

**UNITE HERE Local 25 and Hotel Association Of Washington, D.C.
Health and Welfare 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.
HEALTH AND WELFARE FUND
HELD ON OCTOBER 24, 2017
IN WASHINGTON, D.C.**

The following Trustees were present:

UNION TRUSTEES

John Boardman - Chairman
Stephanie Steer
Linda Martin

EMPLOYER TRUSTEES

Solomon Keene
Steve Smith
Joel Manion

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Fredric Singerman - Seyfarth Shaw, LLP
Brian Dana - Meketa Investment Group
Tammy Hamm – Dentegra Insurance Company (for a portion of the meeting)
Kelley Rush - Dentegra Insurance Company (for a portion of the meeting)
Anne-Marie Sims - Associated Administrators, LLC
Alan Spatrack – Meketa Investment Group

I. CALL TO ORDER

A quorum being present, Chairman Boardman called the meeting to order.

II. MINUTES

Board Meeting, June 28, 2017

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 June 28, 2017 are approved.

III. INVOICES

Ms. Sims presented a list of invoices dated October 24, 2017. It was noted 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 October 24, 2017 are approved for payment.

IV. PAYROLL AUDIT REPORT

Payroll Audit Collections Report

Ms. Sims referred to the Payroll Audit Collections Report dated October 24, 2017 included in the meeting book. A copy of the report is attached to and made part of the minutes as Exhibit A. Ms. Sims reviewed the report which contains the 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.

V. AUDITOR REPORT

Financial Statements for Years Ended December 31, 2015 and 2016

Mr. Geiman of Novak | Francella, LLC ("Novak") distributed copies of the Financial Statements for years ended December 31, 2015 and 2016, a copy of which is attached to and made a part of these minutes as Exhibit B. He confirmed that the financial statements, in his opinion, present fairly, in all material respects, the financial status of the Fund. Mr. Geiman then reviewed the audit report in detail. Mr. Geiman reported that Forms 990, 5500 and Financial Statements would be filed under extension.

VI. COLLECTION COUNSEL REPORT

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

VII. CO-COUNSEL REPORT

Co-counsel reported that they had reviewed the methodology in which shared expenses are allocated among the Funds based on contributions received in the prior year and that it appeared to be reasonable, noting that the only shared expenses are meal expenses at Trustee meetings. Mr. Geiman concurred that the methodology is reasonable and that he uses it for other funds. The Trustees approved continuing allocating shared expenses among the Funds based on contributions received in the prior year.

VIII. PROVIDER REPORT

The Trustees welcomed Mr. Kelley Rush and Ms. Tammy Hamm from Dentegra Insurance Company to the meeting. Mr. Rush distributed a copy of a presentation titled “Dentegra Risk Report Package.”

Mr. Rush provided an overview of the key statistics for the dental plan for the period April 1, 2017 through September 30, 2017. He reported the Plan paid premiums of \$1,995,906, administrative fees of \$790,805, and incurred claims in the amount of \$1,825,703 for the period April 1, 2017 through September 30, 2017. Ms. Hamm reviewed the in-network and non-participating provider network utilization report by approved amounts.

IX. ADMINISTRATIVE MANAGER’S REPORT

Second Quarter 2017 Administrative Manager’s Report

Ms. Sims presented and reviewed the Second Quarter 2017 Administrative Manager’s Report, a copy of which is attached to and made part of these minutes as Exhibit C.

X. NEXT MEETING DATE AND LOCATION

The Trustees scheduled their next regular Board meeting for Thursday, January 25, 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. 10-25-17)

Attachments:

Exhibit A: Payroll Audit Collections Report: Dated October 24, 2017

Exhibit B: Novak|Francella – Auditor's Report – Financial Statements – PYE 2015 & 2016

Exhibit C: Associated Administrators, LLC – Second Quarter 2017