

**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 FEBRUARY 27, 2020
IN WASHINGTON, D.C.**

The following Trustees were present:

UNION TRUSTEES

John Boardman - Chairman
Stephanie Steer
Linda Martin

EMPLOYER TRUSTEES

Solomon Keene
Charles Hill
Satinder Palta

Also present were:

Anne Mayerson – Bredhoff & Kaiser, PLLC
Fredric Singerman – Seyfarth Shaw, LLP
Jackie Coyle - Novak|Francella, LLC
Tyler Geiman - Novak|Francella, LLC
Henry Jaung – Meketa Investment Group
Barbara Maiorano – Associated Administrators, LLC
Anne-Marie Sims – Associated Administrators, LLC

I. CALL TO ORDER

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

II. APPOINTMENT OF NEW TRUSTEE

Ms. Sims reported that she received written confirmation from Mr. Solomon Keene in his capacity as President of the Hotel Association of Washington, D.C., confirming the appointment by the Association of Mr. Satinder Palta, General Manager of the Marriott

Marquis Hotel, as Employer Trustee effective February 6th, 2020, replacing Mr. William Walsh who had recently provided his resignation as Trustee. Mr. Singerman reported that Mr. Palta had previously been a Trustee on the Funds and had received fiduciary and HIPAA training at that time.

III. MINUTES

Board Meeting, Revised August 6, 2019

Ms. Sims reported she had received no comments on the revised 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 revised minutes of the Board meeting held August 6, 2019 are approved, and Ms. Sims is authorized to execute the minutes on behalf of the Trustees.

Board Meeting, November 20, 2019

Ms. Sims reported she had received no 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 November 20, 2019 are approved, and Ms. Sims is authorized to execute the minutes on behalf of the Trustees.

IV. INVOICES

Ms. Sims presented a list of invoices dated February 14, 2020. She 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 February 14, 2020 are approved for payment.

V. PAYROLL AUDIT REPORT

Payroll Audit Collections Report

Ms. Sims referred to the Payroll Audit Status Report 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 status of open payroll audits as of February 18, 2020.

Ms. Jackie Coyle provided an overview of the current status of the payroll audits being performed by Novak. With respect to Hilton Washington Embassy Row, Mr. Boardman has not been able to obtain a contact for Destination Hotels, which was the operator during the audit period (the property was sold and the operator changed in December 2018). Mr. Boardman and Mr. Keene said they would try to obtain a contact at Destination.

The Trustees asked Anne Mayerson to send audit entry letters to Destination, if necessary, once contact information has been established.

Ms. Coyle reported that, with respect to the Beacon Hotel audit (January 2017 through March 2018), the seller's CFO and payroll administrator, Pattie Tipton, has provided the requested documentation and the audit is complete. Ms. Coyle reviewed the findings and asked whether contributions are due for the hours worked when someone works double time. She said that the employer is paying contributions on regular hours and overtime hours but not double time hours on Inauguration Day. After discussion, the Trustees referred this issue to the Finance and Collection Trustees and Co-Counsel.

Ms. Coyle reported that, with respect to the Capitol Skyline audit (January 2016 through December 2018), Novak has completed the audit report, and a draft report has been sent to the employer before Novak issues a final report to the Fund office.

Ms. Coyle reported that Novak has received payroll records from the Sheraton Tyson Corner. Mr. Boardman noted that Sheraton Tysons Corner has been on the market

for six months. The Trustees discussed the need to extend the audit period for this employer through 2019.

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

RESOLVED to extend the audit period for Sheraton Tysons Corner through 2019.

[Note: the audit period was subsequently extended through the April 3, 2020 closure date of the Sheraton Tysons Corner]

VI. COLLECTION COUNSEL REPORT

Ms. Sims reported that after numerous attempts to collect payment on the audit findings for Aramark at Capital One Arena this matter was referred to Collection Counsel.

VII. CO-COUNSEL REPORT

A. SECURE ACT

Ms. Mayerson reported that the SECURE ACT was recently passed into law and provides for increased penalties to all Funds for the late filings of the annual Form 5500.

B. Seyfarth Shaw – Engagement Letter

Mr. Singerman reported that Seyfarth Shaw is preparing a new engagement letter for Trustee consideration and requested that this be delegated to the Finance and Collections Committee.

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

RESOLVED to delegate to the Finance and Collections Committee authority to approve revisions to Seyfarth Shaw’s engagement letter.

VIII. ADMINISTRATIVE MANAGER'S REPORT

A. Third Quarter 2019 Administrative Manager's Report

Ms. Sims presented and reviewed the Third Quarter 2019 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit B.

B. Fourth Quarter 2019 Administrative Manager's Report

Ms. Sims presented and reviewed the Fourth Quarter 2019 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit C.

The Trustees reviewed the current investments and had no changes.

IX. OTHER FUND BUSINESS

A. Form 5500 for the Plan Year Ended December 31, 2019

Ms. Sims reported the timely filing, under extension, of the Form 5500 for the Plan Year ended December 31, 2019.

B. Summary Annual Report

Ms. Sims reported that the Summary Annual Report had been mailed to participants on time.

C. Fund Auditor Engagement Letter – 2019 Plan Year

Ms. Sims reported that copies of the proposed audit engagement letter for the 2019 Plan Year from Mr. Tyler Geiman of Novak|Francella, LLC ("Novak") had been circulated prior to the meeting. A copy of the subject letter is attached to and made a part of these minutes as Exhibit E.

Ms. Sims noted that the requested fee of \$17,250 for 2019 for the audit and related services is a 5% increase from the prior year.

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

RESOLVED that, the engagement of Novak|Francella, LLC for the 2019 audit and related services is approved at the requested fee of \$17,250.

X. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Thursday, June 4, 2020, commencing at 10:00 a.m.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on _____, 2020

By: _____
Anne-Marie Sims, Associated Administrators, LLC.

AMS/bm
(Org. 02-27-2020)

Attachments:

Exhibit A: Payroll Audit Collections Report: Dated February 27, 2020

Exhibit B: Associated Administrators, LLC-Administrative Managers Report- Third Quarter 2019

Exhibit C: Associated Administrators, LLC-Administrative Managers Report- Fourth Quarter 2019