

DRAFT

MINUTES

September 18, 2024

Executive Committee

Employee Trust Funds Board (Board)
State of Wisconsin



Location:

This meeting was held via teleconference.
3:34 p.m. – 3:54 p.m.

COMMITTEE MEMBERS PRESENT:

William Ford, Chair
Steve Wilding, Vice Chair
Chris Heller, Secretary

PARTICIPATING EMPLOYEE TRUST FUNDS (ETF) STAFF:

Office of the Secretary:
John Voelker, Secretary
Shirley Eckes, Deputy Secretary
Pam Henning, Assistant Deputy Secretary
Kimberly Schnurr, Board Liaison
Division of Benefits Administration:
Patti Epstein, Chief Benefits Officer

OTHERS PRESENT:

Office of the Secretary:
Erin Casper, Board Liaison
Employee Trust Funds Board and Teachers Retirement Board:
Karl Morrin

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

ANNOUNCEMENTS

Mr. Voelker announced the following:

- Going forward, Chief Benefits Officer with the Division of Benefits Administration, Patti Epstein, will be taking the lead on coordinating the meetings for the Employee Trust Funds, Teachers Retirement, and Wisconsin Retirement Boards.
- Nomination packets went out for the Milwaukee public school teacher seat on the Teachers Retirement Board. The position is currently held by Amy Mizialko, and the current term expires on May 1, 2025. Qualified candidates needed to submit their nomination packets by 4:30 p.m., October 11, 2024.

| Board | Mtg Date | Item # |
|-------|----------|--------|
| EXC | 12.11.24 | 2 |

**CONSIDERATION OF OPEN AND CLOSED MINUTES OF JUNE 19, 2024,
COMMITTEE MEETING ([Ref. EXC | 09.18.24 | 2](#))**

MOTION: Mr. Wilding moved to approve the open and closed minutes of the June 19, 2024, meeting, as submitted by the Board Liaison. Mr. Heller seconded the motion, which passed unanimously on a voice vote.

GOVERNANCE MATTERS

Board Agenda Review

Mr. Voelker reviewed the agendas for the committees and Employee Trust Funds Board (Board). He explained that the Audit Committee plans to review the Internal Audit Charter at their September meeting instead of December, when this item was usually covered, as the Audit Committee Chair Angela Miller will be on leave and unable to attend. Additionally, the Office of Internal Audit (OIA) staff developed an OIA Strategic Plan and proposed changes to both the Audit Committee Charter and the OIA Charter to comply with the 2024 Global Internal Audit Standards.

Mr. Voelker discussed the Budget and Operations Committee agenda. The focus of the discussion will be on the 2025-27 Biennial Budget Update, which will be presented later in the day to the full Board to ask for its support. The Budget and Operations Committee will also receive updates on the Insurance Administration System (IAS) and Pension Administration System (PAS) projects as part of the regular ETF Modernization Projects Update discussion.

Following both committees' meetings, the full Board will meet to go over several educational topics, review the 2025-27 Biennial Budget for discussion and consideration, and receive the standard operational updates. Mr. Voelker said that the Board will have an Ethics and Lobbying Law Training from the State of Wisconsin Ethics Commission. Additional educational topics include a Disability Program Overview presentation from Jim Guidry and LaShay Bishop, and ETF's Strategic Plan Annual Review and Going Forward presentation from Pam Henning and Kristin Gunther. Tarna Hunter and Tim Steiner will give an overview of their 2025-27 Biennial Budget Update memo and ask for support of the biennial budget proposal for submission to the Department of Administration.

Mr. Voelker said that the Board will receive a Customer Experience (CX) update from Racheal Rolli. The presentation will introduce Board members to the CX initiative of using personas to better understand and serve ETF's customers. Afterwards, Mr. Voelker will provide his Secretary's Report. ETF staff will be available to field questions on the written-only operational updates. The meeting ended with a discussion on agenda items planned for the Board meeting in December, which included discussing the actuarial report demographics.

OBJECTIVES AND ACCOMPLISHMENTS

Executive Committee Accomplishments Report: June 2024 – August 2024 (Ref. EXC | 09.18.24 | 4A)

Ms. Eckes highlighted the following items from the accomplishment report:

- The presentation by Rachael Rolli on the Customer Experience update will provide an overview of ETF's efforts to create customer personas based on different member and employer types. These personas focus on demographic data sets and help ETF identify and meet the needs of member and employer groups.
- The Insurance Administration System (IAS) Program requires changes to policies and plan documents. ETF staff and the Group Insurance Board were working closely together to make those changes, and a special meeting will be held on October 3 to discuss additional benefit policy and plan changes needed to implement IAS.
- Additionally, ETF worked with the Group Insurance Board to mitigate the risk to IAS from having potential vendor changes as a result of the three key requests for proposals for the Medicare, Pharmacy, and Pre-Tax Savings programs.
- ETF issued a request for information for the Local Health Insurance Program. As a result of depleting reserves and high premiums, ETF is trying to find ways to streamline health care costs for local employers.
- The Separation Benefit Applications were redesigned and were available to members online. Moving the Separation Benefit Applications online was met positively by members and led to fewer application error rates and improved processing time. This was one of the changes that proved that there were benefits to modernizing online business applications and why ETF was emphasizing modernization efforts in the 2025-2027 biennial budget request.
- The Budget and Operations Committee received information related to the outstanding issues and risks of IAS that require timely resolution. The overall health of IAS was yellow, or at-risk, and significant effort is underway to move the overall health to green, or on track.

PERSONNEL MATTERS

Executive Committee Quarterly Human Resources Report: September 2024

Ms. Henning provided an overview of recent human resource developments. ETF filled several vacancies. One of these included internally hiring Renee Walk as the new director for the Office of Strategic Health Policy and hiring Travis Dillon as the new

Human Resources director for the Office of Talent Management. She also shared that Ms. Eckes attended the Enterprise Management Development Academy program ceremony on September 9 at the Memorial Union for the graduation of Molly Dunks and Molly Finkler.

FUTURE ITEMS FOR DISCUSSION

No further items for discussion were brought forth.

ADJOURNMENT

MOTION: Mr. Heller moved to adjourn the meeting. Mr. Wilding seconded the motion, which passed unanimously on a voice vote.

The Committee adjourned at 3:54 p.m.

Date Approved: _____

Signed: _____

Chris Heller, Secretary
Executive Committee