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## Correspondence Memorandum

**Date:** May 10, 2023  
**To:** Deferred Compensation Board  
**From:** Kimberly Schnurr, Board Liaison  
Office of the Secretary  
**Subject:** Governance Manual Update

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

At the April 20, 2023, meeting, Ms. Patterson informed the Board about ETF consolidating all board governance policies and procedures into a single document to improve board governance and coordination. Additionally, the separate *Governance Manuals* to accommodate ETF's five governing boards have also been consolidated into one for the same purpose. You may see additional changes as ETF modernizes its board governance documents and how board members access information.

The *Governance Manual* can be accessed on ETF's website at <https://etf.wi.gov/boards/governance-manual/gm-table-contents/download?inline=>

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

*Pamela L. Henning*

Reviewed and approved by Pam Henning, Assistant Deputy Secretary  
Electronically Signed 05/12/2023

| Board | Mtg Date | Item # |
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| DC    | 06.08.23 | 13A    |