



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
June 2011

This report highlights activities that have taken place since the March 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 27 vacancies during the calendar quarter ending March 31, 2011. ETF has filled 11 vacancies so far this quarter. Eight key hires (since the March Board meeting) are shown below:

- Lisa Ellinger, Administrative Manager, Division of Insurance Services
- Matt Stohr, Administrative Manager, Division of Retirement Services
- Shawn Smith, Legislative Liaison, Office of Communications and Legislation
- John Forde, IS Technical Services – Consultant/Administrator (Security Officer), Division of Management Services
- Kurt Ludeking, IS Business Automation Specialist, Division of Management Services
- Connie Koberle, IS Business Automation Specialist, Division of Retirement Services
- Nadine Konrath, Budget and Policy Supervisor, Office of Budget and Trust Finance
- Julie Keal, Trust Funds Specialist – Advanced (Written Communications Coordinator), Division of Retirement Services

KEY VACANCIES

ETF currently has 26 vacancies. Six key openings are shown below.

- Trust Funds Director, Division of Retirement Services (Smith vacancy)
- Employee Benefit Plan Policy Advisor – Advanced, Division of Insurance Services (Steele vacancy)
- Employee Benefit Plan Policy Advisor – Advanced, Office of Policy, Privacy and Compliance (Owen vacancy)
- Employee Benefit Plan Policy Advisor – Advanced, Division of Retirement Services (Miller vacancy)

Reviewed and approved by Pam Henning, Administrator, Division of Management Services.

Pamela L Henning
Signature

6/10/11
Date

Board	Mtg Date	Item #
EXC	6.23.11	5A

- Training Officer – Senior, Division of Management Services (Weidling vacancy)
- Program Assistant Supervisor – Advanced (Records Management), Division of Management Services (Larson vacancy)

AFFIRMATIVE ACTION (AA) STATISTICS		
AA Group	Permanent (Percentage/Employees)	Limited-Term Employees (LTEs)
Females	61.1% (140)	44.4% (4)
Minorities	15.7% (36)	0.0% (0)
Persons with Disabilities	11.8% (27)	11.1% (1)
As of 3/31/11, we had 9 LTEs and 229 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 and tutors to students during their lunch hours. In April, ETF invited Lincoln School students to take part in the national *Take Your Child to Work Day* event. The students got a first-hand look at what an office environment is like and how we go about doing our jobs. The students wrote letters, thanking staff for spending time with them and reiterating how much they enjoyed coming to ETF.
- The AA Committee promoted the springtime Lincoln School Vocal Choir Concert to all staff. The Lincoln School students also performed a lunchtime concert at ETF in April.
- The AA Committee published the following articles in the *Trusty News*: *ETF Workforce Statistics 2010 Staff Turnover Rate 8%*, *Lincoln School + ETF = Great Partnership*, and *Guest Speaker Leads Discussion on Disability Awareness*. The discussion on disability awareness was led by Monica Kamal of the Madison Spinal Cord Injury Group.
- The Department hired a summer intern through the Office of State Employment Relations (OSER), Targeted Opportunity Program Jobs (TOPjobs). The intern will serve as a Trust Funds Assistant 2 in the Division of Retirement Services, Benefit Services Bureau.

EMPLOYEE RECOGNITION/APPRECIATION

- Linda Owen, Jeanette Froehle, Janice Atzen, Gin Gronli, Ron Diehl, Peggy Schmidt, Gail Larson, and Carolyn Gieck were honored with retirement farewell gatherings and plaques.
- The annual employee "Pop In" day was held during the designated State Employee Recognition Week. Employees enjoyed popcorn and conversations with managers and coworkers.
- The Social Committee sponsored a Cinco de Mayo celebration and a root beer float fundraiser.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

MISCELLANEOUS

- The Health and Safety Committee and Employee Assistance Program (EAP) sponsored a blood drive in June.
- ETF employees raised a total of \$1,982 for Big Brothers Big Sisters by participating in a wide variety of fundraising activities, including bowling events, plant sale, bake sale, and more.
- The EAP provided information to all staff on Better Sleep Month, Stress Awareness Month, preventing skin cancer, managing household finances, and more.
- ETF's librarian provided information on financial literacy to all staff.
- The ETF Wellness Workgroup continued to publish its monthly issues of *ETF – Wellness Now!* that promoted April as "Move It and Lose It" Month to encourage a walking campaign at ETF and May as National High Blood Pressure Education Month. May 2 was also highlighted as Melanoma Day to raise awareness of risks of melanoma skin cancer.
- The ETF Wellness Workgroup promoted Bike to Work Week in June.
- The ETF Wellness Workgroup conducted a *Bike to Work - Safety, Sizing, and Flat Fixing* lunch and learn session.
- The ETF Wellness Workgroup promoted a *Move It AND Lose It* healthy lifestyle campaign to encourage employees to make physical activity a part of their daily lives. The campaign included daily lunchtime walks during the month of April.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS

Name	Group	Topic	Attendees
Dave Stella	1. ETF Staff	1. Listening Session on Proposed Legislative and Collective Bargaining Agreement Changes (Three Sessions, March 2011)	1. 90 Total
	2. University of Wisconsin Retirees	2. Important Facts During Difficult Times	2. 160
	3. Middleton Action Group	3. Important Facts During Difficult Times	3. 50
	4. Wisconsin Retired Educators Association (WREA)	4. Important Facts During Difficult Times	4. 350
	5. Wisconsin Coalition of Annuity (WCOA) Annual Conference	5. Important Facts During Difficult Times	5. 175
	6. Chartered Financial Analyst (CFA) Retirement Savings Conference	6. 2011 Pension Conference	6. 100
Bob Conlin	1. Wisconsin Counties Association (WCA) in Stevens Point	1. Act 10 changes on the WRS	1. 100
Sari King	1. West Allis Retirees	1. Wisconsin Retirement System (WRS) Update	1. 86
	2. AFSCME Annual Conference	2. WRS Update	2. 92
	3. Eau Claire Retired Educators	3. WRS Update	3. 44
	4. State Professionals Day	4. Understanding Your WRS Benefits	4. 90
	5. WREA Annual Convention	5. WRS Update	5. 67
	6. Wisconsin Education Association Council (Retirees)	6. WRS Update	6. 16
	7. Wisconsin Professional Police Association Convention	7. WRS Update	7. 80
	8. Middleton Cross Plains	8. WRS Update	8. 40

Matt Stohr	1. AFSCME Retirees	1. Update on 2009-2011 Budget Repair Bill (2011 WI Act 10 and 13)	1. 50
	2. Wisconsin Counties Association (WCA) Monthly Meeting	2. Legislative Update	2. 30
	3. WCA Annual Conference	3. ETF Service Level and Legislative Update	3. 150

PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP

Name	Position	Group
Dave Stella	1. Executive Committee Member	1. National Council on Teachers Retirement
	2. Secretary	2. State of Wisconsin Investment Board (SWIB)
	3. Member	3. SWIB Audit Committee
	4. Member	4. SWIB Strategic Planning and Corporate Governance Committee
	5. Member	5. Wisconsin Health Information Organization Board of Directors
	6. Member	6. E-Health Care Quality and Patient Safety Board
Matt Stohr	1. Member	1. Wisconsin Certified Public Manager Advisory Board
Lynda Hanold	1. Member	1. Management bargaining team that negotiates union contracts with the Wisconsin Professional Employees Council