

DRAFT

MINUTES

September 15, 2021

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
John David, Vice Chair

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Office of the Secretary:
John Voelker, Secretary
Shirley Eckes, Deputy Secretary
Pam Henning, Assistant Deputy
Secretary

OTHERS PRESENT:

ETF Division of Management Services:
Lisa Dally

ETF Office of Legal Services:
Diana Felsmann
David Nispel

ETF Office of the Secretary:
Cherylynn Wilkins
Kathryn Young

Mr. Koessl, Executive Committee (Committee) Chair, called the meeting to order at 3:34 p.m.

CONSIDERATION OF MINUTES OF PREVIOUS MEETING

Motion: Mr. Koessl moved to accept the open session minutes of the June 16, 2021, Executive Committee meeting, as submitted by the Board Liaison. Mr. David seconded the motion, which passed unanimously on a voice vote.

Board	Mtg Date	Item #
EXC	12.08.21	1

ANNOUNCEMENTS

Mr. Voelker made the following announcements:

- David Nispel, ETF's General Counsel, after 24 years will be retiring effective October 8, 2021.
- There is currently a vacancy on the Audit Committee due to Michael Langyel's replacement on the ETF Board, and there may be another vacancy depending on the action taken for the ETF Board Secretary role.

GOVERNANCE MATTERS

COVID-19 Update

Ms. Henning provided an update on ETF's recent activities relating to the returning of staff back to the office. ETF delayed its return to a hybrid work schedule from the previously scheduled September 7 to November 1. This extension was based upon the recent rise in cases of the COVID-19 Delta variant and the number of measures being required by the Department of Administration (DOA) including a mask mandate for all state employees onsite within state office buildings, COVID-19 vaccination reporting, and the new requirement of weekly testing effective in October for those unvaccinated or who have failed to report their status.

ETF continues to prepare for staff's eventual return to a hybrid work environment by developing onboarding e-learning modules, updating IT equipment and implementing new technology for a better conference room experience, preparing hotel cubicles and offices to schedule, ensuring proper sanitization documentation is distributed and enforced throughout the agency, as well as working with DOA on reducing floor space from three to two floors within ETF's suites.

Board Agenda Review

The Committee reviewed the agenda of the September 16 Employee Trust Funds (ETF) Board meeting.

Mr. Voelker reported that there will be recognition of departing ETF Board members, Bob Niendorf and Michael Langyel. In addition, committee reports, election of ETF Board secretary position, update on the 2021-23 biennial budget update by Ms. Hunter and associated legislative update, open meetings law training by ETF's OLS, operational updates with a Secretary's Report, a presentation by Ms. Henning and Ms. Gunther on Strategic Plan accomplishments and initiatives for FY22, a presentation by Mr. Stohr and Ms. Boudreau providing more details on customer service trends, and an update on the COVID-19 pandemic activities affecting ETF, followed by a closed session relating to discussion on the ETF Board's authority for merit progression for the ETF Secretary.

Mr. Voelker highlighted some agenda items planned for the December meetings which will include Gabriel, Roeder, Smith & Company (GRS) presenting a three-year experience study on the Wisconsin Retirement System (WRS) and a first time Accumulated Sick Leave study.

OBJECTIVES AND ACCOMPLISHMENTS

Department Quarterly Progress Report

Ms. Eckes discussed the Quarterly Accomplishments Report (Ref. EXC | 9.15.21 | 4A), highlighting this quarter's accomplishments.

ETF accomplishments this past quarter and moving forward are based on four themes:

1. Staying focused
 - Effectively manage interrelated activities including balancing strategic priorities and incremental operational improvements with day-to-day operations
 - Improved customer service both short term and long term
2. Resource Management: manage business smarter and faster with skilled and competent staff
 - Position staff to more value-added activities and allow them to maintain a work/life balance
 - Implement payroll processing efficiencies
 - Keep up hiring pace with vacancies in addition to providing strong and effective training practices
3. Being nimble in responding to the many changing events
 - Response to COVID
 - Reconstitution of ETF with the return of ETF staff to Hill Farms and the establishing of hybrid work schedules
 - Delaying implementation of the Enterprise Content Management system — quality vs. schedule and one critical item made decision to delay roll out so now new date is late November taking into account the high resource business needs of It's Your Choice open enrollment
 - BenefitFocus for ETF's Insurance Administration System is an off--the--shelf solution that needs to be adapted to standard processes versus building the system ourselves
 - Information Security includes building an infrastructure to provide secure systems and prevent threats
4. Communication:
 - Concerted efforts with ETF's top leaders, which include Strategic Council and Agency Management Council, to manage risk through more frequent meetings and constructive discussions
 - ETF's Executive Team hosts interactive quarterly meetings with staff to provide more active feedback
 - Enhanced internal communications

PERSONNEL MATTERS

Human Resources Report

Ms. Henning provided an update on various recruitment activities with an emphasis on the new chief information security officer hire, Dave Maradiaga, and other IT security staff as well as internal promotions. Ms. Henning mentioned balancing workload and mandatory trainings for all staff on topics such as respectful workplace, public records, and security awareness.

Secretary's Compensation Update

Mr. Koessler announced that the Committee is going into closed session to discuss with ETF's legal services related to exploring the ETF Board's request for regarding its authority as it relates to ETF secretary's compensation. Ms. Dally, Mr. Nispel, Ms. Felsmann, and Ms. Henning 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. Koessler seconded the motion, which passed on the following roll call vote:

Members Voting Aye: David, Koessler

The Committee convened in closed session from 4:20 p.m. until 4:35 p.m. Mr. Koessler returned to open session.

Mr. Koessler returned to open session to announce that ETF's legal counsel discussed the ETF Board's previous request from February 24, 2021 to explore the option of seeking an attorney general opinion on the ETF secretary's compensation as it relates to the ETF Board's authority to authorize incremental increases for merit.

ETF will seek approval from the ETF Board to: (1) request a letter of support from Wisconsin Technical College System; (2) send a letter to the Department of Justice (DOJ) requesting an opinion on the legal interpretation of s. 20.923 (7); and (3) request delegation for the ETF Board chair to sign the letter to DOJ.

ADJOURNMENT

Mr. Koessler adjourned the meeting.

The Committee adjourned at 4:37 p.m.

Date Approved: _____

Signed: _____

William Ford, Secretary
Executive Committee