



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

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**EXECUTIVE COMMITTEE**  
**QUARTERLY HUMAN RESOURCES REPORT**  
**December 2016**

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

**Key Hires**

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

- Janice Faust, Trust Funds Supervisor, Division of Retirement Services, Program Administration Section
- Laurie Chamberlain, Trust Funds Supervisor, Division of Retirement Services, Retirement Planning Section 1
- Mark Rebholz, IS Business Automation – Specialist (QA/QC Testing Team Lead), Division of Management Services, Quality Management Section
- Nanette Strennen, Financial Management Supervisor, Division of Trust Finance, Financial Compliance Bureau
- Michelle Baxter, IS Business Automation Consultant (Project Manager/Business Analyst), Division of Trust Finance

**Key Vacancies**

ETF currently has 17 vacancies in various stages of recruitment. Three key openings are shown below:

- Executive Staff Assistant Supervisor, Office of the Secretary
- IS Supervisor 2, Division of Management Services, IT Solutions Center Section
- Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Member Services Bureau

<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	62.3% (157)	70.4% (19)	66.7% (2)
Minorities	13.1% (33)	3.7% (1)	33.3% (1)
Persons with Disabilities	5.6% (14)	11.1% (3)	0% (0)

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

Electronically Signed 11/28/16

Board	Mtg Date	Item #
EXC	12.14.16	5A

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

- The IDEA committee began working on a new diversity plan. The purpose/goal of the plan is to identify specific steps to increase diversity and foster an inclusive environment/culture for all staff at ETF. The first meetings were held in October and November.
- The IDEA committee organized another successful school supply drive for ETF's partnership Lincoln Elementary School. A large number of much-needed school supplies and backpacks were donated by ETF staff.
- The committee organized a Cultural Potluck with the Department of Revenue Diversity Advisory Council for November. Staff were asked to bring food items from different cultures/countries of origin. The money collected from this event will be donated to this year's Partners in Giving campaign.

### **EMPLOYEE RECOGNITION/APPRECIATION**

- Excerpts and letters we receive complimenting staff are posted on the *ETF Community*.
- Joan Acker was recognized for her contributions to ETF in an article in the *ETF Community* announcing her retirement.
- John Streich and Liz White were honored with BAS Salute Awards in September for going above and beyond with their contributions to the BAS Project. Katie Buroker, Brenda Hoffhein-Peter, Kristi Nelson, Lynn Erickson and Beth McGovern were honored with BAS Salute Awards in November.
- There was a Length of Service ceremony recognizing staff for their public service contributions. Among those honored were Bob Willett with 40 years of service; Cathy Manke with 35 years; Pam Licht with 30 years; and Jeff Fosbinder and Joanne Westphal with 25 years.
- Customer Service Week was recognized in October through various festivities revolving around individuals at ETF that provide customer service to our members.
- Bosses Day was acknowledged by staff in the Secretary's Office 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/curry cook-off/costume contest, pizza party, nacho day and silent auction. The goal for ETF is to raise \$35,000 and have a 57% participation rate by the close of the campaign.

### **MISCELLANEOUS**

- LifeMatters, the Employee Assistance Program provider, posted articles in the *ETF Community* on topics such as Quitting Smoking – The Great American Smokeout and Washing your Hands to Avoid Getting Sick.
- The ETF Health and Safety Committee sponsored an American Red Cross blood drive.

- An article in the *ETF Community* highlighted the contributions made by several ETF staff who commit their time to delivering meals to residents in the ETF neighborhood through the Meals on Wheels program.
- The ETF Health and Safety Committee sponsored two flu shot sessions through Home Health United in October at both building locations.
- The Wellness Workgroup sponsored activities for staff, including on-site chair massages for \$10 and weekly yoga.
- The Wellness Workgroup hosted a Well Wisconsin health screening for ETF employees at the Badger Road location in September.
- The Wellness Workgroup wrapped up the 2016 Community Supported Agriculture (CSA) season. The workgroup provided a thank you note and donation from the participants in the CSA program to Centro Hispano for their assistance with storing the produce at their site.

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS THIS QUARTER</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Bob Conlin	WREA Annual Meeting	The Wisconsin Retirement System: Your Personal Flotation Device for Navigating the Rapids of Retirement	250
John Voelker Matt Stohr	Wisconsin Judicial Conference	Wisconsin Retirement System (WRS): An Update on Your Benefits	75
Matt Stohr	WI Coalition of Annuitants	WRS Update	25
<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
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. Vice Chair 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)
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. Member 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