



## Department of Employee Trust Funds– Attached Boards Public Records Notice Wis. Stat. § 19.34 (1)

### Employee Trust Funds Board Description

The Employee Trust Funds Board sets policy for the Department of Employee Trust Funds; appoints the ETF Secretary; approves tables used for computing benefits, contribution rates and actuarial assumptions; authorizes all annuities except for disability; approves or rejects ETF administrative rules and generally oversees the benefit programs, except group insurance and deferred compensation.

- **Position of State Public Office**

Pursuant to Wis. Stat. § 19.34 (1), each of the following positions of the 13-member Employee Trust Funds Board constitute a “state public office” as defined in Wis. Stat. §§ 19.32 (4) and 19.42 (13): the Governor (or Governor's designee), the Administrator of the Division of Personnel Management and a public member who is not a participant or beneficiary of the Wisconsin Retirement System appointed by the Governor under Wis. Stat. § 15.16 (1) (c).

### Teachers Retirement Board

The Teachers Retirement Board is an advisory board to the Employee Trust Funds Board on retirement system matters specific to teachers. The Teachers Retirement Board approves or rejects administrative rules affecting teachers and oversees ETF's administration of disability annuity benefits for teachers, including hearing administrative appeals of denied applications or terminated benefits.

- **Positions of State Public Office**

Pursuant to Wis. Stat. § 19.34 (1), each of the following positions of the 13-member Teachers Retirement Board constitute a “state public office” as defined in Wis. Stat. §§ 19.32 (4) and 19.42 (13): the four Board members appointed by the Governor under Wis. Stats. § 15.165 (3) (a) 3., 4. and 5. (i.e., the non-classroom teacher public school administrator, the member of a school board and the two UW System teachers who participate in the WRS).

### Wisconsin Retirement Board

The Wisconsin Retirement Board is an advisory board to the Employee Trust Funds Board on retirement system matters specific to non-teacher employees. The Wisconsin Retirement Board approves or rejects administrative rules affecting non-teachers and oversees ETF's administration of disability annuity benefits for non-teachers and the amount of monthly duty disability benefits for protective occupation participants, including hearing administrative appeals.

- **Positions of State Public Office**

Pursuant to Wis. Stat. § 19.34 (1), each of the following positions of the 9-member Wisconsin Retirement Board constitute a “state public office” as defined in Wis. Stat. §§ 19.32 (4) and 19.42 (13): all Board members. However, if the Commissioner of Insurance designates an actuary from his or her office instead of serving personally the designee does not hold state public office.

## **Group Insurance Board**

The Group Insurance Board sets policy, oversees administration and hears appeals for all group insurance plans under Chapter 40 of the Wisconsin Statutes, including health, income continuation, life and long-term disability insurance.

- **Positions of State Public Office**

Pursuant to Wis. Stat. § 19.34 (1), each of the following positions of the 11-member Group Insurance Board constitute a “state public office” as defined in Wis. Stat. §§ 19.32 (4) and 19.42 (13): all Board members, including the Governor or Governor's designee. However, if the Attorney General, Department of Administration Secretary, Administrator of the Division of Personnel Management or Commissioner of Insurance appoints a designee instead of serving personally, then that designee does not hold state public office.

## **Deferred Compensation Board**

The Deferred Compensation Board selects and contracts with deferred compensation plan providers; develops policies, procedures, and rules that govern provider participation in the program; and hears appeals of program determinations by participants.

- **Positions of State Public Office**

Pursuant to Wis. Stat. § 19.34 (1), each of the 5 members of the Deferred Compensation Board constitute a “state public office” as defined in Wis. Stat. §§ 19.32 (4) and 19.42 (13).

## **How to Inspect Records**

Members of the public may obtain information and access to public records of the Employee Trust Funds Board, Teachers Retirement Board, Wisconsin Retirement Board, Group Insurance Board and Deferred Compensation Board or obtain copies of these records by contacting:

Office of Legal Services  
Department of Employee Trust Funds  
Post Office Box 7931  
Madison WI 53707-7931  
Telephone: 608-267-0389 or 608-266-0222  
Email: [PublicRecordsRequest@etf.wi.gov](mailto:PublicRecordsRequest@etf.wi.gov)

Requests for information and access to records may be made orally between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday, or in writing at any time. Requests for access to a public record must reasonably describe the record sought and be limited to the subject matter and/or length of time represented by the record.

## **Fees**

ETF may charge the actual, necessary and direct cost of copying, printing, recording and/or transcribing records that are releasable. The fee for photocopying or printing is \$.10 per single sided page. The fee for reproduction of microfilmed documents is \$.25 per page. ETF may also charge the actual, necessary and direct costs associated with staff time to perform these tasks. Regardless of who processes the request, fees will be calculated based on the hourly wage of the lowest paid staff member capable of performing the work. Postage may be charged if the requester desires copies to be mailed. The cost of locating a record may be charged if the actual cost of locating the record is \$50 or more. If the total cost of responding to a request for records is estimated to be \$20 or more, pre-payment may be required. ETF only charges sales tax for copies of public records when the records are produced expressly for the purpose of sale.