



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
June 2015

This report highlights activities that have taken place since the April 2015 Employee Trust Funds Board (Board) meeting.

KEY HIRES

The Department of Employee Trust Funds (ETF) has filled 14 vacancies this quarter. Eight key hires (since the April Board meeting) are shown below:

- Dana Perry, Administrative Manager (Administrator), Division of Management Services
- Stacie Meyer, Administrative Manager (Deputy Administrator), Division of Management Services
- Rory McGarry, Trust Funds Director (Deputy Director), Division of Retirement Services, Employer and Contact Services Bureau
- Steve Mueller, Management Information Manager (Chief Information Officer), Division of Management Services, Bureau of Information Technology Services
- Eileen Mallow, Trust Funds Director (Senior Policy Advisor), Office of Strategic Health Policy
- Deb Roemer, Trust Funds Director, Division of Retirement Services, Benefit Services Bureau
- Bob Willett, Financial Manager (Administrator), Division of Trust Finance
- Kristin Gunther, Administrative Policy Advisor, Office of the Secretary

KEY VACANCIES

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

- Trust Funds Supervisor, Division of Retirement Services, Retiree Services Section
- Trust Funds Supervisor, Division of Retirement Services, Employer Services Section
- Budget & Policy Supervisor, Division of Management Services, Budget and Procurement
- Trust Funds Specialist – Advanced (Call Center Trainer), Division of Retirement Services, Contact Management Section 1
- Accountant – Advanced (Leadworker), Division of Trust Finance

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

Pamela L Henning

Electronically Signed 6/5/15

Board	Mtg Date	Item #
EXC	6.25.15	5A

AFFIRMATIVE ACTION (AA) STATISTICS			
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>	<u>Project Employees</u>
Females	62% (155)	75% (21)	100% (3)
Minorities	12.8% (32)	3.6% (1)	33% (1)
Persons with Disabilities	8.4% (22)	3.6% (1)	0% (0)

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

- 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.
- AAC Chair Stefanie Pauls and the Affirmative Action Officer Olga Bilinson provided a presentation to the ETF Board of Managers, Board of Supervisors and Board of Leads to explain the importance of the AAC and how each of those boards could assist in the success of the committee.
- The Department continued its partnership with Lincoln Elementary School, with staff volunteering to tutor students during their lunch hours. The new pen pal program between ETF employees and students of Lincoln Elementary School came to a close with a pizza party sponsored by the ETF staff who participated in the program. Many ETF staff and their pen pals met for the first time.
- 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. The campaign, “EMPOWER: Guiding Women of All Cultures Toward a Strong Financial Future,” has been kicked off with participation from multiple other agencies. Internal ETF activities have been sponsored to encourage ETF staff to review their readiness for retirement.
- The AAC also sponsored “Lunch & Learn” sessions on topics such as “Discover Eastern Mediterranean Culture through Dana’s Big Adventure” and “Cross Cultural Communication”.
- The AAC sponsored a drive to raise money for a Lincoln School Scholarship fund. Through very generous donations, ETF raised \$1,211 to donate towards the scholarship.

EMPLOYEE RECOGNITION/APPRECIATION

- Excerpts of letters we receive complimenting staff are posted on the *ETF Community*.
- Applications for nominations of ETF employees for the ETF Excellence Award have been requested. This is an award established in 2014 to honor employees who demonstrate a commitment to those we serve by providing *excellent* customer service.
- Kirk Kushava graduated from the Wisconsin Certified Public Manager (CPM) program in March through a ceremony held at the State Capitol Assembly Chambers. The CPM program is an 18-month nationally-accredited management development training program. Kirk’s participation was sponsored by ETF.

PARTNERS IN GIVING

- The chairs for the 2015 Partners in Giving Campaign were announced. Inthava Borihane, Gillian Kunert (Division of Retirement Services) and Nicole Sankey (Division of Management Services) will be serving as the chairs this fall and begin training for their new roles in August with the campaign scheduled for October 12-November 30.

MISCELLANEOUS

- Brian Shah on behalf of the ETF Wellness Workgroup posted articles in the *ETF Community* on bike riding safety and benefits.
- Kristin Gunther, ETF’s Deputy Agency Continuity Manager, posted an article in the *ETF Community* regarding the link between general safety and observation titled “See Something, Say Something”. Kristin also posted an article related to Tornado and Severe Weather Awareness Week.
- Articles on topics such as “The Four Essential Attributes of Emotional Intelligence” were provided by ETF’s EAP provider, LifeMatters, and posted in *ETF Community*.
- The ETF Health and Safety Committee is sponsoring an American Red Cross blood drive in June.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Bob Conlin	1. UW Madison Retirement Assn	1. The WRS: An Update	1. 120
Matt Stohr	1. Wisconsin Coalition of Annuitants	1. The WRS: An Update	2. 100

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 (IFEBP) 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)
John Voelker	1. Member	1. International Foundation of Employee Benefit Plans (IFEBP)
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 2. Member 3. Member	1. Wisconsin Certified Public Manager Advisory Board 2. IFEBP 3. State Social Security Administrators
Steve Hurley	1. Member 2. Member 3. Member	1. National Association of Public Pension Attorneys (NAPPA) 2. IFEBP 3. State Bar of Wisconsin
Lisa Ellinger	1. Member 2. Member 3. Member 4. Member	1. IFEBP 2. Wellness Council of Wisconsin and Wellness Council of America (WELCOA) 3. WI Health Information Organization (ETF Secretary's designee) 4. State and Local Government Benefits Association (SALGBA)

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Dana Perry	1. Member	1. Public Retirement Information Systems Management (PRISM)
Yikchau Sze	1. Member 2. Member 3. Member	1. Institute of Internal Auditors (IIA) 2. Association of Public Pension Fund Auditors (APPFA) 3. Information Systems Audit and Control Association (ISACA)
David Nispel	1. Secretary 2. Member 3. Member 4. Member	1. Government Lawyers Division, State Bar of WI 2. State Bar of Wisconsin 3. National Association of Public Pension Attorneys 4. Benefits Section Committee, National Association of Public Pension Attorneys