



























## Mendocino County Employees Retirement Association 2017 Board Work Plan

Accountability	Owner	Resources Required	Potential Barriers	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	
<b>STRATEGY: Board employs a policy-focused governance model and operates as a high performance team.</b>					
Monitor Strategic Plan	Board			Quarterly	
Board Training	Callan, Staff, others			Quarterly	
Maintain Policy Review Schedule	Board, Staff			Quarterly	
External Auditor RFP	Staff, A&B			Q2:2017	 Complete
Board Positions	Staff, Board			Q4:2017	 Not Started
Strategic Planning Off-Site	Board, Staff	Time, Budget	Board Participation	Q3:2017 Sep 13-14, 2017	 Not started
Risk Assessment	Board			2017	 Not Started
Organizational Review	Staff, Board			2017	 Not Started

## Mendocino County Employees Retirement Association 2017 Board Work Plan

Accountability	Owner	Resources Required	Potential Barriers	Due Date	Status
<b>OBJECTIVE: MCERA will maintain a 95% client approval rate.</b>					
Develop client approval instrument	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
<b>STRATEGY: We communicate frequently to educate clients and stakeholders about MCERA as well as our achievements and issues.</b>					
BOR-BOS Meeting	Chair, Staff			2018	 Not started
Client Presentations	Staff			Quarterly	
Community Presentations	Board, Staff			On-going	
Conference Presentations	Board, Staff			Q4:2015, At least biennially  2 Moderators at Spring SACRS	

## Mendocino County Employees Retirement Association 2017 Board Work Plan

Accountability	Owner	Resources Required	Potential Barriers	Due Date	Status
<b>OBJECTIVE: MCERA will maintain state of the art technology for pension administration.</b>					
Process Review – Retirement Process	Staff			2017	 Not started
<b>OBJECTIVE: MCERA will be 100% funded by 2040.</b>					
Experience Study	Staff, Segal			Q2: 2017	 Complete
Actuary Contract	Staff, Board			Q2:2017	 Complete
Actuarial Audit	Board, Staff	Time, Budget		Q2:2018	 Not started
<b>STRATEGY: We invest strategically by focusing on asset allocation.</b>					
Asset Category Portfolio Review	Board, Staff, Callan			Q2: 2017	 Complete
2017 Property Maintenance Plan	Staff, Executive Office			Q2:2017	 Complete
EM Search	Callan, Staff			May 2017	 Complete
Intl SC Search	Callan, Staff			June 2017	 In Progress
S&P Eq Wt Search	Callan, Staff			June 2017	 In Progress
Investment Consultant RFP	Board, Staff			Q3:2018	 Not started

# Mendocino County Employees Retirement Association








## 2016 – 2017 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	
External Auditor RFP	Staff	May, 2017	
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	
COLA Analysis	Staff	Q1: 2017	
Experience Study	Board, Segal, Staff	April 2017	
Actuary Contract	Board, Staff	April 2017	
Actuary Practices Policy	Board, Segal, Staff	April 2017	

# Mendocino County Employees Retirement Association

## 2016 – 2017 Accomplishments

---

Accountability	Owner	Delivery Date	Status
Favorable IRS Determination Letter	Board, Staff, Tax Counsel	August, 2016	
Asset Liability Study	Board, Staff, Callan	Q3:2016	
Asset Category Portfolio Review	Board, Staff, Callan	Q2: 2017	
Annual Property Maintenance Plan	Staff, Facilities Staff	Q4:2016	
Emerging Markets Manager Search	Board, Staff, Callan	Q2: 2017	
Intl Small Cap Manager Search	Board, Staff, Callan	Q2: 2017	
2017 Property Maintenance Plan (Carpet, paint, windows, blinds, reception area, workstations, etc.)	Staff, Executive Office	Q2: 2017	

Other Items completed prior to 2016: MMRO Outsourcing, Custodial Bank hire and Transition