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 OCTOBER 24, 2017
IN WASHINGTON, D.C.

The following Trustees were present:

UNION TRUSTEES	EMPLOYER TRUSTEES
John Boardman - Chairman	Solomon Keene
Stephanie Steer	Steve Smith
Linda Martin	Joel Manion

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Fredric Singerman - Seyfarth Shaw, LLP
Kevin Regan – Regan and Associates Chartered
Paul Regan – Regan and Associates Chartered
Anne-Marie Sims - Associated Administrators, LLC

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

VII. CO-COUNSEL REPORT

a. Shared Expenses Allocation

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.

b. Summary Plan Description

Co-Counsel informed the Trustees that the Summary Plan Description ("SPD") booklet will not be updated as Co-Counsel confirmed with Mr. Regan that there are no revisions required at this time.

VIII. PROVIDER REPORT

a. Third Quarter 2017 Utilization 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 Annual 2017 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.

b. Proposed Rate Increase

Mr. Regan reviewed his letter dated October 24, 2017 in which he requested an increase in rates for legal services from the current $0.1675 cents to $0.1850 cents per hour worked per member per month for the period January 1, 2017 to December 31, 2020. He noted that the current rate of $.1675 per hour worked per member per month had not been increased since January 2013 and equates to an average hourly rate of $140. A copy of the subject letter is attached to and made a part of these minutes as Exhibit D.

Following discussion, on Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

> **RESOLVED that Regan and Associates Chartered rate increase request to $.1850 per hour worked per member per month, be approved as presented effective January 1, 2017.**

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 E.

X. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the 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 Report – Financial Statements – PYE 2015 & 2016
Exhibit C: Regan and Associates Chartered – Third Quarter 2017 Utilization Report

Exhibit D: Regan and Associates Chartered – Fee Increase Request
Exhibit E: Associated Administrators, LLC – Second Quarter 2017