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| ETF_logo_largeSTATE OF WISCONSIN**Department of Employee Trust Funds**Robert J. Conlin SECRETARY801 W Badger RoadPO Box 7931Madison WI 53707-79311-877-533-5020 (toll free)Fax (608) 267-4549http://etf.wi.gov |  |  |

### CORRESPONDENCE MEMORANDUM

**DATE:** February 20, 2012

**TO:**  Executive Committee

 Employee Trust Funds (ETF) Board

**FROM:** Pam Henning, Administrator

 Division of Management Services

**SUBJECT:** Steps/Timelines for the ETF Secretary’s Evaluation Process and

Managerial Survey

**Background**

In December 2008, the ETF Board (Board) approved a performance evaluation form to assist in evaluating the Secretary in June of each year. The Board also approved the use of a managerial survey as a helpful tool to provide additional information to consider as members evaluated the Secretary’s performance. The survey questions are aligned with the categories on the performance evaluation form and cover management of operations, member/employer services, external relations, leadership, and staff development. The Board utilizes both of these documents in its yearly evaluation of the ETF Secretary.

**Evaluation Changes**

At the June 23, 2011, meeting, the Board did not suggest any further changes to the performance evaluation form or survey for the June 2012 evaluation.

**Response Rates**

The managers’ survey response rate in 2011 was 93.6%. This was an improvement from the prior year’s response rate of 92.3%. Again this year, the survey cover letter to managers will indicate the Board would like 100% participation.

I will be available at the Executive Committee and ETF Board meeting to answer any questions you may have.

Attachments: A. 2012 Steps/Timeline

 B. Managerial Survey

 C. Secretary’s Annual Performance Review

Attachment A

**Proposed Steps/Timelines**

**ETF Secretary Evaluation Process and Managerial Survey**

**March 8, 2012**

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|  **Month** | **Steps** **(ETF Executive Committee/Board Actions in Yellow)** | **Responsibility** |
| March | Review managerial survey.Finalize survey with input from Board and distribute electronic survey to managers by 3/26. | BoardDMS Administrator  |
| April | Compile managerial survey results and prepare summary for HR Director; review by 4/23.Distribute draft managerial survey report to Executive Committee for review/comments by 4/30. | Survey staff/HR DirectorHR Director/Executive Committee |
| May | Incorporate Executive Committee comments and finalize the managerial survey report by 5/7.Distribute final managerial survey report and Secretary performance evaluation template **to Board by 5/18**. Include Secretary’s annual accomplishments and his/her response to overall performance expectations for the fiscal year.Return completed Secretary performance evaluation forms to HR Director by 6/1. | HR Director/Executive CommitteeHR DirectorBoard |
| June | Compile and summarize the Board’s evaluation results and send results to the Executive Committee by 6/8 for review and comments.Executive Committee meets or conducts a conference call to discuss results of the Board evaluations by 6/15. Distribute performance evaluation results to Executive Committee and Board prior to the June Board meeting by mail or e-mail. Board conducts a performance evaluation review of the Secretary at the June 21 meeting. | HR DirectorHR Director/Executive CommitteeHR DirectorBoard |