

DRAFT

# MINUTES

December 12, 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)      Robert Niendorf, Secretary  
John David, Vice Chair

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### PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

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

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Wayne Koessler, Chair, Executive Committee (Committee), called the meeting to order at 3:31 p.m.

### CONSIDERATION OF MINUTES OF PREVIOUS MEETING

***Motion: Mr. David moved to accept the open session minutes of the September 19, 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 December 13, 2018, Joint Meeting of the Retirement Boards (JM) and ETF Board. At the JM Gabriel, Roeder, Smith (GRS), the board's actuary, will present on the Wisconsin Retirement System (WRS) Three-Year Experience Study (January 1, 2015-December 31, 2017), including demographics and economics (wage growth, inflation and investment assumed rate) and updating actuarial assumptions used for 2020 contribution rates. Other highlights include State of Wisconsin Investment Board updates from Teachers Retirement (TR) Board representative, Sandra

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Claflin-Chalton, and Bob Conlin, Wisconsin Retirement Board representative, operational updates by Anne Boudreau on retirement and customer services trends and Tarna Hunter with an overview of the election results and new legislative landscape. Robin Starck will be recognized as an outgoing TR Board member.

The ETF Board agenda includes committee reports with an Audit Committee Charter update and approval, further discussion on the WRS three-year experience study recommendations and approval by the Board and a request for procurement approval delegation from the Board to the ETF Secretary to conduct audits of several disability programs. Cindy Klimke will present on the 2017 Comprehensive Annual Financial Report, and CAFR production process improvements and accomplishments. Steve Mueller, ETF's new Management Services Division Administrator, will provide an IT security initiatives update, Bob will provide his Secretary's Report, John Voelker will highlight a few key agency operational metrics being reviewed, and DOJ legal counsel will provide a legal update on current or potential litigation that may involve the Department or the boards. A new item under future items has been added so board members can preview what is coming up at the next board meeting.

The Committee reviewed and discussed the various vacancies and current board memberships as well as duties of the three retirement boards.

## **OBJECTIVES AND ACCOMPLISHMENTS**

### Department Quarterly Progress Report

Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 12.12.18 | 4A), highlighting several business process improvements including:

- Provided the new Medicare Advantage option, resulting in 7,000 members enrolled;
- Completed the health insurance rate process review three weeks earlier than in past years, creating a more seamless process;
- Reduced handoffs by 82% between business units by providing certain ETF staff new access to information on member-related faxes, resulting in fewer repeat calls to the Call Center;
- Reduced the appointment scheduling process by more than 30 steps, saving 4,000 staff hours annually; and
- Began pilots in four business processes to achieve quicker response times for members, potential cost savings and better customer service. These pilots center on hiring processes, accurate address maintenance, death benefit processing and retirement estimate production.

### Human Resources

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 12.12.18 | 5A), highlighting current vacancies and recruitment efforts, results of the latest Partners in Giving campaign and activities, and the new road development at Hill Farms.

**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 4:40 p.m.**

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

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

Robert Niendorf, Secretary  
Executive Committee