



STATE OF WISCONSIN
Department of Employee Trust Funds
Robert J. Conlin
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 25, 2012
TO: Executive Committee
FROM: Pam Henning, Administrator
Division of Management Services
SUBJECT: Annual Human Resources Report

Each quarter the Human Resources Director prepares a report for your information that highlights activities that have taken place since the previous Executive Committee meeting. In addition, an annual report is prepared that summarizes the initiatives that are ongoing in nature during the year relating to outreach, education, and services to our employees.

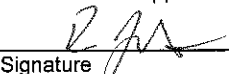
The attached annual human resources report highlights the following five major initiatives/programs:

- Wisconsin Certified Public Manager Program;
- Departmental Project Management Program;
- Orientation Program;
- Summer Affirmative Action Internship Program; and
- Employee Assistance 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 Robert J. Marchant, Deputy Secretary

Signature _____ Date 6/4/12

Board	Mtg Date	Item #
EXC	6.20.12	4B



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EXECUTIVE COMMITTEE
ANNUAL HUMAN RESOURCES REPORT
JUNE 2012

WISCONSIN CERTIFIED PUBLIC MANAGER PROGRAM (WCPMP)

The WCPMP has been in place since July 2000 (twelve years). It consists of a program of individual classes offered through the University of Wisconsin either over a three-year period or a concentrated twenty-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. Two scholarships were awarded in 2012. Rory McGarry and Gene Janke were selected for the 2012 scholarship and started the program in March. Aaron Powers was selected for the 2010 scholarship and is making progress in the program. Matt Stohr also serves on the WCPMP Advisory Board.

DEPARTMENTAL PROJECT MANAGEMENT CERTIFICATION PROGRAM (DPM)

The DPM started in March 2012 to equip staff to serve in a project manager role for unit level projects at Employee Trust Funds (ETF). Nearly 20 employees applied to participate in the program; 8 were selected including Tom Bajek, Diana Felsmann, James Kates, Nancy Ketterhagen, Connie Koberle, Kurt Ludeking, Vicki McFall, and Cheri Seeger-Porter.

ORIENTATION PROGRAM

ETF sponsored a formal orientation program for 9 new employees in August 2011, 11 new employees in November 2011, and 22 new employees in April 2012. Various managers and the Secretary's Office spent time talking with staff about their respective programs, functions, and services. Evaluations were very positive.

SUMMER AFFIRMATIVE ACTION INTERNSHIP PROGRAM (SAAIP)

ETF has participated in the SAAIP for the last 30 years. The program assists state agencies and universities in promoting equal employment opportunity by providing them with a pool of candidates who are racial/ethnic minorities, females, and persons with disabilities. The program provides college or graduate students with practical, on-the-job experience, training, and exposure to the Wisconsin Civil Service System. One intern, Inthava Borihane, has been selected to work in the Division of Retirement Services.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Olga Bilinson served as ETF's EAP Program Coordinator during the past year. Olga 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 Spinal Muscular Atrophy Awareness Month, Alzheimer's Awareness Week, National Blood Donor Month, World Health Day, Stress Awareness Month, and more. One EAP lunchtime presentation on seasonal affective disorder was held this year. Four blood drives were also held this year to benefit the American Red Cross.