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1	 Public School Employees' Retirement Board G&A Work Plan Items 2023	Start date	End date	Date Flexibility (can be earlier, but not later)	Frequency	Committee Action Item	Board Action Item	Training	January	February	March	April	May	June	July	August	September	October	November	December	Special Comments
2	Governance and Administration																				Meet at least 4 times a year
3	The Committee Chair is to set the dates and times of the committee meetings.				Annually	Yes	No		X												2023 Notification to Committee
4	Elect Chair				Biennially	Yes	No														Next election January 2024
5	Elect Vice-Chair				Biennially	Yes	No														Next election January 2024
6	Review the Committee Charter at least every three years.				Every 3 years	Yes	Yes														No action required unless recommended changes (recommmend to Board); If no proposed changes, then the Committee's report to the Board will document that the charter was reviewed and no changes were referred. March 2025
7	Review the work items assigned to G&A for development for the next cycle of the Committee Work Plan.																			X	
8	A. Activities Conducted on behalf of the Board																				
9	1. Conduct the Board self-evaluation process, including development of a Board self-evaluation policy. The Committee Chair should lead the process and is authorized to seek external assistance if desired.				Ad Hoc	Yes	Yes													X	Policy action item is noted in #4 immediately below. Anticipated first evaluation complete in July 2024, pending Board member terms.
10	2. Conduct the annual Executive Director performance evaluation process on behalf of the Board, seeking input from all trustees. Collaborate with the Executive Director in developing annual performance goals linked to the strategic plan and recommend to the Board for approval.				Annually	Yes	Yes														
11	2a. Establish policy and procedures for evaluations to be completed by the Board for the positions of Executive Director and Chief Counsel.				1/1/23	3/31/23	Yes	Other, specify date	Yes	Yes		X									
12	2b. Execute the evaluations for the Executive Director and Chief Counsel.				4/1/23	7/30/23		Annually							X						Present NEW goals and performance standards as part of this evaluation cycle.
13	3. Interview candidates for filling positions in the System that report directly or indirectly to the Board, if appropriate.							Ad Hoc	Yes	Yes											
14	3a. Identify positions for which this activity applies.				1/1/23	3/31/23	Yes	Other, specify date	Yes	Yes		X									This task will ensure the Committee has clarity to the positions to which their activities apply.

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30	3. Review and make recommendations to the Board on the manner in which elections of the elective members of the Board are conducted and on the selection of providers of goods and services deemed necessary for the conduct of such elections.				As Needed, specify date	Yes	Yes														YES Elections Contract expires 5/31/2025	
31	4. Review and make recommendations to the Board regarding the need for and selection of independent fiduciary counsel, if necessary.	1/1/23	2/28/23	No	Other, specify date	Yes	Yes							X							Need recommendation as to future need by this date in order to allow time for RFP. Cohen Milstein contract expires February 27, 2024	
32	5. Collaborate with executive staff to develop Board self-assessment policies and procedures.	1/1/23	12/31/23	Yes	Other, specify date	Yes	Yes													X	Initial date refers to anticipated passage of Self-Evaluation Policy	
33	6. Collaborate with executive staff to develop the trustee onboarding and continuing education curriculum, including education to be provided during Board meetings or workshops and individual education opportunities. Utilize input from the Board self-assessment to refine and improve the continuing education program.				Annually	Yes	Yes														Pending completion of 5a. Immediately below.	
34	6a. Review and update Board Education Policy.	2/1/23	12/31/23	Yes	As Needed, specify date	Yes	Yes													X	Update and Recommend to the Board a Board Education Policy.	
35	7. Review and make recommendations to the Board on delegations to the Executive Director. The delegations should be reviewed at least every three years and any proposed revisions recommended to the Board.																	X				
36	7a. Create list of delegations to the ED for recommendations for the Board	2/1/23	6/30/23	Yes	As Needed, specify date	Yes	Yes									X					Consider how this item relates to ED evaluation and creation of Performance Standards/Goals.	
37	8. Review and make recommendations to the Board on procurement management and operations related to delegations of authority, designated signatories, and general procurement procedures and practices.																				Pending completion of item 8a. Immediately below.	
38	8a. Identify all procurements and clarify which of those are delegated to the System and which are retained by the Board.	2/1/23	6/30/23	Yes	As Needed, specify date	Yes	Yes							X								
39	9. Recommend vital signs and metrics for information technology and security; human resources; and other shared administrative System services and identify tolerances for acceptable vs unacceptable variability in performance.	1/1/23	12/31/23	Yes	As Needed, specify date	Yes	Yes									X						
40	C. Recommend approval of key decisions:																					
41	1. Report on and cause to be certified to the Board the results of each election.	10/1/23	12/31/23	No	Other, specify date	Yes	Yes													X	To be determined in August 2023.	
42	2. As needed, make recommendations to the Board regarding selection and hiring of external Board consultants and advisors such as governance consultants.				As Needed, specify date																No action anticipated in 2023.	
43	3. As needed, collaborate with staff to oversee executive searches when the need to hire a new Executive Director or Chief Counsel arises. Recommend discipline or termination of the Executive Director or Chief Counsel, if appropriate.	N/A	N/A		Ad Hoc																No action anticipated in 2023.	

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1																						
44	4. Review and recommend to the Board any major information technology initiatives, including for cybersecurity and information security, and collaborate with the other PSERS committees that may be affected by such initiatives.																					
45	4a. Identify and categorize IT and cybersecurity initiatives by committee in alignment with the Strategic Plan.	1/1/23	6/30/23	Yes	Other, specify date	No	No									X						
46	4b. Review and recommend to the Board the Cyber Insurance Policy 2023	6/1/22	3/7/23	No	Other, specify date	Yes	Yes			X											Need broader discussion whether or not this remains a Board action.	
47	Recommend approval of staffing complement for key administrative services staffing.				As Needed, specify date																Review on as-needed basis, depending on service requirements for the System.	
48	D. Oversee Board-approved direction (see committee charter for scope)																					
49	1. Oversee the PSERS strategic planning process, including development of a PSERS strategic planning policy which describes the process and roles and responsibilities. Ensure that the Board participates in the strategic planning process and monitors plan implementation.	1/1/23	12/31/23	Yes	Quarterly	Yes	No			X	X			X		X					X	Kick-off Summary in January; Provision of exception reporting.
50	2. Oversee stakeholder relations and collaborate with staff in development of a stakeholder relations plan which identifies key stakeholder groups, who is responsible for communications at PSERS, and key messaging to be communicated.	1/1/23	12/31/23	Yes	As Needed, specify date	Yes	No															Define stakeholder, and present to board update as reflected in Strategic Plan.
51	3. Oversee organizational development, including succession planning for the direct reports to the Board and ensuring that the Executive Director has effective leadership succession planning in place for staff.																					How do you want to reflect in the Committee Work Plan? Revisit in 2024
52	4. Oversee all matters concerning the classification, pay, and other terms and conditions of employment for employees of the Board, including total personnel complement.				As Needed, specify date																	
53	4a. Clarify the delegations of authority for personnel matters (direct-indirect reports).	1/1/23	12/31/23	Yes	As Needed, specify date	Yes	Yes				X											
54	4b. Recommend changes to the Policy Manual for Investment Professionals.	1/1/23	12/31/23	Yes	As Needed, specify date	Yes	Yes							X				X			X	
55	5. Oversee business continuity and disaster recovery planning and processes.																					
56	5a. Determine level of oversight and activities to be overseen/reviewed.	1/1/23	12/31/23	Yes	As Needed, specify date	Yes	Yes														X	Dependent on completion of C.4.a.
57	6. Oversee vendors, plans, and budgets for information technology, cybersecurity, and information security.																					
58	6a. Determine level of oversight and activities to be overseen/reviewed.	1/1/23	12/31/23	Yes	As Needed, specify date	Yes	Yes														X	Dependent on completion of C.4.a.

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59	7. Oversee procurement management and operations related to delegations of authority, designated signatories, and general procurement procedures and practices.				As Needed, specify date																
60	7a. Determine level of oversight and activities to be overseen/reviewed.	1/1/23	12/31/23		As Needed, specify date																Revisit in 2024
61	E. Obtain independent verification.																				
62	1. Periodically obtain staff compensation reviews with an independent compensation consultant to compare PSERS staff compensation with peers and present the results to the Board.				Every 5 years																Current Policy requires review every five (5) years
63	2. Periodically (e.g., every two or three years) obtain peer governance assessments of PSERS and provide the results to the Board.				Every 3 years																End of 2024 would be next assessment, given acceptance of Funston Report, December 2021.