



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

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
June 2013

This report highlights activities that have taken place since the March 2013 Employee Trust Funds Board (Board) meeting.

KEY HIRES

The Department of Employee Trust Funds (ETF) filled a total of 15 vacancies during the calendar quarter ending March 31, 2013. ETF has filled 9 vacancies so far this quarter. Two key hires (since the March Board meeting) are shown below:

- Mary Statz, Trust Funds Director, Health Benefits and Insurance Plans Bureau, Division of Insurance Services
- Nicole Sankey, Training Director, Division of Management Services

KEY VACANCIES

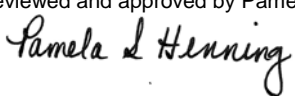
ETF currently has 23 vacancies in various stages of recruitment. Two key openings are shown below.

- Financial Manager, Office of Budget and Trust Finance
- Administrative Manager (Deputy Administrator), Division of Management Services

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	59.7% (140)	60% (12)
Minorities	13.9% (33)	0.0% (0)
Persons with Disabilities	11.4% (27)	15% (3)

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

- Caden Howell served as a member of the Affirmative Action Committee (AAC) through May 3, when she left ETF for other employment. Caden's position on the committee will need to be filled in the near future.
- ETF continued its partnership with Lincoln Elementary School through staff serving as mentors or tutors to students during their lunch hours.
- Fifth grade students from Lincoln Elementary School came to ETF on April 25, in observance of National "Take Your Child to Work Day" where they were welcomed with treats provided by ETF staff. Employees were also welcome to bring their school-aged children to ETF for an educational experience.

Reviewed and approved by Pamela Henning, Management Services Administrator

 Electronically Signed 6/3/13

Board	Mtg Date	Item #
EXC	6.19.13	5A

- Students from Lincoln School Choir entertained ETF staff in early May.
- ETF staff was encouraged to collect Box Tops for Education as a fundraiser on behalf of Lincoln Elementary School.
- The Affirmative Action Committee (AAC) sponsored a “Suited for Success” clothing drive in April. The donations of professional women’s business clothing were donated to Young Women’s Christian Association (YWCA) of Madison. The clothing is provided to members of the organization in an effort to provide appropriate wardrobes for job interviews.
- The AAC sponsored a Random Acts of Kindness Week from April 15 - 19. Staff was encouraged to make a conscious effort to do a little extra for their ETF coworkers such as giving an extra compliment or opening an extra door for someone.
- The AAC sponsored a potluck in April where Major Sarah Bammel of the Wisconsin Army National Guard talked about her recent deployment to Afghanistan.

EMPLOYEE RECOGNITION/APPRECIATION

- The Leadership Team hosted its annual “Pop In” day on May 6 and 7, in conjunction with State Employee Recognition Week. Employees enjoyed popcorn and conversation with managers and coworkers.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.
- ETF was awarded a “Patriotic Employer” certificate from the Office of the Secretary of Defense Employer Support of the Guard and Reserve for support of Major Bammel and her husband during her deployment. Major Bammel is the wife of ETF employee Joe Starr.

PARTNERS IN GIVING

- ETF took second place honors for “Increase in Percent Participation” in the 2012 Partners in Giving Campaign. An award for this achievement was presented to ETF Partners in Giving Co-chairs Julie Keal and Michele Ouellette.

MISCELLANEOUS

- Staff coordinated fundraising events for Big Brothers/Big Sisters, including a bake/craft/white elephant sale, a plant sale, a “pie in the face” contest, and participating in the Bowl for Kids Sake event.
- A new Employee Assistance Program (EAP) provider, LifeMatters, was introduced to ETF staff this quarter through orientation sessions designed for staff and supervisors in April.
- The ETF Wellness Workgroup sponsored a Self Defense 101 session for ETF staff in March.

- Well Wisconsin assessments were held for ETF staff interested in receiving financial incentives being offered by their health plans in April. This event was sponsored by the ETF Wellness Workgroup.
- An eight-week lunchtime workshop on health strategies was sponsored by the ETF Wellness Workgroup in April and May.
- The ETF Wellness workgroup sponsored a session for ETF staff on the advance care planning process.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Bob Conlin	1. National Association of State Chief Administrators (NASCA)	1. NASCA Roundtable (conference call) – “Best Practices – State Pension Reform”	1. Unknown
	2. Wisconsin Coalition of Annuitants (WCOA)	2. Annuity Projections	2. 20
	3. UW Madison Retirees Assoc	3. The Wisconsin Retirement System and ETF: An Update	3. 130
	4. Wisconsin Retired Educators Association (WREA) Annual Convention	4. WRS Update	4. 275 – 300
	5. WCOA 22 nd Annual Conference	5. WRS Update	5. 100
Rob Marchant	1. Wisconsin City/County Management Association	1. WRS Update	1. 125
	2. Langlade County Retired Educators Association	2. WRS Update	2. 50
Matt Stohr	1. State Agency Accountants Association	1. WRS Overview/ETF Operational Budget	1. 200
	2. State Firefighters Association	2. WRS Overview/Legislative Changes	2. 150

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)
	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
Steve Hurley	1. Member	1. National Association of Public Pension Attorneys (NAPPA)
	2. Member	2. IFEBP
	3. Member	3. State Bar of Wisconsin
Lisa Ellinger	1. Secretary	1. Wisconsin Statewide Health Information Network Board of Directors (WISHIN)
	2. Member	2. IFEBP
	3. Member	3. Wellness Council of Wisconsin and Wellness Council of America (WELCOA)
	4. Secretary	4. WI Health Information Organization (ETF Secretary's designee)
Pam Henning	1. Member	1. International Public Management Association – HR (IPMA) (National and Wisconsin Chapters)
John Vincent	1. Member	1. Institute of Internal Auditors (IIA)
	2. Member	2. Association of Public Pension Fund Auditors (APPFA)

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David Nispel	<ol style="list-style-type: none">1. Secretary2. Member3. Member4. Member	<ol style="list-style-type: none">1. Government Lawyers Division, State Bar of WI2. State Bar of Wisconsin3. National Association of Public Pension Attorneys4. Benefits Section Committee, National Association of Public Pension Attorneys
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