

STATE OF WISCONSIN
Department of Employee Trust Funds
Robert J. Conlin
SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
June 2012

This report highlights activities that have taken place since the March 2012 Employee Trust Funds Board (Board) meeting. Initiatives that are ongoing in nature will be reported on annually at the June Executive Committee meeting.

KEY HIRES

ETF filled a total of 37 vacancies during the calendar quarter ending March 31, 2012. ETF has filled 13 vacancies so far this quarter. Seven key hires (since the March Board meeting) are shown below:

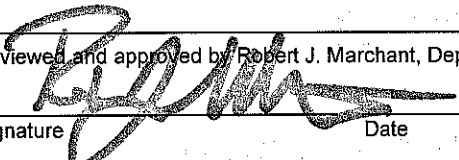
- Kurt Ludeking, Information Systems Supervisor 2, Division of Management Services
- Deb Roemer, Trust Funds Director, Disability Programs Bureau, Division of Insurance Services
- Mike Jarlsberg, Facility Management Specialist 1, Division of Management Services
- Kathy Wienkes, Trust Funds Supervisor, Member Services Bureau, Division of Retirement Services
- Stefanie Pauls, Financial Management Supervisor, Office of Budget and Trust Finance
- Cheri Seeger Porter, IS Network Services – Senior (Webmaster), Office of Communications and Legislation
- Patty Zallar, IS Business Automation Consultant/Administrator (Project Manager), Project Management Office, Office of Enterprise Initiatives

KEY VACANCIES

ETF currently has 36 vacancies in various stages of recruitment. Seven key openings are shown below.

- Administrative Manager (Communications Director), Office of Communications and Legislation
- Legislative Liaison, Office of Communications and Legislation
- Management Information Manager, Project Management Office, Office of Enterprise Initiatives
- Trust Funds Supervisor, Disability Programs Bureau, Division of Insurance Services
- Shipping & Mailing Supervisor, Supply & Mail Services Section, Division of Management Services
- Auditor – Advanced, Office of Internal Audit
- Human Resources Manager, Division of Management Services

Reviewed and approved by Robert J. Marchant, Deputy Secretary



Signature _____ Date _____

Board	Mtg Date	Item #
EXC	6.20.12	4A

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	59.7% (129)	68.8% (11)
Minorities	14.8% (32)	0.0% (0)
Persons with Disabilities	10.6% (23)	6.3% (1)

2008-2012 AA/EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

- The Department continued its partnership with the Lincoln Elementary School with staff serving as mentors or tutors to students during their lunch hours.
- The Department hosted 15 Lincoln Elementary School students for Take Your Child to Work Day on April 26 and their choir for a concert on May 15.

EMPLOYEE RECOGNITION/APPRECIATION

- The Leadership Team hosted its annual “Pop In” day on May 3 and 4 in recognition of State Employee Recognition Week. Employees enjoyed popcorn and conversation with managers and coworkers.
- The Social Committee hosted a bake sale in March and provided chips and salsa for Cinco de Mayo.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.
- Military veterans Rory McGarry, Lori Lanphere, Lisa Allen, and Kurt Ludeking participated in the Operation Greatest Generation event in Green Bay on May 4 honoring World War II veterans.
- Bob Conlin and Rob Marchant sponsored a summer kickoff picnic with subs and salads on May 30 in the Badger Road courtyard to recognize employees’ hard work this past year.

MISCELLANEOUS

- Staff coordinated fundraising events for Big Brothers/Big Sisters including a plant sale on April 18 and Bowl for Kids Sake on May 3.
- The EAP distributed monthly employee and supervisor newsletters.
- The ETF Wellness Workgroup continued to publish its monthly issues of *ETF – Wellness Now!*

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Bob Conlin	1. Wisconsin Coalition of Annuityants	1. Wisconsin Retirement System (WRS) Update	1. 25
	2. UW Madison Retirees	2. WRS Update	2. 130
and Matt Stohr	3. Wisconsin Coalition of Annuityants (Annual Conference)	3. WRS Update	3. 250
	4. Wisconsin Retired Educators Association (Annual Convention)	4. WRS Update	4. 150
and Rob Marchant	5. Retired Legislators and Legislative Staff	5. WRS Update	5. 40
Lisa Ellinger	1. Assembly Health Committee	1. State Employee Wellness Initiatives	1. 20
	2. UW Madison Retirement Association	2. Federal Healthcare Reform	2. 100
	3. State and Local Government Benefits Administrators	3. Partnering with a Pharmacy Benefits Manager	3. 25

PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP		
Name	Position	Group
Bob Conlin	1. Member	1. Wisconsin Health Information Organization Board of Directors (Lisa Ellinger serves as the ETF Secretary's designee)
Matt Stohr	1. Member	1. Wisconsin Certified Public Manager Advisory Board