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## Correspondence Memorandum

**Date:** January 15, 2019  
**To:** Deferred Compensation Board  
**From:** Lisa Gurley, Board Liaison  
Office of the Secretary  
**Subject:** Deferred Compensation Board Governance Manual Updates

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

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

- Table of Contents
- Item 1: Meeting Dates
- Item 2: ETF and WDC Key Contacts
- Item 6: Deferred Compensation Board Base Agendas
- Item 8: Group Insurance Board Roster
- ETF Functional Organizational Chart
- Wisconsin Plan and Trust Document
- Administrative Services Contract
- Board Resignation Procedure
- Communications Policy
- Conflict of Interest Policy
- Investment Policy Statement
- Attorney General Opinion (OAG-2-06) on Board Member Liability
- Wisconsin Public Records Law Training
- Financial Statements Audit
- Contract Compliance Audit
- Wisconsin Open Meetings Law Compliance Guide
- Wisconsin Public Records Law Compliance Outline

To update your copy of the *Deferred Compensation Board Governance Manual* and *Reference Manual*, see this link: [http://etf.wi.gov/boards/board\\_dc.htm](http://etf.wi.gov/boards/board_dc.htm)

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

Reviewed and approved by John Voelker, Deputy Secretary

Electronically Signed 2/13/19

Board	Mtg Date	Item #
DC	3.7.19	9D