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Correspondence Memorandum

Date: August 25, 2018

To: Employee Trust Funds Board Chair
Teachers Retirement Board Chair
Wisconsin Retirement Board Chair

From: Lucas Strelow, Policy Advisor, Office of Policy, Privacy & Compliance
Laura Patterson, Policy Analyst, Office of Policy, Privacy & Compliance

Subject: Updates to the Board Meeting Public Notice Protocol

This memorandum is for informational purposes only. No Board Chair action is required.

Board Chairs are required to give the public, media, and the official state newspaper notice of Board meetings under Wisconsin's open meetings laws. ETF traditionally performs these duties on behalf of the Board Chair. The Board Meeting Public Notice Protocol outlines ETF's procedures to maintain compliance with the law.

ETF has updated the attached Board protocol after review for compliance, necessary updates, errors and consistency. Changes include: 1) formatting; 2) text changes to reflect ETF's current practices, and; 3) updates to hyperlinks and cited statutes.

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

Attachment 1: Board Meeting Public Notice Protocol

Reviewed and approved by Steve Hurley, Director, Office of Policy,
Privacy, and Compliance

Electronically Signed 9/4/18

Board	Mtg Date	Item #
JM	9.20.18	4C2



ETF GOVERNING BOARDS

BOARD MEETING PUBLIC NOTICE PROTOCOL

~~The~~ Open Meetings Law requires that the ~~chief presiding officer of~~ board chair of a governmental body, or the officer's designee, give notice of each meeting of the body to: (1) the public, (2) any members of the media who have submitted a written request for notice and (3) the official state newspaper. Wis. Stat. § 19.84 (1).

According to the Attorney General, the ~~chief presiding officer~~ board chair may give notice of a meeting to the public by posting the notice in one or more places likely to be seen by the ~~general~~ public. Generally, the Attorney General has recommended posting notices at three different locations within the jurisdiction of the governmental body. Alternatively, ~~according to the Attorney General~~, the board chair ~~chief presiding officer~~ may give notice to the public by paid publication in a news medium likely to give notice in the jurisdiction area the body serves. Wisconsin Open Meeting Laws: A Compliance Guide, Pg.10 (August 2007).

ETF will comply with the Open Meetings Law in the following ways:

~~1) 1)~~ ETF will post notice in the following places: the Hill FarmsETF bulletin board; ~~at front entrance at Badger Road office; SWIB bulletin board at SWIB's Wilson Street office;~~ the at State Capitol bulletin board ~~where other such notices are posted;~~ on ETF's internet site homepage website (under What's New, "Upcoming Board Meeting Notice"); and on the Wisconsin.gov, the general internet portal to Wisconsin State government Public Notice Website, if available.

~~2) 1)~~

2) ETF will provide give the notice to members of the media who submit a written request for the notice through the online email and notice system utilized by the State of Wisconsin.

~~ETF will keep track of all such requests and give a meeting notice to any member of the media who has submitted a written request for a notice.~~

3) ETF will provide copies of the notice to the Wisconsin State Journal, which is the official state newspaper. The Wisconsin State Journal will post the notice at their discretion. Martin v. Wray, 473 F. Supp. 1131 (1979). ~~The Board Liaison will fill out an affidavit indicating that she mailed the notice to the WSJ and file copies with the materials for that meeting.~~

For ETF internal use:

Approved by Board Chair*	Deferred Compensation Board Chair Reviewed or Revised	Group Insurance Board Chair Reviewed or Revised	Retirement Board Chairs (ETF, TR, WR) Reviewed or Revised
9/2/2009	9/2/2009		8/13/2009

~~*Individual board protocols may vary.~~