







# 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 Originally Q2:2018	 In Progress
Risk Assessment	Staff, Board, RFP	Budget, Staff Time		July, 2020 Orig. July, 2018	Q1:2021 Orig. Q1:2019	In queue
<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	Q2:2020 Q4:2018	 Renewed Emphasis
Leadership Transition	Staff, Board			Q1:2020	Q2:2020	Proposed
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	4.67/5 Approval Rate	1/7 Response Rate		Quarterly	😊 - Q3: 2019
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			April, 2018	Q3:2018	✓
Client Presentations	Staff				Semi-Annually	😊
Community Presentations	Board, Staff		Opportunities		On-going	😊
Communications Contract	Board, Staff, Consultant	Staff Time, Budget		October, 2019	Q2:2020	😊

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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 Orig. Q3:2019	Q2:2021 Orig. Q4:2019	In queue
<b>STRATEGY: We invest strategically by focusing on asset allocation.</b>						
Asset Liability Study	Board, Staff, Consultant			Q2:2019	Q4:2019 Orig. Q3:2019	
Investment Policy Review	Board, Staff, Consultant		A/L Study	Q3:2019	Q2:2020 Orig. Q4:2019	In queue
Investment Program Review (New Policies)	Board, Staff, Consultant	Staff Time		Q3: 2019	Q4:2019	In queue