

DRAFT

MINUTES

June 20, 2018

Executive Committee
Employee Trust Funds Board
State of Wisconsin



Location:

Department of Employee Trust Funds
Hill Farms State Office Building – Room N102
4822 Madison Yards Way, Madison, WI 53705

COMMITTEE MEMBERS PRESENT:

Wayne Koessler, Chair (via teleconference)
John David, Vice Chair

Robert Niendorf, Secretary

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Office of the Secretary:

Bob Conlin, Secretary
John Voelker, Deputy Secretary
Pam Henning, Assistant Deputy
Secretary

Division of Management Services:

Stacie Meyer, Human Resources
Director

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 March 29, 2018, 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 21, 2018, Joint Meeting of the Retirement Boards (JM) and ETF Board. The JM will highlight a fiduciary training by Keith Johnson, a pension consultant and past SWIB staff member, followed by ETF's consulting actuary, GRS, presenting positive news from the Active Lives report with decreasing contribution rates; an analysis of the Gain/Loss risk changes, board policy updates by the

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Office of Policy, Privacy & Compliance; a retirement services update, and various written reports including a memo to the State Treasurer relating to sick leave benefits.

The ETF Board agenda includes committee reports, GRS's recommendation for Board approval of 2019 contribution rates for WRS employers and employees; approval of 0.1% contribution rate reduction for 2019 for the *Accumulated Sick Leave Conversion Credit* program; Milliman's actuarial review of the 40.65 Duty Disability program; the Long-Term Disability Insurance Program valuation review; and approval of the updated board policies. The ETF Board will meet with Secretary Conlin for his annual evaluation as well as review and act on appeals.

Mr. Voelker discussed Teachers Retirement (TR) Board and Wisconsin Retirement (WR) Board membership, current vacancies and eligibility for appointments to the ETF Board. The memo on the WR Board appointment is no longer relevant, as Scott Nordstrand resigned and no other board members are eligible for that vacancy. To ensure continuity on the TR Boards with expired terms, it will be recommended that appointments be staggered beginning with reappointment to the ETF Board from the TR Board for David Wiltgen.

OBJECTIVES AND ACCOMPLISHMENTS

Department Quarterly Progress Report

Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 6.20.18 | 4A), highlighting:

- the Benefits Administration System (BAS – myETF) -- the vendor, Vitech, walked off the project and ETF is awaiting further action and next steps;
- ETF's website redesign is underway. In addition, a new online decision-making tool will be available for members on health care during It's Your Choice; and
- ETF Metrics – website trends continue to improve.

Building Update

Ms. Henning provided an update on ETF's recent move from the Badger Road and Rimrock Road facilities to the new Hill Farms State Office Building the week of March 26. She detailed the move and operations during transition, which went extremely well with little disruption to staff or WRS members. Adjusting to parking and security access have been the main concerns. The Office of Communications has provided additional information on the website to help staff and visitors.

PERSONNEL MATTERS

Human Resources Report

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 6.20.18 | 5A), highlighting current vacancies and recruitment efforts.

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, namely discussion with the HR Director regarding Secretary Conlin's annual evaluation. Ms. Meyer was 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) to consider compensation and performance evaluation data of the Secretary. 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 4:28 p.m. and reconvened in open session at 4:38 p.m.

ANNOUNCEMENT OF ACTION TAKEN ON BUSINESS DELIBERATED DURING CLOSED SESSION

Mr. Koessler announced that Ms. Meyer presented and answered questions on the Secretary's annual evaluation and compensation memo with the Committee.

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 4:39 p.m.

Date Approved: _____

Signed: _____

Robert Niendorf, Secretary
Executive Committee