

UNITE HERE Local 25 and Hotel Association Of Washington, D.C.

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THE BOARD OF TRUSTEES OF
FINANCE AND COLLECTIONS COMMITTEE OF THE
UNITE HERE LOCAL 25 AND HOTEL ASSOCIATION OF WASHINGTON D.C.
HEALTH AND WELFARE FUND
PENSION FUND
GROUP LEGAL SERVICES FUND
A MEETING HELD ON FEBRUARY 14, 2019
VIA TELECONFERENCE

The following members of the Committee were present:

UNION TRUSTEE

J. Boardman

EMPLOYER TRUSTEE

S. Keene

Also present were:

A. Mayerson - Bredhoff & Kaiser, PLLC
F. Singerman - Seyfarth Shaw
B. Maiorano – Associated Administrators, LLC
A. Sims - Associated Administrators, LLC

I. CALL TO ORDER

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

II. PAYROLL AUDIT REPORT

a. Payroll Audit Proposal

The Committee reviewed the payroll audit proposal of Novak|Francella dated, March 12, 2019, that was previously received and circulated pursuant to the Committee's request following the January 24, 2019 full Board of Trustees meeting to solicit such a proposal. After discussion, the Committee agreed to accept Novak|Francella's proposal for payroll audit services and to terminate the services

of Calibre. The Committee requested that Ms. Sims and Counsel solicit from Mr. Geiman of Novak|Francella, recommendations on how to handle the transition and report back to it.

On Motion made and seconded, the Committee voted approval of the following resolution:

RESOLVED to approve engaging Novak|Francella as detailed in the payroll audit proposal, dated March 12, 2019, and to terminate the services of Calibre upon appropriate completion or transition of audits in progress.

b. Centerplate

Ms. Mayerson reported that Calibre was experiencing difficulties scheduling audits with Centerplate. Mr. Boardman said that he had provided Caliber with the appropriate contact at Centerplate to initiate this audit.

c. Capitol Skyline

Ms. Mayerson reported that Calibre was experiencing difficulties scheduling audits with Capitol Skyline. Mr. Boardman said that Mabel Boatwright had been in contact with the new General Manager of this property, Steven Potts, to facilitate this audit.

d. Levy at Verizon Center

Ms. Mayerson reported that Calibre was experiencing difficulties scheduling the close-out payroll audit with Levy at Verizon Center. She noted that she has been corresponding with this employer, which has advised that it will be submitting the relevant payroll documentation for review in the near future.

e. Quantum

Ms. Mayerson reported that Calibre was experiencing difficulties scheduling the payroll audit with Quantum for the period 2011 through 2016. She confirmed that her office had sent an audit entry letter on February 4, 2019 as previously directed by the Committee.

f. W Hotel

Ms. Mayerson reported that, during the audit of the W Hotel, Calibre determined that the employer had failed to report some payroll periods. In addition, Calibre noted that the audit was issued as a limited scope audit due to there being no banquet event orders available to review. Ms. Mayerson noted that this employer had subsequently located the banquet event payroll audit documents for the period 2015-2017 and will be submitting them to Calibre for review. Counsel reported that, under D.C. law records are only required to be retained for three years but ERISA requires a longer retention period. Counsel recommended that document retention be added to the Collection Policy for all funds and sent to all participating employers. After discussion, the Committee agreed to Counsel's recommendation.

On Motion made and seconded, the Committee voted to recommend to the Board of Trustees approval of the following resolution:

RESOLVED to amend the Collection Policy to add a requirement that documents subject to audit by the Funds be retained for six years after the year in which the document is generated and to send a copy of the Collection Policy as so amended to all participating employers on all Funds.

The Committee further requested that Counsel assist Stephanie Steer in her communications with this employer regarding this issue.

III. Other Committee Business

Transfer of UNITE HERE Local 23 Employers

Mr. Boardman confirmed that all employers of UNITE HERE Local 23 who are currently participating employers of the UNITE HERE Local 25 and Hotel Association of Washington, D.C. Funds will transfer out of the Funds on April 1, 2019. Ms. Mayerson advised that a 204(h) notice would need to be sent out to all participants currently participating in the Pension Plan. She further advised that this would not be considered a Qualifying Event for continuation of coverage through COBRA under the Welfare Fund. The Trustees requested that the Fund Office issue the 204(h) notice.

IV. **ADJOURNMENT**

There being no further business, the meeting was adjourned.

Respectfully submitted,

Anne Marie Sims
Account Executive

AMS/bm