














Mendocino County Employees Retirement Association

2019 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	Q2:2019 Originally Q2:2018	 In Progress
Business Continuity Plan	Staff	Staff Time – 160 hours	PG Secure Contract	October, 2017	Q2:2018	 Complete
Risk Assessment	Staff, Board, RFP	Budget, Staff Time		January 1, 2019 Orig. July, 2018	Q4:2019 Orig. Q1:2019	In queue
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			November, 2018	Q4 Annually	 Complete
Organizational Review	Staff, Board		Delayed County Review	July, 2017	Q4:2018	
Review Board By-Laws	Staff, Board			Q2:2019	Q4:2019	In queue



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OBJECTIVE: MCERA will maintain a 95% client approval rate.						
Client feedback monitoring	Staff	4.75/5 Approval Rate	4/16 Response Rate		Quarterly	 - Q4: 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		Other Priorities	April, 2018	Q3:2018	 Delayed
BOR-BOS Meeting	Chair, Staff	Staff Time – 40 hrs		October, 2018	2019	In queue
Client Presentations	Staff				Semi-Annually beginning 2019	
Community Presentations	Board, Staff		Opportunities		On-going	
UAAL 1-Pager	Staff	Staff Time – 20 hours		September, 2018	Q4:2018	

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OBJECTIVE: MCERA will maintain state of the art technology for pension administration.						
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
OBJECTIVE: MCERA will be 100% funded by 2040.						
MCERA Board Strategic Planning Off-Site	Board, Staff				Q3:2019	Proposed
STRATEGY: We invest strategically by focusing on asset allocation.						
Investment Consultant RFP	Board, Staff	Staff Time – 100 hours		July, 2018	Q4:2018	
Investment Beliefs Statement	Board, Staff, Consultant			Q1:2019	Q2:2019	 Underway
Investment Program Review (New Policies)	Board, Staff, Consultant	Staff Time		July, 2019	Q4:2019	In queue