



**STATE OF WISCONSIN
Department of Employee Trust Funds**

David A. Stella
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
SEPTEMBER 2009**

This report highlights activities that have taken place since the June 2009 Employee Trust Funds (ETF) Board meeting. Initiatives that are ongoing in nature will be reported on annually at the June committee meeting.

KEY HIRES

- Anne Boudreau, Deputy Division Administrator, Retirement Services Division
- Dana Perry, Applications Development Bureau Director, Management Services Division

KEY VACANCIES

ETF currently has 17.55 vacancies. Two key openings are shown in italics below.

- *Member Services Bureau Director (Boudreau vacancy), Retirement Services Division*
- *Human Resources Specialist Senior (Lamb retirement in November), Management Services Division*

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	65.9% (135)	57.1% (4)
Minorities	11.7% (24)	14.3% (1)
Persons with Disabilities	11.7% (24)	28.6% (2)

As of 6/30/09, we had 7 LTEs and 205 filled permanent classified positions.

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

- Centro Hispano sponsored free Spanish classes for interested staff two days a week during lunch.
- The AA Committee sponsored a September luncheon with speakers from the Omega School, Lincoln Elementary School, Centro Hispano and Big Brothers/Big Sisters for employees to learn about volunteer opportunities in the neighborhood.

Board	Mtg Date	Item #
EXC	9/17/09	3

- The Department continued its partnership with Lincoln Elementary School with staff serving as mentors or tutors to students during their lunch hours. Employees also donated school supplies for Lincoln students.
- The AA Committee sponsored a lunchtime presentation with former ETF summer intern and project employee, Michael Aguilar. Michael shared a photo presentation of his trip to Korea.
- Over 20 employees volunteer to deliver Meals on Wheels to area residents every Tuesday during their lunch hours.
- Jenn Owens, Supply and Mail Services Section, completed an internship with the Employer Administration Bureau as part of being selected under ETF's Career Development Program.
- Melanie Smith was hired under the Targeted Opportunity Program (TOPJobs) as an intern in two areas of the agency: the Legislative Affairs, Communications and Quality Assurance Office and the Payments Section in the Division of Retirement Services.
- ETF sponsored three high school students for five weeks this summer as part of the University of Wisconsin's Pre-College Enrichment Opportunity Program (PEOPLE).

EMPLOYEE RECOGNITION/APPRECIATION

- Executive staff participated in the new employee welcome session sponsored by the Social Committee in June. It was an informal gathering where staff and managers enjoyed bagels and conversation.
- Twenty-three employees were recognized in the July *Trusty News* for reaching 10, 15, 20, 25, 30 and 35 year milestones in length of state service. Seven 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.
- Barb Waldschmidt, Connie Friske and Chris Byrne were honored with retirement farewell plaques.
- The Social Committee sponsored a Harvest Day luncheon in August.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

PARTNERS IN GIVING CAMPAIGN

- Betty Wittmann (Insurance Services Division), Brian Shah (Budget and Trust Finance Office), and Christina Keeley (Legislative Affairs, Communications, and Quality Assurance Office), 2009 campaign chairs, attended a kick-off meeting at the University of Wisconsin in August with Rhonda Dunn. The chairs also received training to assist them in their responsibilities.
- Shelly Schueller, one of the 2008 co-chairs, accepted an award on behalf of ETF for achieving third place in percent participation (76.5%) for agencies with 101-400 employees.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Dave Stella	1. ETF Staff – Town Hall Meetings (3)	1. Budget, Strategic Planning and Furloughs	1. 135
	2. League of Municipalities	2. Wisconsin Retirement System (WRS) Contribution Rates	2. 40
Sari King	1. Trempealeau County Retired Educators	1. WRS Update	1. 26
	2. Hayward Retirees	2. WRS Update	2. 23
	3. Centuria Retirees	3. WRS Update	3. 44
	4. Dodge County Retired Educators	4. WRS Update	4. 30
	5. Southern Wisconsin Chapter of the Association of Government Accountants	5. WRS Update	5. 40
	6. Retired Fire Fighters Annual Meeting	6. WRS Update	6. 30
Matt Stohr	1. Wisconsin Coalition of Annuitants	1. Legislative Update	1. 30

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
Rhonda Dunn	1. Member	1. Wisconsin Certified Public Manager Advisory Board

Pam Henning	1. Member 2. Past Chair	1. Management bargaining team that negotiates union contracts with the Wisconsin Professional Employees Council 2. State Human Resources Management Council
-------------	--------------------------------	--

MISCELLANEOUS

- The Health and Safety Committee and Employee Assistance Program sponsored a blood drive in July.
- The Social Committee coordinated a September golf outing for interested staff.
- The Health and Safety Committee held fire extinguisher training for all ETF room deputies.
- The Health and Safety Committee promoted “Bike to Work Week” in July by hosting several lunchtime presentations and coordinating an ETF bike ride.
- As part of National Safety Month in June, the Health and Safety Committee provided web cast information on safe lifting, ergonomics, and slips, trips and falls.
- The Facility Officer coordinated training with Capitol Police on handling threatening calls for 27 staff that have daily phone interaction and personal contact with ETF customers and the public.
- The Employer Administration Bureau hosted a potluck for all of the Division of Retirement Services at its Ann Street location.