



STATE OF WISCONSIN
Department of Employee Trust Funds
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 SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
September 2017

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

Key Hires

The Department of Employee Trust Funds (ETF) has filled 11 vacancies this quarter. Three key hires are shown below:

- Rhonda Rohn, IS Business Automation Specialist (Testing Team Lead), Division of Management Services, Bureau of Information Technology Services, Quality Management Section
- Tamela Stafford, Training Coordinator, Division of Management Services, HR Team
- Erich Haak, Trust Funds Supervisor, Division of Retirement Services, Benefit Services Bureau, Benefit Initiation Section Unit 1

Key Vacancies

ETF currently has 21 vacancies in various stages of recruitment. Two key openings are shown below:

- IS Business Automation Specialist (IT Infrastructure Project Lead), Division of Management Services, Bureau of Information Technology Services, IT Solutions Center Section
- Trust Funds Specialist-Advanced (Leadworker), Division of Retirement Services, Member Services Bureau, Retirement Planning and Outreach Section 2

AFFIRMATIVE ACTION (AA) STATISTICS			
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>	<u>Project Employees</u>
Females	62.9% (163)	68.8% (22)	100% (2)
Minorities	13.1% (34)	9.4% (3)	0% (0)
Persons with Disabilities	6.2% (16)	12.5% (4)	0% (0)

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

 Electronically Signed 9/11/17

Board	Mtg Date	Item #
EXC	9.21.17	6A

2017-2020 AA/EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

- In June, the IDEA committee held a second annual softball game fundraiser. About \$180 was donated by ETF staff and family members to support the Lincoln School Scholarship Program which was awarded to four Lincoln School alumni who will be attending college in the fall. Over 40 ETF staff and family members attended this event. In total, over \$3,000 was raised for this worthy cause during a one month period. A check was presented to the students during the Lincoln School 5th grade celebration ceremony on June 7.
- In June 2017, the new ETF Affirmative Action Plan for 2017-2020 was submitted to and approved by the Department of Administration, Division of Personnel Management, Bureau of Equity and Inclusion. The plan was developed with the efforts and assistance of current and former IDEA committee members, the ETF Affirmative Action Officer and other members of the ETF HR Team.
- In July 2017, the ETF Veteran Employment Plan of Action for fiscal year 2018 was submitted to the Department of Administration, Division of Personnel Management, Bureau of Equity and Inclusion.
- ETF welcomed an intern from the summer PEOPLE (Pre-College Enrichment Opportunity Program for Learning Excellence) program. This program is a pre-college pipeline for students of color and low-income students, most of whom are the first in their families to potentially attend college. Their journey prepares them to apply, be successfully admitted and enroll at the University of Wisconsin-Madison. Eriana Thomas assisted in the Office of Strategic Health Policy.
- In July, the IDEA committee sponsored and promoted a Lunch & Learn session titled "A Day Through the Eyes of Patty & Kannon". This informative session was presented by an ETF staff member who is visually impaired and focused on how partnering with a guide dog has enhanced her life. A total of 14 ETF staff attended this session.
- Beginning in August, the IDEA committee kicked off a new bi-monthly event titled "Thoughtful Thursdays". This is an informal drop-in lunchtime gathering hosted by a representative of the IDEA committee and held on the 1st and 3rd Thursdays of the month. The purpose of this gathering is for new employees and contractors to connect with other ETF staff informally. The goal is to encourage more collegial interaction between work units and employees by allowing an opportunity for casual conversation.
- In August 2017, the IDEA committee began collecting school supply donations for Lincoln School students.

EMPLOYEE RECOGNITION/APPRECIATION

- Excerpts and letters we receive complimenting staff are posted on the *ETF Community*.
- ETF sponsored another very successful Summer Youth Day in July. All staff were invited to bring children important to them to a fun and educational day at ETF.
- The Leadership Team provided the main course and staff provided the side dishes for the last summer picnic at Badger Road in July.

- Rick Higgins who spent the past 19 years at ETF, most recently as a supervisor in the Benefit Initiation Section was recognized for his contributions at a retirement send-off in June.
- Laura Stella was recognized for her efforts in the Six Sigma program with a Green Belt Certification in August.

MISCELLANEOUS

- The ETF Health and Safety Committee is sponsoring an American Red Cross blood drive in September.
- The Wellness Workgroup sponsored activities for staff, including on-site chair massages and weekly yoga.
- The ETF Wellness Workgroup coordinated with Staywell to completed an on-site Better Blood Pressure Program for ETF staff.
- The Wellness Workgroup kicked off the second season of the Community Supported Agriculture (CSA) program. This program allows ETF employees to receive fresh vegetables locally grown on a weekly basis during the growing season.
- The 2017 Partners in Giving co-chairs were selected: Amelia Slaney from the Office of Internal Audit and Michelle Flick from the Division of Retirement Services, Member Services Bureau.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS THIS QUARTER			
Name	Group	Topic	Attendees
Bob Conlin, Mark Lamkins, Tarna Hunter	Wisconsin Coalition of Annuitants	Medicare Advantage & Healthcare Plan Changes	25
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 (IFEBC)	
	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 and Executive Committee Member
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. Member	1. IFEBP 2. Wellness Council of Wisconsin and Wellness Council of America (WELCOA) 3. 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