Governance Manual
for the
Wisconsin Deferred Compensation (WDC) Board

Overview

1. Meeting Dates
2. ETF and WDC Key Contacts
3. History, Statistics and Features of the WDC Program
4. Organization and Responsibilities of Boards
5. Board Member Commitment Overview
6. Open Meetings Update (10/29/10 memo)
7. Board Rosters
   • Deferred Compensation Board
   • Employee Trust Funds Board
   • Wisconsin Retirement Board
   • Teachers Retirement Board
   • Group Insurance Board
8. The Secretary's Role
9. ETF Functional Organizational Chart
10. Fact Sheets
    • Deferred Compensation Fact Sheet
    • Wisconsin Retirement System Fact Sheet
    • Employee Reimbursement Accounts Fact Sheet
    • Accumulated Sick Leave Credit Conversion Program (ASLCC)
      & Supplemental Health Insurance Fact Sheet
    • Group Health Insurance Fact Sheet
    • Group Life Insurance Fact Sheet
    • Income Continuation Insurance-State Fact Sheet
    • Income Continuation Insurance-Local Fact Sheet
11. Administrative Appeals Process

**Plan and Trust Document**

**Administrative Services Contract and Amendments**

- Original Contract
- Advised Assets Contract
- First Amendment
- Second Amendment
- Third Amendment
- Fourth Amendment
- Fifth Amendment
- Sixth Amendment
- Seventh Amendment
- Eighth Amendment
- Ninth Amendment

**Investment Committee Charter**

**Board Policies and Procedures**

1. Investment Policy Statement
2. Administrative Expense Account Investment and Target Balance Policy
3. Excessive Trading Policy
4. Default Fund Policy
5. Board Public Notice Protocol
7. Stable Value Fund Sub-Advisor Change Policy
8. Vendor Procurement Appeals Procedure

**National Association of Government Defined Contribution Administrators, Inc. (NAGDCA)**

- NAGDCA 2013 Fact Sheet
- 2012: Government 457(B) Primer
• 2012: Rising to the Challenge of the New Fee Disclosure Requirements: A Practical Guide
• 2011: Evolution of Plan Investment Structures and Advisory Service
• 2011: Plan Sponsors: Meeting Your Fiduciary Responsibilities

**Ethics and Fiduciary Duty**

1. “Who is a Fiduciary?”
2. Attorney General Opinion (OAG-2-06) on Board Member Liability

**Legislation**

1. Internal Revenue Service, 26 CFR Parts 1 and 602
2. Chapter 40
3. ETF 70
4. History of Employee Trust Funds
5. Legislative Oversight Committee: Joint Survey Committee on Retirement Systems

**Audits**

1. Financial Statements Audit
2. Contract Compliance Audit
3. WDC Transition Audit