

DRAFT

MINUTES

June 17, 2020

Executive Committee

Employee Trust Funds Board
State of Wisconsin



Location:

Department of Employee Trust Funds
This meeting was held via teleconference.

COMMITTEE MEMBERS PRESENT:

Wayne Koessl, Chair

Robert Niendorf, Secretary

John David, Vice Chair

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 Resource Manager

OTHERS PRESENT:

ETF Division of Management Services:

Patrick Hughes

ETF Office of the Secretary:

Cheryllynn Wilkins, Kathryn Young

Mr. Koessl, Executive Committee (Committee) Chair, 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 25, 2020, Executive Committee meeting, as submitted by the Board Liaison. Mr. Niendorf seconded the motion, which passed unanimously on a voice vote.

ANNOUNCEMENTS

Katy Lounsbury was reappointed to the ETF Board.

Board	Mtg Date	Item #
EXC	9.16.20	1

GOVERNANCE MATTERS

COVID 19 Update

Ms. Henning provided an update on the current state of ETF operations as a result of the COVID-19 pandemic. Members were able to access services without interruption. All staff are working from home except about 20 essential staff performing onsite duties such as mail and printing services, imaging benefit records, producing retirement estimates and ensuring vendor payments are made. In addition to following state and federal guidance, ETF implemented a Bounce Back Plan that provides phases to returning to the workplace and other proper hygiene protocols and training. ETF communicated to its employees and the public that it will not be conducting any meetings or appointments in-person onsite for the remainder of the calendar year. All appointments have been provided to members via remote options such as phone, email, or virtually.

Board Agenda Review

There is no Joint Meeting of the Retirement Boards on June 18, but all board members received the materials typically distributed at that meeting -- such as actuarial reports and other written documents. The Committee reviewed the agendas of the ETF Board, Teachers Retirement (TR) Board, and the Wisconsin Retirement (WR) Board, which included election of officers and designing a Wisconsin Retirement System (WRS) governing board. The ETF Board may want to consider including a single WRS governing board design in ETF's biennial budget request but can review again in September. Other items included:

- Gabriel, Roeder, Smith & Co. (GRS) will update the Board on the WRS's active lives valuation and the gain/loss analysis. The contribution rates are staying the same for general/teachers/executives. The rates for employees in the protective categories are going up by 0.1%, which is to be paid by employers;
- Accumulated sick leave actuarial review with rates;
- The duty disability review resulted in most employers having good duty disability experience and very low contribution rates; and
- Operational reports include the Secretary's Report and ETF Board metric report with all other reports provided as written reports only. The ETF Board will hear an appeal and also conduct the Secretary's evaluation.

OBJECTIVES AND ACCOMPLISHMENTS

Department Quarterly Progress Report

Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 6.17.20 | 4A) and the changes to the ETF Board Operational Metrics Report (Ref. ETF | 6.18.20 | 6B), highlighting the following:

- Performance Measure and Process Management category had 16 entries with a lot of activity culminating with the Metrics Report. ETF metrics are maturing and one step further from transactional to more strategic goals with a new set of metrics at September meeting;

- Modern, secure and resilient information technologies had 18 entries, including the implementation of retirement appointment scheduling software that will provide more accurate wait time estimates and improved customer service;
- ETF is implementing content management workflows under the Enterprise Content Management project;
- The Insurance Administration System project is underway as ETF issued a Request for Proposal and hopes to have a vendor under contract by the end of August.

PERSONNEL MATTERS

Human Resources Report

Ms. Henning provided an update on current hires, recruitments, and vacancies.

Mr. Conlin discussed the four listening sessions he held with staff on the topic of racism and racial injustices. Between 60 to 70 staff participated in each of the sessions. There was good discussion of cultural differences; many staff shared their personal experiences. ETF compiled a comprehensive reading list to help staff self-educate on the topic. In addition, ETF plans to develop a book club to discuss this topic in more detail with small group sessions. Mr. Conlin met with ETF's IDEA Committee to get suggestions on what ETF can do better.

ETF's Bureau of Budget, Contract Administration, and Procurements (BCAP) is reviewing how ETF spends its resources on vendor services (5% state goal but ETF has exceeded that goal with 14% in 2019). BCAP is reaching out to vendor(s) doing business with ETF to verify the vendors' commitment to an Affirmative Action program within their enterprise and understand the importance of this issue to ETF. Mr. Conlin wrote an internal blog post, and the agency developed a statement on its public website of ETF's vision/values on this topic.

Mr. Conlin, Mr. Voelker, and Ms. Henning left the meeting. Ms. Dally remained to discuss the Secretary's evaluation with the Committee.

Secretary's Evaluation and Compensation

Ms. Dally discussed the ETF Secretary's evaluation summary results and compensation memo with the Committee.

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 4:16 p.m.

Date Approved: _____

Signed: _____

Robert Niendorf, Secretary
Executive Committee