



STATE OF WISCONSIN  
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SECRETARY

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## Correspondence Memorandum

**Date:** January 31, 2019  
**To:** Group Insurance Board  
**From:** Lisa Gurley, Board Liaison  
Office of the Secretary  
**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 and Reference Manual* have been updated:

- Table of Contents
- Item 1: Meeting Dates
- Item 2: Employee Trust Funds Key Contacts
- Item 4: Commitment Overview and Conduct of Meeting
- Item 5: Group Insurance Board Base Agendas
- Item 6: Group Insurance Board Roster
- Item 8: Employee Trust Funds Functional Organization Chart
- Board Member Qualification Policy
- Communications Policy
- Conflict of Interest Policy
- Conduct of Board Meetings Policy
- Delegation of Governing Board Authority Table
- Member Resignation Procedure
- Privacy of Personal Information Policy
- Vendor Procurement Appeals Policy
- Wisconsin Open Meetings Law Compliance Guide
- Wisconsin Public Records Law Compliance Outline

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](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 1/29/19

Board	Mtg Date	Item #
GIB	2.20.19	9E