

DRAFT

# MINUTES

September 23, 2015

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 (via teleconference)  
John David, Vice Chair

Robert Niendorf, Secretary

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

Bob Conlin, Secretary  
John Voelker, Deputy Secretary

Pam Henning, Assistant Deputy Secretary

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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 open and closed session minutes of the June 24, 2015, 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 September 24, 2015, ETF Board meeting agenda highlighting:

- Long Term Disability Insurance Report: The Group Insurance Board's (GIB) actuary recommended and the GIB approved a premium contribution rate increase;
- A Privacy Policy that came out of past fiduciary discussions and reinforces the confidential nature of member appeals data;
- The Procurement Appeals Policy clarifies the term "days" to mean "business days";
- WRS Investment Risk. Discussed the October workshop with the State of Wisconsin Investment Board (SWIB) and the WRS actuary who does modeling of

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volatility in the market. In December, the ETF Board will discuss risk and access allocation;

- ETF's Chief Information Officer will share a presentation on the changes in ETF's Information Technology infrastructure and security; and
- Operational updates, which include recent legislative proposals on changes to the early retirement age and final average earnings from three to five years.

## OBJECTIVES AND ACCOMPLISHMENTS

Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 9.23.15 | 4A), highlighting:

- IT Milestones to include: the Benefit Administration System (BAS) go-live date is November 9, migrated ETF's email system locally to the Department of Administration's Division of Enterprise Technology system and added WiFi for customers in ETF's Badger Road lobby;
- The State Transforming Agency Resources (STAR) project go-live date is October 1, 2015 with Rollout 1 to include finance, budget and procurement;
- Communications: Presentations were made to 4,556 members in the quarter, there are 86 followers of ETF's Twitter account and there was a complete redesign of It's Your Choice website and materials (separate booklets and fewer pages) and
- The EMPOWER campaign was awarded the 2015 Innovator Award from *Pension & Investments*.

### ETF 2015-2019 Strategic Plan

Ms. Henning briefly described the process used and stakeholders involved to develop the agency's 2015-2019 Strategic Plan.

## PERSONNEL MATTERS

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 9.23.15 | 5A), highlighting:

- The new vacancies and;
- Key personnel hires in the agency for this quarter.

## ADJOURNMENT

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

The meeting adjourned at 4:56 p.m.

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

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

Robert Niendorf, Secretary  
Executive Committee