



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

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**EXECUTIVE COMMITTEE**  
**QUARTERLY HUMAN RESOURCES REPORT**  
**March 2018**

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

**Key Hires**

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

- Marty Griffin, Trust Funds Specialist-Advanced (Outreach Lead worker), Division of Retirement Services, Member Services Bureau, Retirement Planning and Outreach Section 4
- Liz Bush, Trust Funds Specialist – Advanced (Lead worker), Division of Retirement Services, Employer & Contact Services Bureau, Employer Services Section, Insurance Unit
- Amelia Slaney, Accountant-Advanced (Lead worker), Division of Trust Finance, Financial Compliance Bureau
- Molly Heisterkamp, Employee Benefit Plan Policy Advisor-Advanced (Disease Management and Wellness Program Manager), Office of Strategic Health Policy

**Key Vacancies**

ETF currently has 33 vacancies in various stages of recruitment. Four key openings are shown below:

- Administrative Manager (Director), Office of Strategic Health Policy
- Management Information Manager (Director), Office of Enterprise Initiatives
- IS Supervisor 2, Office of Enterprise Initiatives, Project Management Office
- Employee Benefit Plan Policy Advisor – Advanced (Data, Compliance and Measurement Lead worker), Office of Strategic Health Policy

<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	64.9% (157)	75.9% (22)	100% (2)
Minorities	13.2% (32)	3.4% (1)	0% (0)
Persons with Disabilities	3.7% (9)	6.9% (2)	0% (0)
Veterans	5.8% (14)	3.4% (1)	0% (0)

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

Reviewed and approved by Pam Henning, Assistant Deputy Secretary  
  
 Electronically Signed 3/14/18

Board	Mtg Date	Item #
EXC	3.29.18	5A

- The IDEA committee continues to hold Thoughtful Thursday events on the first and third Thursday of the month.
- In early December, the IDEA committee sponsored a winter gear collection for Lincoln School. Many wonderful items were donated by generous ETF staff and given to the school in time for cold weather.
- The IDEA committee welcomed four new members and elected committee officers in February.
- The Inclusivity and Diversity sub-committees have scheduled meetings to plan and discuss 2018 events and initiatives.

### **EMPLOYEE RECOGNITION/APPRECIATION**

- A veteran call center employee celebrated his 81<sup>st</sup> birthday and was honored with a cake and article in *ETF Community* in December.
- Forty-seven individuals were recognized in an *ETF Community* article for reaching milestone Years of Service with the State of Wisconsin in 2017.

### **PARTNERS IN GIVING**

- Several activities were hosted at both ETF locations to support the Partners in Giving campaign. ETF exceeded its campaign goals, with donations totaling \$36,601.06 and a participation rate of 59.4%.

### **MISCELLANEOUS**

- The Wellness Workgroup coordinated the following activities:
  - Sponsored activities for staff, including on-site chair massages and weekly yoga.
  - Coordinated the inclusion of health options in Badger Road vending machines.
  - Encouraged staff to participate in Staywell's Million Steps Challenge via an article in *ETF Community*.
  - Scheduled a Biometric Screening at the Badger Road location for March.
  - Supported the "Wear Red Day" in February to show support for awareness of heart disease. To bring attention to the cause, the workgroup hosted a healthy potluck of red foods, posted educational material on FRED and encouraged staff to wear red.

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS THIS QUARTER</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Bob Conlin	Milwaukee Area Retired Teachers Association	WRS Update	150

<b>PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP</b>		
<b>Name</b>	<b>Position</b>	<b>Group</b>
Bob Conlin	1. Member 2. Member 3. Member 4. Secretary 5. Vice Chair & Secretary 6. Member 7. Member 8. Member 9. Member	1. Wisconsin Health Information Organization Board of Directors (John Voelker serves as the ETF Secretary's designee) 2. State Bar of Wisconsin 3. International Foundation of Employee Benefit Plans (IFEBP) 4. State of Wisconsin Investment Board (SWIB) 5. SWIB Audit Committee 6. SWIB Strategic Planning and Corporate Governance Committee 7. National Association of State Retirement Administrators (NASRA) 8. National Council on Teacher Retirement (NCTR) 9. NCTR Administrator Education Committee 2017
John Voelker	1. Member	1. IFEBP 2. WHIO Board of Directors and Executive Committee Member
Pam Henning	1. Member 2. Member	1. International Public Management Association – HR (IPMA) (National and Wisconsin Chapters) 2. IFEBP
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

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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