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Correspondence Memorandum

Date: April 16, 2018

To: Group Insurance Board

From: Lucas Strelow, Policy Advisor, Office of Policy, Privacy & Compliance
 Laura Patterson, Policy Analyst, Office of Policy, Privacy & Compliance

Subject: Non-Substantive Changes to Existing Board Policies

This memorandum is for informational purposes only. No Board action is required.

The following policies have been recently reviewed by ETF for compliance, errors, and consistency. Changes have been made to non-substantive elements. This includes: 1) document formatting, for better tracking and consistency of appearance; 2) typos and minor textual corrections; 3) hyperlink additions/corrections; 4) updates to statutory citation; and 4) corrections to updated statutory language.

Copies of the revised policies are attached, and as ETF continues to update, coordinate, and make Board policies more consistent, it will keep the Board apprised of any changes.

Policies with non-substantive changes:

Conflict of Interest Policy (Attachment A)


Changes were made to overall formatting, hyperlinks included, and referenced statutory language brought up-to-date. Wis. Stat. § 19.46.

Conduct of Board Meetings Policy (Attachment B)

Changes were made to overall formatting, hyperlinks added to statutory references, and to updated statutory language including:

1. That notice of Board meetings no longer must be in the official state newspaper, but in such a form as is reasonable likely to apprise members of the public and news media, and

Reviewed and approved by Steve Hurley, Director, Office of Policy, Privacy, and Compliance



Electronically Signed 4/24/18

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2. Notice given within the existing 24-hour advance requirement when otherwise impossible or impractical, must be no less than 2 hours in advance of the meeting.

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

Attachment A: Conflict of Interest Policy

Attachment B: Conduct of Board Meetings Policy