

DRAFT

MINUTES

June 19, 2019

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:
Lisa Dally, Human Resources
Director

Wayne Koessler, Chair, Executive Committee (Committee), called the meeting to order at 3:32 p.m.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

Motion: Mr. David moved to accept the open session minutes of the March 20, 2019, Executive Committee meeting, as submitted by the Board Liaison. Mr. Niendorf seconded the motion, which passed unanimously on a voice vote.

GOVERNANCE MATTERS

Board Agenda Review

The Committee reviewed the agendas of the June 20, 2019, Joint Meeting of the Retirement Boards (JM) and the ETF Board. Mr. David will chair the JM in his new role as Wisconsin Retirement Board Chair. At the JM, presentations include: Gabriel, Roeder, Smith (GRS), the board's actuary, report on the WRS Annual Active Lives Valuation and

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Gain/Loss Analysis; ETF's Assistant Deputy Secretary, Pam Henning, providing the 2015-2019 Strategic Plan recap overview and ETF's new Strategic Plan; a demonstration of the redesigned website that went live today; a Notice of Meeting Policy revision; an appeals training refresher; operational updates by Anne Boudreau on retirement and customer services trends; and a legislative update by Tarna Hunter.

The ETF Board agenda includes committee reports; the Active Lives Valuation and the valuation of the Accumulated Sick Leave Conversion Credit program by GRS; Board review and approval of 2020 contribution rate; a presentation and approval of the Duty Disability Reserve Policy conducted by Milliman; the Notice of Meeting / Conduct of Board Meeting Policy revision approval; operational updates, including a biennial budget review by Tarna Hunter; the agency operational metrics review by John Voelker; an update on the Legislative Audit Bureau Audit of the Group Insurance Programs and its recommendations, by Eileen Mallow; a re-cap of dividend reserve discussions; the Secretary's Correction of Error Authority; and a closed session for the annual Secretary evaluation.

Composition of Committees

Mr. Voelker discussed the current composition and vacancies on committees. The advantages of adding more members to each of the committees was discussed.

OBJECTIVES AND ACCOMPLISHMENTS

Department Quarterly Progress Report

Mr. Conlin and Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 6.19.19 | 4A), highlighting:

- Business Process Management (BPM) project pilots success: (a) the retirement estimate process eliminated several documents from our mailings and reduced errors; after implementation of the new process, 866 estimates were completed versus 450 estimates previously; and (b): implementation of the new appointment scheduling software will reduce staff time, increase the number of appointments via an automated process, and in the final phase allow for members to schedule their own appointments.
- Business Intelligence projects are discussed in the dashboard as part of the Metrics Report. The pilot projects illustrate the use of the new dashboards by call center managers to manage workloads by identifying call trends and repeated call analysis.
- Annual reconciliation: completed this year's process by the earliest date (March 4), with fewer staff and about a third of the employers in balance at the start of the process. This indicates that extra emphasis on employer education has been fruitful.

PERSONNEL MATTERS

Human Resources Report

Ms. Henning reviewed and responded to questions from the Committee regarding the Quarterly Human Resources Activities Report (Ref. EXC | 6.19.19 | 5A), highlighting current vacancies and recruitment efforts. She also shared information regarding the positive results of a new training program for ETF's leadership and emerging leaders.

Secretary's Evaluation and Compensation

The Committee discussed the Secretary's evaluation and compensation to be discussed with Secretary Conlin at the ETF Board meeting

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 4:25 p.m.

Date Approved: _____

Signed: _____

Robert Niendorf, Secretary
Executive Committee