























Mendocino County Employees Retirement Association 2017 Board Work Plan

Accountability	Owner	Resources Required	Potential Barriers	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	
STRATEGY: Board employs a policy-focused governance model and operates as a high performance team.					
Monitor Strategic Plan	Board			Quarterly	
Board Training	Callan, Staff, others			Quarterly	
Maintain Policy Review Schedule	Board, Staff			Quarterly	
Board Positions	Staff, Board			Q4: 2016	
Board Positions	Staff, Board			Q4:2017	 Not Started
Strategic Planning Off-Site	Board, Staff	Time, Budget	Board Participation	Q3:2017	 Not started
Risk Assessment	Board			2017	 Not Started
Organizational Review	Staff, Board			2017	 Not Started

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OBJECTIVE: MCERA will maintain a 95% client approval rate.					
Develop instrument to assess client approval rating	Staff	Budget		2017	 Not started
Implement client feedback monitoring	Staff	Budget, Instrument	Development of instrument	Quarterly	 Not started
Update Member Handbook	Staff		Time	Q2:2017	 Not started
STRATEGY: We communicate frequently to educate clients and stakeholders about MCERA as well as our achievements and issues.					
BOR-BOS Meeting	Chair, Staff			2018	 Not started
COLA Analysis	Staff			Q4: 2016	 Completed Q1:2017
Client Presentations	Staff			Quarterly	
Community Presentations	Board, Staff			Q1:2017	 Not started
Conference Presentations	Staff			Q4:2015, At least biennially	

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OBJECTIVE: MCERA will maintain state of the art technology for pension administration.					
Process Review – Retirement Process	Staff			2017	 Not started
OBJECTIVE: MCERA will be 100% funded by 2040.					
Actuarial Audit	Board, Staff	Time, Budget		Q2:2018	 Not started
STRATEGY: We invest strategically by focusing on asset allocation.					
Asset Category Portfolio Review	Board, Staff, Callan			Q1: 2017	 Underway
Property Maintenance Plan and Project	Staff, Executive Office				 Significant Progress
Investment Consultant RFP	Board, Staff	Time		Q3:2018	 Not started

Mendocino County Employees Retirement Association

2016 Accomplishments

Accountability	Owner	Delivery Date	Status
100% Success Rate on Benefit Payments	Board, Staff	Continuous	
Approve Strategic Plan	Board	Q4:2015	
Monitor Strategic Plan	Board	Quarterly	
Develop Board Training Plan	Staff	Q1:2016	
Provide Board Investment Training	Callan, Staff, others	Quarterly	
Policy Overhaul	Board, Legal, Staff	Q2:2016	
Develop Policy Review Schedule	Staff	Q2:2016	
Maintain Policy Review Schedule	Staff	Quarterly	
BOR-BOS Meeting	Chair, Staff	January, 2016	
Create Fact Sheet	Staff	Q1:2016	
UAAL Analysis	Staff	Q4:2016	
Client Presentations	Staff	Quarterly	
PAS Go-Live	Staff	January 4, 2016	
Member Direct (Portal)	Staff, LRS, Linea	Q3:2016	
Electronic Document Management System (EDMS)	Staff, LRS, Linea	Q3:2016	
Asset Liability Study	Board, Staff, Callan	Q3:2016	
Annual Property Maintenance Plan	Staff, Facilities Staff	Q4:2016	

Other Items completed prior to 2016: MMRO Outsourcing, Custodial Bank hire and Transition, Favorable IRS Determination Letter