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 JUNE 28 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
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, March 1, 2017

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 March 1, 2017 are approved.

III. <u>INVOICES</u>

Ms. Sims presented a list of invoices dated June 28, 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 June 28, 2017 are approved for payment.

IV. <u>PAYROLL AUDIT REPORT</u>

A. <u>Payroll Audit Collections Report</u>

Ms. Sims referred to the Payroll Audit Collections Report dated June 26, 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.

B. <u>Payroll Audit – approval of employers</u>

Ms. Sims reported that Ms. Odell of Calibre CPA had provided copies of the proposed list of employers to be audited in 2017 for Trustee approval. She explained that all employers are now on a three-year cycle for payroll audits. The Trustees approved the proposed list as presented, except that Quantum and Charlie Palmer should be removed.

C. Fee Increase Request

Ms. Sims distributed copies of a letter dated June 23, 2017 from Calibre requesting an increase in fees for 2017. She reported that Calibre was proposing a 1.5% increase in fees effective January 1, 2017 through 2019.

After discussion, on Motion made and seconded, the Trustees approved the following resolution:

> **RESOLVED to approve Calibre's proposed fee increase of 1.5% effective January 1, 2017 through 2019.**

V. COLLECTION COUNSEL REPORT

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

VI. CO-COUNSEL REPORT

a. Shared Expenses Allocation

The Trustees discussed the way in which shared expenses are allocated among the funds and asked Co-Counsel to prepare a recommendation regarding allocation of expenses for presentation to a subcommittee consisting of John Boardman and Solomon Keene.

b. Summary Plan Description

Co-Counsel informed the Trustees that the Summary Plan Description ("SPD") booklet should be reviewed for possible updating and recommended that the Trustees authorize and direct them to do so and submit the draft to them for approval. Co-Counsel will discuss with Mr. Regan any appropriate revisions.

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

> **RESOLVED that Co-Counsel is authorized and directed to proceed with the update of the Summary Plan Description**

VII. PROVIDER REPORT

Mr. Boardman distributed a copy of a memorandum from the Law Offices of Regan Associates entitled "Know Your Rights cards." He provided details on a proposed card which would inform Plan participants of protections afforded to them under the law in regards to the enforcement of immigration laws and the deportation of out-of-status alien residents. Mr. Boardman explained that the cards would be distributed to Plan participants in an effort to dispel some of the misinformation being provided to them with respect to their legal rights. He provided an overview of the costs associated with the printing and translation of the cards into five languages and requested that the Trustees approve that the cards be distributed to all Plan participants and the cost for the printing and translation of the cards at a cost of $3,500. He noted that additional educational materials were in the works, including a video and training of members who speak the same language as affected participants to provide additional in-person support, but that these aspects of the program were still under development and reimbursement is not being sought at this time from the Legal Fund with respect to these additional materials.

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

> **RESOLVED to approve the distribution of the "know your rights" cards to Plan participants and the proposed cost of $3,500 for the printing and translating of the cards into five languages.**

VIII. ADMINISTRATIVE MANAGER'S REPORT

First Quarter 2017 Administrative Manager's Report

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

VIII. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Tuesday, October 24, 2017, commencing at 9:00 a.m.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,
Solomon Keene
Secretary-Treasurer

AMS/bm
(Org. 06-29-17)

Attachments:

Exhibit A: Payroll Audit Collections Report: Dated June 26, 2017
Exhibit B: Associated Administrators, LLC – First Quarter 2017