



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

801 W Badger Road
 PO Box 7931
 Madison WI 53707-7931
 1-877-533-5020 (toll free)
 Fax (608) 267-4549
<http://etf.wi.gov>

EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
DECEMBER 2013

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

KEY HIRES

The Department of Employee Trust Funds (ETF) has filled six vacancies so far this quarter. Two key hires (since the September Board meeting) are shown below:

- Andrew Kirchner, Trust Funds Specialist – Advanced (Leadworker), Employer Services Section, Division of Retirement Services
- John Hoskins, IS Business Automation Consultant/Administrator (Project Plan Coordinator), Office of Enterprise Initiatives, Project Management Office

KEY VACANCIES

ETF currently has 15 vacancies in various stages of recruitment. Six key openings are shown below:

- Administrative Manager (Deputy Administrator), Division of Management Services
- Trust Funds Supervisor, Retirement Planning Section 1, Division of Retirement Services
- Employee Benefit Plan Policy Advisor – Advanced (Wellness/Disease Prevention Program Manager), Division of Insurance Services, Health Benefits & Insurance Plans Bureau
- Trust Funds Specialist – Advanced (Leadworker), Insurance Administration Bureau, Division of Insurance Services
- Librarian, Office Services Bureau, Division of Management Services
- Trust Funds Specialist – Advanced (Employer Trainer), Employer Services Section, Division of Retirement Services

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	58.8% (144)	63.1% (12)
Minorities	13.5% (33)	0.0% (0)
Persons with Disabilities	11.4% (28)	15.8% (3)

Reviewed and approved by Pamela Henning, Management Services Administrator

 Electronically Signed 11/18/13

Board	Mtg Date	Item #
EXC	12.4.13	5A

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

- Representatives from the Office of State Employment Relations (OSER), Division of Affirmative Action (DAA) spent two days at ETF meeting with HR staff and reviewing all AA and EEO policies, procedures and processes in October. ETF is the first agency to undergo a new monitoring program being launched by OSER DAA.
- Laura Neilson, Lincoln School's coordinator of the Madison Metropolitan School District's Schools of Hope program, gave a presentation for ETF staff in September. She promoted the success of the partnership with ETF employees who volunteer to help Lincoln Elementary School students improve reading comprehension and math skills.
- The Department continued its partnership with Lincoln Elementary School, with staff volunteering to tutor students during their lunch hours.
- The Department conducted a school supply drive to help children at Lincoln Elementary School. Staff either purchased and donated school supplies or gave cash donations used to purchase additional supplies.
- An article in the September *Trusty News* highlighted the roles and responsibilities of ETF's Affirmative Action Officer.
- A survey was conducted by the Affirmative Action Committee (AAC) to determine awareness of the AAC within ETF. Results were announced in an October *Trusty News* article.
- Staff who volunteer their lunch time to the Meals on Wheels program, making deliveries to individuals in nearby neighborhoods, were recognized for their efforts in the November *Trusty News*.
- A November *Trusty News* article recognizing the value armed forces veterans bring to the workforce was submitted by Bryan Foster, the AAC Chair.

EMPLOYEE RECOGNITION/APPRECIATION

- Seven ETF employees were recognized by the Secretary's Office at a ceremony in September for reaching significant years of service milestones of 25, 30, 35 and 40 years of service as state employees.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.
- Nora O'Brien, Division of Retirement Services, was honored in October with a retirement farewell and by several staff members wearing purple (Nora's favorite color). Nora was with ETF since 1986.

PARTNERS IN GIVING

- ETF employees were invited to attend Partners in Giving Charity Day events, featuring guest speakers representing local, national and international charitable organizations, at both the Badger Road and Rimrock locations in October.
- The campaign co-chairs worked with ETF staff to raise funds by sponsoring a chili luncheon with costume contest, a garage sale selling gently used donations, silent and live auctions, bake sales and other activities.
- Approximately 47% of ETF employees have pledged donations of \$19,289 to date through pledges and special events.

MISCELLANEOUS

- The Health and Safety Committee sponsored a seasonal flu shot clinic as well as a blood drive in September and October.
- Several facts and tips were distributed to staff promoting the month of October as Fire Prevention Month.
- A Health and Wellness Fair was promoted to ETF staff by the ETF Wellness Workgroup in October.
- The Wellness Workgroup sponsored a session on “Grief in the Workplace” provided by Agrace Hospice in November.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Bob Conlin	1. SWIB October Workshop	1. Ongoing ETF Analysis of the WRS	1. 30
Bob Conlin	2. Buffalo-Pepin Retired Educators	2. What We Do At ETF	2. 30
Bob Conlin	3. Professional Fire Fighters of WI	3. WRS Update	3. 55
Bob Conlin	4. AFSCME Retirees	4. WRS Update	4. 75
Matt Stohr	1. State of WI Judges Association 2013 Annual Conference	1. Overview of WRS Statement of Benefits and Update on WRS related topics	1. 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)
	4. Member	4. State of Wisconsin Investment Board (SWIB)
	5. Member	5. SWIB Audit Committee
	6. Member	6. SWIB Compensation Committee

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Rob Marchant	<ol style="list-style-type: none"> 1. Member 2. Member 	<ol style="list-style-type: none"> 1. State Bar of Wisconsin 2. IFEBP
Bob Martin	<ol style="list-style-type: none"> 1. Member 	<ol style="list-style-type: none"> 1. Project Management Institute (PMI)/South Central WI Chapter
Matt Stohr	<ol style="list-style-type: none"> 1. Member 2. Member 	<ol style="list-style-type: none"> 1. Wisconsin Certified Public Manager Advisory Board 2. IFEBP
Steve Hurley	<ol style="list-style-type: none"> 1. Member 2. Member 3. Member 	<ol style="list-style-type: none"> 1. National Association of Public Pension Attorneys (NAPPA) 2. IFEBP 3. State Bar of Wisconsin
Lisa Ellinger	<ol style="list-style-type: none"> 1. Secretary 2. Member 3. Member 4. Secretary 	<ol style="list-style-type: none"> 1. Wisconsin Statewide Health Information Network Board of Directors (WISHIN) 2. IFEBP 3. Wellness Council of Wisconsin and Wellness Council of America (WELCOA) 4. WI Health Information Organization (ETF Secretary's designee)
Pam Henning	<ol style="list-style-type: none"> 1. Member 	<ol style="list-style-type: none"> 1. International Public Management Association – HR (IPMA) (National and Wisconsin Chapters)
John Vincent	<ol style="list-style-type: none"> 1. Member 2. Member 	<ol style="list-style-type: none"> 1. Institute of Internal Auditors (IIA) 2. Association of Public Pension Fund Auditors (APPFA)
David Nispel	<ol style="list-style-type: none"> 1. Secretary 2. Member 3. Member 4. Member 	<ol style="list-style-type: none"> 1. Government Lawyers Division, State Bar of WI 2. State Bar of Wisconsin 3. National Association of Public Pension Attorneys 4. Benefits Section Committee, National Association of Public Pension Attorneys