

DRAFT

MINUTES

December 13, 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 (via teleconference)

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Office of the Secretary:
Bob Conlin, Secretary
John Voelker, Deputy Secretary
Pam Henning, Assistant Deputy
Secretary

Wayne Koessler, Chair, Executive Committee (Committee), called the meeting to order at 3:30 p.m.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

Motion: Mr. David moved to accept the open session minutes of the September 20, 2017, Executive Committee meeting, as submitted by the Board Liaison. Mr. Niendorf seconded the motion, which passed unanimously on a voice vote.

ANNOUNCEMENT

The Budget and Operations Committee will be canceled due to lack of quorum.

Board	Mtg Date	Item #
EXC	3.28.18	1

GOVERNANCE MATTERS

The Committee reviewed the agendas of the December 14, 2017, Joint Meeting of the Retirement Boards (JM) and ETF Board, highlighting the following:

- A presentation by Michael Williamson, outgoing Executive Director of the State of Wisconsin Investment Board (SWIB), providing a performance overview of 2017 and the introduction of the new SWIB Executive Director, Rick Smirl.
- Gabriel Roeder Smith & Company (GRS) will provide a 2018 investment return overview and the SWIB workshop modeling discussion.
- Board appointees to SWIB, Bob Conlin and Sandra Claflin-Chalton, will provide overviews on their roles and share their experiences serving on SWIB.
- An update by John Voelker on the myETF Benefit Administration System project.
- Charter review and approval by the ETF Board of all ETF Board committees.
- An update on the disability program redesign by Matt Stohr and Jim Guidry.
- An ETF Information Technology update by Trae Matte.

Teachers Retirement (TR) Board and Wisconsin Retirement (WR) Board Appointments to the ETF Board

Ms. Henning provided a history of the WRS governing board's structures. The Committee discussed vacancies and expired seats on both the ETF Board and the TR Board; WR Board vacancies; and appointment options for the ETF Board. The Committee delayed taking any action until the June 2018 meeting.

OBJECTIVES AND ACCOMPLISHMENTS

Department Quarterly Progress Report

Mr. Conlin and Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 12.13.17 | 4A), highlighting:

- A presentation providing the Board members with more dashboards and metrics on a variety of ETF operational functions is scheduled for the March Joint Meeting of the Retirement Boards.
- The 2016 Comprehensive Annual Financial Report (CAFR) is published and posted on ETF's website.
- ETF Security Update.
- ETF's current phone system will be converted to Voice over Internet Protocol (VoIP) prior to the move to the new Hill Farms State Office Building. VoIP adds additional business functionality, including easier mobility with employee changes.
- The Customer Service Call Center volume has experienced a 40% increase in calls, largely due to the It's Your Choice (IYC) open enrollment period. Six new staff have been hired and, compared to 2016, the speed of answer has decreased from four minutes down to 50 seconds.

PERSONNEL MATTERS

Human Resources Report

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 12.13.17 | 5A). She indicated the state compensation plan is still waiting approval by the Joint Committee on Employment Relations. Recruitment efforts including key vacancies and new hires were discussed, highlighting Jim Guidry as the new Trust Funds Director in the Benefit Services Bureau.

FUTURE ITEMS FOR DISCUSSION

Fiduciary training for the Board by an independent third party.

At 4:13 p.m. Mr. David exited the phone call.

ADJOURNMENT

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

The Committee adjourned at 4:15 p.m.

Date Approved: _____

Signed: _____

Robert Niendorf, Secretary
Executive Committee