









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 |
| Business Continuity Plan | Staff, Board | Staff Time – 160 hours | | October, 2017 | Q2:2018 |  Nearly complete |
| Risk Assessment | Staff, Board, RFP | Budget, Staff Time | | January 1, 2019 Orig. July, 2018 | Q4:2019 Orig. Q1:2019 | In queue |
| COLA Region Re-evaluation | Staff | 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 |  |
| Board Evaluations | Board, Staff | | | | Annually | Proposed |
| Organizational Review | Staff, Board | | | July, 2017 | Q4:2018 |  County review |
| Review Board By-Laws | Staff, Board | | | Q4:2018 | Q2:2019 | Proposed |

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 95% client approval rate. | | | | | | |
| Client feedback monitoring | Staff | 4.78/5 Approval Rate | 3/10 Response Rate | | Quarterly |  - Q2: 2018 |
| Update Member Handbook | Staff | Staff Time- 80 hours | Updated Board By-Laws | Q2:2019 Orig. Q4:2016 | Q4:2019 Orig. 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 | | | April, 2018 | Q3:2018 |  In Progress |
| BOR-BOS Meeting | Chair, Staff | Staff Time – 20 hrs | | October, 2018 | 2019 | In queue |
| Client Presentations | Staff | | | | Semi-Annually beginning 2019 |  |
| Community Presentations | Board, Staff | | Opportunities | | On-going |  |
| Conference Presentations | Board, Staff | | | | |  |
| Communications Strategy | Staff, Board | Staff Time – 60 hours | | March, 2018 | Q2:2018 |  |
| Plan at a Glance Document | Staff, Board | Staff Time – 40 hours | | June, 2018 | Q3:2018 |  In process |
| UAAL 1-Pager | Staff | Staff Time – 20 hours | | September, 2018 | Q4:2018 | In queue |

Mendocino County Employees Retirement Association 2018 Board Work Plan

| Accountability | Owner | Resources Required | Potential Barriers | Begin Date | Due Date | Status |
|---|--------------------------|------------------------|----------------------------|-------------------|------------------------|--|
| 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 |  |
| STRATEGY: We invest strategically by focusing on asset allocation. | | | | | | |
| Investment Consultant RFP | Board, Staff | Staff Time – 100 hours | | July, 2018 | Q4:2018 |  In Process |
| Investment Beliefs Statement | Board, Staff, Consultant | | | Q1:2019 | Q2:2019 | In queue |
| Investment Program Review (New Policies) | Board, Staff, Consultant | Staff Time | | July, 2019 | Q4:2019 | In queue |