




## **PSERB Resolution 2025-03 Governance and Administration Committee 2025 Work Plan January 10, 2025**


**RESOLVED**, that the Public School Employees' Retirement Board accepts the recommendation of the Governance and Administration Committee and approves the attached Governance and Administration Committee Work Plan for 2025 to guide the Committee Chair in the development of agendas and authorizes the Committee Chair to revise the Work Plan, as needed.

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	 <b>Public School Employees Retirement Board Governance and Administration Committee Work Plan Items</b>	Start date	End date	Date Flexibility (can be earlier, but not later)	Frequency	Committee Action Item	Board Action Item	January 10	February	March 20-21	April	May	June 12-13	July	August 21-22	September	October 23-24	November	December 11-12	Special Comments
2	<b>Governance and Administration</b>							x		x			x		x		x		x	<b>Meet at least 4 times a year</b>
3	The Board Chair is to appoint Committee members.	Last appointed 1/2024	TBD 1/2026		Biennially															
4	The Committee Chair is to set the dates and times of the committee meetings.		1/10/25	No	Annually	No	No	x												
5	Elect Chair		TBD 1/2026	No	Biennially	Yes	No													Next election January 2026
6	Elect Vice-Chair		TBD 1/2026	No	Biennially	Yes	No													Next election January 2026
7	Conduct a self-evaluation of the Committee's performance as part of the Board's self-evaluation process.		TBD	Yes	Annually	No	No													Contingent on the development of the Board's self-evaluation process.
8	Review the Committee Charter at least every three years.	last reviewed 3/2022	3/20/25	No	Every 3 years	Yes	Yes			X										Any proposed changes are to be done as a Bylaws change. If no proposed changes, then the Committee's report to the Board will document that the charter was reviewed and no changes were referred.
9	<b>A. Activities Conducted on behalf of the Board</b>																			
10	<b>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.</b>				Ad Hoc	Yes	Yes													Policy needs developed. See Section B5. <b>On hold in conjunction with Funston Working Group activities.</b>
11	<b>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.</b>			No	Annually	Yes	No													ED, CC, CIO Evaluations to be deliberated for a July 1-June 30 evaluation period.
12	<b>Kickoff of annual ED, CC, and CIO evaluation review</b>	6/1/25	8/1/25										X							
13	<b>Conduct ED, CC, and CIO evaluation</b>	8/21/25	8/31/25												X					Note: Add CIO compensation/evaluation to G&A Charter; compare to IC Charter
14	<b>3. Interview candidates for filling positions in the System that report directly or indirectly to the Board, if appropriate.</b>																			No action anticipated in 2025.

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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.					Yes	Yes													No action anticipated in 2025.
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															
17	<b>B. Recommend direction and policy to the full Board:</b>																			
18	1. Annually identify anticipated governance policy priorities and establish a calendar of anticipated policy decisions and discuss with the Board.	1/1/25	12/31/25	Yes	Annually	Yes	No													Review in coordination with Funston Working Group and G&A Leadership.
19	Board Ethics	TBD	TBD										X							Funston
20	Communications	TBD	TBD										X							Funston
21	Board Policy Management	TBD	TBD							X										Funston
22	Stakeholder Relations	TBD	TBD												X					Funston - related to Stakeholder Plan (see D.2.)
23	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													2025 Priorities TBD, based on Funston Working Group and G&A Leadership direction.
24	Collaborate the Executive Director and Chief Counsel to review and update the format of the bylaws to address current bifurcated template.	last reviewed 3/15/2022	12/11/25	Yes	Every 3 years	Yes	Yes			X										
25	Review G&A Committee Charter for changes/updates.	3/20/25	12/12/25							X										
26	Provide clarity on collaboration in advance of other Committee Charter reviews. Collaborate with the other PSERS committees, the Executive Director, and Chief Counsel to review the committee charters at least every three years.	3/20/25	6/12/24	No	Every 3 years	Yes	Yes	(x)					X							Set-up Charter Collaboration process in January.
27	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.	1/1/25	12/31/25	No	As Needed, specify date	Yes	Yes													RFP for provider under evaluation, anticipated award February. Two electoins this year: Davis, Lemmo.

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28	<a href="#">RFP for Election Management Provider</a>	6/1/24	3/20/25					(X)	(X)	X										
29	4. Review and make recommendations to the Board regarding the need for and selection of independent fiduciary counsel, if necessary.																			See A.4.
30	5. Collaborate with executive staff to develop Board self-assessment policies and procedures.			Yes	Other, specify date	Yes	Yes													See A.1.
31	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.																			
32	<a href="#">Review and update Board Education Policy.</a>	1/1/25	12/31/25	Yes	As Needed, specify date	Yes	Yes			X										Draft document to Working Group I February.
33	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		
34	<a href="#">Create list of delegations to the ED for recommendations for the Board</a>	1/1/25	12/31/25	Yes	As Needed, specify date	Yes	Yes						X		X					Consider relation to ED Performance Evaluation and Contract Log.
35	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.
36	<a href="#">Enhance the Board's Contract Log.</a>	1/1/25	12/31/25	Yes	As Needed, specify date	Yes	Yes			X			X							Activities should consider next steps in clarifying roles and responsibilities, including approval steps.
37	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			X		X		X		X	Vital Signs under development with CDO and RMO for March release.
38	<b>C. Recommend approval of key decisions:</b>																			
39	1. Report on and cause to be certified to the Board the results of each election.			No	Other, specify date	Yes	Yes													Nominating Petitions due in June. If election, results in October.
40	<a href="#">Active-Certified Board Trustee</a>	1/6/215	6/1/25					(X)		(X)		X								
41	<a href="#">Retired Member Board Trustee</a>	6/1/25	10/23/25										(X)		(X)		X			



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56	Succession Policy									X										Part of Funston Working Group, Strategic Initiatives, and SOC 1 Type 2
57	4. Oversee all matters concerning the classification, pay, and other terms and conditions of employment for employees of the Board, including total personnel complement.														X					DED Report
58	Review of total agency complement				Annually								X							
59	ED and CIO Compensation Recommendation				Annually	Yes	Yes												X	
60	RFP for Compensation study		TBD Oct. 2026		Every 3 years	Yes	Yes													
61	Review CCPP		TBD Oct. 2027		Every 3 years															
62	5. Oversee business continuity and disaster recovery planning and processes.			Yes	Annually	No	No								X					DED Report
63	6. Oversee vendors, plans, and budgets for information technology, cybersecurity, and information security.			Yes	Annually	No	No								X					DED Report
64	7. Oversee procurement management and operations related to delegations of authority, designated signatories, and general procurement procedures and practices.														X					DED Report
65	Determine level of oversight and activities to be overseen/reviewed.	1/1/25	12/31/25		As Needed, specify date					X										Related to Contract Log activities, see B.8.
66	Oversee management of risks related to the responsibilities of this committee.																			Not in G&A Charter. Contemplate in 2025 Charter Revisions.
67	Review Management Action Plan items, as applicable	1/1/25	12/31/25	Yes	Ad Hoc	No	No			X										Not in G&A Charter. Contemplate in 2025 Charter Revisions.
68	Oversee performance related to the vital signs and metrics.																			Not in G&A Charter. Contemplate in 2025 Charter Revisions.
69	E. Obtain independent verification.																			
70	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 3 years															See D.4.
71	2. Periodically (e.g., every two or three years) obtain peer governance assessments of PSERS and provide the results to the Board.	12/1/24	12/31/24		Every 3 years														(X)	Funston Working Group input needed.