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**CORRESPONDENCE MEMORANDUM**

**DATE:** August 20, 2015  
**TO:** Employee Trust Funds Board  
Teachers Retirement Board  
Wisconsin Retirement Board  
**FROM:** Gene Janke Jr., Policy Analyst, Division of Retirement Services  
**SUBJECT:** Program Authority for the Department of Employee Trust Funds Governing Boards

**This memo is for informational purposes only. No Board action is required.**

In response to a request made at the June 25, 2015 Joint Meeting of the Retirement Boards, this table outlines board authority for each of the benefit programs ETF administers. The responsibility for the administration of the separate benefit programs is enumerated in Chapter 40 of Wis. Stats.

This memo serves as a quick reference guide to the designated authority for each benefit program. Included is the business area within ETF that has administrative responsibility, and, if applicable, the third-party administrator (TPA) that ETF contracts with to administer the program.

For more information on the organization and responsibilities of ETF governing boards please see the Board Governance Manual which is available on ETF's website: [http://etf.wi.gov/boards/gov\\_manual\\_retirement/01\\_gov\\_manual\\_toc.pdf](http://etf.wi.gov/boards/gov_manual_retirement/01_gov_manual_toc.pdf).

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

Reviewed and approved by Matt Stohr, Administrator  
Division of Retirement Services

Electronically Signed 9/14/15

Board	Mtg Date	Item #
JM	9.24.15	4D

## ETF Programs and Governing Board Authority (August 2015)

Program	Board Authority	ETF Business Area	TPA
Wisconsin Retirement System (WRS)	ETF <sup>1</sup>	Division of Retirement Services (DRS)	None
Disability Retirement (40.63) <sup>2</sup>	ETF	DRS	None
Duty Disability Insurance	ETF	DRS	None
Long – Term Disability Insurance (LTDI)	GIB	DRS	Aetna, Inc.
Income Continuation Insurance (ICI)	GIB	DRS	Aetna, Inc.
Group Health Insurance <sup>3</sup>	GIB	<ul style="list-style-type: none"> <li>• Office of Strategic Health Policy (OSHP)<sup>4</sup></li> <li>• DRS<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Health Plans</li> <li>• Navitus Health Solutions<sup>6</sup></li> <li>• Total Administrative Services Corporation (TASC)<sup>7</sup></li> </ul>
Group Life Insurance	GIB	<ul style="list-style-type: none"> <li>• OSHP<sup>8</sup></li> <li>• DRS<sup>9</sup></li> </ul>	Minnesota Life Insurance
Wisconsin Deferred Compensation (WDC)	WDC	DRS	Empower Retirement
Employee Reimbursement Accounts (ERA)	ETF	OSHP	TASC
Parking and Transit Programs	ETF	OHSP	TASC
Accumulated Sick Leave Conversion Credit (ASLCC) <sup>10</sup>	ETF	DRS	None

<sup>1</sup> WR and TR Boards hear appeals on; authorize; and terminate disability benefits.

<sup>2</sup> Disability Retirement program, commonly referred to as 40.63, is a component of the WRS.

<sup>3</sup> Group Insurance includes State Group Health Insurance Program, Local Government Group Health Insurance Program, and Local Annuitant Health Program.

<sup>4</sup> OSHP responsibility includes contracts, TPA/vendor management, and policy.

<sup>5</sup> DRS responsibility includes employer, member, and other enrollment administrative functions.

<sup>6</sup> Pharmacy benefits manager.

<sup>7</sup> Administers health savings accounts and flexible spending accounts.

<sup>8</sup> OSHP responsibility includes contracts, TPA/vendor management, and policy.

<sup>9</sup> DRS responsibility includes employer, member, and other enrollment administrative functions.

<sup>10</sup> Supplemental Health Insurance Conversion Credit is a component of the current sick leave program authorized in the state compensation plan.

