



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

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
December 2015

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

KEY HIRES

The Department of Employee Trust Funds (ETF) has filled 20 vacancies this quarter. Four key hires are shown below:

- Joanne Westphal, Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Employer Services Section
- Ali Vang, IS Technical Services – Specialist (Leadworker), Division of Management Services, Security Section
- Jennifer Stegall, Trust Funds Director, Office of Strategic Health Policy
- Eileen Mallow, Administrative Manager (Deputy Director), Office of Strategic Health Policy

KEY VACANCIES

ETF currently has 22 vacancies in various stages of recruitment. Four key openings are shown below:

- Attorney, Office of Legal Services
- Trust Funds Director (Deputy Director), Division of Retirement Services, Employer & Contact Services Bureau
- Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Contact Management Section
- Trust Funds Specialist – Advanced (Employer Trainer), Division of Retirement Services, Employer Services Section

AFFIRMATIVE ACTION (AA) STATISTICS			
<u>AA Group</u>	<u>Permanent</u> (Percentage/Employees)	<u>Limited-Term</u> Employees (LTEs)	<u>Project Employees</u>
Females	62.1% (154)	66.7% (16)	100% (1)
Minorities	12.9% (32)	0% (0)	0% (0)
Persons with Disabilities	6.8% (17)	8.3% (2)	0% (0)

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

Electronically Signed 12/1/15

Board	Mtg Date	Item #
EXC	12.9.15	5A

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

- ETF's AA/EEO Plan is effective July 1, 2014 through June 30, 2017. Strategies and projects to meet the goals contained in the AA/EEO plan have begun. Several are highlighted in the bullet points below.
- ETF's Affirmative Action Committee (AAC) sponsored Transgender Awareness Training in October.
- ETF's AAC organized the annual school supply drive to further our partnership with Lincoln Elementary School. This effort provides much-needed school supplies for the year.
- ETF was awarded the Diversity Award sponsored by the State Council on Affirmative Action. The application was based on the efforts of the EMPOWER Campaign, which aims to improve retirement financial security among women public employees.
- The Empower campaign also received the 2015 Innovator Award from the *Pension & Investments* magazine, a leading trade publication. As founders of the program, Tarna Hunter and Shelly Schueller accepted the award on behalf of ETF at an annual conference in San Francisco.
- The AAC, in conjunction with the ETF Human Resources Team, participated in a Dane County Job Fair in September. The goal was to increase the diversity of ETF job applicant pools.
- The AAC donated \$300 on behalf of ETF employees to the Leader Dogs for the Blind and received a very thoughtful acknowledgement of the donation from the organization.
- ETF launched a "Mittens for School" campaign to provide hats, mittens and scarves to the students at Lincoln Elementary School.

EMPLOYEE RECOGNITION/APPRECIATION

- ETF conducted an all staff Town Hall meeting held in September with the theme of "We Dare Because We Care." Each office and division provided an entertaining lookback at the accomplishments of the past year and goals for the future. In addition, the keynote speaker, Michael Perry, provided a motivating, humorous talk covering among many other topics, how ETF's purpose reaches populations all across Wisconsin and beyond including his family.
- Excerpts of letters we receive complimenting staff are posted on the *ETF Community*.
- Diane Vultaggio was recognized in September at her retirement party for over 41 years of service to ETF. Reflections of Diane's accomplishments were shared at an open house with her ETF colleagues and family members.
- Colleen Ries was recognized for her 27 year career in public service at a retirement luncheon in November.
- There was a Length of Service ceremony in November recognizing staff for their public service contributions. Among those honored were Sharon Walk for 35 years, Cheryl Ringel, Gregg Hohlstein, and Bill Kox for 30 years; Rick Higgins, Tom Machaj, Chris Lindeman and Patty Zallar for 25 years.
- 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 cultural potluck, bake sale, chili cook-off/costume contest, pizza party, nacho day and silent/live auctions. The goal for ETF is to raise \$37,000 and have a 72% participation rate by the close of the campaign.

MISCELLANEOUS

- The ETF Wellness Workgroup sponsored lunch hour yoga sessions starting in October.
- The ETF Health and Safety Committee sponsored a blood drive run by the American Red Cross in September and a food drive for the Second Harvest Food bank.
- Flu shot sessions were made available to ETF employees through Home Health United at both the Badger and Rimrock locations in October.
- Health and safety tips were offered to ETF employees through the DOA Safety Net(work) eNewsletter. Topics such as “Sprains and Strains,” “Fire Prevention Week,” and “Drive Safely Work Week” were covered.
- The ETF Wellness Workgroup sponsored a Lunch and Learn session on “Happy Affordable Holidays” provided by Lifematters.
- A “Maintain, Don’t Gain Holiday Challenge” was launched by the ETF Wellness Workgroup for ETF employees who are interested in managing their weight over the holidays.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS			
Name	Group	Topic	Attendees
Bob Conlin	WREA Annual Convention	The WRS: An Update	250
Tarna Hunter for Bob Conlin	AFSCME Retirees Sub. 52	The WRS: An Update	50
John Voelker / Vickie Baker	WI Judicial Conference (State Judges)	Changing Landscape of Health Benefits	50
Roger Fletcher for Matt Stohr	Retired Professional Firefighters of Wisconsin	WRS Update	50
Gene Janke for Matt Stohr	Professional Firefighters of Wisconsin	WRS Overview and Duty Disability Overview	75
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	

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	<ul style="list-style-type: none"> 3. Member 4. Secretary 5. Vice Chair & Secretary 6. Member 7. Member 8. Member 	<ul style="list-style-type: none"> 3. International Foundation of Employee Benefit Plans (IFEBCP) 4. State of Wisconsin Investment Board (SWIB) 5. SWIB Audit Committee 6. SWIB Strategic Planning and Corporate Governance Committee 7. National Association of State Retirement Administrators (NASRA) 8. National Council on Teacher Retirement (NCTR)
John Voelker	<ul style="list-style-type: none"> 1. Member 	<ul style="list-style-type: none"> 1. International Foundation of Employee Benefit Plans (IFEBCP)
Pam Henning	<ul style="list-style-type: none"> 1. Member 	<ul style="list-style-type: none"> 1. International Public Management Association – HR (IPMA) (National and Wisconsin Chapters)
Bob Martin	<ul style="list-style-type: none"> 1. Member 	<ul style="list-style-type: none"> 1. Project Management Institute (PMI)/South Central WI Chapter
Matt Stohr	<ul style="list-style-type: none"> 1. Member 2. Member 3. Member 	<ul style="list-style-type: none"> 1. Wisconsin Certified Public Manager Advisory Board 2. IFEBCP 3. State Social Security Administrators
Steve Hurley	<ul style="list-style-type: none"> 1. Member 2. Member 3. Member 	<ul style="list-style-type: none"> 1. National Association of Public Pension Attorneys (NAPPA) 2. IFEBCP 3. State Bar of Wisconsin
Lisa Ellinger	<ul style="list-style-type: none"> 1. Member 2. Member 3. Vice Chair 4. Member 	<ul style="list-style-type: none"> 1. IFEBCP 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)
Dana Perry	<ul style="list-style-type: none"> 1. Member 	<ul style="list-style-type: none"> 1. Public Retirement Information Systems Management (PRISM)
Yikchau Sze	<ul style="list-style-type: none"> 1. Member 2. Member 3. Member 	<ul 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 (ISACA)

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David Nispel	<ol style="list-style-type: none">1. Member2. 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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