer reviewed and responded to questions from the Committee regarding the ETF Secretary's evaluation process and timeline (Ref. EXC | 3.26.14 | 5B).

FUTURE ITEMS FOR DISCUSSION

Mr. Conlin discussed considering a funding policy for the Wisconsin Retirement System and updated the Committee regarding interactions with the Internal Revenue Service, the issues and the responses.

ADJOURNMENT

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

THE COMMITTEE ADJOURNED AT 5:10 P.M.

Date Approved: _____

Signed: _____

Robert Niendorf, Secretary
Executive Committee