



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

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**EXECUTIVE COMMITTEE**  
**QUARTERLY HUMAN RESOURCES REPORT**  
**March 2013**

This report highlights activities that have taken place since the December 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 15 vacancies during the calendar quarter ending December 31, 2012. ETF has filled 12 vacancies so far this quarter. Two key hires (since the December Board meeting) are shown below:

- Rory McGarry, Trust Funds Supervisor, Division of Retirement Services, Employer and Contact Services Bureau, Employer Services Section
- Carley LeMahieu, Trust Funds Supervisor, Division of Retirement Services, Benefit Services Bureau, Benefit Initiation Section

**KEY VACANCIES**

ETF currently has 21 vacancies in various stages of recruitment. Four key openings are shown below.

- Financial Manager (Chief Finance Officer), 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
- Training Coordinator (Training Director), Division of Management Services

<b>AFFIRMATIVE ACTION (AA) STATISTICS</b>		
<b><u>AA Group</u></b>	<b><u>Permanent</u> <u>(Percentage/Employees)</u></b>	<b><u>Limited-Term Employees</u> <u>(LTEs)</u></b>
Females	58.1% (136)	67.0% (14)
Minorities	14.5% (34)	4.7% (1)
Persons with Disabilities	11.9% (28)	4.7% (1)
As of 12/31/12, we had 21 LTEs and 234 filled permanent classified positions.		

Board	Mtg Date	Item #
EXC	3.6.13	5A

### **2008-2011 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.
- Nancy Ketterhagen's term on the AA Committee ended December 2012. New officers were elected to the AA Committee: Bryan Foster as Chair; and Diana Felsmann as Vice Chair.
- The Lincoln Elementary School choir performed for ETF employees on January 17, 2012.

### **EMPLOYEE RECOGNITION/APPRECIATION**

- The Social Committee sponsored a creative and fun holiday party in January.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

### **PARTNERS IN GIVING**

- A total of 76% of ETF employees donated \$38,694 during the campaign that ended on November 30, 2012.

### **MISCELLANEOUS**

- The Health and Safety Committee sponsored a blood drive on February 15, 2013.
- The Health and Safety Committee reminded all staff on tips to stop the spread of germs and ideas for protecting yourself from colds and flu.
- The Wellness Workgroup hosted a free soup and salad luncheon in honor of Heart Health Month at both Badger Road and DOR locations in February.
- The Wellness Workgroup encouraged staff to Wear Red on February 1 in honor of the American Heart Association's Go Red for Women campaign against women's heart disease.
- The EAP distributed monthly employee and supervisor newsletters and provided information to all staff on keys to keeping and making New Year's resolutions; setting goals and strengthening resolve; strengthening your core muscles; tips to assist those who want to stop smoking; and personal loans among family and friends. Supervisor newsletters highlighted information on delivering critical feedback that sticks and ways to guide teams to help them reach their goals.
- The ETF Wellness Workgroup published articles in the *Trusty News* which promoted Finding Some Time for Winter Activity, Don't Take Your Vision for Granted: It could be Gone in the Blink of an Eye!, and New Year's Resolutions Recommended Reading: "In One Year, Out the Other".

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Bob Conlin	1. ETF Staff	1. End of Year Town Hall Meetings (6 sessions): December 2012	1. 200
	2. Legislative Audit Committee Hearing	2. Rehired Annuitant Audit	2. Broadcast on Wisconsin Eye
	3. Wisconsin Counties Association	3. The Future of the State Retirement System	3. 200
Matt Stohr	1. Wisconsin Coalition of Annuitants	1. WRS Rehired Annuitants	1. 40
	2. Madison Business Council	2. WRS Overview	2. 75
	3. Wisconsin Coalition of Annuitants	3. WRS Annuity Adjustments	3. 40

<b>PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP</b>		
<b>Name</b>	<b>Position</b>	<b>Group</b>
Bob Conlin	1. Member	1. Wisconsin Health Information Organization Board of Directors (Lisa Ellinger serves as the ETF Secretary's designee)
	2. Member	2. State Bar of Wisconsin
	3. Member	3. International Foundation of Employee Benefit Plans (IFEBP)
Rob Marchant	1. Member	1. State Bar of Wisconsin
	2. Member	2. IFEBP
Bob Martin	1. Member	1. Project Management Institute (PMI)/South Central WI Chapter
Matt Stohr	1. Member	1. Wisconsin Certified Public Manager Advisory Board
	2. Member	2. IFEBP

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Steve Hurley	<ol style="list-style-type: none"> <li>1. Member</li> <li>2. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. National Association of Public Pension Attorneys (NAPPA)</li> <li>2. IFEBP</li> </ol>
Lisa Ellinger	<ol style="list-style-type: none"> <li>1. Member</li> <li>2. Member</li> <li>3. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. Wisconsin Statewide Health Information Network Board of Directors (WISHIN)</li> <li>2. IFEBP</li> <li>3. Wellness Council of Wisconsin and Wellness Council of America (WELCOA)</li> </ol>
Pam Henning	<ol style="list-style-type: none"> <li>1. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. International Public Management Association – HR (IPMA) (National and Wisconsin Chapters)</li> </ol>
John Vincent	<ol style="list-style-type: none"> <li>1. Member</li> <li>2. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. Institute of Internal Auditors (IIA)</li> <li>2. Association of Public Pension Fund Auditors (APPFA)</li> </ol>
David Nispel	<ol style="list-style-type: none"> <li>1. Secretary</li> <li>2. Member</li> <li>3. Member</li> <li>4. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. Government Lawyers Division, State Bar of Wisconsin</li> <li>2. State Bar of Wisconsin</li> <li>3. National Association of Public Pension Attorneys</li> <li>4. Benefits Section Committee, National Association of Public Pension Attorneys</li> </ol>