



STATE OF WISCONSIN
Department of Employee Trust Funds
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 SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
April 2015

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

KEY HIRES

The Department of Employee Trust Funds (ETF) has filled 16 vacancies this quarter. Two key hires (since the December Board meeting) are shown below:

- Alicia Bowden, Trust Funds Supervisor, Retiree Services Section, Division of Retirement Services
- Michelle Mattox, Financial Management Supervisor, Office of Trust Finance
- Melissa Adams, IS Supervisor 2, IT Solutions Center Section, Division of Management Services

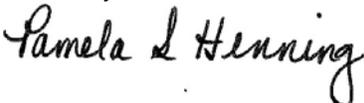
KEY VACANCIES

ETF currently has 25 vacancies in various stages of recruitment. Four key openings are shown below:

- Administrative Manager (Administrator), Division of Management Services
- Accountant – Advanced (Leadworker), Office of Trust Finance
- Trust Funds Director (Deputy Director), Division of Retirement Services, Employer and Contact Services Bureau

AFFIRMATIVE ACTION (AA) STATISTICS			
<u>AA Group</u>	<u>Permanent</u> (Percentage/Employees)	<u>Limited-Term</u> Employees (LTEs)	<u>Project Employees</u>
Females	61% (148)	75% (21)	100% (3)
Minorities	14% (34)	0% (0)	33% (1)
Persons with Disabilities	9% (22)	12% (3)	0% (0)

Reviewed and approved by Pam Henning, Assistant Deputy Secretary


 Electronically Signed 3/17/15

Board	Mtg Date	Item #
EXC	4.1.15	6A

2014-2017 AA/EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

- Olga Bilinson has been appointed as ETF's Affirmative Action Officer.
- ETF's AA/EEO Plan is effective from July 1, 2014 through June 30, 2017. Strategies and projects to meet the goals contained in the AA/EEO plan are underway. Several are highlighted in the bullet points below.
- At the January AAC meeting, Secretary Conlin welcomed new members Shayna Gobel and Chris Drapesa to the committee and thanked Roni Harper and Nathan Mack for their contributions while serving on the AAC.
- Officers were elected for the AAC. Stefanie Pauls is the new chair, Shayna Gobel is the vice chair and Cheryllynn Wilkins is the secretary for the committee.
- Members of the AAC and the AAO gave a presentation to the ETF Board of Supervisors and Board of Leads that is designed to encourage these individuals to support efforts to hire minorities, women, veterans and people with disabilities when filling positions. The presentation centered on the benefits to ETF as an agency and presented ideas for diversifying applicant pools.
- The Department continued its partnership with Lincoln Elementary School, with staff volunteering to tutor students during their lunch hours. Many staff are also participating in the Pen Pal program with students and it continues to be a rewarding experience for all involved.
- The Lincoln School Choir provided holiday cheer for the retirement boards and staff prior to the December board meeting.
- The AAC has taken the initiative to provide financial-related topics for "Lunch and Learn" opportunities. Sessions were offered to employees on identity theft and retirement income planning.
- The Department of Employee Trust Funds, the Wisconsin Deferred Compensation (WDC) Program, and Affirmative Action Committees at several Wisconsin state agencies are sponsoring a statewide educational campaign to inspire and encourage working women of all cultures to save more for their retirement. For a number of reasons, women save significantly less money for retirement than men. The campaign, "EMPOWER: Guiding Women of All Cultures Toward a Strong Financial Future," will provide greater awareness among state government employees of their current retirement benefits, improve basic financial literacy and build awareness of the tax advantages of saving for retirement through an employer-sponsored plan such as the WDC.
- Secretary Conlin challenged the AAC to recommend changes to ETF's website that would appeal to a more diverse audience. Many of the AAC's recommendations are now in place.
- The AAC also sponsored activities such as a chili cook-off in January and the sale of compliment cards. Both of these activities served as opportunities to show appreciation to coworkers and were popular.

EMPLOYEE RECOGNITION/APPRECIATION

- Excerpts of letters we receive complimenting staff are posted on the *ETF Community*.
- Brian Schroeder and Gary Fox from the Division of Insurance Services were honored with an appropriately-themed retirement party of "It's Your Choice (to retire)" in February.

- Applications for the Wisconsin Certified Public Manager program, a nationally-accredited management development training program were accepted from ETF employees. Inthava Borihane was selected to participate in this program.
- Carley LeMahieu was honored at a graduation ceremony in December. Carley graduated from the Enterprise Management Development Academy, an accelerated leadership development program focused on developing current and future public sector managers and supervisors.

PARTNERS IN GIVING

- Several activities were hosted at both ETF locations to support the Partners in Giving Campaign. Between donations and activities, ETF employees raised more than \$36,000.

MISCELLANEOUS

- Mike Jarlsberg, from ETF Management Services, posted an article in *ETF Community* reminding staff of what to do in the event of a medical emergency in the workplace.
- Several articles on stress management/stress reduction topics were provided by ETF's EAP provider, LifeMatters, and posted in *ETF Community*.
- The ETF Health and Safety Committee sponsored an American Red Cross blood drive in February.
- The ETF Wellness Workgroup sponsored a winter potluck for ETF staff in February.
- Teams of ETF staff renewed their commitment to the Meals on Wheels program in January. Teams take turns delivering meals to local residents in need every Tuesday.
- ETF staff were offered an opportunity to participate in an "active shooter" training/presentation. A follow-up article summarizing helpful tips was posted in *ETF Community*.
- The ETF Wellness Workgroup offered two Lunch and Learn opportunities in March. One session centered on the stress-sleep correlation and the other on Community Supported Agriculture participation. The Workgroup also sponsored a four-week fitness series with the YMCA, held over the lunch break.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Bob Conlin	1. Madison Area Retired Educators	1. The WRS and ETF: Then and Now	1. 50

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 (IFEBCP) 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 3. Member	1. Wisconsin Certified Public Manager Advisory Board 2. IFEBCP 3. State Social Security Administrators
Steve Hurley	1. Member 2. Member 3. Member	1. National Association of Public Pension Attorneys (NAPPA) 2. IFEBCP 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. IFEBCP 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)

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Yikchau Sze	<ol style="list-style-type: none">1. Member2. Member3. Member	<ol style="list-style-type: none">1. Institute of Internal Auditors (IIA)2. Association of Public Pension Fund Auditors (APPFA)3. Information Systems Audit and Control Association
David Nispel	<ol style="list-style-type: none">1. Secretary2. Member4. Member5. 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