



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

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
June 2017

This report highlights activities taken place since the March 2017 Employee Trust Funds Board (Board) meeting.

Key Hires

The Department of Employee Trust Funds (ETF) has filled 8 vacancies this quarter. Four key hires are shown below:

- Trae Matte, Management Information Manager (Chief Information Security Officer), Division of Management Services, Bureau of Information Security Management
- Doug Johnson, Trust Funds Supervisor, Division of Retirement Services, Contact Management Section 1
- Bonnie Cyganek, Budget & Policy Manager, Division of Management Services, Bureau of Budget, Contract Administration and Procurement
- Brad Maeder, Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Contact Management Section 1

Key Vacancies

ETF currently has 24 vacancies in various stages of recruitment. Three key openings are shown below:

- IS Business Automation Specialist (Testing Team Lead), Division of Management Services, Quality Management Section
- Training Coordinator, Division of Management Services, HR Team

AFFIRMATIVE ACTION (AA) STATISTICS			
<u>AA Group</u>	<u>Permanent</u> (Percentage/Employees)	<u>Limited-Term</u> Employees (LTEs)	<u>Project Employees</u>
Females	62.5% (157)	71.9% (23)	100% (2)
Minorities	13.5% (34)	6.3% (2)	0% (0)
Persons with Disabilities	5.6% (14)	12.5% (4)	0% (0)

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

Electronically Signed 6/6/17/17

Board	Mtg Date	Item #
EXC	6.22.17	5A

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

- The IDEA committee organized a successful bowling event on March 17 to continue fostering a sense of community and inclusivity for all ETF employees and family members. The event was very well attended with over 50 individuals participating.
- The IDEA committee is currently collecting donations from staff to support the Lincoln School Scholarship Program which will be awarded to two Lincoln School alumni who will be attending college in the fall. Donations thus far of \$1800 have been collected.
- The IDEA committee organized a successful Turkish Coffee Fundraiser on April 27. Turkish coffee, baklava and other desserts were available for purchase. In addition, informational materials including brochures about Turkey and its culture were available for staff to view. Over \$200 was raised towards the Lincoln School Scholarship Program.
- The following Summer Affirmative Action interns were hired in May:
 - Alex Molland – Accountant in the Division of Trust Finance
 - Jalika Ceesay – Office Operations Associate in the Office of the Secretary
 - Megan Griffin – Trust Funds Assistant 2 in the Division of Retirement Services, Benefit Initiation Section 1

EMPLOYEE RECOGNITION/APPRECIATION

- Excerpts and letters we receive complimenting staff are posted on the *ETF Community*.
- The Leadership Team treated staff to a continental breakfast in honor of Public Service Recognition week the first week in May.
- Terry Wright, who served as a member of the call center was recognized for his contributions to ETF and the State of Wisconsin at a retirement open house in April.
- Lisa Allen who spent 27 years at ETF, over 30 years with the state was recognized for her contributions at a retirement send-off in April.
- Several staff were featured in *ETF Community* during Public Service Recognition week providing their version of why they choose public service.

MISCELLANEOUS

- LifeMatters, the Employee Assistance Program provider, posted articles in the *ETF Community* on topics such as Managing a Stressful Change and Managing Anxiety.
- The ETF Health and Safety Committee sponsored an American Red Cross blood drive in April.
- ETF participated in Severe Weather Awareness Week activities in April by participating in a statewide tornado drill.
- The Wellness Workgroup sponsored activities for staff, including on-site chair massages and weekly yoga.
- The ETF Wellness Workgroup combined with Staywell to kick off a Better Blood Pressure Program for ETF staff in May.
- Staywell provided a webinar on Sound Science for Sound Sleep to ETF staff.

- The Wellness Workgroup offered a lunch and learn session to invite ETF staff to learn more about the Community Supported 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.
- All ETF employees were invited to attend one of six Respectful Workplace/Harassment Training sessions.
- Sgt. Tom Meverden from the Wisconsin State Capitol Police provided training called Identifying and De-escalating Emotionally Charged People to select ETF staff.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS THIS QUARTER			
Name	Group	Topic	Attendees
Bob Conlin	UW Madison Retirement Association	WRS Update	120
Bob Conlin	MTEA - Retired	WRS Update	100
Bob Conlin	WCOA Annual Meeting	WRS Update	100
Matt Stohr	AFSCME Retirees	WRS Update	40
PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP			
Name	Position	Group	
Bob Conlin	1. Member	1. Wisconsin Health Information Organization Board of Directors (John Voelker 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 2017	
John Voelker	1. Member	1. International Foundation of Employee Benefit Plans (IFEBP)	
		2. WHIO Board of Directors	
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