

DRAFT

# MINUTES

September 16, 2020

## Executive Committee

Employee Trust Funds Board  
State of Wisconsin



### Location:

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

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### COMMITTEE MEMBERS PRESENT:

Wayne Koessl, Chair

Robert Niendorf, Secretary

John David, Vice Chair

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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

Division of Management Services:

Lisa Dally, Human Resource Manager

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### OTHERS PRESENT:

ETF Division of Management Services:

Patrick Hughes

ETF Office of the Secretary:

Cheryllynn Wilkins, Kathryn Young

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Mr. Koessl, Executive Committee (Committee) Chair, called the meeting to order at 4:16 p.m.

### CONSIDERATION OF MINUTES OF PREVIOUS MEETING

***Motion: Mr. David moved to accept the open session minutes of the June 17, 2020, Executive Committee meeting, as submitted by the Board Liaison. Mr. Niendorf seconded the motion, which passed unanimously on a voice vote.***

### GOVERNANCE MATTERS

#### COVID 19 Update

Mr. Voelker discussed the changes in ETF's Bounce Back Plan to continue in Phase 1 until December 31, 2020 and reevaluate then on the next steps. ETF has created a workgroup to provide recommendations by the end of the year on a future ETF work model. A fall staff

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readiness survey indicated about 85% of staff want to work from home in a full-time or part-time capacity going forward.

## COMMITTEE CHARTER REVIEW

***Motion: Mr. Niendorf moved to approve the Executive Committee Charter as presented and recommend no changes to the ETF Board for approval. Mr. David seconded the motion, which passed unanimously on a voice vote.***

### Board Agenda Review

The Committee reviewed the agendas of the September 17, 2020 Joint Meeting of the Retirement Boards (JM) and the ETF Board. At the JM, Sandy Halim from CEM Benchmarking (CEM) will present ETF's CEM report results indicating ETF remains a low cost and low service provider. ETF decided to suspend the CEM service until more online services are available via our modernization efforts with a new pension administration system. Gathering and submitting the report data is labor intensive for staff with little changes in results.

Colette Greve from the Ethics Commission will provide ethics training to board members.

Laura Patterson will wrap up the Designing a WRS Governing Board discussions and requesting each of the boards accept the proposed model board that merges the three retirement boards into a single WRS Governing Board. The board chairs will be asked to consider co-authoring a letter to the governor supporting the proposal.

The ETF Board agenda includes committee reports, a summary of ETF's biennial budget request by Tarna Hunter, the Secretary's Report, an update on the delay in the 2019 Comprehensive Annual Financial Report, review by John Voelker on changes to the agency's operational metric report to be more aligned with our Strategic Plan goals and North Star metrics, and a closed session on the ETF Secretary recruitment.

### Designing a WRS Governing Board

Changes were made to the model board to allow flexibility in requirements and appointments. The Teachers Retirement Board voted to support the proposal at their board meeting on Wednesday afternoon.

## OBJECTIVES AND ACCOMPLISHMENTS

### Department Quarterly Progress Report

Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 9.16.20 | 4A), highlighting the following:

- Advancement in ETF's modernization efforts with the new online member appointment scheduling system implementation. The system went live on September 15 with a soft rollout, and seven people already made appointments.

- The 2019 WRS Financial Audit received no findings by the Legislative Audit Bureau (LAB).

## PERSONNEL MATTERS

### Human Resources Report

Ms. Henning provided an update on current hires, various recruitments, and vacancies. The Committee was made aware of advancements on ETF's Strategic Goal 3. The Equity and Inclusion Planning workgroup, along with the IDEA committee (ETF's affirmative action group), developed objectives and initiatives tied to ETF's Equity and Inclusion Plan to be submitted to the Division of Personnel Management in October.

Mr. Koessler left the meeting.

### Secretary's Recruitment

## MOTION TO CONVENE IN CLOSED SESSION

Mr. David 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 Human Resources Director regarding Secretary Conlin's replacement. Ms. Dally and Mr. Conlin were invited to remain during the closed session.

***MOTION: Mr. David moved to convene in closed session pursuant to the exemptions contained in Wis. Stats. § 19.85 (1) (c) to discuss employment, promotion compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Mr. Niendorf second the motion, which passed on the following roll call vote:***

***Members voting aye: David, Niendorf***

***Members Absent: Koessler***

The Committee convened in closed session at 4:45 p.m. and reconvened in open session at 5:17 p.m.

## ANNOUNCEMENT OF ACTION TAKEN ON BUSINESS DELIBERATED DURING CLOSED SESSION

Mr. David announced the Executive Committee reviewed the position description and qualifications of the ETF Secretary. They discussed consolidating documents and a path concerning his replacement. There was also discussion on potential candidates and internal and external recruitment options.

**ADJOURNMENT**

Mr. David adjourned the meeting.

The Committee adjourned at 5:19 p.m.

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

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

Robert Niendorf, Secretary  
Executive Committee