



STATE OF WISCONSIN
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CORRESPONDENCE MEMORANDUM

DATE: January 22, 2016
TO: Group Insurance Board
FROM: Sara Brockman, Board Liaison
SUBJECT: Updating Group Insurance Board (GIB) Governance Manual

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

The following items of the Group Insurance Board Governance Manual have been updated:

- Item 2: ETF Key Contacts
- Item 6: GIB Membership Roster
- Item 8: Functional Organization Chart
- Item 9: Fact Sheets
- Item 13: Chapter 40

Please refer to <http://etf.wi.gov/boards/gov-manual-gib/Table-of-Contents.pdf> to obtain the materials to update your copy of the *Group Insurance Board Governance Manual*.

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	8L