

STATE OF WISCONSIN Department of Employee Trust Funds

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Solution Governance Manual For the Deferred Compensation (DC) Board

Overview

- 1. Meeting Dates
- 2. Employee Trust Funds Key Contacts
- 3. History, Statistics and Features of the WDC Program
- 4. WDC Participation by County
- 5. WDC Acronym Guide
- 6. Responsibilities of Governing Boards
- 7. Board Member Time Commitment Overview
- 8. Deferred Compensation Board Base Agendas
- 9. Open Meetings Update (10/29/10 memo)
- 10. Deferred Compensation Board Membership Roster
- 11. The Secretary's Role
- 12. ETF Functional Organizational Chart
- 13. Wisconsin Deferred Compensation Program Fact Sheet
- 14. Administrative Appeals Process

Plan and Trust Document

Administrative Services Contract

<u>Investment Committee Charter</u> (Committee Dissolved 3/11/2021)

Board Policies and Procedures

Board Member Compensation and Reimbursement Policy (Adopted 3/7/2019)

Board Member Qualification Policy (Adopted 3/7/2019)

Board Public Notice Protocol (Revised 3/7/2019)

Board Resignation Procedure (Adopted 6/14/2018)

Communications Policy (Adopted 6/14/2018)

Conduct of Board Meetings (Revised 6/11/2020)

Conflict of Interest Policy (Adopted 6/14/2018)

Privacy of Personal Information Policy (Revised 3/7/2019)

Vendor Procurement Appeals Policy (Revised 3/29/2021)

Deferred Compensation Board Documents

Administrative Expense Account Investment and Target Balance Policy (Revised 6/16/2015)

Default Fund Policy (Adopted 5/6/2008)

Excessive Trading Policy (Adopted 5/16/2006)

Financial Emergency Hardship Withdrawal Policy (Revised 11/1/2016)

Investment Option Selection and Reimbursement (Adopted 6/16/2015)

Investment Policy Statement (Revised 12/01/2022)

<u>Self-Directed Brokerage Option: Grandfathering of "Legacy Funds"</u> (Adopted 09/01/2022)

Stable Value Fund Sub-Advisor Change Policy (Adopted 5/6/2008)

National Association of Government Defined Contribution Administrators, Inc. (NAGDCA)

NAGDCA 2013 Fact Sheet

2012: Government 457(B) Primer

2012: Rising to the Challenge of the New Fee Disclosure Requirements: A Practical

<u>Guide</u>

2011: Evolution of Plan Investment Structures and Advisory Service

2011: Plan Sponsors: Meeting Your Fiduciary Responsibilities

Ethics and Fiduciary Duty

"Who is a Fiduciary?"

Attorney General Opinion (OAG-2-06) on Board Member Liability
Great-West Financial – State of Wisconsin Fiduciary Responsibility
Wisconsin Public Records Law Training

Legislation

Internal Revenue Service, 26 CFR Parts 1 and 602

Chapter 40

ETF 70

History of Employee Trust Funds

Legislative Oversight Committee: Joint Survey Committee on Retirement Systems

Audits

Financial Statements Audit

Contract Compliance Audit

• Disclosure Letter

WDC Transition Audit