



STATE OF WISCONSIN
Department of Employee Trust Funds
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CORRESPONDENCE MEMORANDUM

DATE: February 8, 2013

TO: Executive Committee
Employee Trust Funds Board

FROM: Steve Hurley, Director
Office of Policy, Privacy and Compliance

SUBJECT: Board Member Contact Policy

This memo is for Executive Committee review and discussion. No action is required.

Occasionally, the Department of Employee Trust Funds (ETF) receives inquiries from Wisconsin Retirement System (WRS) members and the general public who want to communicate directly with members of the retirement boards and/or the board chairs. Generally, we advise these individuals to communicate with the boards or the board chairs in writing, in care of ETF. ETF does not routinely provide board member contact information or post such information electronically.

If the Committee would rather avoid denying access to board members, or requiring individuals to file a formal public records request for contact information, we could implement the following policy:

If an individual contacts ETF seeking to communicate directly with retirement board members and is not satisfied with the offer to contact board members in writing via the process currently in place, ETF will contact the chair of the relevant board and ask the chair to directly contact the individual. The chair will contact the individual and advise ETF of any follow-up that is needed.

We would like to discuss this potential policy with the Committee.

Reviewed and approved by Robert J. Marchant, Deputy Secretary.

Electronically Signed 2/13/13

Board	Mtg Date	Item #
EXC	3.6.13	3A