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MENDOCINO COUNTY
EMPLOYEES' RETIREMENT ASSOCIATION
625-B KINGS COURT
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Date: January 19, 2016
To: Board of Retirement
From: James Wilbanks, Retirement Administrator
Subject: 2016 Board Work Plan

Attached you will find a DRAFT 2016 Board Work Plan for your consideration.

This proposed plan is based upon the MCERA 2016 Strategic Plan adopted by the Board at the December 2, 2015 meeting as well as the work conducted at the two off-site meetings. In prioritizing and creating deadlines for the various projects in the plan, I worked to balance the importance of the various projects with the time and resources available to conduct the work.

I recommend the Board approve the attached 2016 Work Plan.

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		PAS Go-Live?	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 Board Training Plan	James			Q1:2016	 Not started
Provide Board Investment Training	James, Callan, others			Quarterly	 Not started
Policy Overhaul	Board, Legal, James		Time	Q2:2016	 In Progress
Develop Policy Review Schedule	James		Time	Q2:2016	 Not Started
Risk Assessment	Board			2017	 Not Started
MCERA Organizational Review	James			2017	 Not Started

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OBJECTIVE: MCERA will maintain a 95% client approval rate.					
Develop instrument to assess client approval rating	James	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, James			January, 2016	
Create Fact Sheet	James	Budget		Q1:2016	 Not started
UAAL Analysis	James, Staff	Time	Complexity, Finding Information, Time	Q2:2016	 Not started
Client Presentations	James			Q1:2016	 Researching
Community Presentations	Board, James				 Not started
Conference Presentations	James			Q4:2015, At least biennially	

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2016 Board Work Plan

Accountability	Owner	Resources Required	Potential Barriers	Due Date	Status
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			Q2:2016	 Not started
Electronic Document Management System (EDMS)	James, LRS, Linea		Contract	Q4:2016	 Not started
Process Review – Retirement Process	James			Q3:2016	 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	 Underway
Property Maintenance Plan and Project	James, Executive Office			Q3:2016	 Not started