

DRAFT

MINUTES

March 23, 2016

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 (via teleconference)

Robert Niendorf, Secretary

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

John Voelker, Deputy Secretary
Pam Henning, Assistant Deputy Secretary

Stacie Meyer, Deputy Administrator,
Management Services

Wayne Koessl, Chair, Executive Committee (Committee), called the meeting to order at 3:05 p.m.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

Motion: Mr. David moved to accept the open session minutes of the December 9, 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 March 24, 2016, Joint Meeting of the Boards and Employee Trust Funds (ETF) Board meeting agendas, highlighting the following:

- The format for the meetings is changing to accommodate closed sessions for the Wisconsin Retirement Board and ETF Board appeals;
- Michael Williamson will provide a State of Wisconsin Board (SWIB) Update;
- Gabriel Roeder Smith & Company (GRS) will announce and seek approval from the Board for the annuity adjustments: 0.5% for the Core Fund and negative 5.0% for the Variable;

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- The findings of a Legislative Audit Bureau (LAB) actuarial audit of the Wisconsin Retirement System's (WRS) actuaries, which is required every five years by statute, will be presented by Segal Consulting, the LAB procured vendor;
- Appeals training by ETF's legal counsel and the Department of Justice will be provided to prepare for the case load before the Wisconsin Retirement Board and ETF Board; and
- The Employee Reimbursement Accounts (ERA) / Commuter Benefits programs will be requesting a one-year contract extension.

OBJECTIVES AND ACCOMPLISHMENTS

Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 3.23.16 | 4A), highlighting:

- The State Transforming Agency Resources (STAR) project implemented phase two with the Human Resources component, including payroll and benefits for state employees;
- ETF finalized the 2015-2019 Strategic Plan goals and objectives. In September the ETF Board will be presented progress on those goals and an update on new initiatives for the next year;
- The Group Insurance Board is moving forward on four requests for proposals for a self-insured option, pharmacy benefits manager, wellness administrator and data warehouse;
- The Benefits Administration System project (myETF) Rollout 1 is complete and the revised Rollout 2 date moved from January 1, 2017 to January 1, 2018. The extended date will allow for more employer and internal business unit testing and education/training; and
- Kicked off our Knowledge Management efforts including creating a Steering and Core Team that will assist in the agency organizing data/information more effectively.

Ms. Henning provided a new Hill Farms building and parking structure update. ETF is working with the Department of Administration on floor plan design for floors 7, 8 and 9. Estimated move in is still in spring 2018.

PERSONNEL MATTERS

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 3.23.16 | 5A), highlighting:

- Recruitment efforts and current vacancies and;
- Market adjustments awarded for the Trust Funds Specialists class series effective March 6, 2016; and
- New Leadership Academy for managers, supervisors and leadworkers being offered in April. The first round will include 20 employees over the course of six months. Professional, organizational, leadership and management skills will be taught by Madison College.

Ms. Meyer reviewed the Secretary's Evaluation criteria, process and timeline with the Committee.

Ms. Henning discussed the self-assessment model for ETF Board members. The Committee tabled the discussion for a later date.

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 3:53 p.m.

Date Approved: _____

Signed: _____

Robert Niendorf, Secretary
Executive Committee