
















# Mendocino County Employees Retirement Association

## 2018 Board Work Plan






Accountability	Owner	Resources Required	Potential Barriers	Due Date	Status
<b>OBJECTIVE: MCERA will maintain a 100% success rate in the delivery of monthly retirement benefits</b>					
100% Success Rate on Benefit Payments	Board, Staff			Continuous	
Historical Benefit Review Project	Staff, Counsel, Board			Q4:2018 Originally Q2:2018	 Underway
Disaster Recovery – Business Continuity Plan	Staff, Board	Staff Time – 160 hours		Q2:2018	 Underway
Risk Assessment	Staff, Board, External Partner?	Staff Time and/or Budget – 160 hours or \$40,000 + 40 hours		Q1:2019	 Not yet started
<b>STRATEGY: Board employs a policy-focused governance model and operates as a high performance team.</b>					
Monitor Strategic Plan	Board			Quarterly	
Board Training	Callan, Staff, others			Quarterly	
Maintain Policy Review Schedule	Board, Staff			Quarterly	
2019 Legislation (COLA, Board Alternates)	Staff, Board	Staff Time – 80 hours	Legislative Process, SACRS support	Q3:2018	 Not yet started
Organizational Review	Staff, Board			Q2:2018	 County-wide classification review

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<b>OBJECTIVE: MCERA will maintain a 95% client approval rate.</b>					
Client feedback monitoring	Staff			Quarterly	 - Q4: 2017 – 4.67/5 Approval 3/13 response rate
Update Member Handbook	Staff	Staff Time- 80 hours	Need clarity of policies and procedures	Q4:2018 Originally Q2:2017	
<b>STRATEGY: We communicate frequently to educate clients and stakeholders about MCERA as well as our achievements and issues.</b>					
BOR-BOS Meeting	Chair, Staff	Staff Time – 20 hours		2019	 Not started
Client Presentations	Staff			Quarterly	
Community Presenter	Board, Staff		Opportunities	On-going - Need help from Trustees	
Conference Presenters	Board, Staff			2 Moderators at Spring 2017 SACRS	
PEPRA Analysis – Contributions Only	Actuary, Staff, Board	Budget, Staff Time - \$2,000 + 10 hours		Q1:2018	
Develop Communications Strategy	Staff, Board	Staff Time – 60 hours		Q2:2018	
Plan at a Glance Document	Staff, Board	Staff Time – 60 hours		Q3:2018	
UAAL 1-Pager	Staff	Staff Time – 20 hours		Q4:2018	

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<b>OBJECTIVE: MCERA will maintain state of the art technology for pension administration.</b>					
IT Security Audit	Board, Staff	Budget, Staff Time - \$60,000 + 40 hours		Q2: 2019	
<b>OBJECTIVE: MCERA will be 100% funded by 2040.</b>					
Actuarial Audit	Board, Staff	Time, Budget		Q2:2018	 In Progress
Stress Testing Actuarial Review	Board, Staff	Budget, Staff Time - \$12,000 + 20 hours		Q2: 2018	
<b>STRATEGY: We invest strategically by focusing on asset allocation.</b>					
2018 Property Maintenance Plan	Staff, Executive Office			Q2:2018	 In Progress
ESG/Divestment Education	Investment Consultant, Staff			Q2:2018	 Not started
Investment Consultant Options	Staff	Staff Time – 80 hours		Q2:2018	 Not started
Investment Consultant RFP	Board, Staff	Staff Time – 100 hours		Q4:2018	 Not started
Investment Program Review (New Policies)	Board, Staff, Investment Consultant	Staff Time		Q4:2019	