



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

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SECRETARY

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**EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
DECEMBER 2009**

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

RECRUITMENT UPDATE

ETF currently has 21 vacancies. Twelve recruitments are in progress, and the Department of Administration has approved six more which begin this fiscal year. Three key openings are shown in italics below.

- *Member Services Bureau Director (Boudreau vacancy), Retirement Services Division*
- *Human Resources Specialist Senior (Lamb retirement), Management Services Division*
- *Trust Funds Supervisor (Meier vacancy), Call Management Section, Retirement Services Division*

<i>AFFIRMATIVE ACTION (AA) STATISTICS</i>		
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	65.4% (134)	62.5% (5)
Minorities	12.2% (25)	12.5% (1)
Persons with Disabilities	11.7% (24)	25.0% (2)
As of 9/30/09, we had 8 LTEs and 205 filled permanent classified positions.		

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

- The Department received the State Council on Affirmative Action's 2009 Diversity Award for its employees' participation and active involvement and partnerships with the community. Secretary Stella accepted the award at a ceremony held at the State Capitol in November that recognizes state agencies and their outstanding achievements in equal employment opportunities and affirmative action practices.
- The AA Committee appointed new officers: Jenn Owens, Chair; and Nancy Ketterhagen, Vice-Chair and Information Officer.
- The AA Committee provided information to staff on Native American Heritage Month in November.

Board	Mtg Date	Item #
EXC	12/2/09	3A

- Centro Hispano sponsored free Spanish classes for interested staff two days a week during lunch.
- 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.
- Over 20 employees volunteer to deliver Meals on Wheels to area residents every Tuesday during their lunch hours.

EMPLOYEE RECOGNITION/APPRECIATION

- 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.
- Marlene Lamb and Gail Cartter were honored with retirement farewell gatherings and plaques.
- The Social Committee sponsored a Packer/Badger themed onsite picnic in September where the Secretary's Office grilled brats and hamburgers for staff to enjoy.
- The Social Committee also sponsored other events including a Halloween pizza day 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 CAMPAIGN

- Bob Conlin welcomed ETF employees at the Partners in Giving kickoff meetings held in October. 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, raised funds by conducting a carnival, bake sale and cafe, lock-up, duck races and sub feast, penny war competition, media sale and turkey cook off.
- About 61% of ETF employees have donated \$30,058 to date. The campaign ends on November 27.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Dave Stella	1. ETF Staff	1. Projected Annuity Dividends and 50-Year Wisconsin Retirement System (WRS) Study	1. 40
	2. La Crosse Area Employees, Retirees and Employers	2. WRS Issues Going Forward	2. 60
Sari King	1. Administrators Officers Council	1. WRS Update	1. 25
	2. UW-Madison Benefits Fair	2. WRS Update	2. 45
	3. Five Wisconsin Retired Educators Association (WREA) District Meetings	3. WRS Update	3. 400
	4. Judicial Conference	4. Moving Toward Retirement	4. 70
	5. UW-Milwaukee Faculty Senate	5. WRS Update	5. 50
Matt Stohr	1. Wisconsin Coalition of Annuitants	1. Legislative and Communications Update	1. 30
	2. State Human Resource Management Council	2. Domestic Partner Benefits	2. 30
Lisa Ellinger	1. University of Wisconsin Evidence-Based Health Policy Conference	1. Value Purchasing for State Employee Health Insurance	1. 100
	2. National Retiree Healthcare Forum	2. Lowering Active and Retiree Healthcare Costs by Leveraging a "Tier" System to Foster Competition between Carriers	2. 100

PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP		
Name	Position	Group
Dave Stella	1. Executive Committee Member 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
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 sponsored a Wellness Fair in September providing information for employees from vendors on topics such as blood pressure and body mass, diabetes and glucose, employee assistance, aging services, eye care, massage therapy, cholesterol, smoking cessation, prescriptions, and healthy eating.
- The Health and Safety Committee collected coats, mittens, scarves and hats for the Koats for Kids campaign in October and food donations for the Second Harvest Food Bank in November.
- The Health and Safety Committee and Employee Assistance Program (EAP) sponsored a blood drive in November and a seasonal flu-shot clinic in December.
- The EAP provided staff with information on both Drug-Free Workplace Awareness Month and National Disability Employment Awareness Month in October.
- The EAP conducted two training sessions in December for interested employees on "Coping with Stress."
- ETF's librarian provided information to all staff in honor of October as health literacy month and organized a lunchtime presentation on patient advocacy by Meg Gaines, an attorney from UW-Madison Law School's Center for Patient Partnership.
- The Department created a Wellness workgroup to develop and promote programs and activities for a healthy workforce and environment.