

DRAFT

MINUTES

June 21, 2017

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 (via teleconference) Robert Niendorf, Secretary
John David, Vice Chair

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Office of the Secretary:	Division of Management Services:
Bob Conlin, Secretary	Stacie Meyer, Human Resources
John Voelker, Deputy Secretary	Director
Pam Henning, Assistant Deputy Secretary	

Wayne Koessler, Chair, Executive Committee (Committee), called the meeting to order at 3:33 p.m.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

Motion: Mr. David moved to accept the open session minutes of the March 22, 2017, 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 agendas of the June 22, 2017, Joint Meeting of the Retirement Boards (JM) and ETF Board, highlighting the following:

- The *Active Lives* presentation by ETF’s consulting actuary and recommendations for Board approval of 2018 contribution rates for WRS employers and employees; the

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Accumulated Sick Leave Conversion Credit Program; and the 40.65 Duty Disability program rate tier structure;

- A progress update by ETF's Benefit Services Bureau Director on the redesign of the Long-Term Disability Insurance Program and changes to the Income Continuation Insurance Program;
- A recommendation by ETF Legal Counsel to approve the proposed administrative rule for the LTDI Program changes;
- A quarterly overview by the Division of Retirement Services on service levels and trends and an introduction of the new virtual appointments; and
- An update on the status of the 2017-2019 biennial budget, including changes made by the Joint Committee on Finance relating to self-insurance, Shared Services initiative, domestic partner coverage, and other Group Insurance Board structure changes.

Mr. Conlin and Ms. Henning discussed Teachers Retirement Board and Wisconsin Retirement Board membership, current vacancies and eligibility. The Committee requested more information on membership and board structure for the December Committee meeting.

OBJECTIVES AND ACCOMPLISHMENTS

Department Quarterly Progress Report

Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 6.21.17 | 4A), highlighting:

- Completion of several complex Request for Proposals over the last 18 months by the Office of Strategic Health Policy, including the recent selection of Navitus as the state's pharmacy benefits manager.
- Progress on the Benefits Administration System (BAS – myETF), with user acceptance testing providing much better quality than with Rollout 1 and initial positive reviews on employer and staff training efforts.
- Improved efficiencies in the customer Call Center due to enhanced training and an overall reduction in wait times.

PERSONNEL MATTERS

Human Resources Report

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 6.21.17 | 5A), highlighting recruitment efforts, including the hiring of a Chief Information Security Officer, Trae Matte, and Budget and Policy Manager, Bonnie Cyganek.

FUTURE ITEMS FOR DISCUSSION

The Office of Legal Services is researching options to obtain fiduciary counsel services to provide ongoing training and advice for the ETF Board and other governing boards. This topic will be discussed at a future 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 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: David, Koessler, Niendorf

Members voting nay: none

The Committee convened in closed session at 4:42 p.m. and reconvened in open session at 5:04 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 materials.

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 5:05 p.m.

Date Approved: _____

Signed: _____

Robert Niendorf, Secretary
Executive Committee