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Date: April 19, 2017
To: Board of Retirement
From: James Wilbanks, Retirement Administrator
Subject: Administrator Report

Disability Retirement Application Handbook:

As follow up to the discussion at the March 15, 2015 Board meeting, staff and legal counsel have made further changes to the Disability Retirement Application Handbook to address the issues. The new handbook was publish to our website on March 23, 2017.

Records Digitization – Technology Expense:

We have a large number of records in our storage area that we are required to maintain according to our Records Retention Policy. These records include older Board meeting materials and various financial reports. There is a risk of loss of these documents if something happened at our building. To address this risk, I believe we should digitize the records.

We obtained a quote from the vendor that did the imaging for the EDMS project of approximately \$13,000 to digitize the documents for us. We are projected to complete the fiscal year approximately \$77,000 under budget in the Technology Expense Category. I plan to commence the digitization of these documents beginning next week. I point this out merely because this project was not anticipated in the original budget, but we do have ample room in the budget for this category.

Retirement Administrator Evaluation:

It is time for the Board to begin the annual process of evaluating the Retirement Administrator. The evaluation forms will be distributed to Trustees next month.

625 Kings Court Maintenance Update:

We are nearing the completion of the projects scheduled for the building during FY-2017. The exterior painting of the building is complete and our new workstations are currently being installed and we hope to have this complete before the Board meeting next week. Finally, we are working on ordering new signs for the building to increase our visibility and help Clients find the Association. This has been more difficult than we expected as the County is not able to find any local vendors willing to do the work for us. We are soliciting bids from firms in Sonoma County.

Community Presentations:

I have another presentation scheduled for next week, marking the third such presentation. I have attempted to contact every social and civic club I can find in the county and arrange a presentation. I would greatly appreciate help from the Board or other interested parties in arranging additional presentations.

Administrative and Operations Update:

I have nothing to report at this time.