



STATE OF WISCONSIN
Department of Employee Trust Funds
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 SECRETARY

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EXECUTIVE COMMITTEE
QUARTERLY HUMAN RESOURCES REPORT
September 2023

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

Key Hires

The Department of Employee Trust Funds (ETF) has filled 12 vacancies so far this quarter (May 23-September 2, 2023). The four key hires made since the last report are shown below:

- Deena Driese, Deputy Director, Division of Retirement Services, Member Service Bureau
- Kevin Acker, Administrator, Division of Technology, Security & Data Services
- Adam Simcock, Chief Information Officer, Division of Technology, Security & Data Services, Bureau of Information Technology Services
- Liz Bush, IAS Product Owner, Division of Retirement Services, Customer Experience and Business Initiatives

Key Vacancies

ETF currently has 19 vacancies. In addition to the Trust Fund Specialist (TFS) vacant positions, the five key openings are shown below:

- Director, Office of Budget & Management
- Deputy Director, Office of Enterprise Initiatives
- Human Resources Supervisor, Office of Talent Management
- Supervisor, Division of Technology, Security & Data Services, Bureau of Information Technology Services, Development & Quality Management Section
- Supervisor, Division of Technology, Security & Data Services, Data Management Bureau

The TFS positions are actively being recruited and offers are expected to be extended mid-September.

Pamela L Henning

Reviewed and approved by Pam Henning, Assistant Deputy Secretary
 Electronically Signed 09/11/2023

Board	Mtg Date	Item #
EXC	09.20.23	6A

Table 1. AFFIRMATIVE ACTION (AA) STATISTICS

<u>AA Group</u>	<u>Permanent (Percentage/Employees)</u>	<u>Limited-Term Employees (LTEs)</u>
Females	66.7% (175/262.45)	83.3% (10/12)
Minorities	11.0% (29/262.45)	8.3% (1/12)
Persons with Disabilities	12.9% (34/262.45)	8.3% (1/12)
Veterans	7.2% (19/262.45)	0% (0/12)

2021-2023 EQUITY AND INCLUSION PLAN / IDEA COMMITTEE UPDATES

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

- Staff Network Group met on July 27 and August 24. The meetings reinforced expectations, conducted an ice breaker activity, and discussed the current climate surrounding diversity, equity and inclusion.
- Equity & Inclusion (EI) planning team was created and submitted recommendations for the 2024-2026 EI Plan. A final draft EI Plan will be submitted to the Division of Personnel Management on September 25 for review with final approval near the end of the calendar year.
- IDEA committee launched a new badge to be used to identify events that are sponsored by the committee as well as communications by IDEA committee members. The badge should help ETF staff identify work being done by the committee to further the goals of the EI Plan.
- IDEA committee and other ETF staff participated in the Hill Farms State Office Building Diversity celebration held on July 19. Staff enjoyed learning about different countries and sampling various cultural foods, as well as brief presentations by some of the agencies and a traditional Indian (southeast Asian) dance.

LEARNING AND DEVELOPMENT

The Learning and Development (L&D) team has accomplished the following from June to August 2023:

- Continued to promote *ETF Community* articles with Content Anytime materials through wellness articles organized by L&D team.
- Two ETF employees were selected to participate in the 2023-2024 Department of Administration, Division of Personnel Management’s Enterprise Management Development Academy (EMDA) program.
- IT Acceptable Use policy mandatory training completed by all staff.

EMPLOYEE RECOGNITION/APPRECIATION

- Emails and letters ETF received complimenting staff were posted in *ETF Community*.
- Excellence Award nominations was completed. The award winners will be recognized during this year's ETF Town Hall on September 19.

MISCELLANEOUS

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

- Hosted weekly yoga sessions.
- Hosted a biometric screening event at Hill Farms on June 6.
- Hosted the Q2 Mental Health First Aid (MHFA) Community of Practice
- Trained 14 new MHFA responders.
- Completed the "Happier Hour: How to Beat Distraction, Expand Your Time, and Focus on What Matters Most" book club
- Contributed to ETF Community with the following articles:
 - [Well WI Updates and Reminders](#) (August 21)
 - [Build Calm into Your Day](#) (August 8)
 - [State of WI Wellness News](#) (August 1)
 - [July is Hemochromatosis Awareness Month](#) (July 17)
 - [The Great Outdoors](#) (July 13)
 - [Elevate Wisconsin: The Course to Financial Security](#) (June 29)
 - [State of Wisconsin Wellness News](#) (July 3)
 - [2023 Invitational Teams Step Challenge Recap](#) (June 21)
 - [Recap of E&I Stress Management Focus](#) (June 16)
 - [State of Wisconsin Wellness News](#) (May 30)

The Health & Safety (H&S) Committee has accomplished the following since the June 2023 board meeting:

- Set up for a Red Cross blood drive in July with 38 donors.
- Submitted an article for *ETF Community* introducing H&S Members and information about the role of the H&S Committee.

Table 2. GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS THIS QUARTER

Name	Group	Topic	Attendees
Matt Stohr – June 8, 2023	National Association of Public Pension Fund Auditors	WRS Annuity Adjustments	Approx. 100

Table 3. PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP

Name	Position	Group
John Voelker	Member	International Foundation of Employee Benefit Plans (IFEBP)
	Member	State of Wisconsin Investment Board (SWIB)
	Member	SWIB Audit and Finance Committee
	Member	SWIB Strategic Planning and Corporate Governance Committee
	Member	National Association of State Retirement Administrators (NASRA)
	Member	National Council on Teacher Retirement (NCTR)
Shirley Eckes	Member	International Foundation of Employee Benefit Plans (IFEBP)
	Member	National Association of State Retirement Administrators (NASRA)
Pam Henning	Member	International Public Management Association – HR (IPMA) (National and Wisconsin Chapters)
	Member	International Foundation of Employee Benefit Plans (IFEBP)
Lisa Dally	Member	International Public Management Association – HR (IPMA) (National Chapter)
	Commissioner	Dane County Civil Service Commission
Michelle Baxter	Member	Project Management Institute (PMI)/South Central WI Chapter
Matt Stohr	Member	Wisconsin Certified Public Manager Advisory Board
	Member	International Foundation of Employee Benefit Plans (IFEBP)
	Member	State Social Security Administrators
Steve Hurley	Member	National Association of Public Pension Attorneys (NAPPA)
	Member	International Foundation of Employee Benefit Plans (IFEBP)
	Member	State Bar of Wisconsin
Eileen Mallow	Member	International Foundation of Employee Benefit Plans (IFEBP)
	Member	Wellness Council of Wisconsin and Wellness Council of America (WELCOA)
	Member	State and Local Government Benefits Association (SALGBA)
	Member	Wisconsin Health Information Organization (WHIO) Board of Directors and Executive Committee Member

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Name	Position	Group
Yikchau Sze	Member	Institute of Internal Auditors (IIA)
	Secretary	Association of Public Pension Fund Auditors (APPFA)
	Member	Information Systems Audit and Control Association (ISACA)
Diana Felsmann	Member	State Bar of Wisconsin
	Member	National Association of Public Pension Attorneys
	Member	Benefits Section Committee, National Association of Public Pension Attorneys
Cindy Klimke	Member	Government Finance Officers Association (GFOA)
	Member	International Foundation of Employee Benefit Plans (IFEBP)
Mark Lamkins	Member	National Pension Education Association

Staff will be at the Committee meeting to answer any questions.