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Department of Employee Trust Funds  
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## Correspondence Memorandum

**Date:** January 27, 2016  
**To:** Group Insurance Board  
**From:** Sara Brockman, Board Liaison  
**Subject:** Administrative Appeals Training

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

An administrative appeal is scheduled for the February 17, 2016 Group Insurance Board (Board) meeting. Training materials are being provided in advance of the meeting in order to refresh the Board's recollection of the appeals process. The following items are attached for review:

- Memo from ETF General Counsel David Nispel, dated January 22, 2016
- Memo from Assistant Attorney General Charlotte Gibson, dated January 22, 2016

If necessary, a more formal administrative appeals process training will be presented at a future meeting.

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

Reviewed and Approved by John Voelker, Deputy Secretary

Electronically Signed: 1/28/16

| Board | Mtg Date | Item # |
|-------|----------|--------|
| GIB   | 2.17.16  | 8C     |