



STATE OF WISCONSIN
Department of Employee Trust Funds
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Correspondence Memorandum

Date: January 18, 2022
To: Group Insurance Board
From: Kimberly Schnurr, Board Liaison
Office of the Secretary
Subject: Governance Manual Updates

This memo is for informational purposes only. No Group Insurance Board (Board) action is required.

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

- Table of Contents
- Employee Trust Funds Key Contacts
- Board Membership Roster
- Board Base Agendas
- The Secretary's Role
- ETF Functional Organization Chart
- Vendor Procurement Appeals Policy
- Reserve Policy for the Group Life Insurance Program
- Wisconsin Public Records Law Basics Training

To update your copy of the *Group Insurance Board Governance 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 Pamela Henning, Assistant Deputy
Secretary
Electronically Signed 01/27/2022

Pamela L Henning

Board	Mtg Date	Item #
GIB	2.16.22	12I