



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
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 SECRETARY

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***Correspondence Memorandum***

**Date:** November 15, 2021  
**To:** Audit Committee  
**From:** Cheryllynn Wilkins, Board Liaison  
 Office of the Secretary  
**Subject:** Election of Officers – Vice Chair and Secretary

**The Department of Employee Trust Funds (ETF) requests the Audit Committee conduct an election of officers to fill the two vacant offices.**

Katy Lounsbury and Amy Mizialko have been selected by the ETF Board chair to serve on the Audit Committee. According to the Audit Committee Charter, “In the event of a vacancy in the office of chair, the vice chair shall immediately assume the office of chair for the remainder of the term. In the event of a vacancy in the office of vice chair or secretary, the Committee shall, at its next regular meeting, elect one of its members to fill such vacancy for the remainder of the term.”

Leilani Paul, as elected vice chair, will assume the duties as chair until the first Committee meeting in 2022. The vice chair and secretary offices need to be filled by Ms. Lounsbury and Ms. Mizialko. The Committee shall elect a chair, vice chair, and secretary, at the first Committee meeting in each calendar year according to its charter.

It has been past practice for new officers to assume their duties effective immediately following the meeting at which they are elected.

Reviewed and approved by Pamela Henning, Assistant Deputy Secretary  
 Electronically Signed 11/17/21

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