



State of Wisconsin
Department of Employee Trust Funds
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Correspondence Memorandum

Date: January 18, 2018
To: Group Insurance Board
From: Lisa Gurley, Board Liaison
Office of the Secretary
Subject: Group Insurance Board Governance Manual and Reference Manual Updates

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

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

- Table of Contents
- Item 1: Meeting Dates
- Item 2: ETF Key Contacts
- Item 3: Organization and Responsibilities of Board
- Item 6: GIB Membership Roster
- Item 7: The Secretary's Role
- Item 8: Employee Trust Funds Functional Organization Chart
- Item 13: Wisconsin Public Law Records Training
- Item 19: Delegation of Governing Board Authority Table
- Reference Manual Compliance Guide Links

To update your copy of the *Group Insurance Board Governance Manual and Reference Manual*, see this link: http://etf.wi.gov/boards/board_gib.htm

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

Reviewed and approved by John Voelker, Deputy Secretary

Electronically Signed 1/31/18

Board	Mtg Date	Item #
GIB	2.21.18	9I