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SECRETARY

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**Correspondence Memorandum**

**Date:** April 19, 2019  
**To:** Group Insurance Board Chair  
**From:** Laura Patterson, Policy Analyst  
Office of Policy, Privacy & Compliance  
**Subject:** New Protocol - Board Meeting Public Notice Protocol

**This memorandum is for informational purposes only. No Group Insurance Board (Board) Chair action is required.**

The Board Chair is required to give the public, media, and the official state newspaper notice of Board meetings under Wisconsin's open meetings laws. The Department of Employee Trust Funds traditionally performs these duties on behalf of the Board Chair. The Board Meeting Public Notice Protocol outlines ETF's procedures to maintain compliance with the law. A copy of the protocol is attached.

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

Attachment: Board Meeting Public Notice Protocol

Reviewed and approved by Steve Hurley, Director, Office of Policy, Privacy, and Compliance

Electronically Signed 4/24/19

Board	Mtg Date	Item #
GIB	5.15.19	12B



## ETF GOVERNING BOARDS

### BOARD MEETING PUBLIC NOTICE PROTOCOL

Open Meetings Law requires that the board chair of a governmental body, or the board chairs' designee, give notice of each meeting of the body to: (1) the public, (2) any members of the media who have submitted a written request for notice and (3) the official state newspaper. [Wis. Stat. § 19.84 \(1\)](#).

According to the Attorney General, the board chair may give notice of a meeting to the public by posting the notice in one or more places likely to be seen by the public. The Attorney General has recommended posting notices at three different locations within the jurisdiction of the governmental body. Alternatively, the board chair may give notice to the public by paid publication in a news medium likely to give notice in the jurisdiction area the body serves. [Wisconsin Open Meeting Laws: A Compliance Guide, Pg.10 \(August 2007\)](#).

ETF will comply with the Open Meetings Law in the following ways:

- 1) ETF will post notice in the following places: the Hill Farms State Office Building bulletin board; the State Capitol bulletin board; on ETF's website; and on the Wisconsin Public Notice Website, if available.
- 2) ETF will provide the notice to members of the media who submit a written request for the notice through the online email and notice system utilized by the State of Wisconsin.
- 3) ETF will provide copies of the notice to the Wisconsin State Journal, which is the official state newspaper. The Wisconsin State Journal will post the notice at their discretion. *Martin v. Wray*, [473 F. Supp. 1131](#) (1979).

For ETF internal use:

Deferred Compensation Board Chair Reviewed or Revised	Group Insurance Board Chair Reviewed or Revised	Retirement Board Chairs (ETF, TR, WR) Reviewed or Revised
3/7/2019		9/20/2018