



Date: April 15, 2020  
To: Board of Retirement  
From: James Wilbanks, Ph.D., Executive Director  
Subject: Administrative Report

## **COVID-19**

MCERA staff has continued working remotely since the April Board meeting as previously discussed. We anticipate the possibility of re-opening the office in some capacity in the coming weeks and have been discussing those plans. We are likely to remain conservative in returning to the office as we are fully capable of working remotely with very little impact on operations. When we decide to begin the process of returning to the office, we will likely use 50% staffing as an intermediate step to re-opening the office, while continuing to protect our staff and members.