



**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>

***CORRESPONDENCE MEMORANDUM***

**DATE:** May 27, 2010  
**TO:** Executive Committee  
**FROM:** Lynda Hanold, Human Resources Manager  
**SUBJECT:** Annual Human Resources Report

Each quarter, I prepare a Human Resource Report for your information that highlights activities that have taken place since the previous Executive Committee meeting. On an annual basis, I prepare the attached report that summarizes the initiatives that are ongoing in nature during the year relating to outreach, education and services to our employees.

The annual human resources report highlights the following major initiatives/programs:

- Wisconsin Certified Public Manager Program;
- Temporary Reassignment Program;
- Career Development Program;
- Orientation Program;
- Targeted Opportunities Program;
- Employee Assistance Program; and
- Affirmative Action/Equal Employment Opportunity Program.

The report provides information on each program, including a description of the initiative; duration or how long the program has been in place at ETF; purpose of the program; and who is currently participating in the program.

I hope this information is helpful. If you have any questions about this report, I will be available at the meeting.

Attachment: Annual Human Resources Report

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Board	Mtg Date	Item #
EXC	6.24.10	5B



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

**WISCONSIN CERTIFIED PUBLIC MANAGER PROGRAM (WCPMP)**

The WCPMP has been in place since July 2000 (ten years). It consists of a program of individual classes offered through the University of Wisconsin either over a three-year period or a concentrated 20-month period. They are designed to help current or prospective managers develop professional management and leadership skills. Each academic year one employee typically receives a scholarship funded through the training reserve budget. Chris Lindeman is continuing to make progress in the program and is expected to graduate in December 2010. Lynda Hanold graduated in June 2010. Matt Stohr also serves on the WCPMP Advisory Board.

**TEMPORARY REASSIGNMENT PROGRAM (TRP)**

The TRP has been in existence for 19 years. This program allows employees to go to other work units for about three weeks or less to gain insight into other jobs/programs. Due to workload constraints, no one participated in the program during the past year.

**CAREER DEVELOPMENT PROGRAM (CDP)**

Since 1990 (20 years), the CDP has offered employees an opportunity to work closely with a mentor for about four months to gain experience, knowledge and new job skills. ETF is in the process of identifying potential mentors and mentees to participate in the CDP. Mentoring relationships may be supervisory or non-supervisory in nature.

**ORIENTATION PROGRAM**

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.

**TARGETED OPPORTUNITY PROGRAM (TOPjobs)**

2010 marks the 27th year that ETF has participated in TOPjobs. One intern has been selected to work under the direction of two supervisors, one in the Division of Management Services and the other in the Office of Internal Audit.

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Kim Schubert served as ETF's EAP Program Coordinator during the past year. (Olga Bilinson presently serves as ETF's EAP Program Coordinator.) Kim managed the contract with Deer Oaks to provide EAP services to employees and their families. She participated in periodic EAP Director meetings. She also distributed informational e-mails to staff on a wide variety of topics, including National Nutritional Awareness Month, Alcohol Awareness Month, National Child Abuse Prevention Month, Clean Air Month, Mental Health Month, National Arthritis Awareness Month, dealing with emotional bullies, and more. Two EAP training sessions on dealing with stress and one EAP training session on nutrition and stress were held this year. Two blood drives were also held this year to benefit the American Red Cross. Finally, onsite flu shots were given to 51 people in December 2009.

**AFFIRMATIVE ACTION (AA)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM**

Since 2009, Centro Hispano has sponsored free Spanish classes for interested staff one day a week during lunch. There are currently two employees who attend Spanish classes.

ETF employees have participated in the Meals on Wheels program for 11 years. During the past year, 30 employees delivered Meals on Wheels to area residents during their lunch hour. Meals are delivered to area residents every Tuesday.