



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

801 W Badger Road
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax (608) 267-4549
<http://etf.wi.gov>

BOARD MEMBER COMMITMENT OVERVIEW

The Deferred Compensation Board (Board) was created by 1989 Wisconsin Act 31. It oversees the Deferred Compensation Program and is responsible for selection of the plan provider and development of policies, procedures and rules that govern provider participation in the program.

The Board typically has three scheduled meetings per year, usually February or March, May or June, and November. The meetings are held in Madison, Wisconsin. The time commitment for attending the meetings is one-half day. The time needed to prepare for the meetings is unique to each Board member. Board members receive a packet of materials from the Department approximately two weeks prior to the meeting. The packet contains an agenda, draft minutes from the previous meeting and items related to the upcoming meeting, such as informational memos, legislative reports and an investment performance review. The packet may also include proposed administrative rules and educational items.

The Board Chair will call the meeting to order. Robert's Rules of Order are used during the meeting. In addition to Board members, ETF Executive Staff, the Deferred Compensation Director and the Board Liaison are seated at the meeting table. Department staff are available during the Board's discussion of the agenda item to answer Board member questions on the topic.

The Board hears appeals of determinations made by the Department. A hearing examiner from the Division of Hearings and Appeals conducts hearings and prepares proposed decisions on behalf of the Board. The proposed decision, along with the record of the appeal, is forwarded to Board members for consideration. The Board may adopt the hearing examiner's proposed decision as its final decision (with or without modifications), issue its own final decision, or remand the appeal back to a hearing examiner for further action. An assistant attorney general from the Department of Justice provides legal counsel to the Board on the appeals.

(Revised: February 2015)