



**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 2014**

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

**KEY HIRES**

The Department of Employee Trust Funds (ETF) has filled 8 vacancies so far this quarter. One key hire (since the September Board meeting) is shown below:

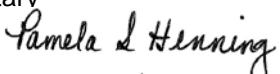
- Pam Moran, Trust Funds Specialist – Advanced (Leadworker), Benefit Initiation Section 2, Division of Retirement Services

**KEY VACANCIES**

ETF currently has 21 vacancies. Three 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

<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>	<b><u>Project Employees</u></b>
Females	59.6% (146)	72.0% (18)	100.0% (3)
Minorities	13.8% (34)	0.0% (0)	33.3% (1)
Persons with Disabilities	8.9% (22)	12.0% (3)	0.0% (0)

Reviewed and approved by Pam Henning, Assistant Deputy Secretary  
  
 Electronically Signed 11/17/14

Board	Mtg Date	Item #
EXC	12.10.14	5A

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

- ETF's AA/EEO Plan is effective from July 1, 2014 through June 30, 2017. Plans are underway to develop strategies and projects to meet the goals contained in the AA/EEO plan. One of the primary goals is to increase the minority hires in underutilized job categories. Strategies are being developed to increase outreach to minority populations for these positions and create an increased awareness among managers and supervisors of the positions that are targeted through the underutilization analysis.
- The Department continued its partnership with Lincoln Elementary School, with staff volunteering to tutor students during their lunch hours. A new Pen Pal program was also started this fall. ETF Pen Pals write to their 5<sup>th</sup> grade pen pal every other week and then they receive a response back. This program is designed to help the 5<sup>th</sup> graders with their written communication skills. There were more ETF volunteers than students enrolled in this program.
- The first week of November ETF launched a "Mittens for School" campaign to provide hats, mittens and scarves to the students at Lincoln Elementary School.
- During the recognition of Constitution Week, the AAC posted daily tidbits to ETF employees, encouraging our staff to consider the freedoms and responsibilities our Constitution and its amendments have given us as citizens of the U.S., employees of ETF and members of this community.
- In October, the AAC sponsored Lunch and Learn speaker Joel Lewis from the Dane County Sheriff's Department to educate staff about individuals who are entered into the program provided by the Huber Center located near the ETF Rimrock Road location. Joel discussed the challenges of gaining employment following incarceration and the benefits to the public in employing these individuals. This set off an extremely successful clothes donation drive for these individuals to use when interviewing for positions.
- A member from the AAC wrote an article for the *ETF Community* website titled "Welcome to a Multicultural America" to discuss diversity and to encourage more staff blogging in the *ETF Community* blog.

### **EMPLOYEE RECOGNITION/APPRECIATION**

- Excerpts of letters we receive complimenting staff are posted on the *ETF Community*.
- Jerry Dietzel, Deputy Controller in the Office of Trust Finance, was honored at a gathering in October to celebrate his retirement. Jerry had over 35 years of service with the State of Wisconsin.
- It was announced that nominations are being accepted for the 2<sup>nd</sup> ETF Excellence Award to be given in mid-December. The award 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.
- Bosses Day was acknowledged in the Secretary's Office by staff providing a variety of breakfast treats to show their appreciation.

**PARTNERS IN GIVING**

- Several activities were hosted at both ETF locations to support the Partners in Giving Campaign. Some of those activities included a bake sale, costume contest, garage sale, breakfast event, nacho day and silent/live auctions. The goal for ETF is to raise \$38,000 by the close of the campaign.

**MISCELLANEOUS**

- The ETF Health and Safety Committee sponsored a blood drive run by the American Red Cross in September.
- The ETF Health and Safety Committee sponsored a food drive for the Second Harvest Food bank.
- The ETF Wellness Workgroup sponsored a Biometric Screening at the Badger Road location in October.
- A Retirement Income Planning Lunch and Learn session was sponsored by the ETF Wellness Workgroup in November for ETF employees to attend.

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Matt Stohr	1. Professional Firefighters of Wisconsin	1. GASB Standards 67 and 68	1. 150
Matt Stohr	2. Adams County Employees	2. Overview of WRS Benefits	2. 150
Pam Henning Tarna Hunter Bill Kox	3. WI Coalition of Annuitants	3. New Building Update, New Assistant Deputy Secretary Role, 2015-17 Biennial Budget Request, It's Your Choice Changes	3. 20

<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 (IFEBC)
	4. Member	4. State of Wisconsin Investment Board (SWIB)
	5. Member	5. SWIB Audit Committee
	6. Member	6. SWIB Compensation Committee

Quarterly Human Resources Report

December 2014

Page 4

	7. Member	7. National Association of State Retirement Administrators (NASRA)
	8. Member	8. National Council on Teacher Retirement (NCTR)
John Voelker	1. Member	1. International Foundation of Employee Benefits
Pam Henning	1. Member	1. International Public Management Association – HR (IPMA) (National and Wisconsin Chapters)
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)
Yikchau Sze	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