

Strategic Plan Board Work Plan FY 2024-2025

Action Item	Goal				Step	Task	Responsible Party	Resources Needed	Budget	Target Due Date	10/7/2024
	1	2	3	4							Completion Date
Succession Plan	X	X	X		1	Define planning process and obtain board feedback	Doris/Board	-	\$0	8/21/2024	8/21/2024
					2	Finalized Policy adoption	Board	-	\$0	9/18/2024	10/16/2024
New Trustee Orientation	X	X	X		1	Defined content and prepare materials	Doris	-	\$0	7/31/2024	7/26/2024
					2	Board Discussion; edits or adoption	Board	-	\$0	8/21/2024	8/21/2024
Evaluation Process for Core Service Providers		X	X		1	Discussion / 1st Read	Board	-	\$0	9/18/2024	9/18/2024
					2	Revisions if needed	Doris	-	\$0	10/4/2024	adopted 9/18
					3	2nd Read and adoption	Board	-	\$0	10/16/2024	not needed
Fiscal Stability and Risk Measures Review	X	X			1	Determine metrics	Doris	-	\$0	9/30/2024	
					2	Draft summary matrix and board memo	Doris	-	\$0	1/31/2025	
					3	Board Presentation (educational)	Doris	-	\$0	2/19/2025	
Feasibility of Internal Audit Program	X	X			1	Feasibility Discussion	Doris/Board	-	\$0	10/16/2024	10/16/2024
					2	Determine scope and audit plan	Doris /Audit Committee	-	\$0	3/1/2025	if directed
					3	Issue RFP and evaluate proposals	Doris /Audit Committee	-	\$5000 \$7500*	5/31/2025	if directed
					4	Board selects auditor and approves contract begin services 7/1/25	Board	-	\$40 -100k/yr. as set by the board	6/18/2025	if directed

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Oversight v Operations		X	X		1	Board Presentation (educational)	Robert/Chris	-	\$0	10/16/2024	POSTPONED
Customer Satisfaction Surveys					1	Establish reporting metrics	Doris	-	\$0	8/30/2024	9/20/2024
					2	Determine distribution method(s) and channel(s)	Judy/Nora	-	\$0	8/30/2024	9/6/2024
			X	X	3	Design survey instrument	Nora/Doris	-	\$0	9/20/2024	9/13/2024
					4	Launch survey	Nora	-	\$0	10/1/2024	10/1/2024
					5	comparison to baseline and targets reporting	Doris/Judy	-	\$0	1/15/2025	
Create 3 "Quick-Tip" member content videos					1	Select animation/screen capture software	Nora/Doris	software/ training	\$1,500	7/31/2024	7/31/2024
					2	Design/script, record/edit content	Nora/Mike				
			X	X	2a	Calculating Your MCERA Benefit		-	\$0	9/30/2024	10/3/2024
					2b	Post-Retirement COLA Increases		-	\$0	12/31/2024	
					2c	Benefit Options		-	\$0	3/31/2025	
					3	Publish content	Nora/Mike				
					3a	Calculating Your MCERA Benefit		-	\$0	1/1/2025	
					3b	Post-Retirement COLA Increases		-	\$0	3/31/2025	
				3c	Benefit Options		-	\$0	6/30/2025		
Separate Account Functionality					1	Separate Account Testing	all staff	-	\$0	12/15/2024	
					2	Accept Sep. Acct DROs	Doris	-	\$0	1/2/2025	
Retirement Process Survey			X	X	1	Design survey instrument	Nora/Doris	-	\$0	3/31/2025	
					2	Launch survey	Nora	-	\$0	6/30/2025	