



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

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EXECUTIVE COMMITTEE  
QUARTERLY HUMAN RESOURCES REPORT  
March 2016

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

**KEY HIRES**

The Department of Employee Trust Funds (ETF) has filled 13 vacancies this quarter. Three key hires are shown below:

- Diana Felsmann, Attorney, Office of Legal Services
- Kathy Wienkes, Trust Funds Director (Deputy Director), Division of Retirement Services, Employer & Contact Services Bureau
- Maryann Hilt, Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Contact Management Section
- John Alexander, Trust Funds Supervisor, Division of Retirement Services, Employer & Contact Services Bureau, Employer Services Section
- Kyle Hofstetter, IS Business Automation Specialist (Knowledge Management Coordinator), Division of Management Services

**KEY VACANCIES**

ETF currently has 18 vacancies in various stages of recruitment. Four key openings are shown below:

- Trust Funds Specialist – Advanced (Employer Trainer), Division of Retirement Services, Employer Services Section
- IS Supervisor 2, Division of Management Services, Applications Development Section
- Trust Funds Supervisor, Division of Retirement Services, Program Administration Section
- Trust Funds Supervisor, Division of Retirement Services, Retirement Planning Section 1
- Accountant Advanced (Leadworker), Division of Trust Finance, Retirement Accounting Bureau

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

*Pamela L Henning*

Electronically Signed 3/10/16

Board	Mtg Date	Item #
EXC	3.24.16	5A

<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	61.2% (153)	66.7% (14)	100% (1)
Minorities	13.6% (34)	0% (0)	0% (0)
Persons with Disabilities	6.8% (17)	8.3% (2)	0% (0)

### **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.
- At the February Affirmative Action Committee (AAC) meeting, Deputy Secretary John Voelker welcomed new members David Gutierrez, Rita Black-Radloff, Michele Ouellette, and Kyle Hofstetter to the committee. In addition, he thanked departing members Cheryllynn Wilkins, Stefanie Pauls, Kristen Schipper and Rob McMillan for their contributions to the committee.
- New AAC officers were elected. The new officers are Tarna Hunter, chair, Michele Ouellette, vice chair and David Gutierrez, secretary.
- ETF's AAC partnered with the Department of Revenue to coordinate a cross-cultural potluck for all employees to enjoy.
- ETF's EMPOWER campaign received the 2015 Wisconsin Financial Literacy Award from the Governor's Council on Financial Literacy.
- ETF launched a "Mittens for School" campaign to provide hats and mittens to Lincoln Elementary School students.
- In December the ETF AAC sponsored a concert performed by the Lincoln Elementary School student choir.

### **EMPLOYEE RECOGNITION/APPRECIATION**

- ETF employees were invited to attend a half-day training session on workplace violence at the Alliant Center in February. The presenter, Jesus Villahermosa, of Crisis Reality Training, provided a thought-provoking workshop.
- Excerpts of letters we receive complimenting staff are posted on the *ETF Community*.
- At his retirement gathering in December, Bill Kox was recognized for his 30+ years of service to ETF. Reflections of Bill's accomplishments were shared at an open house with his ETF colleagues.
- Deb Hurst was honored in January for her 37 years of state service at a retirement party attended by her friends and colleagues.
- In December Shelly Schueller received the ETF Excellence Award for "being the epitome of extraordinary helpfulness and friendliness when serving customers and coworkers".

- The Fall BAS Salute awards were given to John Hoskins, Connie Koberle, Rob Koenig and the Data Integrity Team for going above and beyond with their contributions to the BAS project.

**MISCELLANEOUS**

- The ETF Wellness Workgroup kicked off another round of lunch hour yoga sessions starting in February.
- The ETF Wellness Workgroup provided information sessions for a new program being brought to ETF this year called Community Supported Agriculture (CSA) in support of providing fresh vegetables from local farmers to ETF employees which will be dropped off at ETF.
- 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.

<b>NO GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS THIS QUARTER</b>		
<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 (IFEBP)
	4. Secretary	4. State of Wisconsin Investment Board (SWIB)
	5. Vice Chair & Secretary	5. SWIB Audit Committee
	6. Member	6. SWIB Strategic Planning and Corporate Governance Committee
	7. Member	7. National Association of State Retirement Administrators (NASRA)
	8. Member	8. National Council on Teacher Retirement (NCTR)
	9. Member	9. NCTR Administrator Education Committee 2016
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

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Matt Stohr	<ol style="list-style-type: none"> <li>1. Member</li> <li>2. Member</li> <li>3. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. Wisconsin Certified Public Manager Advisory Board</li> <li>2. IFEBP</li> <li>3. State Social Security Administrators</li> </ol>
Steve Hurley	<ol style="list-style-type: none"> <li>1. Member</li> <li>2. Member</li> <li>3. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. National Association of Public Pension Attorneys (NAPPA)</li> <li>2. IFEBP</li> <li>3. State Bar of Wisconsin</li> </ol>
Lisa Ellinger	<ol style="list-style-type: none"> <li>1. Member</li> <li>2. Member</li> <li>3. Vice Chair</li> <li>4. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. IFEBP</li> <li>2. Wellness Council of Wisconsin and Wellness Council of America (WELCOA)</li> <li>3. WI Health Information Organization (ETF Secretary's designee)</li> <li>4. State and Local Government Benefits Association (SALGBA)</li> </ol>
Dana Perry	<ol style="list-style-type: none"> <li>1. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. Public Retirement Information Systems Management (PRISM)</li> </ol>
Yikchau Sze	<ol style="list-style-type: none"> <li>1. Member</li> <li>2. Member</li> <li>3. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. Institute of Internal Auditors (IIA)</li> <li>2. Association of Public Pension Fund Auditors (APPFA)</li> <li>3. Information Systems Audit and Control Association (ISACA)</li> </ol>
David Nispel	<ol style="list-style-type: none"> <li>1. Member</li> <li>2. Member</li> <li>3. Member</li> <li>4. Member</li> </ol>	<ol style="list-style-type: none"> <li>1. Government Lawyers Division, State Bar of WI</li> <li>2. State Bar of Wisconsin</li> <li>3. National Association of Public Pension Attorneys</li> <li>4. Benefits Section Committee, National Association of Public Pension Attorneys</li> </ol>