



STATE OF WISCONSIN
Department of Employee Trust Funds
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CORRESPONDENCE MEMORANDUM

DATE: February 19, 2016
TO: Deferred Compensation Board
FROM: Sara Brockman, Board Liaison
SUBJECT: Deferred Compensation (DC) Board Governance Manual Update

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

The following items of the Deferred Compensation Board Governance Manual have been updated:

- DC Governance Manual Table of Contents
- 2016 Meeting Dates
- Administrative Expense Account Investment and Target Balance Policy
- Administrative Services Contract - Tenth Amendment
- Board Rosters
- Chapter 40
- Conduct of Board Meetings Policy
- ETF Functional Organizational Chart
- Fact Sheets
- Financial Statements Audit
- Investment Option Selection and Reimbursement Policy
- Key Contacts
- Privacy of Personal Information Policy
- Vendor Procurement Appeals Procedure
- Wisconsin Plan and Trust Document

Please refer to the Department of Employee Trust Funds' website (http://etf.wi.gov/boards/gov_manual_WDC/gm-contents.pdf) to obtain the materials and update your copy of the *Deferred Compensation Board Governance Manual*.

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

Reviewed and approved by Shelly Schueller, Director, Deferred Compensation Program

Electronically Signed 2/23/16

Board	Mtg Date	Item #
DC	3.8.16	10q