



STATE OF WISCONSIN
Department of Employee Trust Funds
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 SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
March 2019

This report highlights activities that have taken place since the December 2018 Employee Trust Funds Board (Board) meeting.

Key Hires

The Department of Employee Trust Funds (ETF) has filled 11 vacancies so far this quarter. Nine key hires made since the last report are shown below:

- Steve Mueller, Administrative Manager (Administrator), Division of Management Services
- Bonnie Cyganek, Administrative Manager (Deputy Administrator), Division of Management Services
- Amelia Slaney, Financial Management Supervisor (Deputy Administrator), Division of Trust Finance
- Monica Anderson, Attorney, Office of Legal Services
- Julie Coleman, Employee Benefit Plan Policy Advisor – Advanced (Privacy Officer), Office of Policy, Privacy and Compliance (new hire)
- Michelle Flick, Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Member Services Bureau, Retirement Planning and Outreach Section 2
- Dawn Duren, Trust Funds Specialist – Advanced (Leadworker), Division of Retirement Services, Benefit Services Bureau, Disability Programs Section
- Amber Condon, Trust Funds Specialist – Advanced (Employer Trainer), Division of Retirement Services, Employer and Contact Services Bureau, Employer Services Section, WRS Unit
- Adam Simcock, IS Systems Development Services Consultant/Administrator (Leadworker), Division of Management Services, Bureau of Information Technology Services, Development and Quality Management Section (new hire)

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

Pamela L Henning Electronically Signed 3/5/19

Board	Mtg Date	Item #
EXC	3.20.19	5A

Key Vacancies

ETF currently has 28 vacancies in various stages of recruitment. Ten key openings are shown below:

- Management Information Manager (Chief Information Officer), Division of Management Services, Bureau of Information Technology Services
- Management Information Manager (Chief Information Security Officer), Division of Management Services, Bureau of Information Security Management
- Human Resources Manager, Division of Management Services, HR Team
- Budget & Policy Manager, Division of Management Services, Bureau of Budget, Contract Administration & Procurement
- Financial Management Supervisor, Division of Trust Finance, Retirement Accounting Bureau
- Administrative Manager (Deputy Director), Office of Strategic Health Policy
- Trust Funds Director (Deputy Director), Office of Enterprise Initiatives
- IS Supervisor 2, Division of Management Services, Bureau of Information Technology Services, Development and Quality Management Section
- IS Business Automation Specialist (Leadworker), Division of Management Services, Bureau of Information Technology Services, IT Solutions Center Section
- Accountant – Advanced (Leadworker), Division of Trust Finance, Financial Compliance Bureau

AFFIRMATIVE ACTION (AA) STATISTICS			
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>	<u>Project Employees</u>
Females	65.4% (159)	81.0% (17)	100% (2)
Minorities	12.8% (31)	0% (0)	50% (1)
Persons with Disabilities	3.3% (8)	4.8% (1)	50% (1)
Veterans	5.3% (13)	0% (0)	0% (0)

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

The IDEA committee accomplished the following since the December 2018 board meeting:

- Sponsored a hat, mitten and scarf collection for Lincoln School. Five large bags of warm winter items were delivered to Lincoln School in December before the winter break.
- Organized a Turkish Coffee fundraiser hosted by Zekai Otles and Gamze Ligler on December 12. Staff purchased coffee and desserts and learned about the Turkish culture. The event was a success and a total of \$234 was raised for the

IDEA committee. The donations will be used to contribute to the Lincoln School Scholarship program.

- On January 29 organized a Progressive Potluck, which involved placing appetizers, main dishes and desserts in the kitchenettes. The main goal of this event was to encourage ETF staff to visit other floors in order to engage and interact/connect with colleagues whom they may not see on a regular basis. The event was very well received.
- Organized and sponsored a training, "Alzheimer's/Dementia Awareness," to be presented by the Alzheimer's Association-South Central Wisconsin Chapter on February 28. The training will provide important information on how to communicate with members who may be afflicted with Alzheimer's or dementia, and strategies for providing good customer service. All staff who have regular contact with members are expected to attend this training.
- At the February IDEA meeting, John Voelker thanked departing committee members, Michele Ouellette and Lucas Strelow, and welcomed two new members: Kim Schmidt and Patrick Hughes.

EMPLOYEE RECOGNITION/APPRECIATION

- Olga Bilinson, Human Resources Specialist – Senior, received the ETF Excellence Award in December. Olga was recognized by a number of staff, supervisors and managers for her willingness to always make the time to help others, effectively listen and create a positive atmosphere for employees to work.
- Eric Held, IS Systems Development Services – Specialist (Leadworker) completed the Enterprise Management Development Academy (EMDA) in December. This is an academy-style management development program for aspiring and new managers. The goal of EMDA is to help employees develop the skills needed to approach future challenges through highly trained and experienced managers who utilize intra and inter-agency collaborative problem-solving approaches.
- In January, the following staff began their participation in the EMDA: Amelia Slaney, Financial Management Supervisor (Division of Trust Finance Deputy Administrator), Ann Suchomel, Trust Funds Specialist – Advanced (Leadworker) in Retirement Services; and Renee Walk, Employee Benefit Plan Policy Advisor – Advanced in the Office of Strategic Health Policy. They were selected in November by the Secretary's Office to participate in this program.
- In January, the following staff received compliments from our members on the excellent customer service and assistance they provided to them: Jennie Brady, Trust Funds Specialist (Contact Management Section); Dawn Duren, Trust Funds Specialist – Advanced (Leadworker, Disability Programs Section); and Karen Drewry, Trust Funds Specialist – Objective (Contact Management Section). Excerpts of complimentary e-mails and phone calls were posted on the *ETF Community*.
- Forty-three individuals were recognized in an *ETF Community* article for reaching milestone Years of Service with the State of Wisconsin in 2018. On February 6, a reception was held in honor of the following individuals and their respective milestones: 35 years of service – Eileen Mallow; 30 years of service – Sue Potocnik and Carla Sailing; 25 years of service – Bob Conlin, Cindy Klimke, and Jeff Bogardus.

MISCELLANEOUS

The Wellness Workgroup accomplished the following since the December 2018 board meeting:

- Sponsored activities for ETF staff including monthly chair massage sessions and weekly yoga classes on Wednesdays.
- Started WW@Work in January, which is available to all interested staff. This is a new Weight Watchers program established to help with a variety of wellness goals including weight loss, fitness and more.
- Hosted the first 2019 health screening at Hill Farms, with 150 appointments scheduled.
- Sponsored/promoted Wear Red Day for National Heart Awareness Month on February 1.
- Hosted a Cyclebar event on February 23. Staff were encouraged to sign up to participate in an indoor cycling exercise program.
- Promoted financial wellness resources to staff.

In January, the Health and Safety Committee promoted a Blood Drive at the Hill Farms building on February 28.

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS THIS QUARTER
<i>No presentations this quarter</i>

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)

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
Michelle Baxter	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
Eileen Mallow	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)
Yikchau Sze	1. Member 2. Member	1. Institute of Internal Auditors (IIA) 2. Association of Public Pension Fund Auditors (APPFA)
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