










# Mendocino County Employees Retirement Association

## 2018 Board Work Plan


Accountability	Owner	Resources Required	Potential Barriers	Begin Date	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			July, 2017	Q4:2018 Originally Q2:2018	 In Progress
Business Continuity Plan	Staff, Board	Staff Time – 160 hours	PG Secure Contract	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	
<b>STRATEGY: Board employs a policy-focused governance model and operates as a high performance team.</b>						
Monitor Strategic and Work Plan	Board				Quarterly	
Maintain Policy Review Schedule	Board, Staff				Quarterly	
Board Training	Staff, others				Quarterly	
Board Evaluations	Board, Staff			November, 2018	Q4 Annually	 On Deck
Organizational Review	Staff, Board		Delayed County Review	July, 2017	Q4:2018	
Review Board By-Laws	Staff, Board			Q2:2019	Q4:2019	Proposed

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<b>OBJECTIVE: MCERA will maintain a 95% client approval rate.</b>						
Client feedback monitoring	Staff	4.83/5 Approval Rate	5/14 Response Rate		Quarterly	😊 - Q3: 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
<b>STRATEGY: We communicate frequently to educate clients and stakeholders about MCERA as well as our achievements and issues.</b>						
Communication Metrics	Staff, Board		Other Priorities	April, 2018	Q3:2018	😐 Delayed
Board Meeting ion the Coast	Board, Staff			September, 2018	Q3:2018	✅
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					😊
Plan at a Glance Document	Staff, Board			June, 2018	Q3:2018	✅
UAAL 1-Pager	Staff	Staff Time – 20 hours		September, 2018	Q4:2018	😊 In Progress

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<b>OBJECTIVE: MCERA will maintain state of the art technology for pension administration.</b>						
Electronic Only Payments	Board, Staff			July, 2019	Q1:2020	In queue
IT Security Audit	Board, Staff	Budget, Staff Time	Pushed out due to workload	January, 2019	Q4: 2019	In queue
<b>OBJECTIVE: MCERA will be 100% funded by 2040.</b>						
<b>STRATEGY: We invest strategically by focusing on asset allocation.</b>						
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