

DRAFT

# MINUTES

September 19, 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

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## COMMITTEE MEMBERS PRESENT:

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

Robert Niendorf, Secretary

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## 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 3:36 p.m.

## CONSIDERATION OF MINUTES OF PREVIOUS MEETING

***Motion: Mr. Niendorf moved to accept the open and closed session minutes of the June 20, 2018, Executive Committee meeting, as submitted by the Board Liaison. Mr. Koessler seconded the motion, which passed unanimously on a voice vote.***

## GOVERNANCE MATTERS

The Committee reviewed the agendas of the September 20, 2018, Joint Meeting of the Retirement Boards (JM) and ETF Board. The JM will highlight a presentation by CEM Benchmarking, Inc., on results of ETF's service and cost benchmarking analysis, review an update on the agency's Strategic Planning initiatives, hear a presentation on our new website redesign project, and conclude with tours of ETF's new office space.

The ETF Board agenda will include the results of the external quality assessment of the Office of Internal Audit conducted by the Institute of Internal Auditors (IIA), a delegation request to procure CEM services ongoing, a detailed review of ETF's 2019-2021 biennial

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budget request, an update on the agency's operational metrics, and a legal update on the Boyden lawsuit and the appeals relating to the stagehands and jailer cases.

## **OBJECTIVES AND ACCOMPLISHMENTS**

### Department Quarterly Progress Report

Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 9.19.18 | 4A), highlighting:

- the agency's new business intelligence efforts, including the hiring of a Business Intelligence (BI) manager to manage the new BI unit created to begin using data to help ETF perform better;
- the retirement scorecard will now be combined into the Operational Metrics Report;
- ETF contracted with Orion Development Group to manage ETF's business process review and provide foundation, structure and training; and
- the success of the annual health insurance negotiations with 0% premium increase, state retiree rates remaining level overall and local rates increasing only 1.7%. The Group Insurance Board used reserves to keep rates low. Open enrollment of It's Your Choice kick off begins October 1.

### Human Resources

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 9.19.18 | 5A), highlighting current vacancies and recruitment efforts.

## **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 4:23 p.m.**

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

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

Robert Niendorf, Secretary  
Executive Committee