



STATE OF WISCONSIN
Department of Employee Trust Funds
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 SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
June 2023

This report highlights activities that have taken place since the March 2023 Employee Trust Funds Board (Board) meeting.

Key Hires

The Department of Employee Trust Funds (ETF) has filled 12 vacancies so far this quarter (March 12 – May 22, 2023). The three key hires made since the last report are shown below:

- Robin Nowakowski, Trust Funds Supervisor, Division of Retirement Services, Benefit Services Bureau
- Gail Hinz, Trust Funds Director (Bureau Director), Division of Trust Finance, Retirement Accounting Bureau
- Brenda Powles, Equity & Inclusion Officer and Medical Coordinator, Division of Management Services, Human Resources Bureau

Key Vacancies

ETF currently has 21 vacancies. The three key openings are shown below:

- Trust Funds Director (Deputy Bureau Director), Division of Retirement Services, Member Service Bureau
- Administrative Manager (Division Administrator), Division of Technology, Security and Data Services
- Management Information Manager (Chief Information Officer), Division of Technology, Security and Data Services, Bureau of Information Technology Services

New Organization Changes

In alignment with ETF’s transformation journey, ETF submitted and received approval from the State Budget Office on several organizational changes effective July 1, 2023. They include:

- The Division of Management Services (DMS) will be renamed the **Division of Technology, Security and Data Services (DTSDS)**.

Pamela L Henning

Reviewed and approved by Pamela Henning, Assistant Deputy Secretary
 Electronically Signed 06/14/23

Board	Mtg Date	Item #
EXC	06.21.23	5A

- The Bureaus of Information Technology Services (BITS), Information Security Management (BISM), and Data Management (DMB), and two current IS Business Automation (Special Project Lead) roles will report directly to a newly recruited DTSDS administrator.
- The **Records Officer** moved to the Office of Communications reporting to Mark Lamkins. Recruitment efforts are underway.
- The Bureau of Budget, Contract Administration and Procurement (BCAP) will move under a newly created **Office of Budget and Management (OBM)**. Tim Steiner, ETF Budget Director, will report to a newly recruited OBM Director.
 - Supplies/Mail (SAMS), Records and Facilities Operations will now report to Tim Steiner under BCAP.
 - The Strategic Engagement and Government Relations Director (Tarna Hunter) will report to a newly recruited OBM Director.
 - Laura Patterson from the Office of Policy, Privacy and Compliance (OPPC) will report to the new OBM Director to provide agency policy review and coordinate with Tarna on legislative matters.
- The Human Resources Bureau will be elevated to an office and renamed the **Office of Talent Management** with Lisa Dally as the new director reporting to the Assistant Deputy Secretary.

AFFIRMATIVE ACTION (AA) STATISTICS		
<u>AA Group</u>	<u>Permanent</u> <u>(Percentage/Employees)</u>	<u>Limited-Term Employees</u> <u>(LTEs)</u>
Females	66.04% (172/260.45)	75% (9/12)
Minorities	10.75% (28/260.45)	8.3% (1/12)
Persons with Disabilities	11.13% (29/260.45)	8.3% (1/12)
Veterans	6.9% (18/260.45)	0% (0/12)

2021-2023 EQUITY AND INCLUSION PLAN / IDEA COMMITTEE UPDATES

The IDEA committee accomplished the following since the March 2023 Board meeting:

- Voluntary Stay interviews were completed with underrepresented employees. The interviews ran from February through the end of March.
- The Staff Network Group’s (SNG) first meetings were held on April 14 and May 26 and will continue on a monthly basis. The SNG focuses on diversity, equity, inclusion and belonging providing a forum for discussions among staff.
- Trainings were offered to staff from our EAP vendor, Kepro on Dealing with the Elephant in the Room on May 4 and How to be an Inclusive Leader on June 15.

LEARNING AND DEVELOPMENT

The Learning and Development (L&D) team has accomplished the following from March to mid-May 2023:

- Completed the first episode of Season 3 (Standard Deviation) of Data Bytes with at least four more being developed. These videos are being developed as part of

Strategic Initiative 3.2.4 – Increase data literacy through training to ensure ETF understands, uses, and communicates data in context as it relates to ETF business goals.

- Promoted Content Anytime materials through Community articles.
- Completed Train-the-Trainer: Back to the Basics Virtual Training Program for enterprise trainers. This ties directly to our **Strategic Goal 3: To develop a talented and agile workforce at ETF.**
- Completed and implemented Grow Your Fraud Awareness eLearning module and Acceptable Use Policy eLearning module to ensure ETF compliance. Helped finalize and implement eLearning called Presentations at ETF, packaged ETF P-Card Refresher and various Kepro employee assistance recordings, created IT Incident Response Tabletop Exercise Video, and offered Mental Health First Aid sessions.
- As part of **3.2.3 Develop & Deliver a performance learning management program**, completed the following job aids: HR Performance Final Evaluation Tutorial for Employees, HR Performance Final Evaluation Tutorial for Supervisors, HR Performance Final Evaluation Job aid for Employees, and HR Performance Final Evaluation job aid for Supervisors.
- Conducted DiSC training sessions for the Office of Strategic Health Policy to assist them in learning more about themselves and their team.
- Completed eLearning modules for Employer Services Section Employer Project with eSkillz.

EMPLOYEE RECOGNITION/APPRECIATION

- Excerpts and letters ETF received complimenting staff were posted in *ETF Community*.
- ETF has submitted Discretionary Merit Compensation Awards to the Division of Personnel Management for approval to recognize meritorious performance of various staff.

MISCELLANEOUS

The Wellness Workgroup has accomplished the following since the March 2023 board meeting:

- Hosted weekly yoga sessions
- Hosted the Q1 Mental Health First Aid Community of Practice
- Supported the Equity and Inclusion Plan – stress/anxiety training:
 - o Caregiving training with Kepro on February 28
 - o Setting Boundaries training with Kepro on April 5
- Contributed to ETF Community with the following articles:
 - o Mental Health Awareness Month: New ETF Webpage
 - o The Invitational Teams Steps Challenge
 - o Rethink Your Sleep for a Better Night's Rest
 - o 23 for 2023 (wellness goals for the new year)

- State of Wisconsin Wellness News
- Being a Helper in Times of Adversity (seek interest in MHFA training)
- Presented at two ETF section meetings to promote Well Wisconsin to staff
- Launching a book club on “Happier Hour: How to Beat Distraction, Expand Your Time, and Focus on What Matters Most” by Cassie Holmes

The Health & Safety Committee has accomplished the following since the March 2023 board meeting:

- Organized a building wide blood drive on April 26
- Submitted articles for the Community on:
 - National Ladder Safety Month in March
 - Distracted Driving Awareness Month in April

PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP		
Name	Position	Group
John Voelker	1. Member	1. International Foundation of Employee Benefit Plans (IFEBCP)
	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)
Shirley Eckes	1. Member	1. International Foundation of Employee Benefit Plans (IFEBCP)
	2. Member	2. National Association of State Retirement Administrators (NASRA)
Pam Henning	1. Member	1. International Public Management Association – HR (IPMA) (National and Wisconsin Chapters)
	2. Member	2. International Foundation of Employee Benefit Plans (IFEBCP)
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

PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP		
Name	Position	Group
Matt Stohr	1. Member 2. Member 3. Member	1. Wisconsin Certified Public Manager Advisory Board 2. International Foundation of Employee Benefit Plans (IFEBP) 3. State Social Security Administrators
Steve Hurley	1. Member 2. Member 3. Member	1. National Association of Public Pension Attorneys (NAPPA) 2. International Foundation of Employee Benefit Plans (IFEBP) 3. State Bar of Wisconsin
Eileen Mallow	1. Member 2. Member 3. Member 4. Member	1. International Foundation of Employee Benefit Plans (IFEBP) 2. Wellness Council of Wisconsin and Wellness Council of America (WELCOA) 3. State and Local Government Benefits Association (SALGBA) 4. Wisconsin Health Information Organization (WHIO) Board of Directors and Executive Committee Member
Yikchau Sze	1. Member 2. Secretary 3. Member	1. Institute of Internal Auditors (IIA) 2. Association of Public Pension Fund Auditors (APPFA) 3. Information Systems Audit and Control Association (ISACA)
Diana Felsmann	1. Member 2. Member 3. Member	1. State Bar of Wisconsin 2. National Association of Public Pension Attorneys 3. Benefits Section Committee, National Association of Public Pension Attorneys
Cindy Klimke	1. Member 2. Member	1. Government Finance Officers Association (GFOA) 2. International Foundation of Employee Benefit Plans (IFEBP)
Steve Mueller	1. Member	1. Public Retirement Information Systems Managers

<i>PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP</i>		
Name	Position	Group
Mark Lamkins	1. Member	1. National Pension Education Association