

















Mendocino County Employees Retirement Association











2017 Board Work Plan

Accountability	Owner	Resources Required	Potential Barriers	Due Date	Status
OBJECTIVE: MCERA will maintain a 100% success rate in the delivery of monthly retirement benefits					
100% Success Rate on Benefit Payments	Board, Staff			Continuous	
Historical Benefit Review Project	Staff, Board			Q2:2018	 Underway
STRATEGY: Board employs a policy-focused governance model and operates as a high performance team.					
Monitor Strategic Plan	Board			Quarterly	
Board Training	Callan, Staff, others			Quarterly	
Maintain Policy Review Schedule	Board, Staff			Quarterly	
Board Position Elections	Staff, Board			Q4:2017	
Strategic Planning Off-Site	Board, Staff	Time, Budget	Board Participation	Q3:2017 Sep 13-14, 2017	
2019 Legislation (COLA, Board Alternates)	Staff, Board		Legislative Process, SACRS support	Q3:2018	 Not yet started
Organizational Review	Staff, Board			Q2:2018	 County-wide classification review

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OBJECTIVE: MCERA will maintain a 95% client approval rate.					
Develop client approval instrument	Staff	Time		2017	 In progress
Implement client feedback monitoring	Staff	Budget, Time, Instrument	Development of instrument and monitoring method	Quarterly	 Some progress on monitoring method
Update Member Handbook	Staff		Clarification of policies and procedures	Q4:2018 Originally Q2:2017	
STRATEGY: We communicate frequently to educate clients and stakeholders about MCERA as well as our achievements and issues.					
BOR-BOS Meeting	Chair, Staff			2018	 Not started
Client Presentations	Staff			Quarterly – we skipped Q3:2017 due to low interest	
Community Presentations	Board, Staff			On-going - Need help from Trustees	
Conference Presentations	Board, Staff			2 Moderators at Spring 2017 SACRS	

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OBJECTIVE: MCERA will maintain state of the art technology for pension administration.					
Process Review— Retirement Process	Staff		Re-evaluating the need for this project	2017	 Not started
Board Tablets	Staff			Q4:2017	
On-line Fillable Forms	Staff			Q3:2017	
OBJECTIVE: MCERA will be 100% funded by 2040.					
Actuarial Audit	Board, Staff	Time, Budget		Q2:2018	 RFP Approved
Risk Assessment	Board	Off-site Discussion Item		2017	 Not Started
STRATEGY: We invest strategically by focusing on asset allocation.					
2018 Property Maintenance Plan	Staff, Executive Office			Q2:2018	 In Progress
ESG/Divestment Education	Callan, Staff			Q4:2018	 Not started
Investment Beliefs Statement	Staff, Board			Q2:2018	 Not started
Investment Consultant Options	Staff, Board			Q2:2018	 Not started
Investment Consultant RFP	Board, Staff			Q3:2018	 Not started