







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, 2017	Q4:2018 Originally Q2:2018	 In Progress
Disaster Recovery – Business Continuity Plan	Staff, Board	Staff Time – 160 hours		October, 2017	Q2:2018	 In Progress
Risk Assessment	Staff, Board, RFP	Budget, Staff Time		July, 2018	Q1:2019	In queue
COLA Region Re-evaluation	Staff, Board	Staff Time		April, 2018	Q3:2018	 In Progress
STRATEGY: Board employs a policy-focused governance model and operates as a high performance team.						
Monitor Strategic and Work Plan	Board				Quarterly	
Maintain Policy Review Schedule	Board, Staff				Quarterly	
Board Training	Staff, others				Quarterly	
2019 Legislation (COLA, Board Alternates)	Staff, Board	Staff Time – 80 hours	Legislative Process, SACRS support	March, 2018	Q3:2019	 Deleted at Board Direction
Organizational Review	Staff, Board			July, 2017	Q4:2018	 County-wide classification review






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OBJECTIVE: MCERA will maintain a 95% client approval rate.						
Client feedback monitoring	Staff	5.0/5 Approval Rate	4/12 Response Rate		Quarterly	 - Q1: 2018 –
Update Member Handbook	Staff	Staff Time- 80 hours	Need clarity of policies and procedures	October, 2018	Q4:2018 Originally Q2:2017	In queue
STRATEGY: We communicate frequently to educate clients and stakeholders about MCERA as well as our achievements and issues.						
Communication Metrics	Staff, Board		Finalize Communications Strategy	April, 2018	Q3:2018	 In Progress
BOR-BOS Meeting	Chair, Staff	Staff Time – 20 hrs		October, 2018	2019	In queue
Client Presentations	Staff				Quarterly	
Community Presentations	Board, Staff		Opportunities		On-going - Need help from Trustees	
Conference Presentations	Board, Staff					
Communications Strategy	Staff, Board	Staff Time – 60 hours		March, 2018	Q2:2018	 In Progress
Plan at a Glance Document	Staff, Board	Staff Time – 60 hours		June, 2018	Q3:2018	In queue
UAAL 1-Pager	Staff	Staff Time – 20 hours		September, 2018	Q4:2018	In queue

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OBJECTIVE: MCERA will maintain state of the art technology for pension administration.						
IT Security Audit	Board, Staff	Budget, Staff Time	Pushed out due to workload	January, 2019	Q4: 2019	In queue
OBJECTIVE: MCERA will be 100% funded by 2040.						
Actuarial Audit	Board, Staff	Time, Budget		September 1, 2017	Q2:2018 May 9, 2018	 In Progress
Alternative Scenario Actuarial Review	Board, Staff	Budget, Staff Time		January 17, 2018	Q2: 2018 April 18, 2018	
STRATEGY: We invest strategically by focusing on asset allocation.						
2018 Property Maintenance Plan	Staff, Executive Office			March, 2017	Q2:2018	
ESG/Divestment Education	Investment Consultant, Staff			February, 2018	Q1:2018 February 21, 2018	
Investment Consultant Education	Staff	External Expert – SCERA CIO		March, 2018	Q2:2018 April 18, 2018	
Investment Consultant RFP	Board, Staff	Staff Time – 100 hours		July, 2018	Q4:2018	In queue
Investment Program Review (New Policies)	Board, Staff, Investment Consultant	Staff Time		July, 2019	Q4:2019	In queue