



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
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SECRETARY

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## ***Commitment Overview and Conduct of Meeting***

The Group Insurance Board (GIB) is a Board of Trustees associated with the Wisconsin Department of Employee Trust Funds (ETF). The Board meets quarterly in Madison, Wisconsin. The meeting location is noted on the agenda that you receive prior to each meeting.

The time commitment for attending meetings is one day, four times per year. The time needed to prepare for the meetings is unique to each Board member. There may occasionally be the need for a special Board meeting. Board members will be notified of the date and location as far in advance as possible. Lodging, if needed, is provided to Board members attending the meetings. Board members are reimbursed roundtrip mileage and a per diem of \$25.00. The mileage rate is adjusted periodically by the state.

Meetings are held in the morning and generally last from two to three hours. The duration of the meeting varies, depending on agenda topic discussions and scheduled appeals to be heard. Lunch is provided for board members if the meeting carries over into the afternoon.

Board members receive a packet of materials from ETF approximately two weeks prior to the meeting. The packet contains an agenda, draft minutes, and items related to the upcoming meeting, such as informational memos, legislative reports, and statistical reports. The packet may also include proposed administrative rules and educational items. Under the next tab, you will find a chart entitled "Board Base Agendas" that details the topics discussed at the quarterly Board meetings. This is not an all-inclusive list, but rather an overview of some of the regularly scheduled items that are considered by the Board.

At the start of the meeting, the Board Chair will call the meeting to order. Generally, Robert's Rules of Order are used during the meeting. In addition to Board members, ETF Executive Staff and the Board Liaison are seated at the meeting table. A verbal summary of the information provided in your mailing packet is provided at the meeting by ETF staff, who also may remain at the table during the Board's discussion of the agenda item to answer any questions Board members may have on the topic.

The Board considers appeals of determinations made by ETF. A hearing examiner from the Division of Hearings and Appeals conducts hearings and prepares proposed decisions on behalf of the Board. The proposed decision, along with the record of the appeal, is forwarded to Board members for consideration during closed session. The Board may adopt the hearing examiner's proposed decision as its final decision (with or without modifications), issue its own final decision, or remand the appeal back to a

hearing examiner for further action. An Assistant Attorney General from the Department of Justice provides legal counsel to the Board on the appeals.

(Revised: April 2012)