

2026 Staff Work Plan

4/10/2026

Action Item	Goal					Task	Responsible Party	Target Due Date	Completion Date
	Protect Plan	Long-term	Strengthen	Oversight	Efficiency				
Establish Staff Policy & Procedure Review Schedule and Tracking Mechanism		X	X			Migrate Procedures to OneNote; track/update	Octavio (P) Judy (B)	March	
Member Education: Post-Retirement COLA Increases			X		X	Create animated short video	Mike (P) Nora (B)	Feb	
Member Education: What is MemberDirect			X		X	Create animated short video	Mike (P) Nora (B)	April	
Electronic Signatures / MemberDirect secure communication		X	X			Develop Policy and Procedures	Doris, Jeff, MCERA Staff	Sept	
Strategic Plan Updates		X				Add new objectives adopted by the Board	Nora (P) Doris (B)	May	
Online Retirement Applications - via MemberDirect with e-sign		X	X			Develop Policy and Procedures	Doris, Jeff, MCERA Staff	2027	
MemberDirect Enhancements		X	X		X	Programming items	MCERA staff, LRS	2027	

Responsible Party
(P) Primary
(B) Backup

2026 Board Strategic Calendar

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Strategic Plan												
Board Work Plan and Calendar	X			X			X			X		
Trustee Education/Training Report	X			X			X			X		
Member Engagement Metrics	X			X			X			X		
2. Board Matters												
Board Election (if needed)								X			X	
Swear-in new trustees (if needed)												X
Officers & Committee Assignments												X
Adopt Board Meeting Calendar												X
ED - Performance Evaluation						X	X					
Board Performance Evaluation					X			X			X	
SACRS related				X						X		
Policy Review (if needed)			X			X			X			X
Risk Assessment/AUP Review						X						X
Unrecovered Overpayments							X					
COLA - approval	X											
Consulting Actuary Interviews			X									
Investment Consultant Interviews					X							
3. Actuarial Matters												
Annual Valuation & GAS 67 report											X	
Actuarial Risk Report (every 3rd yr)			X									
Experience Study (every 3rd yr)						X						
Actuarial Audit (every 5th yr)							X					
4. Financial Matters												
Audit Committee Meetings				X			X				X	
Audit Report and Recommendation												X
Budget - FY Adoption					X	X						
Budget - Updates/Amendments			X		X			X			X	

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4. Financial Matters												
Cash flow Presentation							X					
Monthly Financial Report	X		XX	X	X	X	X	X	X	X	X	X
5. Investment Matters												
Capital Market Expectations	X											
Performance Report - Monthly	X		XX	X	X	X	X	X	X	X	X	X
Performance Report - Quarterly			X		X			X			X	
Asset Liability Study (every 3rd yr)					X		X					
Portfolio Structure Review												
Real Assets Structure Review					X		X					
Fixed Income Structure Review										X		X
Asset Liability - Introduction												X
6. Educational Matters and Conferences												
In-meeting education (hrs.)	0.75	6.0	1.5	1.0	2.0	1.0	1.0	2.0	1.0	1.0	1.0	
SACRS Conferences					X						X	
Callan National Conference				X								
CALAPRS General Assembly			X									
CALAPRS Principles of Governance								X				
CALAPRS Trustee Round Tables										X		

X reflects when periodic item occurs
 If needed items may not occur.

Meetings for financial reports, quarterly reports and education items are tentative