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Correspondence Memorandum

Date: January 3, 2020
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. No Board action is required.

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

- Board Meeting Public Notice Protocol
- Board Member Compensation and Reimbursement Policy
- Board Roster
- Communications Policy
- Conflict of Interest Policy
- Delegation of Governing Board Authority Table
- Employee Trust Funds Functional Organization Chart
- Governance Manual Table of Contents
- Group Insurance Board
- Group Insurance Board Base Agendas
- Income Continuation Insurance Program Reserves Policy
- Key Contacts
- Privacy of Personal Information Policy
- Reference Manual Table of Contents (links and additional external publications)
- Vendor Procurement Policy

To update your copy of the *Group Insurance Board Governance Manual* and *Reference Manual*, see this link: <https://etf.wi.gov/about-etf/governing-boards/group-insurance-board>

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

Reviewed and approved by John Voelker, Deputy Secretary

Electronically Signed 1/10/20

Board	Mtg Date	Item #
GIB	2.5.20	10M