



STATE OF WISCONSIN
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Correspondence Memorandum

Date: January 24, 2023
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 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
- Responsibilities of Governing Boards
- Board Member Time Commitment Overview
- Group Insurance Board Base Agendas
- Group Insurance Board Membership Roster
- ETF Functional Organization Chart
- Group Life Insurance Program Fact Sheet
- Income Continuation Insurance Program – State Fact Sheet
- Income Continuation Insurance Program – Local Fact Sheet
- Pharmacy Benefits Program Fact Sheet
- Uniform Dental Benefits Fact Sheet
- Administrative Appeals Process
- Wisconsin Public Records Law Basics Training
- Delegation of Board Authority Table
- Income Continuation Insurance Program Reserves Policy

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 available at the Board meeting to answer any questions.

Pamela L Henning

Reviewed and approved by Pam Henning, Assistant Deputy Secretary
Electronically Signed 01/31/2023

Board	Mtg Date	Item #
GIB	02.22.23	14K