

DRAFT

# MINUTES

September 24, 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 Koessl, Chair (via teleconference)  
John David, Vice Chair

Robert Niendorf, Secretary

---

---

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

Bob Conlin, Secretary  
John Voelker, Deputy Secretary  
Pam Henning, Assistant Deputy  
Secretary

Division of Management Services:  
Stacie Meyer, Human Resources  
Manager

---

---

Wayne Koessl, Chair, Executive Committee (Committee), called the meeting to order at 4:01 p.m.

### CONSIDERATION OF MINUTES OF PREVIOUS MEETING

***Motion: Mr. Niendorf moved to accept the minutes of the June 12, 2014, 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 25, 2014 Joint Meeting of the Boards (JM) and ETF Board meeting agendas.

For the JM, Mr. Conlin discussed the presentations by Keith Brainard, National Association of State Retirement Administrators (NASRA), on pension trends and Bruce Hopkins from CEM Benchmarking highlighting ETF's recent comparisons on cost and service with peer retirement systems.

Board	Mtg Date	Item #
EXC	12.10.14	1

Mr. Conlin also reviewed with the Committee several other items requiring action by the Board:

- Delegation of selection of State Health Insurance Actuary to the Group Insurance Board;
- Approval of release of Request for Proposal (RFP) for Federal Tax Counsel;
- Approval of revised Vendor Procurement Appeals Policy;
- Biennial budget submission to the Department of Administration and Governor;
- WRS funding policy; and
- Secretary's annual evaluation.

## **OBJECTIVES AND ACCOMPLISHMENTS**

Mr. Conlin discussed the Quarterly Accomplishments Report (Ref. EXC | 9.24.14 | 4A), highlighting that ETF is well prepared with assigned agency resources for the Benefits Administration System (BAS) and is off to a good start with the vendor. ETF's change management oversight has encouraged staff engagement which has been positive in the recent Agile sprint sessions.

Mr. Voelker provided an overview of the State of Wisconsin's State Transforming Agency Resources (STAR) project and its interaction with ETF's Financial Management Information System (FMIS) and BAS. ETF is coordinating with the Department of Administration (DOA) on timing and resources to meet the needs of the STAR system, both as a consumer of the new system and as a user providing data into the system for our customers.

Ms. Henning reviewed the latest information on a new building(s) that will house seven agencies, including ETF, and is expected to be completed in 2017. ETF staff anticipate an RFP seeking a developer will be sent out by DOA in October, with a tentative selection before the end of the year.

## **REVIEW EXECUTIVE COMMITTEE CHARTER**

Mr. Voelker discussed the Executive Committee Charter, which was last reviewed on December 1, 2011. The Committee determined no changes were necessary.

## **PERSONNEL MATTERS**

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 9.24.14 | 6A), highlighting:

- Current hires and vacancies including the recent departure of a senior auditor from the Office of Internal Audit; and
- Activities underway for the 2014 Partners in Giving campaign which will run from October 13 to November 28, 2014.

### **MOTION TO CONVENE IN CLOSED SESSION**

Mr. Koessler announced that the Committee would convene in closed session, pursuant to the exemptions contained in Wis. Stat. § 19.85 (1) (c) for further discussion of personnel matters. Ms. Henning and Ms. Meyer were invited to remain during the closed session.

***Motion: Mr. David moved to convene in closed session, pursuant to the exemptions contained in Wis. Stat. § 19.85 (1) (c) for further discussion of personnel matters. Mr. Niendorf seconded the motion, which passed on a roll call vote.***

***Members voting aye: Koessler, David, Niendorf***

***Members voting nay: none***

**THE COMMITTEE CONVENE IN CLOSED SESSION AT 4:50 P.M. AND  
RECONVENE IN OPEN SESSION AT 5:17 P.M.**

### **ANNOUNCEMENT OF ACTION TAKEN ON BUSINESS DELIBERATED DURING CLOSED SESSION**

Mr. Koessler announced that the Committee discussed the Secretary's compensation and annual evaluation.

### **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 5:18 P.M.**

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

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

Robert Niendorf, Secretary  
Executive Committee