

Mendocino County Employees Retirement Association

2016 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.					
Approve Strategic Plan	Board			Q4:2015	
Monitor Strategic Plan	Board			Quarterly	
Develop 2016 Board Training Plan	Staff			Q1:2016	
Provide Board Investment Training	Callan, Staff, others			Quarterly	
Policy Overhaul	Board, Legal, Staff			Q2:2016	 Four policies remaining.
Develop Policy Review Schedule	Staff			Q2:2016	 5/18/2016
Board Positions	Staff, Board			Q4: 2016	 Not Started
Risk Assessment	Board			2017	 Not Started
MCERA 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
STRATEGY: We communicate frequently to educate clients and stakeholders about MCERA as well as our achievements and issues.					
BOR-BOS Meeting	Chair, Staff			January, 2016	
Create Fact Sheet	Staff	Budget		Q1:2016	
UAAL Analysis	Staff	Time	Complexity, Finding Information, Time	Q3:2016	 In progress
COLA Analysis	Staff				 Not Started
Client Presentations	Staff			Q1:2016	 Quarterly
Community Presentations	Board, Staff				 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.					
PAS Go-Live	Staff			January 4, 2016	
Member Direct (Portal)	Staff, LRS, Linea			Q3:2016	 In progress
Electronic Document Management System (EDMS)	Staff, LRS, Linea			Q3:2016	 In progress
Process Review – Retirement Process	Staff			Q1:2017	 Not started
OBJECTIVE: MCERA will be 100% funded by 2040.					
STRATEGY: We invest strategically by focusing on asset allocation.					
Asset Liability Study Asset Allocation Review	Board, Staff, Callan			Q3:2016	 In Progress
Property Maintenance Plan and Project	Staff, Executive Office				 In Progress