



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

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 of Employee Trust Funds
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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
March 2020

This report highlights activities that have taken place since the December 2019 Employee Trust Funds Board (Board) meeting.

Key Hires

The Department of Employee Trust Funds (ETF) has filled 15 vacancies so far this quarter. Four key hires made since the last report are shown below:

- Alene Bolin, Trust Funds Director (Deputy Director), Division of Retirement Services, Employer and Contact Services Bureau
- Kathryn Young, Executive Staff Assistant Supervisor, Office of the Secretary, Staff Services Section
- Angela Stuckey, Human Resources Supervisor, Division of Management Services, Human Resources Team
- Patrick Hughes*, IS Technical Services Specialist (Lead Worker), Division of Management Services, Bureau of Information Technology Services, IT Solutions Center Section

* = Indicates an internal movement (transfer or promotion)

Key Vacancies

ETF currently has 19 vacancies in various stages of recruitment. Five key openings are shown below:

- Trust Funds Supervisor, Division of Retirement Services, Benefit Services Bureau, Disability Programs Section
- IS Systems Development Services Consultant/Administrator (Lead Worker), Division of Management Services, Bureau of Information Technology Services, Development, DBA & Middleware Section
- IS Business Automation Specialist (Quality Assurance and Testing Coordinator), Division of Management Services, Bureau of Information Technology Services, Development & Quality Management Section
- Staff Development Program Specialist – Senior (Trainer) Division of Retirement Services
- Employee Benefit Plan Policy Advisor – Advanced (Lead Worker), Office of Strategic Health Policy

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

Pamela L Henning Electronically Signed 3/9/20

Board	Mtg Date	Item #
EXC	3.25.20	5A

AFFIRMATIVE ACTION (AA) STATISTICS			
<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>	<u>Project Employees</u>
Females	65.1% (168)	84.2% (16)	100.0% (3)
Minorities	12.4% (32)	5.3% (1)	33.3% (1)
Persons with Disabilities	3.1% (8)	5.3% (1)	33.3% (1)
Veterans	6.2% (16)	5.3% (1)	0% (0)

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

The IDEA committee accomplished the following since the December 2019 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 Lunar New Year celebration on January 23. Lunar New Year is an important celebration in Asia which involves celebrating together and sending well wishes to others. Staff were able to enjoy a potluck which included a variety of Asian dishes. A total of \$216 was raised towards IDEA committee future events.
- The Inclusivity subcommittee created an agency wide Employee Recognition Program for all ETF staff including permanent, project, LTE and contractors to participate. Nominations will be reviewed by the IDEA committee and a winner will be selected on a monthly basis.
- At the February IDEA meeting, John Voelker thanked departing committee members, Mary Richardson, Ann Suchomel and Collin Dsouza, and welcomed four new members: Gamze Ligler, Korbey White, Maryann Hilt and Amita Mastick.

LEARNING AND DEVELOPMENT

The Learning and Development Team (L&D) accomplished the following since the December 2019 board meeting:

- From December 2019 through the end of February 2020 there was a total of 750 training hours, which includes instructor-led courses, external training, professional development and 323 online class training hours. Some examples of these courses were Business Writing 101, Variable Refresher Training, Managing Employee Leave, and the Leadership Academy Series.
- L&D and the Office of Enterprise Initiatives (OEI) developed an online training curriculum for Eclipse Project Resource Training. This eLearning course will provide the onboarding for staff to learn how to accurately track and report time on projects.

EMPLOYEE RECOGNITION/APPRECIATION

- Excerpts and letters ETF received complimenting staff were posted on the *ETF Community*.
- On November 11, ETF employees who are military veterans were recognized for Veterans Day. ETF thanked the following staff for their service: Jenny McGraw, Laura Haak, Steve Hurley, Jeff Bogardus, Jim Guidry, Eric Anderson, Max Lacy, Paul Braatz, Chris Drapesa and Nancy Sinnott.
- ETF staff were selected as the new voice-over talent who will be lending their voices to various multimedia and eLearning projects at ETF: Janice Faust, Roger Fletcher, Patrick Hughes, Mikey Jarlsberg and Caleb Johnson.
- Ann Suchomel, Retirement Planning and Outreach Lead Worker and Renee Walk, Strategic Health Policy Advisor, were recognized for completing the Enterprise Management Development Academy (EMDA) in December. The goal of EMDA is to offer opportunities for state employees to learn the skills necessary for the challenges they may face in state service.
- In December, a total of 31 ETF staff were recognized in the *ETF Community* for completing the 2019 Fall Leadership Academy training series. The Leadership Academy consisted of eight courses on topics including effective communication, conflict resolution, team building and problem solving. The Emerging Leaders series was comprised of five courses including mindfulness in the workplace, effective meetings and other topics. Participants were nominated through recommendations from ETF leadership and included lead workers, project managers, business analysts, emerging leaders, supervisors/managers, and more.
- Twenty-five individuals were recognized in an *ETF Community* article for reaching milestone Years of Service with the State of Wisconsin in 2019. On February 12, a reception was held in honor of those with 25 years or more of service. Honorees and their respective milestones were: 35 years of service – Bonnie Cyganek and Cheryl Ringel; 30 years of service – Janice Faust; 25 years of service – Trisa Monette, Shelly Schueller and Mary Preston.

MISCELLANEOUS

The Human Resources Team completed the position description (PD) Warehouse, which is now available to all ETF supervisors on the HR SharePoint site. This repository includes the current position descriptions for all permanent and project employees at ETF. Supervisors now can easily locate all position descriptions.

The Wellness Workgroup has accomplished the following since the December 2019 Board meeting:

- Continued sponsoring monthly chair massages, weekly yoga classes
- Partnered with Hill Farms Wellness Works to coordinate the Share Your Holidays Food Drive and “A Day of Giving” event, which featured snacks, chair massages, gift wrapping, guided meditation session, and an EAP education session called “Mindfully Manage the Holidays.” Raised \$100 cash donations and 673 pounds of food.

- Hosted the first quarterly Mental Health First Aid Community of Practice in December
- Started a book club with 24 employees in January. The book is “Presence: Bringing Your Boldest Self to Your Biggest Challenges”
- Promoted new Well Wisconsin resources/portal
- Promoted Wear Red Day for heart health in February
- Encouraged staff to participate in “Beat the Winter Blues” Bingo

The Health and Safety Committee accomplished the following since the December 2019 Board meeting:

- Tricia Zimmerman joined the Health & Safety team as the new Payroll/Benefits and workers comp staff person
- New AED pads were installed in all the AED cabinets throughout the Hill Farms building
- In January, promoted the Hill Farms Blood Drive which was held on February 27

GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS THIS QUARTER

No presentations this quarter

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. Chair	5. SWIB Audit Committee
	6. Vice Chair & Secretary	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

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
Lisa Dally	1. Member	1. International Public Management Association – HR (IPMA) (National Chapter)
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)

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David Nispel	<ol style="list-style-type: none">1. Member2. Member3. Member4. Member	<ol style="list-style-type: none">1. Government Lawyers Division, State Bar of WI2. State Bar of Wisconsin3. National Association of Public Pension Attorneys4. Benefits Section Committee, National Association of Public Pension Attorneys
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