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DECEMBER 7, 2015

AGENDA ITEM 02  
INFORMATION ITEM

CALIFORNIA SECURE CHOICE RETIREMENT SAVINGS INVESTMENT BOARD

*Acting Executive Director's Report*

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This item will be presented verbally at the meeting.

***Attachments***

- Attachment #1: Secure Choice Business Plan Update

## 2015-16 Secure Choice Business Plan

Item #	Strategic Goal	Supporting task	Lead	Due date	Status	Comments
1.0	Conduct Legal Analysis		Christina			
1.1		Obtain Board approval for Legal Counsel	Eric	2/5/2015	Green	Complete
1.2		Obtain DGS approval of contract	Eric	3/5/2015	Green	Complete
1.3		Facilitate collaboration amongst contracting firms	Christina	on-going	Green	
1.4		Memo on ERISA issues and recommendations for new language, if any	KLG	5/1/2015	Green	Complete
1.5		Consult with Overture LLC on results of market analysis/feasibility study and program design recommendations	Christina	on-going	Green	
1.6		Utilize Legal Analysis to continue engagement with the Legislature, Federal Government Officials and all interested parties	Christina	on-going	Green	Working closely with Overture on Securities Law/SEC issues.
2.0	Secure Choice Market Analysis/Feasibility Study/Program Design		Christina			
2.1		Evaluate proposals from RFP	Eric	2/5/2015	Green	Complete
2.2		Obtain board approval of vendor for study	Eric	3/5/2015	Green	Complete
2.3		Obtain DGS approval of contract	Eric	4/5/2015	Green	Contract was approved late - (4/22/15), but this item is now complete.
2.4		Facilitate collaboration amongst contracting firms	Team/ Christina	on-going	Green	
2.5		Complete study	Overture	12/14/2015	Green	

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2.6		<b>Present study to the Secure Choice Board</b>	Overture	1/11/2016	Yellow	We understand this is a tight deadline
2.7		<b>Board presents findings and recommendations to the Legislature</b>	Board with staff reco	3/1/2016	Yellow	
3.0	<b>Obtain \$1 Million Fundraising Target</b>					
3.1		<b>Begin fundraising activities and outreach</b>	Grant	7/1/2013	Green	Complete
3.2		<b>Begin receiving donations</b>	Grant	1/1/2014	Green	Complete
3.3		<b>Follow up with interested parties and potential donors</b>	Grant	7/1/2014 and on-going	Green	complete
3.4		<b>Obtain fully funded status</b>	Grant	5/1/2015	Green	Complete
3.4a		<b>Create list of donars and requirements for communication regarding project status</b>	Grant	5/1/2015	Green	Complete
3.4b		<b>Begin reporting to donors on project status</b>	Eric	6/30/2015 and on-going each fiscal year and quarterly	Green	Complete
4.0	<b>Ensure Stakeholder and Constituent Involvement</b>		Christina			
4.1		<b>Complete Fact Sheet on Program to send to interested parties</b>	Ruth	3/5/2015	Green	Complete
4.2		<b>Conduct various educational sessions for the Board on Policy Issues the Board should be considering this year</b>	Ruth	3/31/2016	Green	On-going throughout calendar year 2015.
4.2a		<b>Issue Briefing 1: Overview of Retirement Crisis in California</b>	Ruth	4/27/2015	Green	Panel has been confirmed

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4.2b		Issue Briefing 2: Comparable Programs	Ruth	5/26/2015	Green	Panel has been confirmed
4.2c		Issue Briefing 3: Governance Issues	Ruth	6/29/2015	Green	Panel has been confirmed
4.2d		Issue Briefing 5: Investment Products and Impact of Design features on Participation and Contribution Rates	Ruth	7/27/2015	Green	Panel has been confirmed
4.2e		Issue Briefing 4: Developing Investment Principles and Policies	Ruth	8/24/2015	Green	Panel has been confirmed
4.2g		Issue Briefing 5: Investment Products and Program Design: How to Maximize Participation, Contribution Rates, and Financial Security in Retirement	Ruth	9/28/2015	Green	Panel has been confirmed
4.2f		Issue Briefing 6: Retirement Plan Administration: Hearing from Industry	Ruth	10/26/2015	Green	Panel has been confirmed
4.3		<b>Conduct statewide outreach to interested parties</b>	Ruth	on-going	Green	
4.3a		Listening session in Northern California (Sacramento), hosted by CAPC	Ruth	5/20/2015	Green	Event was successful and provided staff interesting findings that were shared with our research team at Overture.
4.3b		Listening session, hosted in Bakersfield by Bakersfield Chamber of Commerce	Ruth	9/22/2015	Green	Event was successful and provided staff interesting findings that were shared with our research team at Overture.
4.3c		Listening session, hosted in San Francisco by San Francisco Chamber of Commerce	Ruth	10/21/2015	Green	Event was successful and provided staff interesting findings that were shared with our research team at Overture.

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4.3d		Listening session, hosted in Inland Empire				Event was successful and provided staff interesting findings that were shared with our research team at Overture.
4.3e		Listening Session, hosted in LA	Ruth	12/1/2015	Green	Event has been scheduled
4.4		<b>Secure Choice Website Usability</b>	Christina	TBD	Green	
4.4a		Create list of features for website	Team/ Christina	TBD	Green	
4.4b		Work with IT to get a timeline of availability so that we can ensure better website usability by due date	Team	TBD	Green	
4.4c		Stakeholder survey: survey the board on features they would like to see on the website in the coming year	Team	TBD	Green	
4.4d		Present results of survey to the board with recommendations for implementation of reasonable requested features	Christina	TBD	Green	
4.5		<b>Recruit stakeholder representatives to testify at each monthly Board Meeting</b>	Ruth	5/1/2015 & On-going	Green	On-going throughout calendar year 2015.
4.6		<b>Build coalition of stakeholders/interested parties representing small business, non-profits, and groups serving the target populations</b>	Ruth	1/1/2016	Green	
4.7		<b>Develop Pre-Product/Post-Product Communication Plan</b>	Ruth	6/19/2015	Green	Complete
4.7a		Identify Key Stakeholders	Ruth	5/15/2015	Green	Complete

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		Create Fact Sheet for key audiences: business/low-income/employers	Ruth		Green	Complete
<b>4.7b</b>		Create contact list	Ruth	5/22/2015	Green	Complete
<b>4.7c</b>		Identify funding sources	Ruth	5/22/2015	Green	Complete
<b>4.7d</b>		Create plan for funding	Ruth	5/29/2015	Green	Complete
<b>4.7e</b>		Create Communication Plan for FY 15/16	Ruth	6/12/2015	Green	Complete
<b>4.7f</b>		Obtain Board Approval of Communication Plan	Christina	6/29/2015	Green	Complete
<b>4.7g</b>		Implement Communication Plan	Christina	7/1/2015	Green	On-going throughout calendar year 2015.