



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  
etf.wi.gov

## ***Correspondence Memorandum***

**Date:** February 1, 2017  
**To:** Deferred Compensation Board  
**From:** Shelly Schueller, Director  
Wisconsin Deferred Compensation Program  
**Subject:** Investment Committee Membership Selection

### **Staff requests the Deferred Compensation Board select a new member for the Investment Committee.**

In 1990 the Deferred Compensation Board (Board) established the Investment Committee as an advisory committee to the Board. As outlined in the attached charter, the Investment Committee (Committee) provides guidance to the Board on items related to investment options offered through the Wisconsin Deferred Compensation Program.

Two members of the Board constitute the Committee. The Committee meets at least twice a year to review investment performance and any other investment-related issues that arise. Meetings are usually held in Madison and last 60-90 minutes.

The current Committee members are Ed Main and John Nelson. Mr. Nelson retired from the State of Wisconsin Investment Board (SWIB) in December and is resigning from the Board. Consequently, the Board must select a new Committee member.

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

Attachment: Investment Committee Charter

Reviewed and approved by Matt Stohr, Administrator  
Division of Retirement Services

Electronically Signed 2/20/17

Board	Mtg Date	Item #
DC	3.9.17	4

**Wisconsin Deferred Compensation Program**  
**Deferred Compensation Board**  
**Investment Committee Charter**  
*Adopted: November 5, 2013*  
*Last Revised: November 5, 2013*

**General**

The Deferred Compensation Board (Board) established the Investment Committee in 1990 to provide investment expertise in the evaluation of investment options offered by the Board to Wisconsin Deferred Compensation Program (WDC) participants.

**Membership**

Membership shall be composed of two Board members selected by the Board.

**Duties and Responsibilities**

In consultation with the Department and other experts as needed, the Investment Committee shall:

- Formulate and propose investment standards and guidelines which will be recommended to the Board for adoption and if adopted, formalized in the Board's *Investment Policy Statement*. These guidelines will reflect the Board's investment objectives related to offering a broad range of investment alternatives with diverse risk and return characteristics appropriate for WDC participants.
- Periodically evaluate the Board's *Investment Policy Statement* for relevancy and appropriateness, making any revision recommendations to the Board.
- Monitor the performance of the Board's investment options (with the exception of any options selected by a participant via the self-directed brokerage account option) in accordance with the Board's *Investment Policy Statement* and recommend any changes that may need to be made from time to time to the full Board.
- Bring to the attention of the Board any investment-related issue it deems significant or otherwise appropriate for the Board's consideration
- Keep informal minutes of Investment Committee meetings and report all actions at the next meeting of the full Board following an Investment Committee meeting.

**Meetings**

The committee shall meet at least twice per calendar year, to review mid-year and end of year investment performance reports, and may convene more frequently as circumstances require.

**Charter Review**

The Board, in consultation with the Investment Committee, shall periodically review this charter for relevancy and appropriateness.

**History**

The Board adopted this charter on November 5, 2013.