



STATE OF WISCONSIN  
Department of Employee Trust Funds  
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SECRETARY

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EXECUTIVE COMMITTEE  
QUARTERLY HUMAN RESOURCES REPORT  
June 2016

This report highlights activities that have taken place since the March 2016 Employee Trust Funds Board (Board) meeting.

**KEY HIRES**

The Department of Employee Trust Funds (ETF) has filled 14 vacancies this quarter. Two key hires are shown below:

- Cindy Klimke-Armatoski, Financial Manager (Chief Trust Finance Officer), Division of Trust Finance
- Cindy Gramann, IS Supervisor 2, Division of Management Services, Applications Development Section
- Andrew Lacy, Accountant-Advanced (Leadworker), Division of Trust Finance

**KEY VACANCIES**

ETF currently has 19 vacancies in various stages of recruitment. Seven key openings are shown below:

- Trust Funds Director (Strategic Health Policy Advisor), Office of Strategic Health Policy
- Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Employer Services Section, Training, Compliance, & Support Unit
- Trust Funds Specialist – Advanced (Employer Trainer), Division of Retirement Services, Employer Services Section, Training, Compliance, & Support Unit
- IS Supervisor 2, Division of Management Services, Quality Management Section
- Trust Funds Supervisor, Division of Retirement Services, Program Administration Section
- Trust Funds Supervisor, Division of Retirement Services, Retirement Planning Section 1

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

Electronically Signed 6/8/16

Board	Mtg Date	Item #
EXC	6.22.16	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	64.5% (160)	68% (17)	66.7% (2)
Minorities	13.7% (34)	0% (0)	33.3% (1)
Persons with Disabilities	6.9% (17)	8.0% (2)	0% (0)

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

- On March 2, 2016, the Affirmative Action Committee (AAC) held a Strategic Workplan Retreat to discuss and plan for activities and events for the upcoming year in order to raise awareness of various diversity topics in support of our AA Plan
- At the March AAC meeting, the committee welcomed a new member, Laura Ogle.
- Laura Ogle was elected as AAC Secretary after the departure of the previous Secretary, David Gutierrez.
- The ETF AA Officer invited Kate Martin from the Department of Workforce Development, Division of Vocational Rehabilitation (DVR) to speak about the DVR State LTE Internship Program at the May ETF Board of Supervisors meeting. This program provides agencies with an opportunity to hire individuals with disabilities into LTE positions. This is part of an AAC initiative to bring awareness of opportunities available to supervisors to hire individuals in protected classes including persons with disabilities.
- At the May AAC meeting, the committee voted to proceed with a recommendation to the Secretary’s Office to change its name to Inclusion, Diversity, Equity and Advancement (IDEA).
- A Summer Affirmative Action Intern, Donyell Stone-Sullivan was hired in the Division of Retirement Services, Benefit Services Bureau, Benefit Initiation Section effective May 16, 2016.
- The IDEA committee collected donations from staff to sponsor one Lincoln School Scholarship of \$1500 that will be awarded to two Lincoln School alumni who will be attending college in the fall. Staff also held a softball game fundraiser offsite to raise some of the additional funds for the scholarship.

**EMPLOYEE RECOGNITION/APPRECIATION**

- 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.
- In May, Sharon Walk received the ETF Excellence Award as well as recognition at the State Capitol for being the recipient of a Virginia Hart honorable mention award.
- Tarna Hunter and Shelly Schueller were also nominated for the Virginia Hart Special Recognition Award. The award’s emphasis is on recognizing “unsung heroines” in state service.

- Andrew Kirchner was selected for the Enterprise Management Development Academy, a public sector leadership program focused on new or emerging state supervisors.
- Deb Hazeltine was honored at a retirement gathering in March for her 23 plus years of state service.
- ETF kicked off the first series of the ETF Leadership Academy for 19 current managers and supervisors. The intent is to have all managers and supervisors go through the academy and to also invite ETF employees interested in leadership as a development opportunity.
- The Leadership Team recognized the hard work of ETF staff by sponsoring and serving popcorn as part of the Public Service Recognition Week in May. At the same time staff were invited to look at the floor plans of the new Hill Farms State Office building.
- Several staff were featured on FRED and in the *ETF Community* during Public Service Recognition week.

**MISCELLANEOUS**

- The ETF Wellness Workgroup initiated a new program to staff 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 Centro Hispano, right across the street from the ETF Badger Road building.
- The Wellness Workgroup organized an ETF Team for the 35<sup>th</sup> Annual Crazylegs 8K Run/2 Mile Run event in April.
- A Well Wisconsin screening event was held at both Badger and Rimrock locations in April.
- Kristin Gunther, Deputy Agency Continuity Manager, educated all staff on things to be aware of regarding tornados through an article in the *ETF Community*.

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS THIS QUARTER</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Bob Conlin	UW Madison Retirement Assoc.	The WRS: An Update	150
	WEAC Region 10 Retirees (2 presentations)	The WRS: An Update	45
	WREA District 5, Baraboo	The WRS: An Update	60
	WREA District 2, Appleton	The WRS: An Update	90
	WREA District 3, Black River Falls	The WRS: An Update	75
	WREA District 1, Rice Lake	The WRS: An Update	50
	WREA District 4, Port Washington	The WRS: An Update	80
	WCOA Annual Meeting	The WRS: An Update	90
Matt Stohr	WI County Constitutional Officers' Association	WRS Update and Impact of 2015 WI Act 55 on WRS Benefits	200

Lisa Ellinger	SALGBA	Recasting for the Future: How WI is Reinventing its Employee Health Benefits Program	100
Tarna Hunter	Pension & Investments Magazine's Defined Contribution Conference	Empower Campaign	400

**PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP**

<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 (IFEBCP)
	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 (IFEBCP)
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. IFEBCP
	3. Member	3. State Social Security Administrators
Steve Hurley	1. Member	1. National Association of Public Pension Attorneys (NAPPA)
	2. Member	2. IFEBCP
	3. Member	3. State Bar of Wisconsin
Lisa Ellinger	1. Member	1. IFEBCP
	2. Member	

Quarterly Human Resources Report

June 2016

Page 5

	<ul style="list-style-type: none"> <li>3. Vice Chair</li> <li>4. Member</li> </ul>	<ul style="list-style-type: none"> <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> </ul>
Dana Perry	<ul style="list-style-type: none"> <li>1. Member</li> </ul>	<ul style="list-style-type: none"> <li>1. Public Retirement Information Systems Management (PRISM)</li> </ul>
Yikchau Sze	<ul style="list-style-type: none"> <li>1. Member</li> <li>2. Member</li> <li>3. Member</li> </ul>	<ul 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> </ul>
David Nispel	<ul style="list-style-type: none"> <li>1. Member</li> <li>2. Member</li> <li>3. Member</li> <li>4. Member</li> </ul>	<ul 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> </ul>