UNITE HERE Local 25 and Hotel Association Of Washington, D.C.
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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 MARCH 1, 2017
IN WASHINGTON, D.C.

The following Trustees were present:

UNION TRUSTEES	EMPLOYER TRUSTEES
John Boardman - Chairman	Solomon Keene
Stephanie Steer	Steve Smith
	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

Mr. Boardman reported that Ms. Martin had provided him with her proxy to act on her behalf while she was absent from the meeting. A quorum being present, Chairman Boardman called the meeting to order.

II. MINUTES

Board Meeting, December 16, 2016

Ms. Sims reported that she had received no further comments on the draft of the 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 December 16, 2016 are approved.

III. INVOICES

Ms. Sims presented a list of invoices dated March 1, 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 March 1, 2017 are approved for payment.

IV. PAYROLL AUDIT REPORT

Payroll Audit Collections Report

Ms. Sims referred to the Payroll Audit Collections Report dated March 1, 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.

Ms. Sims reported that due to a scheduling conflict Ms. Odell was unable to attend this meeting but would attend the next scheduled meeting.

V. COLLECTION COUNSEL REPORT

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

VI. CO-COUNSEL REPORT

A. Counsel Rate Increase Request

Mr. Singerman noted that the most recent increase of the Co-Counsel hourly professional rate for attorneys to $425 was effective September 2013. He observed that the current rate has been in effect for over three years and that it is well below the current average professional billing rate for the services of experienced Taft-Hartley benefit fund attorneys located in the metropolitan Washington, D.C. area. Mr. Singerman requested that the Trustees approve an increase of the Co-Counsel professional rate for attorneys to $500 per hour effective January 1, 2017, and noted that this rate reflects counsel's intention to revisit rates annually going forward, rather than proposing a higher rate intended to cover multiple years.

Following discussion, the Trustees called for an Executive Session. Mr. Singerman and Ms. Mayerson left the meeting room. At the conclusion of the Executive Session, Mr. Singerman and Ms. Mayerson were recalled to the room.

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

> **RESOLVED that, pursuant to the request of Seyfarth Shaw, LLP, and of Bredhoff & Kaiser, PLLC, the hourly rate, on which the services of the law firms as Fund Co-Counsel are based, is increased from $425 to $500 for attorneys effective January 1, 2017.**

B. Request for Waiver of Conflict of Interest.

Mr. Singerman presented a document titled "Request for Waiver of Conflict of Interest" for Trustee consideration. He explained that Seyfarth Shaw, LLP is Co-counsel for the Board of Trustees of the Funds, but also represents the Hotel Association of Washington, D.C. as well as a number of employers who participate in the Funds. Mr. Singerman noted that one of the participating employers represented by Seyfarth Shaw is the Harbaugh Washington Corporation, which manages the Washington Court Hotel. Mr. Singerman said that Harbaugh Washington Corporation has requested that Seyfarth Shaw represent the Washington Court Hotel with respect to the Fund audit of the employer's contributions to the Fund. Mr. Singerman is requesting that the Fund waive the conflict of interest in order to (a) permit Seyfarth Shaw lawyers other than Mr. Singerman to represent Harbaugh Washington Corporation with respect to the audit matter, and (b) permit Mr. Singerman to continue to provide advice and counsel to the Trustees, including in connection with legal and policy issues applicable to participating employers generally identified as a result of the Harbaugh Washington Corporation's audit. Mr. Singerman stated that he would not advise the Trustees on matters specific to the Harbaugh Washington Corporation audit, such as the advisability of settling the matter or the advisability of legal action against the employer.

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

RESOLVED to approve Seyfarth Shaw's request for Waiver of Conflict of Interest, dated February 28, 2017.

VII. PROVIDER REPORT

Annual 2016 Utilization Report

The Trustees welcomed to the meeting Mr. Paul Regan and Mr. Kevin Regan from Regan and Associates Chartered. Mr. Regan distributed a copy of the Annual 2016 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 B. Mr. Regan reported that during the 2016 Plan year, Regan and Associates opened 1,502 cases and provided 14,040 attorney hours. Mr. Paul Regan noted that the Plan had seen a significant increase in immigration cases during the 2016 Plan year. The Trustees requested that Regan and Associates submit a proposal for education services for Trustee consideration regarding immigration/deportation issues.

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

> **RESOLVED to delegate the review and approval of Regan and Associates' proposal for education services for immigration/deportation issues to the Finance and Collections Committee.**

VIII. ADMINISTRATIVE MANAGER'S REPORT

Fourth Quarter 2016 Administrative Manager's Report

Ms. Sims presented and reviewed the Fourth Quarter 2016 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit C.

IX. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Friday, June 23, 2017, commencing at 9:00 a.m.

X. ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,
Solomon Keene
Secretary-Treasurer

AMS/bm
(Org. 03-01-17)

Attachments:

Exhibit A: Payroll Audit Collections Report: Dated March 1, 2017
Exhibit B: Regan and Associates, Chartered – Annual Utilization Report
Exhibit C: Associated Administrators, LLC – Fourth Quarter 2016