



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
SEPTEMBER 2011

This report highlights activities that have taken place since the June 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 14 vacancies during the calendar quarter ending June 30, 2011. ETF has filled 16 vacancies so far this quarter. Three key hires (since the June Board meeting) are shown below:

- Robert Toomey, Training Officer – Senior, Division of Management Services
- Tami Licari, Program Assistant Supervisor – Advanced (Records Management), Division of Management Services
- Gene Janke, Employee Benefit Plan Policy Advisor – Advanced, Office of Policy, Privacy and Compliance

KEY VACANCIES

ETF currently has 27 vacancies. Six key openings are shown below.

- Secretary, Office of the Secretary (Stella vacancy)
- 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, Division of Retirement Services (Miller vacancy)
- Employee Benefit Plan Policy Advisor – Advanced, Office of Communications and Legislation (Keeley vacancy)
- Trust Funds Supervisor, Contact Management Section, Division of Retirement Services (New position)

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

Pamela A Henning
Signature

9-1-11
Date

Board	Mtg Date	Item #
EXC	9.14.11	5A

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	61.3% (133)	69.2% (9)
Minorities	16.1% (35)	7.6% (1)
Persons with Disabilities	11.5% (25)	7.6% (1)
As of 6/30/11, we had 13 LTEs and 217 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.
- The AA Committee coordinated and promoted the annual school supply drive. ETF employees were very generous in their donations.
- The AA Committee published the following articles in the *Trusty News*: *Donated School Supplies to Benefit Lincoln School Students*, and *Did You Know?* relating to the fact that the Department can provide accommodations to disabled members and employees.
- The Department Affirmative Action Officer prepared and submitted ETF's 2011 Diversity Award application to the State Council on Affirmative Action.

EMPLOYEE RECOGNITION/APPRECIATION

- Marsha Gunderson and Carolyn Gieck were honored with retirement farewell gatherings and plaques.
- Twenty-two employees were recognized in the July *Trusty News* for reaching 10, 15, 20, 25, 30, 35, and 40 year milestones in length of state service. Six employees with 25 years or more of state service were honored at a ceremony in September and presented a plaque by the Secretary's Office.
- The Social Committee sponsored a root beer float fundraiser.
- The Social Committee also sponsored a Wisconsin Badgers themed onsite picnic in August where the Secretary's Office grilled brats and hamburgers for staff to enjoy.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

PARTNERS IN GIVING

- Kathy Wienkes (Division of Management Services) and John Alexander (Division of Insurance Services) were selected to co-chair the 2011 Partners in Giving Campaign. The co-chairs attended a kick-off meeting at the University of Wisconsin Memorial Union in August with Rhonda Dunn. The chairs also received training to assist them with their responsibilities.

MISCELLANEOUS

- The Health and Safety Committee and Employee Assistance Program (EAP) sponsored a blood drive in August.
- The EAP provided information to all staff on Alzheimer's Awareness Week, National Immunization Awareness Month, Spinal Muscular Atrophy Awareness Month, and more.
- The Department encouraged participation in the Department of Revenue's Weight Watchers at Work program.
- The ETF Wellness Workgroup continued to publish its monthly issues of *ETF – Wellness Now!*, promoted UV Safety Month, and provided information on polarized and nonpolarized sunglasses.
- The ETF Wellness Workgroup promoted a number of local area cycling and walk/run events, including the 2011 Capitol City 5K Run/Walk for Organ, Tissue, and Eye Donations, and the 3rd Annual Madison Mini-Marathon.
- The ETF Wellness Workgroup also organized a social bike ride for ETF employees, families, and friends in September.
- An orientation session was held in July for nine new employees. Dave Stella, Bob Conlin, and Rhonda Dunn shared information on the role of the Secretary's Office and the agency's mission, challenges, and plans. Other managers conducted presentations on their respective areas.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Dave Stella	1. National Association of State Retirement Administrators (NASRA)	1. Welcome Address	1. 400
	2. NASRA	2. Hybrid Features of the Wisconsin Retirement System (WRS)	2. 400
	3. Wisconsin Eye	3. WRS Retirement Activity and Legislative Changes	3. Recorded Video Presentation
	4. Retired Firefighters	4. Legislative Update	4. 50
Sari King	1. Deputy Sheriffs Association	1. WRS Update	1. 42
	2. Overture Center Employees	2. Questions and Answers on Retirement Planning	2. 10
Shawn Smith	1. Wisconsin Coalition of Annuitants	1. ETF Service Level and Legislative Update	1. 30
	2. Wisconsin Government Finance Officers Association	2. ETF Benefit Program Changes in the Budget	2. 100

PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP		
Name	Position	Group
Dave Stella	1. President-elect 2. Secretary 3. Member 4. Member 5. Member 6. Member	1. National Council on Teachers Retirement 2. State of Wisconsin Investment Board (SWIB) 3. SWIB Audit Committee 4. SWIB Strategic Planning and Corporate Governance Committee 5. Wisconsin Health Information Organization Board of Directors 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