UNITE HERE Local 25 and Hotel Association Of Washington, D.C.
Group Legal Services Fund

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DRAFT

MINUTES OF THE MEETING
OF THE BOARD OF TRUSTEES OF
UNITE HERE LOCAL 25 AND HOTEL ASSOCIATION OF WASHINGTON, D.C.
GROUP LEGAL SERVICES FUND
HELD ON SEPTEMBER 3, 2018
IN WASHINGTON, D.C.

The following Trustees were present:

UNION TRUSTEES	EMPLOYER TRUSTEES
John Boardman - Chairman	Solomon Keene
Stephanie Steer	Charles Hill
Linda Martin	William Walsh

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Fredric Singerman - Seyfarth Shaw, LLP
Marcella Pascal – Novak Francella, LLC (for part of the meeting)
Anne-Marie Sims - Associated Administrators, LLC

I. CALL TO ORDER

Mr. Boardman reported that Ms. Martin had provided him with a proxy for all matters coming before the Board. A quorum being present, Chairman Boardman called the meeting to order.

II. APPOINTMENT OF NEW TRUSTEE

Ms. Sims reported that she received confirmation from Mr. Solomon Keene in his capacity as President of the Hotel Association of Washington, D.C., confirming the appointment by the Association of Mr. Charles Hill, General Manager of the Embassy Suites, Washington, D.C., as Employer Trustee effective that date, replacing Mr. Steve Smith who had recently provided his resignation as Trustee. Mr. Singerman reported that Mr. Hill had received fiduciary and HIPAA training.

III. MINUTES

Board Meeting, May 3, 2018

Ms. Sims reported she had received no further comments on the draft of subject minutes which had been circulated prior to this meeting.

On Motion made and seconded, the Trustees approved the following resolution:

> **RESOLVED that the minutes of the Board meeting held May 3, 2018 are approved.**

IV. INVOICES

Ms. Sims presented a list of invoices dated September 12, 2018. It was noted that there were no additions, deletions or changes to the list.

On Motion made and seconded, the Trustees approved the following resolution:

> **RESOLVED that the invoices set forth in the list dated September 12, 2018 are approved for payment.**

V. AUDITOR REPORT

Financial Statements for years ended December 31, 2016 and 2017

Ms. Marcella Pascal of Novak | Francella, LLC ("Novak"), distributed copies of the Financial Statements for years ended December 31, 2016 and 2017, a copy of which is attached to and made a part of these minutes as Exhibit A. She confirmed that the audit included an unmodified opinion of the financial statements of the Fund, and she presented the report in detail. Mr. Geiman reported that the Form 5500 and Financial Statements would be filed timely.

VI. PAYROLL AUDIT REPORT

A. Payroll Audit Collections Report

Ms. Sims referred to the Payroll Audit Collections Report dated September 5, 2018, included in the meeting book. A copy of the report is attached to and made part of the minutes as Exhibit B. Ms. Sims reviewed the report which contains results for collection of payroll audit deficiencies after receipt of the audits from Calibre and before referral of unpaid billed deficiencies to the Fund's Collection Counsel.

Ms. Sims reported that Ellen O'Dell of Calibre had advised that Calibre had no additional matters to report other than Calabre was experiencing problems scheduling audits with Capitol Skyline and Quantum Services. Mr. Boardman said he would contact these employers to facilitate the scheduling of these audits.

VII. COLLECTION COUNSEL REPORT

Ms. Sims reported that there were no collection matters requiring Board action at this time.

VIII. CO-COUNSEL REPORT

Summary Plan Description ("SPD") Update

Co-Counsel informed the Trustees that the SPD has been updated and it will be sent to the printer for publishing and mailing to the participants.

VII. PROVIDER REPORT

The Trustees welcomed Mr. Paul Regan and Mr. Kevin Regan from Regan and Associates Chartered to the meeting. Mr. Regan distributed a copy of the Second Quarter 2018 Utilization Report provided by Regan and Associates Chartered as contained in the meeting booklet. A copy of the subject report is attached to and made a part of these minutes as Exhibit C.

VIII. ADMINISTRATIVE MANAGER'S REPORT

A. First Quarter 2018 Administrative Manager's Report

Ms. Sims presented and reviewed the First Quarter 2018 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit D.

B. Second Quarter 2018 Administrative Manager's Report

Ms. Sims presented and reviewed the Second Quarter 2018 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit E.

IX. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Wednesday, September 12, 2018, commencing at 9:00 a.m.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,
Solomon Keene
Secretary-Treasurer

AMS/bm
(Org. 09-12-18)

Attachments:

Exhibit A: Novak Francella, LLC - Financial Statements for years ended December 31, 2016 and 2017
Exhibit B: Payroll Audit Collections Report: Dated September 5, 2018
Exhibit C: Regan and Associates Chartered – Second Quarter 2018 Utilization Report
Exhibit D: Associated Administrators, LLC – Administrative Managers Report - First Quarter 2018
Exhibit E: Associated Administrators, LLC – Administrative Managers Report – Second Quarter 2018