








# Mendocino County Employees Retirement Association

## 2019 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                     | Q2:2020<br>Originally Q2:2018 |  In Progress |
| Risk Assessment   | Staff, Board, RFP     | Budget, Staff Time |                       | July, 2020<br>Orig. July, 2018 | Q1:2021<br>Orig. Q1:2019      | In queue  |
| Public Safety Power Shutoff Plan  | Staff                 |                    |                       | June, 2019                     | Q3:2019                       |  In Progress |
| <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                     |            |
| Organizational Review   | Staff, Board          |                    | Delayed County Review | July, 2017                     | Q4:2018                       |            |
| Review Board By-Laws  | Staff, Board          |                    |                       | Q2:2020                        | Q4:2020                       | In queue  |


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| <b>OBJECTIVE: MCERA will maintain a 95% client approval rate.</b>  |              |                      |                       |                          |  |   |
| Client feedback monitoring   | Staff        | 4.63/5 Approval Rate | 6/15 Response Rate    |                          | Quarterly  | 😊 - Q2: 2019                                  |
| Update Member Handbook   | Staff        | Staff Time- 80 hours | Updated Board By-Laws | Q2:2019<br>Orig. Q4:2016 | Q4:2019<br>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 |                      |                       | April, 2018              | Q3:2018  | ✅ May, 2019<br>Quarterly Review going forward |
| Client Presentations   | Staff        |                      |                       |                          | Semi-Annually beginning 2019<br>October 24, 2019 | 😊   |
| Community Presentations  | Board, Staff |                      | Opportunities         |                          | On-going   | 😊   |

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| <b>OBJECTIVE: MCERA will maintain state of the art technology for pension administration.</b> |                          |                    |                    |                          |                          |  |
| PG V3 Upgrade   | Staff                    | Staff Time         |                    | Q1:2020                  | Q3:2020                  | In queue   |
| Electronic Only Payments  | Board, Staff             |                    |                    | Q3: 2020                 | Q1:2021                  | In queue   |
| IT Security Audit   | Board, Staff             | Budget, Staff Time |                    | Q1:2020                  | Q4:2020                  | In queue   |
| <b>OBJECTIVE: MCERA will be 100% funded by 2040.</b>  |                          |                    |                    |                          |                          |  |
| Strategic Planning Off-Site   | Board, Staff             |                    |                    |                          | Q3:2020                  | Proposed   |
| Reciprocal Salary Survey  | Staff, Actuary           | Staff Time         |                    | Q4:2020<br>Orig. Q3:2019 | Q2:2021<br>Orig. Q4:2019 | In queue   |
| <b>STRATEGY: We invest strategically by focusing on asset allocation.</b>                     |                          |                    |                    |                          |                          |  |
| Asset Liability Study   | Board, Staff, Consultant |                    |                    | Q2:2019                  | Q3:2019                  |  In process |
| Investment Policy Review  | Board, Staff, Consultant |                    | A/L Study          | Q3:2019                  | Q4:2019                  | In queue   |
| Investment Program Review (New Policies)  | Board, Staff, Consultant | Staff Time         |                    | Q3: 2019                 | Q4:2019                  | In queue   |