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## Correspondence Memorandum

**Date:** May 24, 2016  
**To:** Employee Trust Funds Board  
**From:** Steve Hurley, Director, Office of Policy, Privacy & Compliance  
Gene Janke, Policy Analyst, Division of Retirement Services  
**Subject:** Table of Delegations of Board Authority

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

Wis. Stat. § 40.03(1)(L) allows the Board to delegate its powers and duties as deemed necessary or desirable. While delegations of authority are recorded in minutes of board meetings, there is no formal list of these delegations or of their terms and conditions. Going forward, we plan to include the attached table of major delegations of authority (Attachment 1) in the board governance manual for better tracking and administration of these delegations including periodic review.

Delegations of authority can be of a continuing nature or they can expire once the purpose of the delegation is fulfilled. Examples of past delegations include:

- Delegation of authority to the ETF Secretary to:
  - Issue notices required for rule promulgation (1996).
  - Approve statements of scope of proposed rules (2004).
  - Authorize and terminate the payment of annuities and death benefits, including disability programs (1983; reconfirmed December 1, 2011).
- Delegation of authority to the Group Insurance Board to procure the services of a consulting actuary for health insurance (2014).
- Grants of procurement authority (e.g., to allow ETF to solicit proposals and contract with federal tax counsel, or to contract for third-party audits). Note: Because delegation of procurement authority is routine and temporary, Attachment 1 does not list these types of delegations.

ETF will periodically update this table to reflect current status or to add new delegations of authority. Staff will be available at the Board meeting to answer questions.

Attachment: ETF Board Delegation of Authority Table

Reviewed and approved by Pamela Henning, Assistant Deputy Secretary

Electronically Signed 6/8/16

Board	Mtg Date	Item #
ETF	6.23.16	5C

## ETF Board Delegation of Authority Table

Description of Authority Delegated <sup>1</sup>	Date Originally Delegated	Expires	Last Reviewed
Delegation of authority to the Group Insurance Board (GIB), for procurement of services of a consulting actuary for the health insurance programs sponsored by the GIB. Includes power to determine requirements and qualifications, solicit and negotiate contracts, approve vendors, and oversee any vendor appeals. The GIB may further delegate as necessary to the ETF Secretary.	<a href="#">9-25-2014</a>	9-25-2022	
Created a Board policy for promulgation of administrative rules. Re-confirmed prior delegations of authority relating to filing of scope statements without Board review and submitting rule drafts to the Legislative Council Rules Clearinghouse. Delegated new authority to the ETF Secretary to do the following: <ul style="list-style-type: none"> <li>• Make necessary technical changes or other non-substantive changes to the Final Draft prior to submission to the Legislature.</li> <li>• Promulgate emergency rules, with duty to report all such rules to the Board as soon as practicable.</li> <li>• Request extensions to emergency rules as applicable.</li> </ul>	<a href="#">9-16-2010</a>	No Expiration	
Delegation of authority to the ETF Secretary to: <ul style="list-style-type: none"> <li>• Approve statements of scope for administrative rules</li> <li>• Present proposed administrative rules to the Boards once the final draft has been determined.</li> </ul>	<a href="#">12-10-2004</a>	No Expiration	<a href="#">9-16-2010</a>
Delegation of authority to the ETF Secretary in regard to Administrative Rules to approve notices of public hearing and notices that draft rules have been submitted to the Legislative Council Rules Clearinghouse.	9-20-1996	No Expiration	<a href="#">12-10-2004</a>

<sup>1</sup> This table does not contain delegations of procurement authority or delegations of authority that have been codified in administrative rule.

**ETF Board Delegation of Authority Table**

Description of Authority Delegated <sup>1</sup>	Date Originally Delegated	Expires	Last Reviewed
Delegation of duty to the ETF Secretary, to authorize and terminate the payment of annuities and death benefits.	12-16-1983	No Expiration	<a href="#">12-1-2011</a>