

## Governing Board Delegations of Authority\*

Updated October 16, 2024

From	To	Summary of Authority Delegated	Date Delegated	Expires
GIB	ETF Secretary	<p>Delegation of the following authority to the ETF Secretary to approve changes to Board programs that are required due to the implementation of the Insurance Administration System (IAS):</p> <ul style="list-style-type: none"> <li>Changes that are not otherwise prohibited by law. ETF will ensure that any change considered for approval under delegated authority does not violate existing state or federal laws.</li> <li>Changes that are premium-neutral. Any change that would increase cost such that premiums would need to be increase in the current or future years would not qualify for approval under delegated authority.</li> <li>If a change has adverse impacts, it should not affect more than 20% of members. If a negative change impacts more than one fifth of members, it cannot be made under the delegated authority sought.</li> <li>Any changes that do not meet all three of the above limitations, recommended requests for proposals, or contract extensions potentially impacting IAS would continue to require Board approval.</li> </ul> <p>(See Board Memo and Minutes for details and delegation language).</p>	<a href="#">10-3-2024</a>	6-30-2025
ETF Board	ETF Secretary	<p>Delegation of authority to the ETF Secretary to:</p> <ul style="list-style-type: none"> <li>Execute the Strategic Partner for Pension (PAS) contract, including contract amendments.</li> </ul>	<a href="#">12-14-2023</a>	No Expiration

\*This table is intended for ease of reference and does not contain all Board delegations. This table only contains ongoing delegations and does not contain one-time procurement delegations. For actual delegation language please see Board meeting memos and associated minutes.

## Governing Board Delegations of Authority\*

Updated October 16, 2024

From	To	Summary of Authority Delegated	Date Delegated	Expires
ETF Board	ETF Secretary	Delegation of authority to the ETF Secretary to: <ul style="list-style-type: none"> <li>Solicit proposals for, and contract with, qualified firms to perform actuarial audits.</li> </ul>	<a href="#"><u>12-14-2023</u></a>	After Solicitation for Proposals is Completed
GIB	ETF Secretary	Delegation of authority to the ETF Secretary to: <ul style="list-style-type: none"> <li>Submit the Gag Clause Prohibition Compliance Attestation required by the Consolidated Appropriations Act for the Group Health Insurance Program.</li> </ul>	<a href="#"><u>11-15-2023</u></a>	No Expiration
GIB	ETF Secretary	Delegation of authority to the ETF Secretary to: <ul style="list-style-type: none"> <li>Execute contracts, including contract amendments, for actuarial services for health insurance plans.</li> </ul>	<a href="#"><u>8-17-2022</u></a>	No Expiration
ETF Board	GIB	Delegation of authority to the Group Insurance Board for: <ul style="list-style-type: none"> <li>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.</li> </ul>	<a href="#"><u>8-23-2022</u></a>	No Expiration
ETF Board Chair	ETF Staff	Delegation of authority from the ETF Board Chair to ETF staff to: Publicly notice ETF, WR & TR Board meetings.	<a href="#"><u>7-17-2021</u></a>	No Expiration

\*This table is intended for ease of reference and does not contain all Board delegations. This table only contains ongoing delegations and does not contain one-time procurement delegations. For actual delegation language please see Board meeting memos and associated minutes.

## Governing Board Delegations of Authority\*

Updated October 16, 2024

From	To	Summary of Authority Delegated	Date Delegated	Expires
ETF Board Audit Committee	Director, Office of Internal Audit	Delegation of authority from the ETF Board's Audit Committee to the ETF Director of the Office of Internal Audit, to: solicit proposals for, and contract with, qualified firms to perform IT internal audits, including the authority of contract amendments. The plan is to complete the Request for Proposal for the IT audit work in July and award a contract in October 2019.	<a href="#"><u>6-20-2019</u></a>	No Expiration
ETF Board	ETF Secretary	Clarified delegation of authority to the ETF Secretary to: <ul style="list-style-type: none"> <li>• Execute contracts and contract amendments with the Board's actuarial firms and with contract compliance audit firms.</li> <li>• See the ETF Board's previous delegation on <a href="#"><u>12-13-2018</u></a>.</li> </ul>	<a href="#"><u>3-21-2019</u></a>	No Expiration
ETF Board	ETF Secretary	Delegation of authority to the ETF Secretary to: <ul style="list-style-type: none"> <li>• Procure CEM Benchmarking, Inc. for pension administration benchmarking services.</li> </ul>	<a href="#"><u>9-20-2018</u></a>	No Expiration
ETF Board	GIB	Delegation of authority to the GIB for: <ul style="list-style-type: none"> <li>• Oversight of the Health Savings Account (HSA) and Employee Reimbursement Account (ERA) programs, including the Health Care Flexible Spending Account (FSA), Limited Purpose FSA (LPFSA), Dependent Day Care FSA, Parking Account, and Transit Account, to the Group Insurance Board.</li> </ul> ETF Board Audit Committee retains right of review.	<a href="#"><u>9-21-2017</u></a>	No Expiration

\*This table is intended for ease of reference and does not contain all Board delegations. This table only contains ongoing delegations and does not contain one-time procurement delegations. For actual delegation language please see Board meeting memos and associated minutes.

## Governing Board Delegations of Authority\*

Updated October 16, 2024

From	To	Summary of Authority Delegated	Date Delegated	Expires
ETF Board	ETF Secretary	<p>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. In addition, delegated new authority to the ETF Secretary to do the following:</p> <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="#"><u>9-16-2010</u></a>	No Expiration
DC Board	ETF Secretary	<p>Delegation of authority to the ETF Secretary to:</p> <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="#"><u>2-22-2005</u></a>	No Expiration
ETF Board	ETF Secretary	<p>Delegation of authority to the ETF Secretary to:</p> <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="#"><u>12-10-2004</u></a>	No Expiration

\*This table is intended for ease of reference and does not contain all Board delegations. This table only contains ongoing delegations and does not contain one-time procurement delegations. For actual delegation language please see Board meeting memos and associated minutes.

**Governing Board Delegations of Authority\***

Updated October 16, 2024

From	To	Summary of Authority Delegated	Date Delegated	Expires
GIB	ETF Secretary	Delegation of authority to the ETF Secretary to: <ul style="list-style-type: none"> <li>• Approve statements of scope for administrative rules. Present proposed administrative rules to the Boards once the final draft has been determined.</li> </ul>	<a href="#">11-16-2004</a>	No Expiration
WR & TR Boards	ETF Secretary	Delegation of authority to ETF Secretary to: <ul style="list-style-type: none"> <li>• Approve disability benefits and submit a quarterly summary report in lieu of the lists of individuals applying for disability.</li> </ul>	3-21-2002	No Expiration
ETF Board	ETF Secretary	Delegation of authority to the ETF Secretary, in regard to Administrative Rules, to: <ul style="list-style-type: none"> <li>• Approve notices of public hearing and notices that draft rules have been submitted to the Legislative Council Rules Clearinghouse.</li> </ul>	9-20-1996	No Expiration

\*This table is intended for ease of reference and does not contain all Board delegations. This table only contains ongoing delegations and does not contain one-time procurement delegations. For actual delegation language please see Board meeting memos and associated minutes.

## Governing Board Delegations of Authority\*

Updated October 16, 2024

From	To	Summary of Authority Delegated	Date Delegated	Expires
ETF Board	ETF Secretary	Delegation of duty to the ETF Secretary to: <ul style="list-style-type: none"> <li>• Authorize and terminate the payment of annuities and death benefits.</li> </ul>	12-16-1983	No Expiration

\*This table is intended for ease of reference and does not contain all Board delegations. This table only contains ongoing delegations and does not contain one-time procurement delegations. For actual delegation language please see Board meeting memos and associated minutes.