



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
SEPTEMBER 2012

This report highlights activities that have taken place since the June 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

The Department of Employee Trust Funds (ETF) filled a total of 22 vacancies during the calendar quarter ending June 30, 2012. ETF has filled 19 vacancies so far this quarter. Five key hires (since the June Board meeting) are shown below:

- Bill Kox, Deputy Division Administrator, Division of Insurance Services
- Mark Lamkins, Communications Director, Office of Communications and Legislation
- Stacie Meyer, Human Resources Manager, Division of Management Services
- Matt Nelson, Trust Funds Supervisor, Division of Insurance Services, Disability Programs Bureau
- Korbey White, Trust Funds Specialist – Advanced (Employer Trainer), Division of Insurance Services, Insurance Administration Bureau
- Tarna Gahan-Hunter, Legislative Liaison, Office of Communications and Legislation

KEY VACANCIES

ETF currently has 30 vacancies in various stages of recruitment. Ten key openings are shown below:

- Auditor Advanced, Office of Internal Audit
- Executive Staff Assistant, Division of Management Services, Staff Services Section
- Financial Manager, Office of Budget and Trust Finance
- IS Supervisor 2 (Project Management Director), Office of Enterprise Initiatives, Project Management Office
- Shipping and Mailing Supervisor, Division of Management Services, Supply & Mail Services Section
- Trust Funds Director, Division of Insurance Services, Health Benefits & Insurance Plans Bureau
- Trust Funds Supervisor, Division of Retirement Services, Benefit Initiation Section
- Trust Funds Supervisor, Division of Retirement Services, Retiree Services Section
- Trust Funds Supervisor, Division of Retirement Services, Employer Services Section

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

Pamela S. Henning 9-4-12
Signature Date

Board	Mtg Date	Item #
EXC	9.19.12	4A

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	59.7% (129)	68.2% (15)
Minorities	14.8% (32)	4.5% (1)
Persons with Disabilities	10.6% (23)	4.5% (1)

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

- ETF continued its partnership with the Lincoln Elementary School with staff serving as mentors or tutors to students during their lunch hours.
- The AA Committee coordinated and promoted the annual school supply drive. ETF employees were very generous in their donations. These school supply donations will be given to Lincoln School students.
- The AA Committee published the following article in the *Trusty News* (ETF's internal newsletter): *Donated School Supplies Benefit Lincoln School Students.*

EMPLOYEE RECOGNITION/APPRECIATION

- Cindy Gilles, Executive Staff Assistant, was honored with a retirement farewell gathering.
- Thirty-seven employees were recognized in the August *Trusty News* for reaching 10, 15, 20, 25, 30, 35, and 40 year milestones in length of state service. Nine employees will be honored at a ceremony in September and presented with a plaque by the Secretary's Office and their supervisors.
- The Social Committee sponsored a New Employee Meet and Greet at the Rimrock Café on June 20.
- The Division of Management Services provided "welcome" treats to staff who relocated to the Revenue Rimrock Road building on August 10.
- The Social Committee sponsored a picnic at the Badger Road "backyard" on August 22 where Bob Conlin, Rob Marchant, Matt Stohr, Bob Martin, and Bill Kox grilled hamburgers and brats for staff to enjoy.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

PARTNERS IN GIVING

- Michelle Ouellette (Division of Retirement Services) and Julie Keal (Division of Retirement Services) were selected to co-chair the 2012 Partners in Giving Campaign. The co-chairs attended training on August 30 and have been working on getting events lined up and soliciting donations for a silent auction.

MISCELLANEOUS

- The Health and Safety Committee sponsored blood drives on June 29 and August 29.
- The ETF Social Committee sponsored an ETF Cookbook sale.
- The EAP distributed monthly employee and supervisor newsletters on topics including National Hunger Awareness, Myasthenia Gravis Awareness, Eye Injury Prevention, Hemochromatosis Screening, National Immunization Awareness, and Spinal Muscular Atrophy Awareness.
- The ETF Wellness Workgroup continued to publish its monthly issues of *ETF – Wellness Now!* on topics such as National Safety Month, UV Safety, and Children’s Eye Health and Safety.
- The ETF Wellness Workgroup promoted a number of local area cycling events including Bike for Boys & Girls Club.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Bob Conlin	1. Retired Legislators	1. Wisconsin Retirement System (WRS) Update	1. 40
	2. National State Auditors Association (NSAA) Annual Conference	2. WRS Update	2. 100
	3. Wisconsin Eye	3. WRS Study and the Health of the Retirement System	3. Online Broadcast
	4. Wisconsin Retired Educators Association (WREA) Legislative Committee	4. The WRS Study and WRS Update	4. 40
	5. Retired Fire Fighters Annual Meeting	5. The WRS Study and 2008 Losses	5. 40
Steve Hurley	1. State Human Resources Management Council	1. WRS Study	1. 30
	2. WREA	2. WRS Study	2. 15
	3. Wisconsin Coalition of Annuitants	3. WRS Study	3. 30

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 Managers Advisory Board
Steve Hurley	1. Member 2. Member	1. National Association of Public Pension Attorneys (NAPPA) 2. International Foundation of Employee Benefit Plans (IFEBP)