



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
September 2021

This report highlights activities that have taken place since the June 2021 Employee Trust Funds Board (Board) meeting.

Key Hires

The Department of Employee Trust Funds (ETF) has filled 13 vacancies so far this quarter. The five key hires made since the last report are shown below:

- David Maradiaga, Management Information Manager (Chief Information Security Officer), Division of Management Services, Bureau of Information Security Management
- Michelle Flick*, Trust Funds Supervisor (Outreach), Division of Retirement Services, Member Services Bureau, Retirement Planning & Outreach Section 4
- Elizabeth Bush*, Trust Funds Supervisor, Division of Retirement Services, Employer & Contact Services Bureau, Employer Services Section, Insurance Unit 2
- Joan Theisen, Accountant-Advanced (Accounting Lead Worker), Division of Trust Finance, Retirement Accounting Bureau
- Laura Vang*, Accountant-Advanced (Insurance Program Accounting Lead Worker), Division of Trust Finance, Insurance Program Accounting

* Indicates an internal movement (transfer or promotion)

Key Vacancies

ETF currently has 10 vacancies in various stages of recruitment. Four key openings are shown below:

- IS Technical Services Consultant/Administrator (Lead Security Analyst), Division of Management Services, Bureau of Information Security Management
- IS Business Automation Specialist (Quality Assurance Lead), Division of Management Services, Bureau of Information Technology Services, Development & Quality Management Section
- Trust Funds Specialist – Advanced (Lead Worker), Division of Retirement Services, Member Services Bureau, Retirement Planning & Outreach Section 2
- Trust Funds Specialist – Advanced (Lead Worker), Division of Retirement Services, Employer & Contact Services Bureau, Employer Services Section, Insurance Unit 2

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

Pamela L Henning

Electronically Signed 9/1/21

Board	Mtg Date	Item #
EXC	9.15.21	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	62.5% (167)	76.5% (13)	100.0% (3)
Minorities	11.6% (31)	17.6% (3)	33.3% (1)
Persons with Disabilities	5.6% (15)	11.8% (2)	33.3% (1)
Veterans	6.4% (17)	5.9% (1)	0% (0)

2021-2023 EQUITY AND INCLUSION PLAN/IDEA COMMITTEE

The IDEA committee accomplished the following since the June 2021 board meeting:

- In June, supervisors, managers, and leads completed the mandatory “Psychological Safety: How to Foster Effective Teams at ETF” training.
- In June, the IDEA committee sponsored and promoted two Diversity Peer Education sessions titled, “Systemic Racism in Education”. The sessions were presented by Rafey Siddiqui, IS Business Automation Specialist, who provided a review of what systemic racism is and its history, as well as impact in the area of education. The sessions were very well received with 78 ETF staff attending both sessions.
- Three Student Diversity Internship Program interns worked over the summer at ETF: Aruna Kallon, Office of Strategic Health Policy; Khali Glass, Division of Management Services; and Abhishek Grewal, Division of Management Services, Data Management Bureau.
- In honor of LGBTQIA+ Pride Month in June, several ETF Community articles published by IDEA Committee members and other staff included information about the history of Pride Month as well as some personal stories from staff about their own experiences, struggles, and successes.
- In June, the IDEA committee began collecting recipes from staff for an ETF Cookbook that will serve as a fundraiser for Lincoln School. The cookbook is planned to be published later this year.
- In July, a new training requirement pertaining to implicit bias for non-supervisory interview panel members was announced. Interview panel members are now required to complete the “ETF-Ensuring Fair and Equitable Hiring Curriculum” prior to their participation in interviews.
- In August, the Equity and Inclusion Officer, in coordination with Learning and Development, developed a refresher training on the topic of implicit bias titled “ETF-Refresher Curriculum: Ensuring Fair and Equitable Hiring”.

LEARNING AND DEVELOPMENT

- L&D statistics: ETF completed 861 total hours training hours from June to August. The breakdown of hours consists of 522 external training hours (external job-related or professional development, tuition reimbursement); 277(instruction-led, online, video or materials from ETF-sponsored) and 62 (Content Anytime courses).
- L&D contributed substantial time and resources to the E&I Plan Initiative 3.2.1. by designing, developing, delivering and publishing several curriculums; ETF-Psychological Safety Training for the Joint Boards & Strategic Council/AMC, ETF-Interview Question Development Based on Knowledge, Skills & Abilities
- L&D updated our onboarding curriculum to include our new Executive team and shared the new eLearning modules with all staff.
- L&D completed the extensive Respectful Workplace Modules with Pre- and Post-Assessments which were assigned to staff in August. Security Awareness Training was assigned to all staff in August. Wisconsin Public Records Training will be assigned in September to all staff.
- L&D completed the Return to Workplace training modules to be assigned to staff prior to ETF's hybrid return to work for most staff.

EMPLOYEE RECOGNITION/APPRECIATION

- Excerpts and letters ETF received complimenting staff were posted in *ETF Community*.
- In a June *ETF Community* article, ETF's mental health first aid responders were recognized and thanked for their work. Mental Health First Aid prepares participants to interact with a person who is in crisis or struggling and connects the person with help. These individuals were recognized for being there for staff and helping them get through some difficult life situations.
- Two ETF employees were recognized as inaugural Data Heroes for demonstrating one or more heroic traits related to data literacy. Katie Schumacher, Bureau of Budget, Contract Administration, & Procurement Analyst, was recognized for her abilities to think critically and have an enterprise mindset. She was nominated as a Data Hero because of her work on the Analytics Center of Excellence (ACE). She developed a "data guide" template that is being used by other business areas to increase data literacy and provide context for their dashboards. Rachel Holmquist, Business Analyst, was recognized for her abilities to solve problems and tell data-driven stories. She was nominated as a Data Hero because of her work compiling quarterly data for the Department's North Star metric report that helps the Board, staff, and others monitor customer service volume and delivery. Rachel regularly collects and uses data to assess the scope and magnitude of an issue, analyzes the root cause, and proposes possible solutions. She understands ETF's business and is skilled at sharing data in a consumable format.
- Two employees were selected to chair the ETF 2021 Partners in Giving campaign: Tracy Greer, Trust Funds Specialist – Objective, and Rachel Leisemann Immel, Communications Specialist - Senior. Last year's co-chair, Sheila Handrick was

recognized and thanked for her contributions and asked for assistance in helping the new chairs with the transition.

- In August, it was announced that the Wisconsin Deferred Compensation Program under Shelly Schueller's guidance, was chosen as a recipient of a 2021 Leadership Recognition Award by the National Association of Government Defined Contribution Administrators, Inc (NAGDCA). The award was given in recognition of WDC's work on adding the WRS retirement estimate on the Plan's website and including it in participants' personalized Lifetime Income Score (LIS).

MISCELLANEOUS

The Wellness Workgroup has accomplished the following since the June 2021 board meeting:

- Promoted the monthly Well Wisconsin Radio sessions.
- Offered yoga weekly.
- Held the second quarter Mental Health First Aid Community of Practice meeting.
- Sponsored the following activities for employees:
 - Summer Bucket List Challenge
 - Sustainability Bingo
- Posted the following *ETF Community* article, Well Wisconsin: Health Coaching.

The Health & Safety Committee has accomplished the following since the June 2021 board meeting:

- Set up the group counseling room 802 to seat 22 with social distancing between visitors to accommodate group counseling meetings.
- Added new signage to doors entering ETF space indicating masks are required. Continued sanitizing touch points (door handles, elevator buttons, etc.) throughout the day by Hill Farms building janitorial crew.

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

PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP		
Name	Position	Group
John Voelker	1. Member	1. International Foundation of Employee Benefit Plans (IFEBP)
	2. Member	2. State of Wisconsin Investment Board (SWIB)
	3. Member	3. SWIB Audit and Finance Committee
	4. Member	4. SWIB Strategic Planning and Corporate Governance Committee
	5. Member	5. National Association of State Retirement Administrators (NASRA)
	6. Member	6. National Council on Teacher Retirement (NCTR)
Pam Henning	1. Member	1. International Public Management Association – HR (IPMA) (National and Wisconsin Chapters)
	2. Member	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	1. Wisconsin Certified Public Manager Advisory Board
	2. Member	2. IFEBP
	3. Member	3. State Social Security Administrators
Steve Hurley	1. Member	1. National Association of Public Pension Attorneys (NAPPA)
	2. Member	2. IFEBP
	3. Member	3. State Bar of Wisconsin
Eileen Mallow	1. Member	1. IFEBP
	2. Member	2. Wellness Council of Wisconsin and Wellness Council of America (WELCOA)
	3. Member	3. State and Local Government Benefits Association (SALGBA)
	4. Member	4. Wisconsin Health Information Organization (WHIO) Board of Directors and Executive Committee Member

Yikchau Sze	<ol style="list-style-type: none">1. Member2. Member	<ol style="list-style-type: none">1. Institute of Internal Auditors (IIA)2. Association of Public Pension Fund Auditors (APPFA)
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