



STATE OF WISCONSIN
Department of Employee Trust Funds
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 SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
MARCH 2014

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

KEY HIRES

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

- Kyle Hofstetter, Trust Funds Supervisor, Retirement Planning Section 1, Division of Retirement Services
- John Alexander, Trust Funds Specialist – Advanced (Leadworker), Insurance Administration Bureau, Division of Insurance Services
- Inthava Borihane, Trust Funds Specialist – Advanced (Employer Trainer), Employer Services Section, Division of Retirement Services
- Sarah Bradley, Employee Benefit Plan Policy Advisor – Advanced (Wellness/Disease Prevention Program Manager), Division of Insurance Services, Health Benefits & Insurance Plans Bureau
- Michelle Mattox, Accountant – Advanced (Leadworker), Office of Trust Finance

KEY VACANCIES

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

- Administrative Manager (Deputy Administrator), Division of Management Services
- Librarian, Office Services Bureau, Division of Management Services
- Accountant – Advanced (Leadworker), Office of Trust Finance, GAAP/Actuarial
- Trust Funds Specialist – Advanced (Leadworker), Benefit Initiation Section 1, Division of Retirement Services
- Trust Funds Specialist – Advanced (Leadworker), Contact Management Section 1, Division of Retirement Services

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent</u> <u>(Percentage/Employees)</u>	<u>Limited-Term Employees</u> <u>(LTEs)</u>
Females	59.6% (152)	65.2% (15)
Minorities	13.3% (34)	0.0% (0)
Persons with Disabilities	14.1% (36)	4.3% (1)

Reviewed and approved by Pamela Henning, Management Services Administrator

 Electronically Signed 3/11/14

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) audited ETF's AA and EEO policies, procedures and processes in October. ETF received a positive final report from OSER which stated, "ETF is doing a good job providing equal opportunity to its employees, applicants and clients."
- The Department continued its partnership with Lincoln Elementary School with staff volunteering to tutor students during their lunch hours. In December the students provided ETF with a holiday concert.
- The ETF Affirmative Action Committee (AAC) coordinated a hat, mitten and scarf drive for the students at Lincoln Elementary School. ETF staff were very generous and many of the items included articles that were hand-made by ETF knitters.
- The AAC posted its agendas and minutes from their monthly meetings on FRED to be more accessible to all staff. In addition, the AAC Bylaws were modified resulting in a reduction of members from nine to seven.
- AAC members whose terms ended in December were recognized by the Secretary's Office for their dedication and contributions at the January meeting. Those members included Diana Felsmann, Ade Jowosimi, Claudius Lebi and Rory McGarry. Two new members, Rob McMillan and Nathan Mack were also welcomed to the committee at the January meeting.
- The AAC coordinated an "interview appropriate" clothes drive for the "Stepping Out Into Success Campaign" through the Dane County Sheriff to distribute to local individuals in the return to work Huber Program.

EMPLOYEE RECOGNITION/APPRECIATION

- Gene Janke and Rory McGarry graduated from the Certified Public Manager Program and were recognized at a graduation ceremony at the State Capitol in December.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.
- The ETF Wellness Workgroup hosted a Winter Fe(ast) for ETF staff in February.
- An agency-wide "Town Hall Meeting" was held in January at the Alliant Center recognizing the successes experienced by the agency in 2013 and discussing goals and challenges for 2014.

PARTNERS IN GIVING

- A total of 73.9% of ETF employees donated \$37,564 during the campaign that ended on November 29, 2013.

MISCELLANEOUS

- The Health and Safety Committee sponsored a blood drive in February.
- An article in the January *Trusty News* highlighted an agency-wide upgrade to Office 2013. Training on the new version was provided and almost all staff have successfully had their systems upgraded.

- Six brainstorming sessions gathering feedback from staff on requirements of a new building were conducted by Pam Henning, Mike Jarlsberg and Vicki McFall. An article highlighting the feedback was included in the January *Trusty News*.
- An article in the February *Trusty News* announced the creation of a new Business Infrastructure Council (BIC) which will replace the various Change Control Boards.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Bob Conlin	1. ETF Town Hall Meeting	1. ETF Projects from 2013 and Future	1. 200+
Rob Marchant	2. Madison College – Business Trends & Topics Class	2. Leadership in Customer Service Organizations	2. 15+
Matt Stohr	3. WI Badger Sheriffs' Association	3. WRS Update	3. 100
Matt Stohr	4. WI Constitutional Officers' Conference	4. WRS Contribution Rates	4. 100

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
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

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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. Vice Chair	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. Member	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)
David Nispel	1. Secretary	1. Government Lawyers Division, State Bar of WI
	2. Member	2. State Bar of Wisconsin
	3. Member	3. National Association of Public Pension Attorneys
	4. Member	4. Benefits Section Committee, National Association of Public Pension Attorneys