



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
MARCH 2010

This report highlights activities that have taken place since the December 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

- Lynda Hanold, Human Resources Director, Management Services Division
- Allen Poppe, Information Technology Project Manager, Management Services Division
- Roger Fletcher, Member Services Bureau Director, Retirement Services Division
- Cheri Seeger Porter, Publications Editor, Communications Office
- Joseph Starr, Publications Editor, Communications Office
- Claudius Lebi, Auditor Advanced, Internal Audit Office

KEY VACANCIES

ETF currently has 23 vacancies. Three key openings are shown in italics below.

- *Trust Funds Director, Benefit Services Bureau, Retirement Services Division (Cyganek vacancy)*
- *Trust Funds Supervisor, Call Management Section, Retirement Services Division (Meier vacancy)*
- *Trust Funds Supervisor, Benefit Information Section, Retirement Services Division (Fletcher vacancy)*

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	65.8% (135)	62.5% (5)
Minorities	12.7% (26)	12.5% (1)
Persons with Disabilities	11.7% (24)	25.0% (2)
As of 12/31/09, we had 8 LTEs and 205 filled permanent classified positions.		

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

- Christina Keeley, ombudsperson in the Office of Legislative Affairs, Communications and Quality Assurance, was appointed to the AA Committee.
- The AA Committee invited Terri Goren, Executive Director of the Madison Public Library Foundation, to its January meeting to discuss how ETF might lend support to the new South Madison Public Library, a vital community resource under development just one block away.

Board	Mtg Date	Item #
EXC	3.17.10	4A

- The AA Committee promoted the 30th Annual State of Wisconsin Tribute and Ceremony honoring Dr. Martin Luther King, Jr. in the January edition of *Trusty News*. Governor Jim Doyle was among the speakers for this ceremony.
- The AA Committee hosted a lunchtime presentation for staff on the people and culture of Egypt. Arlene Larson, program manager in the Health Benefits and Insurance Plans Bureau, recently traveled to Egypt and the Nile River region and shared her pictures and knowledge with employees.
- Centro Hispano sponsored free Spanish classes for interested staff one day 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. Department employees were notified of a free training event in February for new and experienced tutors. This event was hosted by The Partners of The Schools of Hope.
- Over 30 employees volunteer to deliver Meals on Wheels to area residents during their lunch hour. Meals are delivered to area residents every Tuesday.

EMPLOYEE RECOGNITION/APPRECIATION

- Janet Nelson, Steve Kessler, and Linda Summers were honored with retirement farewell gatherings and plaques.
- The Social Committee sponsored a chili cook off contest in February.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

PARTNERS IN GIVING CAMPAIGN

- The Secretary's Office attended the Partners in Giving award ceremony and luncheon in March.
- A total of 78.4% of ETF employees donated \$40,300 during the Partners in Giving Campaign. This total included \$36,700 in pledges and \$3,600 from events. The total increase in monies donated as compared to the prior year is 5.62% or \$2,100.

MISCELLANEOUS

- The Health and Safety Committee and Employee Assistance Program (EAP) sponsored a blood drive in February.
- The EAP provided information to all staff on National Nutritional Awareness Month in March.
- ETF's librarian provided information to all staff on the topic of financial literacy for America Saves Week in February.
- The ETF Wellness Workgroup published its second issue of *ETF – Wellness Now!* which promoted winter cycling and spinning and healthy eating.
- The Department continues to participate in the Weight Watchers at Work program. In January, an Open House/Renewal meeting was held for all renewing members and anyone interested in hearing more about Weight Watchers.
- The Health and Safety Committee shared information with staff on the statewide campaign, "Slips, Trips & Falls," to promote a safe work environment.

- The Facility Officer procured an emergency evacuation chair for the Badger Road State Office Building to ensure the safe departure of any mobility impaired visitors or staff in the event of an emergency.
- An orientation session was held in February and March for 14 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 did presentations on their respective areas.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Dave Stella	1. NASRA/NCTR Mid-Winter Meeting	1. Developing Positive Messages for Public Pension Plans	1. 75-80
	2. Milwaukee Journal Sentinel Editorial Board	2. Sustainability of the WRS	2. 10
Sari King	1. Department of Financial Institutions	1. Your Wisconsin Retirement System Benefits	1. 58
	2. Wisconsin School Counselors Association Conference	2. Your Wisconsin Retirement System Benefits	2. 80
	3. Public Defenders	3. Your Wisconsin Retirement System Benefits	3. 50
	4. Cedarburg Retired Educators	4. Wisconsin Retirement System Update	4. 80
Matt Stohr	1. Wisconsin Coalition of Annuitants (February)	1. Legislative and Communications Update	1. 30
	2. Wisconsin Coalition of Annuitants (March)	2. Legislative and Communications Update	2. 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
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