

DRAFT

# MINUTES

December 9, 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  
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

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### OTHERS PRESENT:

ETF Office of the Secretary:  
Cherylynn Wilkins  
Kathryn Young

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Mr. Koessl, Executive Committee (Committee) Chair, called the meeting to order at 2:30 p.m.

### CONSIDERATION OF MINUTES OF PREVIOUS MEETING

***Motion: Mr. David moved to accept the open session minutes of the September 16, 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

Ms. Henning discussed the changes in ETF's Bounce Back Plan, which has been extended to April 1, 2021. Legislation introduced by Governor Evers, in addition to proposals

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announced by legislative leadership in the Assembly, are part of the Legislative Update memo (Ref. ETF | 12.10.20 | 5M). One provision from the Assembly requires state employees to come back to the office by January 31, 2021. Ms. Henning also provided an overview of current media coverage on vaccine distribution in Wisconsin.

### Board Agenda Review

The Committee reviewed the agendas of the December 10, 2020, Wisconsin Retirement (WR) Board, the Teachers Retirement (TR) Board and the Employee Trust Funds (ETF) Board.

The WR Board and the TR Board will hear from their respective State of Wisconsin Board (SWIB) appointees. Bob Conlin will present to the WR Board and David Schalow will present to the TR Board. In addition, the boards will be updated on the WRS Board redesign proposal submitted with ETF's biennial budget.

The ETF Board agenda includes committee reports; a review of committee charters; a report by Gabriel, Roeder, Smith & Company (GRS) on the Wisconsin Retirement System (WRS) stress test research, including Mr. Hurley's discussion and recommendation to include a more regular review of the dividend reserve risk as part of the WRS Funding Policy. Also on the agenda are Ms. Slaney, Division of Trust Finance (DTF), will present on the 2019 Comprehensive Annual Financial Report (CAFR); the Secretary's report; an organizational North Star metrics report by John Voelker; and a closed session presentation on the Information Technology Security Management program, by Chief Information Security Officer Greg Beach.

## **OBJECTIVES AND ACCOMPLISHMENTS**

### Department Quarterly Progress Report

Mr. Voelker discussed the Quarterly Accomplishments Report (Ref. EXC | 12.09.20 | 4A), highlighting the following:

- Financial reports on the WRS and Retiree Life Insurance. Changes in the Governmental Accounting Standards Board (GASB) rules affected the reporting of the sick leave programs resulting in a delay in issuing the ETF CAFR. In order to provide employers with information they need for their reporting, ETF issued separate financial reports for the WRS and Retiree Life Insurance benefit programs. ETF received clean audit opinions on these reports.
- Live webinars for It's Your Choice (IYC). ETF pivoted quickly to put together virtual benefit fairs. The reviews from members and employers were extremely positive. The virtual benefit fairs were rated better than past in-person fairs and information was easier to access.
- This quarter had 18 different accomplishments under the modernization section of the report. For the Insurance Administration System (IAS), one new approach is the use of a proof of concept (POC). It allows a vendor to demonstrate their technology and processes to ETF in advance to determine if the approach is right for ETF prior to final vendor selection.
- The newly implemented appointment scheduling system, which enables members to view and book benefit counseling appointments online, jumped from 42% of

members utilizing the system the first week to 73% of appointments being scheduled online.

- A vendor demonstration of the Enterprise Content Management (ECM) project (that is replacing the current BAS imaging/workflow system) received good reviews from staff.

## PERSONNEL MATTERS

### Human Resources Report

Ms. Henning provided an update on current hires, various recruitments, and vacancies. One of the current recruitments included the promotion of Cindy Gramann to Chief Data Officer in the newly created Bureau of Data Management (BDM). The BDM will be the link to ETF's data management efforts in our modernization efforts, as well as a key unit to providing data analytics to North Star metrics reporting.

ETF's Equity and Inclusion Plan (E&I Plan) was approved by the Department of Administration/Division of Personnel Management (DPM)/Bureau of Equity and Inclusion on December 3, 2020. DPM complimented ETF on its extensive work on the plan. ETF's Executive Team provided an overview of some of the initiatives of its E&I Plan at the November Section meetings with all staff. Human Resource Director Lisa Dally will present on the E&I Plan to the ETF Board at its March meeting.

ETF launched the competency-based performance management project, which will provide the foundation of core, leadership, and functional competencies in a new performance management tool for our June 2021 performance review cycle for all staff. ETF is working with Talent Growth to bring expertise in competency design, performance management, staff development, and transition management to develop a new competency management program.

## 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 3:00 p.m.

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

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

Robert Niendorf, Secretary  
Executive Committee