



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

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SECRETARY

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**EXECUTIVE COMMITTEE  
QUARTERLY HUMAN RESOURCES REPORT  
JUNE 2010**

This report highlights activities that have taken place since the March 2010 Employee Trust Funds (ETF) Board meeting. Initiatives that are ongoing in nature will be reported on annually at the June committee meeting.

**KEY HIRES**

- Chris Lindeman, Trust Funds Director, Division of Retirement Services
- Deb Roemer, Trust Funds Supervisor, Division of Retirement Services
- Jaymee Meier, Trust Funds Supervisor, Division of Retirement Services
- Shirley Weidling, Training Officer, Division of Management Services
- Troy Freemyer, Trust Funds Specialist (Employer Trainer), Division of Insurance Services

**KEY VACANCIES**

ETF currently has 18 vacancies. Three key openings are shown in italics below.

- *Trust Funds Supervisor, Retiree Services Section, Division of Retirement Services (Lindeman vacancy)*
- *Trust Funds Supervisor, Technical Assistance and Account Maintenance Section, Division of Retirement Services (Jarzombek vacancy)*
- *Trust Funds Supervisor, Disability Programs Bureau, Division of Insurance Services (Nelson vacancy)*

<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	63.9% (131)	66.7% (6)
Minorities	13.2% (27)	11.1% (1)
Persons with Disabilities	11.2% (23)	44.4% (4)

As of 3/31/10, we had 9 LTEs and 205 filled permanent classified positions.

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

- The AA Committee promoted Women's History Month. A traveling bulletin board displayed pictures and stories of women who influenced the lives of ETF employees.

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

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Signature

\_\_\_\_\_  
Date

Board	Mtg Date	Item #
EXC	6.24.10	5A

- The AA Committee promoted Memorial Day. A traveling bulletin board displayed stories and pictures of ETF employees and other individuals in their lives who proudly serve or served our nation.
- The AA Committee published an article in the *Trusty News* called *Balanced Exam and Interview Panels Important Part of the Hiring Process*.
- The AA Committee hosted a lunchtime presentation for all staff on the history of Juneteenth Day. Community leader Mona Adams Winston conducted the presentation.
- The Department continued its partnership with Lincoln Elementary School with staff serving as mentors or tutors to students during their lunch hours. In April, ETF invited Lincoln School students to take part in the national *Take Your Child to Work Day* event. The students got a first-hand look at what an office environment is like and how we go about doing our jobs. The students wrote letters, thanking staff for spending time with them and reiterating how much they enjoyed coming to ETF.

### **EMPLOYEE RECOGNITION/APPRECIATION**

- Betsy Woodward was honored with a retirement farewell gathering and plaque.
- The annual employee “Pop In” day was held during the designated State Employee Recognition Week. Employees enjoyed popcorn and conversations with managers and coworkers.
- The Social Committee sponsored a St. Patrick’s Day bake sale, Cinco de Mayo celebration, ice cream and root beer float fundraiser, and New Employee Welcome Day with bagels.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

### **MISCELLANEOUS**

- The Health and Safety Committee and Employee Assistance Program (EAP) sponsored a blood drive in June. In addition, ETF received an award for blood donations among state agencies of 250 employees or less. With 111 donations, ETF came in second to the Department of Commerce with 132 donations.
- The Health and Safety Committee purchased and installed a mobility evacuation chair and first aid kits.
- ETF Facilities distributed a Questions & Answers document to communicate to staff on the future move to the Department of Revenue.
- ETF employees raised a total of \$4,467.90 for Big Brothers/Big Sisters by participating in a wide variety of fundraising activities, including a celebrity lunch silent auction, bowling event, plant sale, bake sale, and more.
- The EAP distributed monthly employee and supervisor newsletters and provided information to all staff on Alcohol Awareness Month, National Child Abuse Prevention Month, Clean Air Month, Mental Health Month, and National Arthritis Awareness Month. The EAP also shared information with all staff on dealing with emotional bullies.

- ETF's librarian provided information and resources to all staff on the topics of financial literacy for Financial Literacy Month and National Library Week in April. She also published an article in the *Trusty News* on family financial security.
- ETF's librarian hosted a presentation on the Wisconsin Document Depository Program. Abby Swanton conducted the presentation and provided information on the Wisconsin Digital Archives database, which is an online source for Wisconsin government documents.
- ETF hosted a Rideshare/Commuter Assistance Service Open House. Ward Paxton provided employees with information on various commuting options.
- The ETF Wellness Workgroup hosted a lunchtime presentation in April on healthy cooking. The presentation was conducted by Toni Sterry.
- The ETF Wellness Workgroup continued to publish its monthly issues of *ETF – Wellness Now!* and promoted National Nutrition Month, National Sports Eye Safety Month, and National Physical Fitness and Sports Month.
- The ETF Wellness Workgroup and the EAP hosted a presentation on exercise and nutrition as methods for reducing stress. This presentation conducted by Dr. Terri Woods was in recognition of both National Nutrition Month and National Employee Benefits Day.
- ETF Bike to Work Week coordinators conducted three presentations on various aspects of bicycling, including how to select a bicycle, where to ride, and basics of traffic safety.

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Dave Stella	1. ETF Staff (3 Sessions)	1. 2009 Wisconsin Retirement System (WRS) Review and Issues Going Forward	1. 100 total
	2. UW Retirement Association	2. 2009 WRS Review – Where We Stand	2. 10
	3. Wisconsin Coalition of Annuitants (WCOA)	3. 2009 WRS Year in Review – What Lies Ahead?	3. 35
	4. Wisconsin Retired Educators Association (WREA) Convention	4. Keeping Perspective: How We Got Here and Where We Are Headed	4. 330
	5. WCOA	5. Focusing on the Long Term – The Need for Perspective in Difficult Times	5. 120
	6. Wisconsin County Executives and Administrators Association	6. A Discussion of WRS Contribution Rates for 2011	6. 40
Sari King	1. Retired Correctional Officers	1. WRS Update	1. 19
	2. Department of Transportation	2. Your WRS Benefits	2. 38

	3. Wisconsin State Employees Council	3. How the Economy Has Affected Your Pension	3. 94
	4. Marshfield Retirees	4. WRS Update	4. 30
	5. Wisconsin Professional Police Association Conference	5. Your WRS Benefits	5. 100
	6. UW Librarians	6. Your WRS Benefits	6. 90
	7. IPMA Conference	7. Effective Webcasting	7. 50
	8. Wisconsin Education Association Council - Retired Southeast Educators	8. WRS Update	8. 30
	9. Pepin Retirees	9. WRS Update	9. 35
	10. Department of Corrections	10. Your WRS Benefits	10. 60
Matt Stohr	1. WCOA Annual Conference	1. Legislative and Communications Update	1. 125
	2. WREA Legislative Committee	2. Legislative and Communications Update	2. 40

<b>PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP</b>		
<b>Name</b>	<b>Position</b>	<b>Group</b>
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
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