

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	
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

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OBJECTIVE: MCERA will maintain a 95% client approval rate.					
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
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
Client Presentations	Staff			Quarterly	
Community Presentations	Board, Staff			On-going	
Conference Presentations	Board, Staff			Q4:2015, At least biennially 2 Moderators at Spring SACRS	

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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.					
Experience Study	Staff, Segal			Q2: 2017	 Complete
Actuary Contract	Staff, Board			Q2:2017	 Complete
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			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

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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	

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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