



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
David A. Stella  
SECRETARY

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**EXECUTIVE COMMITTEE**  
**QUARTERLY HUMAN RESOURCES REPORT**  
**DECEMBER 2011**

This report highlights activities that have taken place since the September 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 18 vacancies during the calendar quarter ending September 30, 2011. ETF has filled 11 vacancies so far this quarter. Four key hires (since the September Board meeting) are shown below:

- Bob Conlin, Secretary
- Lynda Hanold, Administrative Manager (Deputy Administrator), Division of Management Services
- Jaymee Meier, Trust Funds Director, Division of Retirement Services
- Rory McGarry, Employee Benefit Plan Policy Advisor – Advanced, Division of Retirement Services

**KEY VACANCIES**

ETF currently has 43 vacancies in various stages of recruitment. Nine key openings are shown below.

- Attorney – Confidential/Supervisor, Secretary's Office
- Two Trust Funds Supervisors, Contact Management Section, Division of Retirement Services
- Information Systems Supervisor 2, Division of Management Services
- Financial Management Supervisor, Office of Budget and Trust Finance
- Publications Supervisor, Office of Communications and Legislation
- Auditor – Advanced, Office of Internal Audit Program & Policy Analyst – Advanced Confidential, Continuity of Operations Plan Coordinator, Division of Management Services

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

*Pamela L Henning*  
Signature

11-21-11  
Date

Board	Mtg Date	Item #
EXC	11.30.11	3A

- Employee Benefit Plan Policy Advisor – Advanced, Office of Communications and Legislation
- Employee Benefit Plan Policy Advisor – Advanced, Division of Insurance Services

<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	59.6% (132)	75.0% (12)
Minorities	14.3% (31)	0.0% (0)
Persons with Disabilities	10.3% (22)	6.3% (1)
As of 9/30/11, we had 16 LTEs and 223 filled permanent classified positions.		

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

- ETF continued its partnership with Lincoln Elementary School with staff serving as mentors or tutors to students during their lunch hours.
- ETF staff collected mittens, scarves, and hats for the Lincoln Elementary School students. They also participated in the Coats for Kids campaign sponsored by WISC-TV, Magic 98, Klinke Cleaners and the Community Action Coalition.
- The AA Committee published a *Trusty News* article that highlighted ETF's diverse workforce and success in meeting the state's workforce percentage goals for employing women, minorities, and persons with disabilities.
- The AA Committee welcomed Dr. James Parker, Professor Emeritus and Chair of the State Council on Affirmative Action, to ETF for a staff "lunch and learn" opportunity. Dr. Parker gave a wide-ranging talk about his experiences and provided suggestions on educating others on what affirmative action means to individuals and employees in state government for employment purposes.

### **EMPLOYEE RECOGNITION/APPRECIATION**

- Dave Stella, Sari King, Russ St. Clair, Mary Berger, Bob Wade, Nancy Szymanski, and Linda Hofmann-Olson were honored with retirement farewell gatherings and/or plaques.
- The annual Employee Appreciation Day was held in October. Managers treated staff to ice cream and yogurt sundaes and thanked them for their contributions this past year.

- The Social Committee sponsored a pizza day in October, a Halloween costume contest in October, and a holiday party in December.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

**PARTNERS IN GIVING**

- Dave Stella and Rhonda Dunn welcomed ETF employees at the Partners in Giving kickoff meetings, which were held in October.
- The campaign chairs worked with staff to raise funds by conducting a media sale, silent auction, bake sale, and a wide variety of lunch and snack sales.
- About 47% of ETF employees have donated \$20,735 to date. The campaign ends on November 30, 2011.

**MISCELLANEOUS**

- The Health and Safety Committee and Employee Assistance Program (EAP) sponsored a seasonal flu shot clinic and blood drive in November.
- The EAP distributed monthly employee and supervisor newsletters and provided information to all staff on National Down Syndrome Awareness Month, Healthy Lung Month, American Diabetes Month, and National Alzheimer’s Disease Awareness Month.
- The ETF Wellness Workgroup continued to publish its monthly issues of *ETF – Wellness Now!* and promoted Drive Safely Work Week, National Breast Cancer Awareness Month, and American Diabetes Month. They also promoted several area bike rides, including the Trek Breast Cancer Awareness Ride to help support the Breast Cancer Research Foundation.
- An orientation session was held for 11 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.

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Dave Stella	1. Coalition of Annuitants	1. Wisconsin Retirement System (WRS) Update	1. 40
	2. Southern WI Chapter of Annuitants	2. WRS Update	2. 40
	3. Health Care Conference – End of Life Care	3. Opening Remarks	3. 75
	4. State of Wisconsin Investment Board Staff	4. Sustainability-Plan Design Dividend Structure	4. 35

Sari King	1. Madison Metropolitan School District	1. WRS Update	1. 200
Shawn Smith	1. Coalition of Annuitants	1. WRS Update	1. 90
Matt Stohr	1. 2011 Wisconsin Judicial Conference	1. Wisconsin Acts 10 and 32	1. 300
	2. State Human Resources Management Council	2. Wisconsin Acts 10 and 32	2. 30

**PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP**

<b>Name</b>	<b>Position</b>	<b>Group</b>
Dave Stella	1. President	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