


















Mendocino County Employees Retirement Association









2018 Board Work Plan

Accountability	Owner	Resources Required	Potential Barriers	Begin Date	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, Counsel, Board			July 1, 2017	Q4:2018 Originally Q2:2018	 Underway
Disaster Recovery – Business Continuity Plan	Staff, Board	Staff Time – 160 hours		October 1, 2017	Q2:2018	 Underway
Risk Assessment	Staff, Board, External Partner?	Budget, Staff Time 40 hours		July 1, 2018	Q1:2019	 Not yet started
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	
2019 Legislation (COLA, Board Alternates)	Staff, Board	Staff Time – 80 hours	Legislative Process, SACRS support	March 1, 2018	Q3:2019	 Not yet started
Organizational Review	Staff, Board			July 1, 2017	Q2:2018	 County-wide classification review

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OBJECTIVE: MCERA will maintain a 95% client approval rate.						
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	October 1, 2018	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	Staff Time – 20 hours		October 1, 2018	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	
Develop Communications Strategy	Staff, Board	Staff Time – 60 hours		March 1, 2018	Q2:2018	 Not started
Plan at a Glance Document	Staff, Board	Staff Time – 60 hours		June 1, 2018	Q3:2018	 Not started
UAAL 1-Pager	Staff	Staff Time – 20 hours		September 1, 2018	Q4:2018	 Not started

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OBJECTIVE: MCERA will maintain state of the art technology for pension administration.						
IT Security Audit	Board, Staff	Budget, Staff Time - 40 hrs.		July 1, 2018	Q2: 2019	 Not started
OBJECTIVE: MCERA will be 100% funded by 2040.						
Actuarial Audit	Board, Staff	Time, Budget		September 1, 2017	Q2:2018	 In Progress
Stress Testing Actuarial Review	Board, Staff	Budget, Staff Time - 20 hrs.		January 17, 2018	Q2: 2018	 Not started
STRATEGY: We invest strategically by focusing on asset allocation.						
2018 Property Maintenance Plan	Staff, Executive Office			March 1, 2017	Q2:2018	 In Progress
ESG/Divestment Education	Investment Consultant, Staff			February 1, 2018	Q2:2018	 Not started
Investment Consultant Options	Staff	Staff Time – 80 hours		March 1, 2018	Q2:2018	 Not started
Investment Consultant RFP	Board, Staff	Staff Time – 100 hours		July 1, 2018	Q4:2018	 Not started
Investment Program Review (New Policies)	Board, Staff, Investment Consultant	Staff Time		July 1, 2019	Q4:2019	 Not started