



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

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
September 2015

This report highlights activities that have taken place since the June 2015 Employee Trust Funds Board (Board) meeting.

KEY HIRES

The Department of Employee Trust Funds (ETF) has filled 10 vacancies this quarter. Eight key hires (since the June Board meeting) are shown below:

- Andy Kirchner, Trust Funds Supervisor, Division of Retirement Services, Employer Services Section
- Jason Barrett, Budget & Policy Supervisor, Division of Management Services, Budget and Procurement
- Racheal Rolli, Trust Funds Specialist – Advanced (Call Center Trainer), Division of Retirement Services, Contact Management Section 1
- David Gutierrez, Accountant – Advanced (Leadworker), Division of Trust Finance, Retirement Accounting Bureau
- Jim Cooper, EBPPA-Advanced (Performance Measurement Manager), Office of Strategic Health Policy
- Raffi Mesdjian, IS Business Automation – Specialist (Infrastructure Project Manager), Division of Management Services, IT Solutions Center Section
- Duane Eide, IS Business Automation Cons/Admin (Infrastructure Team Lead), Division of Management Services, IT Solutions Center Section
- Blain Parsons, Program & Policy Analyst – Advanced (Tax Analyst), Division of Trust Finance, Financial Compliance Bureau

KEY VACANCIES

ETF currently has 23 vacancies in various stages of recruitment. Three key openings are shown below:

- Attorney, Office of the Secretary, Office of Legal Services
- Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Employer Services Section
- Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Contact Management Section

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

Pamela L Henning

Electronically Signed 9/15/15

Board	Mtg Date	Item #
EXC	9.24.15	5A

AFFIRMATIVE ACTION (AA) STATISTICS			
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>	<u>Project Employees</u>
Females	62% (153)	69.2% (18)	100% (3)
Minorities	11.3% (28)	3.6% (1)	33% (1)
Persons with Disabilities	6.1% (15)	7.7% (2)	0% (0)

2014-2017 AA/EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

- ETF's AA/EEO Plan is effective from July 1, 2014 through June 30, 2017. Strategies and projects to meet the goals contained in the AA/EEO plan are underway. Several are highlighted in the bullet points below.
- ETF sponsored five interns over the summer as part of the Pre-college Enrichment Opportunity Program for Learning Excellence (PEOPLE). This program through UW Madison is an effort to diversify their student body by partnering with businesses such as ETF to offer meaningful non-paid internships to students of color and low-income backgrounds.
- ETF's Affirmative Action Committee (AAC) organized the annual school supply drive to further our partnership with Lincoln School. This effort provides much-needed school supplies for the year.
- ETF submitted an application for the Diversity Award sponsored by the State Council on Affirmative Action. The application is based on the efforts of the EMPOWER Campaign, which aims to improve retirement financial security among women public employees.
- The ETF AAC, in conjunction with the ETF Human Resources Team, will participate in the Dane County Job Fair in September. The goal is to increase the diversity of ETF job applicant pools.

EMPLOYEE RECOGNITION/APPRECIATION

- Excerpts of letters we receive complimenting staff are posted on the *ETF Community*.
- Employees were treated to ice cream sponsored and served by members of the ETF Leadership Team in June for Employee Appreciation.
- ETF staff were encouraged to share news about themselves for posting in the *ETF Community*. This includes life events such as a new baby, birthday, marriage or other life milestones they'd like to celebrate with their coworkers.
- Nate Johnson was named as the most recent recipient of the ETF Excellence Award in June by the Secretary's Office and the Division of Retirement Services managers and staff.
- ETF's Leadership Team and the Wellness Workgroup hosted the annual summer picnic in July.

PARTNERS IN GIVING

- The chairs for the 2015 Partners in Giving Campaign, Inthava Borihane, Gillian Kunert (Division of Retirement Services) and Nicole Sankey (Division of Management Services), received training and began preparations for this fall’s campaign. The slogan for this year is “Give a little, Change a lot”.

MISCELLANEOUS

- The ETF Wellness Workgroup sponsored lunch hour yoga sessions in June. Members of the workgroup also posted articles in *ETF Community* on topics such as the benefits of sit/stand stations and walk stations.
- Articles on topics such as “Personal Safety is a Big Deal,” “Saving Money with an Energy-Efficient Home,” and “Back to School Made Simple” were provided by ETF’s EAP provider, LifeMatters, and posted in *ETF Community*.
- The ETF Health and Safety Committee sponsored an American Red Cross blood drive in June and September.
- New Employee Orientation has started moving in a new direction with the addition of four new eLearning modules available to new staff the day they start and informal meet and greet sessions with the Executive Team.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
John Voelker	1. Management Cabinet	1. Health Benefit Changes	15
John Voelker and Matt Stohr	1. Wisconsin Counties Association Steering Committee	1. WRS Overview/County Organization and Personnel	20
PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP			
Name	Position	Group	
Bob Conlin	1. Member	1. Wisconsin Health Information Organization Board of Directors (Lisa Ellinger serves as the ETF Secretary’s designee)	
	2. Member	2. State Bar of Wisconsin	
	3. Member	3. International Foundation of Employee Benefit Plans (IFEPP)	
	4. Member	4. State of Wisconsin Investment Board (SWIB)	
	5. Member	5. SWIB Audit Committee	
	6. Member	6. SWIB Compensation Committee	
	7. Member	7. National Association of State Retirement Administrators (NASRA)	
	8. Member	8. National Council on Teacher Retirement (NCTR)	

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John Voelker	1. Member	1. International Foundation of Employee Benefit Plans (IFEBP)
Pam Henning	1. Member	1. International Public Management Association – HR (IPMA) (National and Wisconsin Chapters)
Bob Martin	1. Member	1. Project Management Institute (PMI)/South Central WI Chapter
Matt Stohr	1. Member 2. Member 3. Member	1. Wisconsin Certified Public Manager Advisory Board 2. IFEBP 3. State Social Security Administrators
Steve Hurley	1. Member 2. Member 3. Member	1. National Association of Public Pension Attorneys (NAPPA) 2. IFEBP 3. State Bar of Wisconsin
Lisa Ellinger	1. Member 2. Member 3. Vice Chair 4. Member	1. IFEBP 2. Wellness Council of Wisconsin and Wellness Council of America (WELCOA) 3. WI Health Information Organization (ETF Secretary's designee) 4. State and Local Government Benefits Association (SALGBA)
Dana Perry	1. Member	1. Public Retirement Information Systems Management (PRISM)
Yikchau Sze	1. Member 2. Member 3. Member	1. Institute of Internal Auditors (IIA) 2. Association of Public Pension Fund Auditors (APPFA) 3. Information Systems Audit and Control Association (ISACA)
David Nispel	1. Secretary 2. Member 3. Member 4. Member	1. Government Lawyers Division, State Bar of WI 2. State Bar of Wisconsin 3. National Association of Public Pension Attorneys 4. Benefits Section Committee, National Association of Public Pension Attorneys