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**MENDOCINO COUNTY**  
EMPLOYEES' RETIREMENT ASSOCIATION  
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Date: May 10, 2017  
To: Board of Retirement  
From: James Wilbanks, Retirement Administrator  
Subject: Administrator Report

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**GFOA Certificate of Achievement:**

On April 25, 2017 we received notification that the MCERA 2016 Comprehensive Annual Financial Report (CAFR) has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). This marks the third consecutive year MCERA has reached this level of achievement.

**Strategic Planning Off-Site Meeting:**

As a reminder, we are planning to conduct a Strategic Planning Off-Site meeting on September 13-14, 2017. Please mark your calendars. Additional information will be provided as details become available.

**Retirement Administrator Evaluation:**

The evaluation forms are being distributed under separate cover. The Chair has requested that Trustees return completed evaluations to him by June 2, 2017 so that he may compile the results in advance of the June Board of Retirement meeting.

**625 Kings Court Appraisal:**

In accordance with the Investment Policy, we are having the building appraised in the next several weeks.

**Administrative and Operations Update:**

Stan Conwell is pursuing the Chartered Alternative Investment Analyst (CAIA) Charter. I am happy to report that Stan passed the Level One Exam earlier this year and he is now preparing for the Level Two Exam. Please join me in congratulating Stan and wishing him the best of luck on the next exam.