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1	 <b>Public School Employees' Retirement Board G&amp;A Work Plan Items 2024</b>				Start date	End date	Date Flexibility (can be earlier, but not later)	Frequency	Committee Action Item	Board Action Item	January	February	March 21-22	April	May 30-31	June	July	August 15-16	September	October 24-25	November	December 19-20	Special Comments			
2	Status for 2024	Training	Board or Committee Training	Governance and Administration																			Meet at least 4 times a year	Committee Motion Date	Board Resolution Date	
3	Complete			The Committee Chair is to set the dates and times of the committee meetings.				Annually	Yes	No	X												2024 Notification to Committee			
4	Complete			Elect Chair				Biennially	Yes	No	X												Next election January 2026			
5	Complete			Elect Vice-Chair				Biennially	Yes	No	X												Next election January 2026			
6				Review the Committee Charter at least every three years.				Every 3 years															Any proposed changes are to be done as a Bylaws change. No action required unless recommended changes (recommend 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. <b>March 2025</b>			
7				Review the work items assigned to G&A for development for the next cycle of the Committee Work Plan.									X													
8	<b>A. Activities Conducted on behalf of the Board</b>																									
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 needs developed. See Section B5.		
10				1a. Develop Board self-evaluation process																						
11		Yes	Committee	1b. Conduct committee training on a Board self-evaluation process to be developed.					No	No																
12		Yes	Board	1c. Conduct board training on the Board Self-Evaluation Process that is developed.																						
13				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					X			X						After action of existing procedures to occur in May, with consideration on evaluation cycle. Process should be conducted in July, with the evaluation being delivered in August 2024.		
14				3. Interview candidates for filling positions in the System that report directly or indirectly to the Board, if appropriate.				Ad Hoc																No action anticipated in 2024.		
15				4. In those instances when the Board has engaged independent fiduciary counsel, conduct the search (using any of the methods of source selection defined in the Procurement Code) for the independent fiduciary counsel contract at least every five (5) years unless the Board directs otherwise.				Ad Hoc	Yes	Yes														Cohen Milstein contract expired February 27, 2023; Board opined in 2023 no specific need for Fiduciary Counsel. If need develops, Committee to reevaluate.		
16				5. In those instances when the Board has engaged fiduciary counsel, oversee and evaluate the performance of the Board's fiduciary counsel and ensure the Board meets with fiduciary counsel without staff at least once annually.				Ad Hoc																N/A; no current contract for fiduciary counsel.		
17	<b>B. Recommend direction and policy to the full Board:</b>																									

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18				1. Annually identify anticipated governance policy priorities and establish a calendar of anticipated policy decisions and discuss with the Board.				Annually	Yes	No			X										2024 priorities per G&A leadership: Board Ethics & Board Education; may also try and tackle Board Delegations of Authority to ED.			
19				Board Ethics																						
20				Board Education																		X				
21				PMP									X		X											
22				2. Review and make recommendations to the Board on all policies and any amendments thereto governing the internal operations of the Board, with the exception of policies that come within the duties and responsibilities of another committee. Collaborate with the other PSERS committees, the Executive Director, and Chief Counsel to review the bylaws at least every three years.				Annually	Yes	Yes					X			X				X	2024 priorities per G&A leadership: Board Ethics & Board Education; may also try and tackle Board Delegations of Authority to ED.			
23				2a. Collaborate with the other PSERS committees, the Executive Director, and Chief Counsel to review the bylaws at least every three years.				Every 3 years	Yes	Yes													Need of prioritize the Bylaws for update to eliminate the bifurcated Bylaw version we have today.			
24				2c. Collaborate with the other PSERS committees, the Executive Director, and Chief Counsel to review the committee charters at least every three years.				Every 3 years	Yes	Yes												X	Dependent upon recommendations and actions required thereafter, but at minimum, review of all (with or without recommendations). <b>Adopted 10/2022 - not due until 10/25</b>			
25				2.c.i. Governance and Administration			Yes		Yes	No												X	Plan for direction to Committee in advance o the 2025 Charter review.			
26				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					X				X					May require an RFP; Elections Contract expires 5/31/2025		
27				4. Review and make recommendations to the Board regarding the need for and selection of independent fiduciary counsel, if necessary.				Ad Hoc															Board opined in 2023 no specific need for Fiduciary Counsel. If need develops, Committee to reevaluate.			
28				5. Collaborate with executive staff to develop Board self-assessment policies and procedures.			Yes	Other, specify date	Yes	Yes												X	Dependent upon the completion of a Board Education Policy. See A1.			
29				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			X										X	Pending completion of 5 and 6a.		
30				6a. Review and update Board Education Policy.	2/1/24	12/31/24	Yes	As Needed, specify date	Yes	Yes												X	Update and Recommend to the Board Education Policy.			
31				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			
32				7a. Create list of delegations to the ED for recommendations for the Board	2/1/24	6/30/24	Yes	As Needed, specify date	Yes	Yes								X					Consider how this item relates to ED evaluation and creation of Performance Standards/Goals.			
33				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.			
34				8a. Enhance the Board's Contract Log.	2/1/24	8/30/24	Yes	As Needed, specify date	Yes	Yes												X				
35		Yes	Board	8b. Procurement Methods Overview Board Education			Yes	Other, specify date	No	No						X							This will serve as a primer to public procurement for purposes of preparing G&A for oversight responsibilities and to assist in identifying procurement vital signs and thresholds for exception reporting.			

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36				Develop Baseline of Contractor Evaluation Procedures														X					N/A; no current contract for fiduciary counsel. <b>Interaction may be required to support other Committees in this shared responsibility across Charters.</b>		
37	Yes		Board	Vendor Management and Contractor Evaluation Board Education																					
38				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.	1/1/24	12/31/24	Yes	As Needed, specify date	Yes	Yes								X							
39	Yes		Board	9a. Deliver Vital Signs training to the Board.	5/31/24	5/31/24	Yes	Ad Hoc	Yes	Yes					X								Common Committee Responsibility		
40				<b>C. Recommend approval of key decisions:</b>																					
41				1. Report on and cause to be certified to the Board the results of each election.	8/16/24	8/16/24	No	Other, specify date	Yes	Yes								X							
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 2024.		
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 2024.		
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.	1/1/24	6/30/24	Yes	Other, specify date	No	No								X					This item should align to both the Contract Log and Strategic Plan.		
46	Complete			4b. Review and recommend to the Board the Cyber Insurance Policy 2024	1/1/24	2/1/24	No	Other, specify date	Yes	Yes		X													
47	Yes		Committee	4c. Conduct Cyber Security Annual Overview			No		No	No										X			This overview seeks to provide the background necessary for the Board action to approve the cybersecurity insurance approach and policy, (November 2024 - February 2025).		
48				Recommend approval of staffing complement for key administrative services staffing.				As Needed, specify date															<b>Not in G&amp;A Charter.</b> Review on as-needed basis, depending on service requirements for the System.		
49				<b>D. Oversee Board-approved direction (see committee charter for scope)</b>																					
50				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.	1/1/24	12/31/24	Yes	Quarterly	Yes	No		X	X		X			X		X		X	Need to establish standard reporting.		
51				1a. Oversee strategic initiatives most directly related to the responsibilities of this committee.														X				X	Standard across committees.		
52				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.	1/1/24	12/31/24	Yes	As Needed, specify date	Yes	No													Which committee should own this? Us!		
53				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.																			Strategic initiative for '24.		
54				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																	
55				4a. Recommend changes to the Policy Manual for Investment Professionals.	1/1/24	12/31/24	Yes	As Needed, specify date	Yes	Yes					X					X		X			

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56				<b>5. Oversee business continuity and disaster recovery planning and processes.</b>																			Strategic Initiative for '24			
57				5a. Determine level of oversight and activities to be overseen/reviewed.	1/1/24	12/31/24	Yes	As Needed, specify date	Yes	Yes												X				
58				<b>6. Oversee vendors, plans, and budgets for information technology, cybersecurity, and information security.</b>																						
59				6a. Determine level of oversight and activities to be overseen/reviewed.	1/1/24	12/31/24	Yes	As Needed, specify date	Yes	Yes												X	Tied to Contract Log efforts.			
60				<b>7. Oversee procurement management and operations related to delegations of authority, designated signatories, and general procurement procedures and practices.</b>				As Needed, specify date																		
61				7a. Determine level of oversight and activities to be overseen/reviewed.	1/1/24	12/31/24		As Needed, specify date					X											Tied to Contract Log efforts.		
62				Oversee management of risks related to the responsibilities of this committee.																						
63				<b>E. Obtain independent verification.</b>																						
64				<b>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.</b>				Every 5 years															Current Policy requires review every five (5) years. (PMIP)			
65				<b>2. Periodically (e.g., every two or three years) obtain peer governance assessments of PSERS and provide the results to the Board.</b>	12/1/24	12/31/24		Every 3 years														X	End of 2024 would be next assessment, given acceptance of Funston Report, December 2021.			