

STATE OF WISCONSIN Department of Employee Trust Funds

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Governance Manual For the Group Insurance Board

Overview

Summary of Programs Overseen by the Group Insurance Board

- 1. Meeting Dates
- 2. Employee Trust Funds Key Contacts
- 3. Responsibilities of Governing Boards
- 4. Board Member Time Commitment Overview
- 5. Group Insurance Board Base Agendas
- 6. Group Insurance Board Membership Roster
- 7. The Secretary's Role
- 8. ETF Functional Organization Chart
- 9. Fact Sheets
 - Group Health Insurance Program
 - Group Life Insurance Program
 - Income Continuation Insurance Program State
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 - Pharmacy Benefits Program
 - Employee Reimbursement Accounts (ERA) Program
 - Supplemental Insurance Program
 - Uniform Dental Benefits
- 10. Administrative Appeals Process

Ethics and Fiduciary Duty

"Who is a Fiduciary?
Attorney General Opinion (OAG-2-06) on Board Member Liability
Wisconsin Public Records Law Basics Training

Legislation

<u>History of Employee Trust Funds</u> <u>Chapter 40</u>

Board Policies and Procedures

Board Meeting Public Notice Protocol (Adopted 05/15/2019)

Board Member Compensation and Reimbursement Policy (Adopted 05/15/2019)

Board Member Qualification Policy (Adopted 05/16/2018)

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Communications Policy (Revised 05/16/2018)

Conflict of Interest Policy (Revised 05/16/2018)

Conduct of Board Meetings Policy (Revised 05/16/2018)

Delegation of Governing Board Authority Table (Revised 08/22/2022)

Member Resignation Procedure (Adopted 05/16/2018)

Privacy of Personal Information Policy (Adopted 05/16/2018)

Vendor Procurement Appeals Policy (Revised 03/29/2021)

Group Insurance Board Documents

Income Continuation Insurance Program Reserves Policy (Reviewed 05/18/2022)

Reserve Policy for the Group Health Insurance Program (Adopted 11/18/2020)

Reserve Policy for the Group Life Insurance Program (Adopted 05/12/2021)