



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

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
September 2014

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

KEY HIRES

The Department of Employee Trust Funds (ETF) has filled 12 vacancies so far this quarter. Six key hires (since the June Board meeting) are shown below:

- John Voelker, Deputy Secretary, Office of the Secretary
- Pam Henning, Assistant Deputy Secretary, Office of the Secretary
- Mike Bormett, Administrative Manager (Deputy Administrator), Division of Management Services
- Yikchau Sze, Financial Manager (Internal Audit Director), Office of Internal Audit
- Dan Gopalan, Accountant – Advanced (Leadworker), Office of Trust Finance, GAAP/Actuarial
- Ade Jowosimi, Trust Funds Specialist – Advanced (Leadworker), Benefit Initiation Section 1, Division of Retirement Services

KEY VACANCIES

ETF currently has 26 vacancies in various stages of recruitment. Five key openings are shown below:

- Administrative Manager (Administrator), Division of Management Services
- Financial Management Supervisor, Office of Trust Finance
- Trust Funds Supervisor, Retiree Services Section, Division of Retirement Services
- Trust Funds Specialist – Advanced (Leadworker), Benefit Initiation Section 2, Division of Retirement Services
- Records/Forms Management Specialist (Leadworker), Records Management Section, Division of Management Services

Reviewed and approved by Pamela Henning, Assistant Deputy Secretary

Electronically Signed:
09/05/2014

Board	Mtg Date	Item #
EXC	9.24.14	6A

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	59.4% (146)	76.9% (20)
Minorities	13.0% (32)	0.0% (0)
Persons with Disabilities	9.3% (24)	11.5% (3)

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

- ETF's AA/EEO Plan was approved by Secretary Conlin and the Office of State Employment Relations. The new 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. ETF sponsored a very successful school supply drive for Lincoln School students. Very generous donations were made by past and present ETF employees.
- The Affirmative Action Committee (AAC) formed a subcommittee to draft an application for the 2014 State Council on Affirmative Action Diversity Award. The application was submitted late August.
- Kristen Schipper was appointed to the AAC to replace Bryan Foster.
- Emma Minkoff was hired as a Communications Specialist intern for the Office of Communications through the Summer Affirmative Action Internship Program.
- ETF sponsored two interns through the PEOPLE Program Summer Internship program. One individual worked in the Project Management Office and the other in Division of Retirement Services, Benefits Initiation Section. The program exposes low-income/minority high school students to a professional business setting where they learn important job skills.
- ETF formed a partnership with the Urban League of Greater Madison, located near the Badger Road building on Park Street. ETF was joined by representatives from other agencies in providing a job fair and career development session in late June for members of the community interested in learning about employment with the State of Wisconsin.
- ETF sponsored a workshop on Respectful Workplace, Harassment and Bullying provided by Bob Gregg of Boardman & Clark Law Firm. All ETF employees, LTEs and long-term contractors were encouraged to attend one of the four sessions provided.

EMPLOYEE RECOGNITION/APPRECIATION

- The ETF Wellness Workgroup organized the summer picnic for all staff held on August 6 in the courtyard at Badger Road.
- Excerpts of letters we receive complimenting staff are posted on the *ETF Community*.
- Anne Boudreau was the recipient of the first ETF Excellence Award. The award was presented to Anne in July by Secretary Conlin and recognizes ETF employees who demonstrate a commitment to those we serve by providing excellent customer service through creativity, innovation, warmth, friendliness, individual pride and agency spirit.

Anne's name will be engraved on a plaque which will reside in the ETF reception area. In addition, Anne received a small plaque and ETF portfolio.

- 28 employees were recognized in a June blog article for reaching 5, 10, 15, 20, 25, 30, 35 and 40 year milestones in length of state service. Several of these individuals were honored in a ceremony in July by the Secretary's Office and their supervisors/managers.
- John Vincent was acknowledged for his contributions as a state employee at a retirement gathering in June. John had over 24 years of civil service upon his retirement.
- Ten members of the ETF Business Analyst Council recently completed a rigorous UW School of Business training program and were awarded their Professional Development Certificate in Business Analysis upon completion in August.

PARTNERS IN GIVING

- Michelle Fleisher, Employer Services, and Courtney Contildes, Benefit Initiation, both in the Retirement Services Division, have been selected to co-chair the 2014 Partners in Giving Campaign.

MISCELLANEOUS

- The ETF Health and Safety Committee sponsored a blood drive in late June.
- The Department sponsored a very successful Summer Youth Day in July full of fun, entertaining and educational activities for children of ETF staff.
- An article on the risks of skin cancer in the summer was posted on *ETF Community* in July by the ETF Wellness Workgroup.
- The Employee Communications Team was introduced through an article on *ETF Community* in July. This team will work to identify ways to improve internal communications about agency-wide initiatives that impact ETF staff.
- A team of ETF staff participated in the Pedal Forward Bike for Boys and Girls Club.
- The ETF Wellness Workgroup promoted a Well Wisconsin "Know Your Numbers" biometric screening held at the Rimrock Road location in late June to ETF staff.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Bob Conlin	1. National Troopers' Coalition	1. WRS Update	1. 60
Bob Conlin	2. WI Counties Association	2. WRS Update	2. 200
Bob Conlin	3. WREA Convention	3. WRS Update	3. 300
Matt Stohr	4. Financial Planners Association of Southern WI	4. WRS Overview and Recent Law Changes	4. 100
Matt Stohr	5. WI Coalition of Annuitants	5. ETF Benchmarking and Services Scores	5. 30
Matt Stohr	6. WI Professional Firefighters Association	6. New GASB Rules	6. 150

PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP		
Name	Position	Group
Bob Conlin	1. Member 2. Member 3. Member 4. Member 5. Member 6. Member 7. Member 8. Member	1. Wisconsin Health Information Organization Board of Directors (Lisa Ellinger serves as the ETF Secretary's designee) 2. State Bar of Wisconsin 3. International Foundation of Employee Benefit Plans (IFEBC) 4. State of Wisconsin Investment Board (SWIB) 5. SWIB Audit Committee 6. SWIB Compensation Committee 7. National Association of State Retirement Administrators (NASRA) 8. National Council on Teacher Retirement (NCTR)
Bob Martin	1. Member	1. Project Management Institute (PMI)/South Central WI Chapter
Matt Stohr	1. Member 2. Member	1. Wisconsin Certified Public Manager Advisory Board 2. IFEBC
Steve Hurley	1. Member 2. Member 3. Member	1. National Association of Public Pension Attorneys (NAPPA) 2. IFEBC 3. State Bar of Wisconsin
Lisa Ellinger	1. Vice Chair 2. Member 3. Member 4. Member 5. Member	1. Wisconsin Statewide Health Information Network Board of Directors (WISHIN) 2. IFEBC 3. Wellness Council of Wisconsin and Wellness Council of America (WELCOA) 4. WI Health Information Organization (ETF Secretary's designee) 5. State and Local Government Benefits Association (SALGBA)
Pam Henning	1. Member	1. International Public Management Association – HR (IPMA) (National and Wisconsin Chapters)
Yikchau Sze	1. Member 2. Member	1. Institute of Internal Auditors (IIA) 2. Association of Public Pension Fund Auditors (APPFA)

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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