



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

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
DECEMBER 2012

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

KEY HIRES

ETF filled a total of 23 vacancies during the calendar quarter ending September 30, 2012. ETF has filled 11 vacancies so far this quarter. Seven key hires (since the September Board meeting) are shown below:

- Jackie VanMarter, Auditor Advanced, Office of Internal Audit
- Cheryllynn Mullins, Executive Staff Assistant, Division of Management Services, Staff Services Section
- Jovy Swanton, IS Supervisor 2 (Project Management Director), Office of Enterprise Initiatives, Project Management Office
- Tarna Hunter, Legislative Liaison, Office of Communications and Legislation
- Don Lampe, Shipping and Mailing Supervisor, Division of Management Services, Supply & Mail Services Section
- Anna Schwarz, Trust Funds Supervisor, Division of Retirement Services, Retiree Services Section
- Donna Volk, Trust Funds Specialist – Advanced (Trainer/Leadworker), Division of Retirement Services, Program Administration Section

KEY VACANCIES

ETF currently has 24 vacancies in various stages of recruitment. Six key openings are shown below.

- Financial Manager Director, Office of Budget and Trust Finance
- Administrative Manager (Deputy Administrator), Division of Management Services
- 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, Employer Services Section
- Training Officer – Senior, Division of Management Services

| Board | Mtg Date | Item # |
|-------|----------|--------|
| EXC | 12.5.12 | 4A |

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| Reviewed and approved by Pamela S. Henning, Administrator Division of Management Services | |
| <i>Pamela S. Henning</i> | 11/15/12 |
| Signature | Date |

| AFFIRMATIVE ACTION (AA) STATISTICS | | |
|--|--|---|
| <u>AA Group</u> | <u>Permanent (Percentage/Employees)</u> | <u>Limited-Term Employees (LTEs)</u> |
| Females | 59.0% (138) | 70.0% (14) |
| Minorities | 13.2% (31) | 5.0% (1) |
| Persons with Disabilities | 11.5% (27) | 5.0% (1) |
| As of 9/30/12, we had 234 filled permanent classified positions and 20 LTEs. | | |

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 of Revenue is partnering with the ETF AA Committee by inviting ETF employees to activities their agency is hosting such as “Experience the Taste of DOR” which was held on October 17, 2012, in the Events Room at the Rimrock Road facility.
- The AA Committee wrapped up its school supply drive to help children at Lincoln Elementary School by providing school supplies and cash donated by ETF employees.
- The AA Committee kicked off a drive to provide hats, mittens and scarves to children at Lincoln School with an article in the November *Trusty News*.
- Nancy Ketterhagen, Roni Harper and Stephanie Pauls attended a Statewide Affirmative Action Committee Meeting on October 11, 2012, hosted by the Department of Military Affairs where they shared ETF AA Committee activities and learned about programs being offered by other agency AA Committees.
- Stefanie Pauls became a new member of the AA Committee in September 2012. In October 2012, Bryan Foster was elected as the new Chair and Diana Felsmann was elected as new Vice Chair. Bryan and Diana will begin their new roles on the committee in January 2013.

EMPLOYEE RECOGNITION/APPRECIATION

- The Social Committee sponsored a free popcorn day in September for all employees to partake in.
- The annual Employee Appreciation Day was held in October. Managers treated staff to ice cream sundaes and thanked them for their contributions this past year.
- The Social Committee sponsored a pizza day and Halloween costume contest in October.
- Tom Bajek, Diana Felsmann, James Kates, Nancy Ketterhagen, Connie Koberle, Kurt Ludeking, Vicki McFall and Cheri Seeger completed an ETF sponsored Department Project Manager Program. Phase I of the program started in March 2012, and concluded in September 2012. Participants will go on to Phase II to apply what they learned to an actual ETF project.

- Stacie Meyer, Human Resources Manager, graduated from the 10-month Enterprise Development Management Academy Program sponsored by the Office of Employment Relations on October 12 at Olbrich Botanical Gardens. Rob Marchant, Pam Henning and HR staff attended the ceremony.
- Aaron Powers, Division of Retirement Services Research Team, graduated from the 20-month Certified Public Manager program at a ceremony held at the State Capitol Assembly Chambers on October 5. Aaron was chosen as the graduating class's honorary speaker. Bob Conlin, Rob Marchant, Pam Henning, Jaymee Meier and some ETF colleagues attended the ceremony.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

PARTNERS IN GIVING

- ETF employees were invited to attend Partners in Giving Charity Day events with invited speakers at both the Badger Road and Rimrock locations in October.
- The campaign chairs worked with staff to raise funds by conducting a media sale, pizza day, pumpkin carving contest, bake sale, and a live and silent auction among other tasty activities that provided opportunities to give donations.
- About 56% of ETF employees have pledged and ETF employees have donated \$22,630 to date through pledges and special events. The campaign ends on November 30, 2012.

MISCELLANEOUS

- The Health and Safety Committee sponsored a seasonal flu shot clinic and blood drive in October and November.
- The Employee Assistance Program (EAP) distributed monthly employee and supervisor newsletters and provided information to all staff on topics such as effects of insufficient sleep, signs and symptoms of abuse, exercise tips for healthier living, and simple ways to prevent disease. Information targeted specifically at supervisors and managers included topics such as motivation techniques, 8 tips for embracing change, and negotiating workplace conflict.
- The EAP offered a series of Wellness Webinars in October for staff and supervisors on topics such as Maximizing Employee Productivity, Stress & Its Impact on Your Health, and How to Become a More Resilient Person.
- The ETF Wellness Workgroup continued to publish its monthly issues of *ETF – Wellness Now!* and promoted consumption of fruits and veggies, benefits of yoga, safe driving, and National Breast Cancer Awareness Month. The ETF Wellness Workgroup also promoted several area walks, runs, and bike rides, including the Trek Breast Cancer Awareness Ride to help support the Breast Cancer Research Foundation.
- Moved and reconfigured several work units within and between Rimrock and Badger Road buildings to realign functions and staff more appropriately and accommodate additional space needs.

| GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS | | | |
|---|--|---|---------------------------------|
| Name | Group | Topic | Attendees |
| Bob Conlin | 1. AFSCME 2. UW Retirees Association 3. Wisconsin Retired Educators Association (WREA) - Marathon County | 1. WRS Update: Fall 2012 2. The WRS Study 3. WRS Update: Fall 2012 | 1. 55 2. 100 3. 100 - 150 |
| Matt Stohr | 1. UW Milwaukee Retirees Association 2. Annual Judicial Conference 3. Wisconsin Coalition of Annuitants | 1. Core Fund Annuity Adjustments, etc. 2. WRS Contribution Rates, Rehired Annuitants, etc. 3. Update on WI Retirement System Topics | 1. 100 2. 100 3. 40 |
| Lisa Ellinger | 1. State Risk Management Conference | 1. Wellness – What's New in State Government | 1. 50 |

| PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP | | |
|---|------------------------|---|
| Name | Position | Group |
| Bob Conlin | 1. Member 2. Member | 1. Wisconsin Health Information Organization Board of Directors (Lisa Ellinger serves as the ETF Secretary's designee) 2. State Bar of Wisconsin |
| Rob Marchant | 1. Member | 1. State Bar of Wisconsin |
| Bob Martin | 1. Member | 1. Project Management Institute (PMI)/South Central WI Chapter |
| Matt Stohr | 1. Member | 1. Wisconsin Certified Public Manager Advisory Board |
| Steve Hurley | 1. Member 2. Member | 1. National Association of Public Pension Attorneys (NAPPA) 2. International Foundation of Employee Benefit Plans (IFEBP) |