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SECRETARY

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## Correspondence Memorandum

**Date:** March 3, 2022  
**To:** Deferred Compensation Board  
**From:** Kimberly Schnurr, Board Liaison  
Office of the Secretary  
**Subject:** Governance Manual Updates

**This memo is for informational purposes only. No Deferred Compensation Board (Board) action is required.**

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

- Table of Contents
- Employee Trust Funds Key Contacts
- Deferred Compensation Board Base Agendas
- Deferred Compensation Board Membership Roster
- The Secretary's Role
- ETF Functional Organization Chart
- Wisconsin Deferred Compensation Program Fact Sheet
- Wisconsin Plan and Trust Document
- Vendor Procurement Appeals Policy
- Investment Policy Statement
- Reserve Policy for the Group Life Insurance Program
- Wisconsin Public Records Law Basics Training

To update your copy of the *Deferred Compensation Board Governance Manual*, see this link: <https://etf.wi.gov/about-etf/governing-boards/deferred-compensation-board>.

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

Reviewed and approved by Pamela Henning, Assistant Deputy  
Secretary  
Electronically Signed 03/15/2022

*Pamela L Henning*

Board	Mtg Date	Item #
DC	3.31.22	8A