

DRAFT

# MINUTES

December 9, 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 Koessl, Chair

Robert Niendorf, Secretary

John David, Vice Chair

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## PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Bob Conlin, Secretary

Pam Henning, Assistant Deputy Secretary

John Voelker, Deputy Secretary

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Wayne Koessl, Chair, Executive Committee (Committee), called the meeting to order at 3:31 p.m.

## CONSIDERATION OF MINUTES OF PREVIOUS MEETING

***Motion: Mr. David moved to accept the minutes of the September 24, 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 December 11, 2014 ETF Board meeting agenda. Secretary Conlin informed the Committee that the Lincoln School Choir will entertain the Boards and ETF staff at the beginning of today's meeting.

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

- Nomination and selection of Elections Committee members;
- Adoption and approval of Board Committee Charters;
- Approval of Clearinghouse Rule #14-055 providing technical and minor substantive changes to current Administrative Codes;

Board	Mtg Date	Item #
EXC	4.2.15	1

- Approval of three proposed board policies (Reimbursement, Qualification and WRS Funding Policy);
- In closed session, legal counsel will review potential litigation and the Secretary's compensation.

## **OBJECTIVES AND ACCOMPLISHMENTS**

Mr. Conlin and Mr. Voelker discussed the Quarterly Progress Report (Ref. EXC | 12.9.14 | 4), highlighting

- ETF's Comprehensive Annual Financial Report (CAFR) status with the Legislative Audit Bureau and distribution on the website;
- the launching of an Employer Compliance Pilot Program to educate and train our employers on compliance issues relating to benefit programs;
- the successful completion of a Data Conversion Plan in BAS Rollout 1, where a legacy data extract was converted with a high level of accuracy; and
- the value of an ETF-hosted BAS Technical Summit that provided opportunity for BAS project managers and technical staff to understand project milestones and cross-project dependencies.

## **PERSONNEL MATTERS**

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Report (Ref. EXC | 12.9.14 | 5A), highlighting:

- key hires, current vacancies and recent retirements (Jon Forde and John Benson);
- the graduation of Carly LeMahieu from the Enterprise Management Development Academy for aspiring managers in state government;
- the approval by the Office of State Employment Relations of ETF's Affirmative Action/Equal Employment Opportunity Plan from July 1, 2014 to June 30, 2017;
- the many community activities ETF staff have participated in, including the Partners In Giving campaign, Second Harvest, Lincoln Elementary School hats and mittens drive and a professional clothing drive for the Huber Center; and
- an update on the new building and next steps in the process.

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

Mr. Koessl 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, namely the Secretary's compensation. Ms. Henning was invited to remain during the closed session.

***Motion: Mr. Niendorf 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. David seconded the motion, which passed on a roll call vote.***

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

***Members voting nay: none***

**THE COMMITTEE CONVENED IN CLOSED SESSION AT 4:25 P.M. AND  
RECONVENED IN OPEN SESSION AT 4:35 P.M.**

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

Mr. Koessl announced that Ms. Henning discussed the Secretary's compensation memo with the Executive Committee.

**ADJOURNMENT**

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

**THE COMMITTEE ADJOURNED AT 4:36 P.M.**

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

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

Robert Niendorf, Secretary  
Executive Committee