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## Correspondence Memorandum

**Date:** January 20, 2017  
**To:** Group Insurance Board  
**From:** Sara Brockman, Health Policy Advisor  
Office of Strategic Health Policy  
**Subject:** Group Insurance Board Governance Manual Updates

**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

To update your copy of the *Group Insurance Board Governance Manual* see this link:  
<http://etf.wi.gov/boards/gov-manual-gib/Table-of-Contents.pdf>

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

Reviewed and approved by John Voelker, Deputy Secretary

Electronically Signed 1/30/17

Board	Mtg Date	Item #
GIB	2.8.17	10K