



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

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

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

**KEY HIRES**

The Department of Employee Trust Funds (ETF) filled a total of 14 vacancies during the calendar quarter ending June 30, 2013. ETF has filled 10 vacancies so far this quarter. Three key hires (since the June Board meeting) are shown below:

- Fred Cupelli, Trust Funds Specialist – Advanced (Leadworker), Contact Management Section, Division of Retirement Services
- Laura Stella, Trust Funds Specialist – Advanced (Leadworker), Retiree Services Section, Division of Retirement Services
- David Allaby, IS Business Automation Specialist, Project Management Office

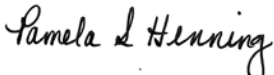
**KEY VACANCIES**

ETF currently has 12 vacancies in various stages of recruitment. Three key openings are shown below:

- Administrative Manager (Deputy Administrator), Division of Management Services
- Trust Funds Supervisor, Retirement Planning Section 1, Division of Retirement Services
- Trust Funds Specialist – Advanced (Leadworker), Employer Services Section, Division of Retirement Services

<b>AFFIRMATIVE ACTION (AA) STATISTICS</b>		
<b><u>AA Group</u></b>	<b><u>Permanent (Percentage/Employees)</u></b>	<b><u>Limited-Term Employees (LTEs)</u></b>
Females	55.3% (146)	62.5% (10)
Minorities	12.9% (34)	0.0% (0)
Persons with Disabilities	11.0% (29)	18.75% (3)

Reviewed and approved by Pamela Henning, Management Services Administrator

  
 Electronically Signed 9/11/13

Board	Mtg Date	Item #
EXC	9.25.13	5A

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

- Cheryllynn Mullins was been appointed as a member of the Affirmative Action Committee (AAC) through December 2013. She is fulfilling the term of Caden Howell who left ETF for other employment.
- 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 a very successful school supply drive in support of the Lincoln Elementary School.
- Sameera Hassan was hired through the Summer Affirmative Action Internship Program as a Communications Coordinator in the Division of Insurance Services, Disability Programs Section.
- The use of an interpreting service called Language Line has been implemented to assist ETF employees with non-English speaking customers.

### **EMPLOYEE RECOGNITION/APPRECIATION**

- Margaret Schuster, Division of Retirement Services, was honored with a retirement farewell gathering after 37 years of state service.
- Thirty-two 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. Several of these employees will be honored at a ceremony in September by the Secretary's Office and their supervisors.
- Employees were treated to a summer kick-off picnic and Benefits Administration System (BAS) Request for Proposal (RFP) release party in June.
- Eight ETF employees were recognized for their achievement in completion of the Department Project Manager program in July.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

### **PARTNERS IN GIVING**

- Ann Suchomel (Disability Programs Bureau, Division of Insurance Services) and Lindsay Walton (Human Resources Team, Division of Management Services) were selected to co-chair the 2013 Partners in Giving Campaign. The co-chairs have started meeting with various agency groups and committees to gain momentum for the kickoff in October.

### **MISCELLANEOUS**

- ETF hosted a Summer Youth Day in August. The day was full of fun and educational activities for children, grandchildren, or nieces/nephews of ETF employees.
- The ETF Social Committee announced discontinuation of its current format, while also announcing that some members have joined the newly reinvigorated Wellness Workgroup.
- Diane Oakley, Executive Director of the National Institute on Retirement Security graced ETF employees with a presentation on public pension trends and financial retirement readiness.

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Bob Conlin	1. BAS RFP Vendor Conference	1. ETF Overview	1. 40
Bob Conlin/Rob Marchant	2. ETF Staff	2. What We Do At ETF	2. 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 (IFEBCP)
	4. Member	4. State of Wisconsin Investment Board (SWIB)
	5. Member	5. SWIB Audit Committee
	6. Member	6. SWIB Compensation Committee
Rob Marchant	1. Member	1. State Bar of Wisconsin
	2. Member	2. IFEBCP
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. IFEBCP
Steve Hurley	1. Member	1. National Association of Public Pension Attorneys (NAPPA)
	2. Member	2. IFEBCP
	3. Member	3. State Bar of Wisconsin

Lisa Ellinger	<ol style="list-style-type: none"> <li>1. Secretary</li> <li>2. Member</li> <li>3. Member</li> <li>4. Secretary</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> <li>4. WI Health Information Organization (ETF Secretary's designee)</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 (IPMA) – HR (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 WI</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>