



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
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 SECRETARY

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**EXECUTIVE COMMITTEE**  
**QUARTERLY HUMAN RESOURCES REPORT**  
**March 2017**

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

**Key Hires**

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

- Jennie Bauernhuber, Executive Staff Assistant Supervisor, Office of the Secretary
- Aaron Vanden Heuvel, IS Supervisor 2, Division of Management Services, IT Solutions Center Section
- Ann Suchomel, Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Member Services Bureau
- Michelle Thode, Accountant-Advanced (Leadworker), Division of Trust Finance, Financial Compliance Bureau, Non-Retirement Program Accounting

**Key Vacancies**

ETF currently has 13 vacancies in various stages of recruitment. Two key openings are shown below:

- Management Information Manager (Chief Information Security Officer), Division of Management Services, Bureau of Information Security Management
- Trust Funds Supervisor, Division of Retirement Services, Contact Management Section 1

<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	63.1% (164)	77.3% (17)	66.7% (2)
Minorities	13.8% (36)	4.5% (1)	33.3% (1)
Persons with Disabilities	7.3% (19)	18.2% (4)	0% (0)

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

*Pamela L Henning*      Electronically Signed 3/2/17

Board	Mtg Date	Item #
EXC	3.23.17	5A

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

- The IDEA committee sponsored a Transgender Educational Workshop in December for employees to develop a deeper understanding of the diverse experiences and identities of transgender people. This is the second time this workshop was offered at ETF and it has been very well received. A total of 70 ETF staff were in attendance.
- Two training sessions on Implicit Bias were offered to ETF staff in December. A total of 63 staff attended. These sessions were endorsed by the IDEA committee.
- The IDEA committee sponsored a hat, mitten and scarf collection for Lincoln School. A total of 97 items were donated by generous ETF staff.
- At the February IDEA meeting, Secretary Bob Conlin welcomed three new members: Ann Suchomel, Lucas Strelow and Mary Richardson. In addition he thanked the outgoing committee members and congratulated the committee on their accomplishments. He also set the stage for establishing IDEA committee goals for 2017.
- The following IDEA committee officers were elected in February: Laura Ogle as Chair and Zekai Otles as Vice-Chair.

### **EMPLOYEE RECOGNITION/APPRECIATION**

- Excerpts and letters we receive complimenting staff are posted on the *ETF Community*.
- Assistant Deputy Secretary, Pam Henning, and staff received the Wisconsin Forward Challenger recognition award for achievements in continuous improvement and performance excellence in November. This initiative is sponsored by the Wisconsin Center for Performance Excellence.
- Introduced a new internal ETF team of facilitators to work with each section or team within ETF on using the DISC tool to promote teambuilding and educate on different communication styles throughout 2017.
- In January the second ETF Leadership Academy kicked off. All supervisors, managers and leadworkers will participate in the ETF Leadership Academy.
- ETF offered various learning opportunities on topics such as age discrimination, harassment, and disability discrimination.
- Bob Willett was recognized for his contributions to ETF and the State of Wisconsin at a retirement open house in December.
- Andy Kirchner graduated from the Enterprise Management Leadership Academy which is a ten-month leadership program offered to new or emerging civil service leaders. Andy was selected to participate in this program first by ETF, then accepted into the program by the Division of Personnel Management who partners with UW Madison to deliver the curriculum.
- Najib Zaman was selected as the recipient of the ETF Excellence Award in January. This award was established to honor employees who demonstrate commitment to those we serve by providing excellent customer service through creativity, innovation, warmth, friendliness, individual pride and agency spirit.
- A length of service ceremony took place in February recognizing those who reached milestone years of service between July and December 2016. Among those honored were Nadine Lacy with 45 years of service; Sonia Lien, Eileen Mallow and Pam Moran

with 35 years; Doug Hennick, Pam Henning, Tami Licari, Stacie Meyer and Andrea Williams with 25 years.

**MISCELLANEOUS**

- LifeMatters, the Employee Assistance Program provider, posted articles in the *ETF Community* on topics such as Managing Holiday Stress.
- The ETF Health and Safety Committee sponsored an American Red Cross blood drive in January.
- The Wellness Workgroup sponsored activities for staff, including on-site chair massages and weekly yoga in addition to offering a WERQ class (dance/fitness class).
- ETF collected donations for the Second Harvest Food Bank of Southern Wisconsin in December. The cash donations alone from ETF staff provided 567 meals to those in need.
- The Wellness Workgroup offered a lunch and learn session to invite ETF staff to learn more about the Community Support Agriculture (CSA) program and sign up to participate. This program allows ETF employees to receive fresh vegetables locally grown on a weekly basis during the growing season.

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS THIS QUARTER</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Bob Conlin	Professional Firefighters	State of the State	120
Matt Stohr	WI School Finance & Personnel Directors Association	Rehired Annuitant Laws	100
Matt Stohr	AFSCME Retired	WRS Update	50
<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 9. Member	8. National Council on Teacher Retirement (NCTR) 9. NCTR Administrator Education Committee 2017
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