

DRAFT

# MINUTES

June 22, 2016

Executive Committee  
Employee Trust Funds Board  
State of Wisconsin



## Location:

Department of Employee Trust Funds  
Executive Conference Room – CR 140  
801 West Badger Road, Madison, WI

---

---

### COMMITTEE MEMBERS PRESENT:

Wayne Koessler, Chair  
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

---

---

Wayne Koessler, Chair, Executive Committee (Committee), called the meeting to order at 4:03 p.m.

### CONSIDERATION OF MINUTES OF PREVIOUS MEETING

***Motion: Mr. David moved to accept the minutes of the March 23, 2016, Executive Committee meeting, as submitted by the Board Liaison. Mr. Niendorf seconded the motion, which passed unanimously on a voice vote.***

### ANNOUNCEMENTS

- A map of the current Hill Farms building construction and parking ramp and other progress was shared.
- The Executive Committee meetings will start at 3:30 pm going forward to correlate with the public building hours to ensure access to the public.

### GOVERNANCE MATTERS

The Committee reviewed the June 23, 2016 Joint Meeting of the Boards (JM) and ETF Board meeting agendas, highlighting the following:

Board	Mtg Date	Item #
EXC	9.28.16	1

- A presentation by the Wisconsin Ethics Commission at the JM to share an overview of the Boards' responsibility under the State Ethics Code;
- A presentation by Stacie Meyer, HR Director, on ETF's workforce trends;
- Recommendations provided by ETF's consulting actuary (GRS) on three actuarial valuations for Board approval on 2017 contribution rates for the WRS Annual Non-Retired Members and Gain/Loss Analysis; the Accumulated Sick Leave Conversion Credit Program; and the 40.65 Duty Disability program new tier structure; and
- The schedule and locations for the ETF Board's closed session including the Secretary's evaluation and the appeals.

#### Board Election Process Update

Mr. Voelker explained that a request was made by the Teachers Retirement (TR) Board Chair to review the last election process due to low (1.69%) voter turnout. A memo with background on the process used and trends will be discussed with the TR Board. The ETF Board will likely be reviewing any suggestions for changes to the process from the TR Board at a future date as this also affects the annuitant election.

#### **OBJECTIVES AND ACCOMPLISHMENTS**

Mr. Conlin discussed the Quarterly Accomplishments Report (Ref. EXC | 6.22.16 | 4A), highlighting:

- the Group Insurance Board's (GIB) status on three Request for Proposals (RFPs):
  - Wellness RFP is under evaluation with a special GIB meeting on July 12 to select a vendor;
  - Data Warehouse RFP will be sent out to vendors by the end of July for selection at the November GIB meeting;
  - Self-Insurance option out late-July for discussion on options at November GIB meeting;

The Benefit Administration System (myETF) project team recently completed its detailed project plan with employer reporting expected in Rollout 2 by January 1, 2018, comprising approximately 46% of the overall BAS project. Training is currently being offered to employers via alternate methods including webinars with positive feedback received thus far.

#### **PERSONNEL MATTERS**

##### Human Resources Report

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 6.22.16 | 5A), highlighting:

- Recruitment efforts and current vacancies including the hiring of Cindy Klimke-Armatoski as ETF's new Controller and Chief Trust Financial Officer;
- WI Act 150 Civil Service Reform provisions effective July 1, 2016, changing how agencies recruit and hire personnel and the efforts committed to rewriting numerous policies;
- IT/facilities staff are finalizing infrastructure and technical requirements on the new Hill Farms building floor plans; and

- Recent Section meeting surveys asking all staff on “how the agency was doing” resulted in 79% of staff agreeing or strongly agreeing that ETF is moving in the right direction.

#### ETF Board Self-Assessment

Ms. Henning and Mr. Conlin reviewed the benefits and potential process of conducting a self-evaluation of the ETF Board with the Committee. Mr. Conlin will address the value of the self-evaluation with the full Board during his evaluation and seek input from the Board to pursue further at an upcoming Board meeting.

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

Mr. Koessler announced 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 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: Koessler, David, Niendorf***

***Members voting nay: none***

The Committee convened in closed session at 5:28 p.m. and reconvened in open session at 5:46 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 5:47 p.m.

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

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

Robert Niendorf, Secretary  
Executive Committee