

DRAFT

MINUTES

June 18, 2025

Executive Committee

Employee Trust Funds Board (Board)
State of Wisconsin

Location:

This meeting was held via teleconference.
3:30 p.m. – 5:07 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
Diana Felsmann, Deputy Secretary
Pam Henning, Assistant Deputy Secretary
Kimberly Schnurr, Board Liaison

Division of Benefits Administration:

Patti Epstein, Chief Benefits Officer

Office of Talent Management:

Travis Dillon, Director

OTHERS PRESENT:

Office of the Secretary:

Kathryn Young, Staff Services Supervisor
Jessica Goerling, Board Liaison

Mr. Ford, chair, called the Executive Committee (Committee) meeting to order at 3:30 p.m.

ANNOUNCEMENTS

Mr. Voelker announced the following:

- ETF's newest attorney in the Office of Legal Services, Michele Powers, will be in attendance at the Employee Trust Funds Board (Board) meeting.

CONSIDERATION OF OPEN MINUTES OF MARCH 26, 2025, MEETING ([Ref. EXC | 06.18.25 | 2](#))

Board	Mtg Date	Item #
EXC	09.30.25	2A

MOTION: Mr. Wilding moved to approve the open minutes of the March 26, 2025, 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 meeting agendas for the committees and Board, which would be held the following day. He highlighted the following items:

- Every five years, the Legislative Audit Bureau (LAB) contracts for an actuarial audit of the Wisconsin Retirement System (WRS). LAB had contracted with Cheiron, Inc. (Cheiron) to complete an audit of the 2023 Retired Lives, 2023 Active Lives and Gain Loss Analysis, and the 2018-2020 Experience Study prepared by Gabriel, Roeder, Smith and Company (GRS). LAB and Cheiron will present their findings to the Board.
- Office of Strategic Health Policy Director Renee Walk will present on the programs overseen by the Group Insurance Board.
- GRS will present on the Sick Leave Conversion Credit Programs Actuarial Valuation as of December 31, 2024, and their recommendation to increase employer contribution rates for 2026. The recommendation was to increase the contribution rate by 0.1% for the Accumulated Sick Leave Conversion Credit (ASLCC) Program and 0.3% for the Supplemental Health Insurance Conversion Credit (SHICC) Program.
- GRS will present the WRS Active Lives 44th Annual Actuarial Valuation and the recommended 2026 WRS contribution rates, which included an increase of 0.5% for general, executive, and elected officials; no change for protectives with social security; and a decrease of 0.2% for protectives without social security.
- Milliman will present the 40.65 Duty Disability (DD) Insurance Annual Valuation as of December 31, 2024. Following their presentation, Division of Trust Finance Deputy Administrator Marie Ruetten will share information on the ETF recommendation to increase DD insurance employer contribution rates by 0.1% for 2026.
- Tarna Hunter will share a legislative update focused primarily on retiree return-to-work proposals and the agency's biennial budget, which had been reviewed by the Joint Committee of Finance. ETF had received a one-time funding of \$71 million to support replacing the antiquated Pension Administration System (PAS). However, a 1.0 FTE Trust Fund Specialist position that had been vacant for more than 12 months had been removed, and no additional positions had been included in the 2025-2027 Budget Bill.
- The Board will move into closed session to first hear an appeal and then consider and discuss the Secretary's Annual Evaluation and Compensation.

OBJECTIVES AND ACCOMPLISHMENTS

Executive Committee Accomplishments Report: March 2025 – May 2025 ([Ref. EXC | 06.18.25 | 4A](#))

Ms. Felsmann provided the following updates:

- ETF had developed and presented My Insurance Benefits training for the Universities of Wisconsin (UWs), with a high satisfaction rating of 90% from e training participants.
- ETF had added approximately 3,000 additional employer users to the IT Service Management system to enable better issue and ticket management with employers.
- To improve the member experience, ETF had released the My Benefits for Members portal. Members could use the portal to access and download their WRS Annual Statement of Benefits going back to 2012, as well as future online, self-service tools.
- ETF had also launched the Employer Transaction Application, My Benefits Employer Portal, and changes to the Master Data Management, which are actively being used to prepare data for the My Insurance Benefits launch with the UWs on July 1, 2025.
- ETF had participated in several vendor demonstrations for the PAS Search and Selection Project and issued notices of intent to award a contract to two vendors: TELUS Health and Heywood. Both vendors were sent a Proof of Concept (POC) contract. POCs have been scheduled and will occur September 29-November 21, 2025.

PERSONNEL MATTERS

Executive Committee Quarterly Human Resources Report: June 2025

Ms. Henning highlighted some of the recent recruitments occurring at ETF, which included several internal promotions, external hires, and critical vacancies. She said that ETF had hired three interns through the State of Wisconsin Student Diversity Internship Program, including a DevOps Technician, Communications Intern, and Customer Experience Specialist. These interns were working with ETF staff on projects related to the My Insurance Benefits launch with the UWs. Ms. Henning said that all staff had completed the mandatory privacy training and assessment.

FUTURE ITEMS FOR DISCUSSION

No future items were discussed.

MOVE TO CLOSED SESSION

Mr. Ford announced that the Committee would meet in closed session to discuss personnel matters regarding the ETF Secretary's Evaluation and Compensation. The Committee would vote to reconvene in open session following the closed session.

Mr. Ford also stated that unless there was any objection, he, as the Committee chair, would be the sole member that would return to open session. He would announce the business deliberated during the closed session discussion and adjourn the meeting. No objections were made.

MOTION: Mr. Wilding moved to approve moving to closed session pursuant to the exemption 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. Heller seconded the motion, which passed on the following roll call vote:

Ayes: Ford, Heller, Wilding.

Nays: None.

Ms. Henning and Mr. Dillon were invited to remain during closed session.

The Committee convened in closed session at 3:57 p.m.

Mr. Ford returned to open session at 5:06 p.m.

ANNOUNCEMENT OF BUSINESS DELIBERATED DURING CLOSED SESSION

Mr. Ford announced the Committee met in closed session, and Ms. Henning and Mr. Dillon answered questions about the ETF secretary's evaluation and compensation.

ADJOURNMENT

Mr. Ford adjourned the meeting at 5:07 p.m.

Date Approved: _____

Signed: _____

Chris Heller, Secretary
Executive Committee