



STATE OF WISCONSIN
Department of Employee Trust Funds
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 SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
June 2014

This report highlights activities that have taken place since the March 2014 Employee Trust Funds Board (Board) meeting.

KEY HIRES

The Department of Employee Trust Funds (ETF) has filled seven vacancies so far this quarter. One key hire (since the March Board meeting) is shown below:

- Nate Johnson, Trust Funds Specialist – Advanced (Leadworker), Contact Management Section 1, Division of Retirement Services

KEY VACANCIES

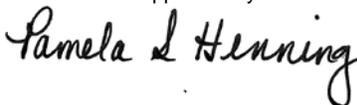
ETF currently has 30 vacancies in various stages of recruitment. Five key openings are shown below:

- Deputy Secretary, Office of the Secretary
- Administrative Manager (Deputy Administrator), Division of Management Services
- Financial Manager (Internal Audit Director), Office of Internal Audit
- Accountant – Advanced (Leadworker), Office of Trust Finance, GAAP/Actuarial
- Trust Funds Specialist – Advanced (Leadworker), Benefit Initiation Section 1, Division of Retirement Services

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	58.9% (146)	68% (17)
Minorities	13.3% (33)	0.0% (0)
Persons with Disabilities	9.8% (24)	4% (1)

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

- Analysis is underway to create a new AA/EEO Plan for ETF. This new plan is due to the Office of State Employment Relations for review by June 30, 2014. The plan will be effective from July 1, 2014 through June 30, 2017.
- The Department continued its partnership with Lincoln Elementary School, with staff volunteering to tutor students during their lunch hours. In May, students from Lincoln School provided an uplifting spring concert to ETF employees.

Reviewed and approved by Pamela Henning, Management Services Administrator

 Electronically Signed 6/10/14

Board	Mtg Date	Item #
EXC	6.12.14	5A

- The AAC sponsored a nacho lunch to raise money for an outdoor classroom at Lincoln School. Over \$400 was raised through this effort and was donated to the school in sponsorship of the outdoor classroom.
- The AAC chair, Bryan Foster, left ETF to pursue his own business. Roni Harper was elected as the new AAC chair and Nathan Mack was elected as the new vice chair.
- A goal in the current AA Plan is to improve upward mobility opportunities at ETF for minorities and women. To address this goal, the HR Team developed and has been providing a new seven session training series on topics such as interviewing skills, civil service exam tips, and maximizing your current position.
- ETF sponsors one employee in the Certified Public Manager Program (CPM). After a rigorous application process and interview, Kirk Kushava was selected for the program.
- Nathan Mack, a member of the ETF AAC, posted an article on the *ETF Community* in April related to his experience as a student at Lincoln School and now being an ETF employee who supports the school.

EMPLOYEE RECOGNITION/APPRECIATION

- The Leadership Team hosted its annual “Pop In” day on May 8 at both the Rimrock and Badger Road locations 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* and now are posted on the *ETF Community*.
- ETF acknowledged three staff for their contributions as state employees at retirement gatherings in May and June: Howard Wienholtz with 28 years of civil service; Mark Blank with 37 years; and John Vincent with 24 years of service.
- The ETF Excellence Award was unveiled during this quarter. This is a new recognition program to recognize an ETF employee who demonstrates a commitment to those we serve by providing excellent customer service. A new plaque which will be located in the ETF lobby will be among the ways these ETF employees will be recognized.
- Deb Roemer received a Virginia Hart Honorable Mention Award at the State Capitol in May. This award was established to honor women in state government for their exemplary performance and who make significant contributions to the state in the way they serve members, interact with co-workers and assist the public.

MISCELLANEOUS

- The Health and Safety Committee is sponsoring a blood drive in June.
- *Trusty News* as we know it published their last newsletter in March. A new blog style format called *ETF Community* was launched in April to promote even more timely communication for ETF employees regarding the activities happening at ETF.
- An article in the March *Trusty News* highlighted the introduction of the new Learning Management System called LaDR which is an acronym for Learning and Development Resource. All training will be captured through LaDR and many online programs will be available directly through this new technology.
- An article in the March *Trusty News* highlighted ETF hosted wellness screenings and described the benefits of doing a wellness screening.

- The ETF Wellness Workgroup launched an ETF Wellness Physical Fitness Challenge through an article on the *ETF Community*.
- The benefits of a job sharing and cross training program in the Division of Retirement Services was highlighted in a May article on the *ETF Community*.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Bob Conlin	1. UW Retirement Association	1. WRS Update	1. 90
Bob Conlin	2. WI Coalition of Annuitants	2. WRS Update	2. 30
Bob Conlin	3. WCOA Annual Conference	3. WRS Update	3. 75
Matt Stohr	4. WI Coalition of Annuitants – West Allis Branch	4. WRS Overview	4. 80
Matt Stohr	5. Financial Planners Association of Southern WI	5. WRS Overview & Disability Programs	5. 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

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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. 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)
	5. Member	5. State and Local Government Benefits Association (SALGBA)
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