

DRAFT

# MINUTES

June 12, 2014

## 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 (via teleconference):

Wayne Koessler, Chair

Robert Niendorf, Secretary

John David, Vice Chair

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

Bob Conlin, Secretary

Pam Henning, Administrator,  
Management Services

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Wayne Koessler, Chair, Executive Committee (Committee), called the meeting to order at 4:02 p.m.

### CONSIDERATION OF MINUTES OF PREVIOUS MEETING

***Motion: Mr. David moved to accept the minutes of the March 26, 2014, 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 June 26, 2014 Joint Meeting of the Boards and ETF Board meeting agendas.

For the ETF Board meeting, Mr. Conlin noted that the Wisconsin Retirement System (WRS) 33<sup>rd</sup> Annual Actuarial Valuation and Gain/Loss Analysis submitted by Gabriel Roeder Smith & Company will indicate contribution rates are decreasing in all categories. The annual review of the Accumulated Sick Leave Conversion Credit Program and the Duty Disability Program will also highlight contribution rates are going down.

Board	Mtg Date	Item #
EXC	9.24.14	1

In addition, the Committee discussed a review of the WRS funding policy and next steps will be presented during the meeting.

## **OBJECTIVES AND ACCOMPLISHMENTS**

Mr. Conlin and Ms. Henning discussed the Quarterly Accomplishments Report (Ref. EXC | 6.12.14 | 4A), highlighting:

- The Benefit Administration System (BAS) implementation is on schedule with the project plan completion expected by mid-July, the base technical infrastructure in place, and ETF and vendor project teams have been established;
- The new learning management system (LaDR) implementation will provide a tracking resource for ETF staff and employers to manage internal and external trainings; and
- ETF's Continuity of Operations Plan (COOP) is completed including training for Command staff. ETF's plan is considered a model by the state's Continuity of Government Team.

## **PERSONNEL MATTERS**

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 6.12.14 | 5A), highlighting:

- The June meeting will be the last meeting for the Office of Internal Audit Director who is retiring and announcement of a replacement is forthcoming;
- ETF's Affirmative Action Plan is due for review by the Office of State Employment Relations by June 30, 2014; and
- A new recognition program was unveiled to recognize ETF employees who demonstrate a commitment to those we serve by proving excellent customer service.

## **FUTURE ITEMS FOR DISCUSSION**

Ms. Henning informed the Committee that the ETF Secretary's evaluation has been deferred to the September ETF Board meeting.

## **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 4:32 P.M.**

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

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

Robert Niendorf, Secretary  
Executive Committee