



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
Robert J. Conlin  
SECRETARY

801 W Badger Road  
PO Box 7931  
Madison WI 53707-7931

1-877-533-5020 (toll free)  
Fax (608) 267-4549  
<http://etf.wi.gov>

**EXECUTIVE COMMITTEE**  
**QUARTERLY HUMAN RESOURCES REPORT**  
**March 2012**

This report highlights activities that have taken place since the December 2011 Employee Trust Funds (ETF) Board meeting. Initiatives that are ongoing in nature will be reported on annually at the June committee meeting.

**KEY HIRES**

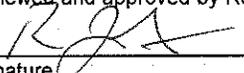
ETF filled a total of 13 vacancies during the calendar quarter ending December 31, 2011. ETF has filled 24 vacancies so far this quarter. Ten key hires (since the December Board meeting) are shown below:

- Robert Marchant, Deputy Secretary
- Dan Hayes, Attorney-Confidential/Supervisor, Secretary's Office
- Kay Calvin and Michelle Ouellette, Trust Funds Supervisors, Contact Management Section, Division of Retirement Services
- Cheryl Jatczak, Financial Management Supervisor, Office of Budget and Trust Finance
- Bob Martin, IS Business Automation Consultant/Administrator, Project Management Office, Division of Management Services
- Tom Hittner, IS Business Automation Consultant/Administrator, Project Management Office, Division of Management Services
- Dana Perry, Chief Information Officer/Management Information Manager, Bureau of Information Technology Services, Division of Management Services
- Mark Robinson, Deputy Bureau Director/Management Information Manager, Bureau of Information Technology Services, Division of Management Services
- Kristin Gunther, Program and Planning Analyst-Advanced/Confidential, Deputy Continuity of Operations Plan Manager, Division of Management Services

**KEY VACANCIES**

ETF currently has 41 vacancies in various stages of recruitment. Seven key openings are shown below.

- Human Resources Manager, Division of Management Services
- Information Systems Supervisor 2, Division of Management Services
- Publications Supervisor, Office of Communications and Legislation
- Auditor – Advanced, Office of Internal Audit
- IS Network Services-Senior (Webmaster), Office of Communications and Legislation
- Trust Funds Director, Disability Programs Bureau, Division of Insurance Services
- Facility Management Specialist 1, Division of Management Services

Reviewed and approved by Robert J. Marchant, Deputy Secretary  
  
Signature \_\_\_\_\_ Date 2-20-12

Board	Mtg Date	Item #
EXC	3.7.12	4A

<b>AFFIRMATIVE ACTION (AA) STATISTICS</b>		
<b><u>AA Group</u></b>	<b><u>Permanent (Percentage/Employees)</u></b>	<b><u>Limited-Term Employees (LTEs)</u></b>
Females	59.7% (129)	68.8% (11)
Minorities	14.8% (32)	0.0% (0)
Persons with Disabilities	10.6% (23)	6.3% (1)
As of 12/31/11, we had 16 LTEs and 216 filled permanent classified positions.		

**2008-2011 AA/EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN**

- The Department continued its partnership with the Lincoln Elementary School with staff serving as mentors or tutors to students during their lunch hours.
- The AA Committee welcomed new members: Caden Howell, Roni Harper, Diana Felsmann, Bryan Foster, and Claudius Lebi.
- Bob Conlin and Pam Henning welcomed new members and thanked outgoing members at the January AA Committee meeting and congratulated committee members for their accomplishments in 2011.
- The AA Committee displayed African American art work at the Badger and Rimrock Road locations in honor of Black History Month in February and published an article in the *Trusty News* sharing information on local events.

**EMPLOYEE RECOGNITION/APPRECIATION**

- Rhonda Dunn and Nancy Kittleson were honored with retirement farewell gatherings and/or plaques.
- The Social Committee sponsored a holiday party in January and pizza party in February and provided candy for Valentine's Day.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.
- Two employees (Rory McGarry, Retirement Services Division and Gene Janke, Policy, Privacy and Compliance Office) were selected to participate in the Certified Public Manager (CPM) Program that will begin in March with a 20-month professional management and leadership class series.
- Eight employees were selected to participate in the new Department Project Management (DPM) Certification Program to receive training and skills in project management processes, theory and methodology. The eight candidates are: Tom Bajek, Diana Felsmann, James Kates, Nancy Ketterhagen, Connie Koberle, Kurt Ludeking, Vicki McFall, and Cheri Seeger Porter.

**PARTNERS IN GIVING**

- A total of 61% of ETF employees donated \$30,068 during the campaign that ended on November 30, 2011.

**MISCELLANEOUS**

- The Health and Safety Committee and Employee Assistance Program (EAP) sponsored a blood drive in March.
- The EAP distributed monthly employee and supervisor newsletters and provided information to all staff on National Aplastic Anemia and MDS Awareness Week and World AIDS Day in December, National Blood Donor Month and National Birth Defects Prevention Month in January, and American Heart Month and National Children’s Dental Health Month for February.
- The ETF Wellness Workgroup continued to publish its monthly issues of *ETF – Wellness Now!* and promoted Coping with Seasonal Affective Disorder, National Birth Defects Prevention Month, American Heart Month, Learning to Snowshoe, and the Polar Plunge sponsored by Special Olympics.

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Bob Conlin	1. Joint Legislative Audit Committee	1. Rehired annuitants and ETF's Efforts to Administer the Current Law	1. 15; Also on WisEYE
	2. ETF Staff	2. Strategic Planning: Past Accomplishments and the Year Ahead	2. 250
	3. Wisconsin Coalition of Annuitants	3. Legislative and Communications Update	3. 30
	4. Wisconsin Retired Educators Association	4. WRS Update – including annuity projections, WRS Study, and results of CEM Benchmarking	4. 15; (Also via tele-conf.)
Shawn Smith	1. Wisconsin Coalition of Annuitants	1. Legislative and Communications Update	1. 30

<b>PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP</b>		
<b>Name</b>	<b>Position</b>	<b>Group</b>
Dave Stella (serves until May)	1. Member	1. State of Wisconsin Investment Board (SWIB) 2. SWIB Audit Committee 3. SWIB Strategic Planning and Corporate Governance Committee
	2. Member	
	3. Member	
Bob Conlin	1. Member	1. Wisconsin Health Information Organization Board of Directors 2. E-Health Care Quality and Patient Safety Board
	2. Member	
Matt Stohr	3. Member	1. Wisconsin Certified Public Manager Advisory Board