












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	Q2:2020 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
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	
Organizational Review	Staff, Board		Delayed County Review	July, 2017	Q2:2020 Q4:2018	 Renewed Emphasis
Leadership Transition	Staff, Board			Q1:2020	Q2:2020	June 1, 2020
Review Board By-Laws	Staff, Board			Q2:2020	Q4:2020	In queue



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OBJECTIVE: MCERA will maintain a 95% client approval rate.						
Client feedback monitoring	Staff	-/5 Approval Rate	-/- Response Rate		Quarterly	 _
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			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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OBJECTIVE: MCERA will maintain state of the art technology for pension administration.						
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
OBJECTIVE: MCERA will be 100% funded by 2040.						
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
STRATEGY: We invest strategically by focusing on asset allocation.						
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	
Investment Program Review (New Policies)	Board, Staff, Consultant	Staff Time		Q3: 2019	Q4:2019	In queue