School Cafeteria Employees UNITEHERE Local No. 634
Health & Welfare Fund

911 Ridgebrook Road
Sparks, Maryland 21152-9451
(833) 228-9212
www.associated-admin.com

Agenda

April 27, 2020
1:00 PM

I. Call to Order

II. Minutes, Regular Meeting – January 16, 2020

III. Investment Manager Report

IV. Auditor Report

V. Consultant Report

VI. Administrative Manager Report

VII. Counsel Report

VIII. Invoices

IX. Other Fund Business

X. Next Meeting Date and Location

XI. Adjournment

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Minutes of the Meeting of the Board of Trustees
Held on Thursday, January 16, 2020
In the Offices of Willig, Williams & Davidson
Philadelphia, Pennsylvania

Present Were: Nicole Hunt, Warren Heyman and Antoinette Ford – Union Trustees

Wayne Grasela, Lisa Norton and Susan Hancock – Management Trustees

Also Present Were: Kelly Brogan, Esq. of Willig, Williams & Davidson – Legal Counsel; Frank Iannucci of Summit Actuarial Services – Fund Consultant; Kathleen Jackson, CPA and Dan Ohlemiller of Novak Francella, LLC; Alicia Cochran of Associated Administrators, LLC – Administrative Manager; Matthew Walker[1], CFA of The Philadelphia Trust Company

The meeting was called to order at 10:00 a.m. with Ms. Hunt presiding as Chairperson. Notice of this meeting was communicated prior to the date of the meeting. A quorum was present.

The Trustees welcomed Ms. Antoinette Ford to the meeting. Ms. Ford replaced Mr. Michael Royal as a Union Trustee effective January 16, 2020.

I. The minutes of the meeting of the Board of Trustees held on October 10, 2019 were discussed. Trustee Grasela requested that the minutes be revised to include Trustee Norton as present at the October 10, 2019 meeting.

MOTION was made and seconded to adopt the minutes of the meeting of the Board of Trustees held on October 10, 2019 as

[1] Present for the investment report only.

revised.

UNANIMOUSLY ADOPTED

II. **Investment Manager's Report.** Mr. Walker presented the Investment Manager's report and stated the following: As of December 31, 2019, the composite return for total Fund assets was 8.81% YTD. Total assets held in the discretionary account were $1,777,247.55. Total assets held in the non-discretionary account were $9,368.38. Assets in the discretionary account were allocated 48.20% to fixed income, 25.00% to equities and 26.70% to cash and equivalents.

III. **Fund Auditor's Report.** Ms. Jackson distributed a draft of the audited financial statements for Plan year ended August 31, 2019. Net assets available for benefits on August 31, 2019 were $2,038,538 compared to $2,165,726 on August 31, 2018. Ms. Jackson noted the decrease in prescription expenses of approximately $200,000.

MOTION was made and seconded to accept the draft of the audited financial statements for Plan year ended August 31, 2019.

UNANIMOUSLY APPROVED

Ms. Jackson presented a draft Form 990 for the Plan year ended August 31, 2019 and said that the Form will be filed with the IRS electronically.

Ms. Jackson presented a cost allocation report to determine allocating common administrative costs between the Union and the Local 634 Benefit Funds. Ms. Jackson reviewed the procedures established in accordance with AICPA standards. Ms. Jackson spoke, in detail, on the allocation of the Union's salary and benefit costs associated with performing administrative functions on behalf of the Health and Welfare Fund and the Local 634 Legal Fund. Based on the data recorded by the Union, the estimated monthly allocated cost payable by the Health and Welfare Fund was $2,200 effective January 1, 2020.

MOTION was made and seconded to pay $2,200 per month to the Union as reimbursement for performing administrative functions on behalf of the Health and Welfare Fund, effective January 1, 2020.

UNANIMOUSLY APPROVED

Ms. Jackson reported that the payroll audit of the School District of Philadelphia for the period January 1, 2017 through December 31, 2018 is complete. There were no discrepancies noted.

IV. **Fund Consultant's Report.** Mr. Iannucci reported that the COBRA rates for January 1, 2020 were provided to Associated Administrators, LLC and said that there is no change in the rates from 2019.

Mr. Iannucci said he, along with Fund Counsel and Associated Administrators, have been working with Pennjerdel and BeneCard to obtain a proposal for Aggregate Stop Loss coverage. He said he expects a proposal to be available by the next Board meeting.

Mr. Iannucci discussed the Fund's agreement with Guardian Nurses, a benefit to provide assistance with medical and prescription problems, claims and diagnoses. The current agreement is an annual minimum of 25 hours for services at the rate of two-hundred dollars per hour. He said the current utilization reports show 25 hours are not being used annually. Mr. Iannucci said Guardian Nurses is proposing using an hourly rate of $250 per hour used.

The Trustees discussed communicating the Guardian Nurses benefit to the participants. They agreed to keep in place the current arrangement of 25 hours per year. Trustee Hancock said she would include a flyer in an upcoming mailing. Ms. Cochran said she would ask Guardian Nurses if a text blast was available to be distributed by the Local 634 Union.

V. **Fund Manager's Report.** Ms. Cochran presented an unaudited statement of cash receipts and cash disbursements for FY 2019-2020, as of November 30, 2019, with a comparative report for FY 2018-2019. Receipts and disbursements for the period were reviewed, with the Fund experiencing a surplus of $93,936.24 compared to a deficit of $31,336.62 for the prior period.

A report was presented showing the total Fund balance through November 30, 2019 was $2,070,165.42.

A report was presented detailing the number of eligible employees as of November 8, 2019 - 805 Cafeteria Workers and 950 Student Climate Staff for a total of 1,755 employees.

A COBRA report was presented for September 1, 2019 through November 30, 2019 showing a total of 106 COBRA notices sent, with two COBRA payees in the month of November.

A dental claims report for Cafeteria Workers and Student Climate Staff for September 1, 2019 through November 30, 2019 was presented. Total charges paid were $54,548.00 on 883 claims for Cafeteria Workers and $26,084.68 on 427 claims for Student Climate Staff.

A report of orthotic claims paid for the period September 1, 2019 through November 30, 2019 was presented. Orthotic claims paid to date for Cafeteria Workers totaled $4,975.00 and $5,040.00 for Student Climate Staff.

A report of wig claims paid for the period September 1, 2019 through November 30, 2019 was presented. Wig claims paid to date for Cafeteria Workers totaled $317.24. Claims paid to date for Student Climate Staff totaled $21.58.

Ms. Cochran presented a utilization report prepared by Guardian Nurses for the period October 1, 2019 through December 31, 2019. The report reflected utilization of one (1) hour for the quarter.

VI. **Bills:** Ms. Cochran presented a list of invoices dated January 16, 2020 for approval.

MOTION was made and seconded to approve the invoice list dated January 16, 2020.

UNANIMOUSLY ADOPTED

VII. **Fund Counsel's Report.** Ms. Brogan stated that she was continuing to work on the BeneCard agreement.

VIII. **Other Business.** Ms. Cochran reported the following: The electronic filing of the Creditable Coverage Disclosure to Centers for Medicare and Medicaid Services for 2020 was filed and accepted in a timely manner.

The Notice of Creditable Coverage was mailed to Plan participants.

The Fund received the 2019 – 2020 Fidelity Bond renewal. The policy was renewed for the period December 11, 2019 through December 11, 2020. The policy premium was $305.00.

IX. The date of the next regular Board meeting was scheduled for Friday, April 17, 2020. The meeting will convene at 10:00 a.m. and will be held in the offices of Willig, Williams & Davidson, 1845 Walnut Street, 24th floor, in Philadelphia, PA.

X. There being no further business before the Board of Trustees, the meeting was adjourned.

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Union Trustee

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School District Trustee

School Cafeteria Employees UNITEHERE
Local No. 634 Health and Welfare Fund

Profit & Loss Prev Year Comparison
September 2019 through February 2020

			Feb-20	Feb-19
Ordinary Income/Expense				
	Income			
	61-113	Cobra Contributions	748.00	1,393.50
	61-121	Cafeteria Workers	1,068,112.50	1,041,283.74
	61-125	Student Climate Staff	74,595.91	74,080.63
	61-300	Interest on Investments	18,796.37	19,536.29
	61-301	Bond Discount Accretion	197.00	484.38
	61-302	Interest on Bank Accounts	3.92	30.33
	61-303	Realized Gain/Loss	34,440.09	20,007.73
	61-304	Unrealized Gain/Loss	(49,269.05)	(23,952.38)
	61-320	Formulary Rebates	108,250.54	51,665.43
	61-905	Class Action Settlements	-	345.92
	Total Income		**1,255,875.28**	**1,184,875.57**
Gross Profit			**1,255,875.28**	**1,184,875.57**
	Expense			
	71-200	City Clinics Fee	30,000.00	40,000.00
	71-201	Envision Drug Claims	-	6,494.03
	71-522	Envision Admin Fee	-	37.00
	71-202	Benecard Drug Claims	678,631.79	563,931.86
	71-523	Benecard Admin Fee	34,138.33	37,583.71
	71-203	Vision Premium	57,813.63	80,248.77
	71-212	Orthotics Claims	12,080.00	16,750.00
	71-214	Self-Funded Dental Claims	131,341.50	125,764.54
	71-560	Dental Claims	5,574.76	-
	71-561	Dental Administration Fee	-	16,800.00
	71-216	Wig Benefit	338.82	125.00
	71-515	Local 634 Shared Costs	21,100.00	10,800.00
	71-300	Administration Fees	54,540.00	-
	71-500	Fund Manager's Fee	-	12,495.00
	71-501	Auditing and Accounting Fee	22,282.35	17,300.00
	71-502	Legal Counsel Fee	17,888.76	20,710.28
	71-503	Conference and Meeting Expenses	3,873.78	4,781.77
	71-505	Consultant Fee	6,000.00	6,000.00
	71-507	Office Supplies	-	73.21
	71-508	Printing, Duplicating, Postage	408.44	3,691.80
	71-509	Investment Manager Fee	4,394.59	4,597.77
	71-514	Fidelity Bond Premium	305.00	525.00
	71-517	Fiduciary Liability Insurance Premium	4,157.00	4,226.00
	71-519	Membership Dues & DVHCC	1,065.00	1,050.00
	71-550	Bank Service Charge & Wire Fees	259.97	122.34
	71-750	Health Fair Expense	8,124.32	12,823.86
	Total Expense		**1,094,318.04**	**986,931.94**
Net Ordinary Income			**161,557.24**	**197,943.63**
Net Income			**161,557.24**	**197,943.63**

School Cafeteria Employees UNITEHERE
Local No. 634 Health and Welfare Fund

BB&T Bank and Philadelphia Trust Balances
February 29, 2020

BB&T	
Savings - M/M (Old)	$ 0.16
Savings - M/M BB&T - 0780	324,891.08
Claims Checking BB&T - 0764	4,398.35
Cash Expense BB&T - 0772	79,251.33
Total BB&T	408,540.92
Philadelphia Trust	
Phila Trust - Discr PTC701	1,632,841.20
Phila Trust - Non-Dis PTCN90	9,356.65
Phila Trust Company Allowance	87,047.65
Total Philadelphia Trust	1,729,245.50
Grand Total	**$ 2,137,786.42**

School Cafeteria Employees UNITEHERE
Local No. 634 Health and Welfare Fund

Employer Contributions and Participant Counts Report - September 1, 2019 - February 29, 2020

Pay Period Ending	Date Received	Class	Amount Received	Contribution Rate	Member Count
8/30/2019	9/10/2019	Food Service Workers	$ 81,315.00	$ 97.50	834
		Student Climate Staff	$ 5,473.91	$ 5.60	1027
			$ 86,788.91		
9/13/2019	9/23/2019	Food Service Workers	$ 80,827.50	$ 97.50	829
		Student Climate Staff	$ 5,870.00	$ 5.60	1000
			$ 86,697.50		
9/27/2019	10/10/2019	Food Service Workers	$ 80,145.00	$ 97.50	822
		Student Climate Staff	$ 5,443.20	$ 5.60	972
			$ 85,588.20		
10/11/2019	10/25/2019	Food Service Workers	$ 79,657.50	$ 97.50	817
		Student Climate Staff	$ 5,409.60	$ 5.60	966
			$ 85,067.10		
10/25/2019	11/5/2019	Food Service Workers	$ 79,072.50	$ 97.50	811
		Student Climate Staff	$ 5,353.60	$ 5.60	956
			$ 84,426.10		
11/8/2019	11/19/2019	Food Service Workers	$ 78,487.50	$ 97.50	805
		Student Climate Staff	$ 5,320.00	$ 5.60	950
			$ 83,807.50		
11/22/2019	12/2/2019	Food Service Workers	$ 82,680.00	$ 97.50	848
		Student Climate Staff	$ 5,661.60	$ 5.60	1011
			$ 88,341.60		
12/6/2019	1/13/2020[1]	Food Service Workers	$ 82,387.50	$ 97.50	845
		Student Climate Staff	$ 5,790.40	$ 5.60	1034
			$ 88,177.90		
12/20/2019	1/3/2020	Food Service Workers	$ 83,752.50	$ 97.50	859
		Student Climate Staff	$ 5,891.20	$ 5.60	1052
			$ 89,643.70		
1/3/2020	1/13/2020	Food Service Workers	$ 84,337.50	$ 97.50	866
		Student Climate Staff	$ 6,003.20	$ 5.60	1071
			$ 90,340.70		
1/17/2020	1/27/2020	Food Service Workers	$ 85,117.50	$ 97.50	872
		Student Climate Staff	$ 6,042.40	$ 5.60	1080
			$ 91,159.90		
1/31/2020	2/10/2020	Food Service Workers	$ 85,117.50	$ 97.50	873
		Student Climate Staff	$ 6,182.40	$ 5.60	1104
			$ 91,299.90		

[1] December 2019 contributions received in the month of January 2020

School Cafeteria Employees UNITEHERE
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COBRA Report - September 1, 2019 - February 29, 2020

	COBRA Notices Sent	COBRA Elections	COBRA Participants
September 2019	42	0	2
October 2019	33	0	2
November 2019	31	0	2
December 2019	13	0	2
January 2020	21	0	1
February 2020	7	0	0
March 2020			
April 2020			
May 2020			
June 2020			
July 2020			
August 2020			
Totals	147		

School Cafeteria Employees UNITEHERE
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Dental Claims Report - December 1, 2019 - February 29, 2020

Food Service Workers

In-Network (LPMA)

Catergory	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	$ -	$ -
Diagnostic	356	$ 20,566.50	$ 6,949.50
Endodontics	42	$ 13,707.00	$ 6,093.00
Extraction	11	$ 1,378.00	$ 495.00
Oral Surgery	29	$ 7,564.00	$ 1,615.00
Orthodontics	51	$ 19,447.50	$ 3,414.50
Other Services	128	$ 10,114.00	$ 2,810.00
Periodontics	35	$ 6,111.00	$ 2,325.00
Preventive	128	$ 10,620.00	$ 4,794.00
Prosthodontics, Fixed	14	$ 9,502.60	$ 2,038.80
Prosthodontics, Removable	16	$ 14,209.00	$ 5,037.00
Restorative	87	$ 16,355.20	$ 4,809.20
Restorative, Crowns	17	$ 16,912.00	$ 3,997.00
Totals	914	$ 146,486.80	$ 44,378.00

Out-of Network

Catergory	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	$ -	$ -
Diagnostic	10	$ 594.00	$ 59.00
Endodontics	0	$ -	$ -
Extraction	0	$ -	$ -
Oral Surgery	0	$ -	$ -
Orthodontics	0	$ -	$ -
Other Services	1	$ 25.00	$ 25.00
Periodontics	2	$ 120.00	$ 120.00
Preventive	5	$ 477.00	$ 108.00
Prosthodontics, Fixed	0	$ -	$ -
Prosthodontics, Removable	0	$ -	$ -
Restorative	4	$ 748.00	$ 270.00
Restorative, Crowns	1	$ 1,295.00	$ 580.00
Totals	23	$ 3,259.00	$ 1,162.00

	In-Network	Out-of-Network	Overall Totals
Total Billed Amount	$ 146,486.80	$ 3,259.00	$ 149,745.80
Total Paid Amount	$ 44,378.00	$ 1,162.00	$ 45,540.00

School Cafeteria Employees UNITEHERE
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Dental Claims Report - December 1, 2019 - February 29, 2020

Student Climate Staff

In-Network (LPMA)

Catergory	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	$ -	$ -
Diagnostic	132	$ 7,195.40	$ 3,059.40
Endodontics	24	$ 4,409.00	$ 1,274.40
Extraction	3	$ 550.00	$ 135.00
Oral Surgery	13	$ 3,592.00	$ 578.00
Orthodontics	36	$ 14,258.00	$ 2,140.00
Other Services	53	$ 4,070.00	$ 1,535.00
Periodontics	21	$ 7,304.00	$ 2,287.00
Preventive	40	$ 3,419.52	$ 1,874.52
Prosthodontics, Fixed	0	$ -	$ -
Prosthodontics, Removable	1	$ 1,000.00	$ 750.00
Restorative	60	$ 11,398.00	$ 3,186.00
Restorative, Crowns	1	$ 1,620.00	$ 254.50
Totals	384	$ 58,815.92	$ 17,073.82

Out-of-Network

Catergory	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	$ -	$ -
Diagnostic	16	$ 954.00	$ 424.00
Endodontics	0	$ -	$ -
Extraction	0	$ -	$ -
Oral Surgery	1	$ 295.00	$ 45.00
Orthodontics	0	$ -	$ -
Other Services	0	$ -	$ -
Periodontics	1	$ 115.00	$ 65.00
Preventive	7	$ 616.00	$ 362.00
Prosthodontics, Fixed	0	$ -	$ -
Prosthodontics, Removable	1	$ 1,400.00	$ 750.00
Restorative	5	$ 1,054.00	$ 225.00
Restorative, Crowns	3	$ 3,143.00	$ 1,160.00
Totals	34	$ 7,577.00	$ 3,031.00

	In-Network	Out-of-Network	Overall Totals
Total Billed Amount	$ 58,815.92	$ 7,577.00	$ 66,392.92
Total Paid Amount	$ 17,073.82	$ 3,031.00	$ 20,104.82

School Cafeteria Employees UNITEHERE
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Orthotic Claims Report - September 1, 2019 - February 29, 2020

Food Service Workers

Months		Amount		Total Paid
September 2019 - November 2019	$	4,975.00	$	4,975.00
December 2019 - February 2020	$	4,830.00	$	4,830.00
Totals	**$**	**9,805.00**	**$**	**9,805.00**

Student Climate Staff

Months		Amount		Total Paid
September 2019 - November 2019	$	5,040.00	$	5,040.00
December 2019 - February 2020	$	5,150.00	$	5,150.00
Totals	**$**	**10,190.00**	**$**	**10,190.00**

School Cafeteria Employees UNITEHERE
Local No. 634 Health and Welfare Fund

Wig Claims Report - September 1, 2019 - February 29, 2020

Food Service Workers

Months	Billed Amount	Paid to Member Amount
September 2019 - November 2019	$ 333.24	$ 317.24
December 2019 - February 2020	$ -	$ -
Totals	**$ 333.24**	**$ 317.24**

Student Climate Staff

Months	Billed Amount	Paid to Member Amount
September 2019 - November 2019	$ 70.17	$ 21.58
December 2019 - February 2020	$ -	$ -
Totals	**$ 70.17**	**$ 21.58**

Utilization Report for Cafeteria Workers Local 634

Date Range: 1/1/2020 through 3/31/2020

Name Type	Date	Duration	Activity	Nurse Advocate
Monique Hagins				
Reason for Referral: Behavioral Health			**Case Status: Engaged**	
Call	03/13/20	0 minutes	Received referral for engagement	Kelly Welden
Call	03/13/20	30 minutes	Initial Intake	Kelly Welden
Call	03/16/20	15 minutes	Call on Behalf of Case	Kelly Welden
Call	03/18/20	10 minutes	Call on Behalf of Case	Kelly Welden
To-do	03/26/20	5 minutes	Email Communication	Kelly Welden

Hours this report: **1.00**

Number of patients: **1**

Number of cases: **1**

Claim Detail Report

Customer: PBF
Client: 10090 - Unite Here Cafeteria Workers
Group: All
Client Group Health Services Option: Not Specified
Date Filter: Process Date
Date Range: 02/01/2020 to 04/20/2020

Client ID	Client Group Name	Status	Date Filled	Process Date	Mail / Retail	Drug Label Name	Total Member Pay	Plan Paid
10090	UNITE HERE - CAFETERIA EMPLOYEES	Paid	02/28/2020	02/28/2020	Mail Order	SPRYCEL TAB 100MG	$ 5.00	$ 14,037.62
10090	UNITE HERE - CAFETERIA EMPLOYEES	Paid	04/01/2020	04/01/2020	Mail Order	SPRYCEL TAB 100MG	$ 5.00	$ 14,037.62
10090	UNITE HERE - CAFETERIA EMPLOYEES	Paid	02/01/2020	02/03/2020	Mail Order	SPRYCEL TAB 100MG	$ 5.00	$ 14,015.86
10090	UNITE HERE - CAFETERIA EMPLOYEES	Paid	02/14/2020	02/17/2020	Mail Order	NEULASTA KIT 6MG/0.6M	$ 5.00	$ 6,050.37
10090	UNITE HERE - CAFETERIA EMPLOYEES	Paid	02/25/2020	02/26/2020	Mail Order	NEULASTA KIT 6MG/0.6M	$ 5.00	$ 6,050.37
10090	UNITE HERE - CAFETERIA EMPLOYEES	Paid	03/07/2020	03/07/2020	Mail Order	NEULASTA KIT 6MG/0.6M	$ 5.00	$ 6,050.37
10090	UNITE HERE - CAFETERIA EMPLOYEES	Paid	03/18/2020	03/19/2020	Mail Order	NEULASTA KIT 6MG/0.6M	$ 5.00	$ 6,050.37
10090	UNITE HERE - CAFETERIA EMPLOYEES	Paid	02/03/2020	02/03/2020	Mail Order	NEULASTA KIT 6MG/0.6M	$ 5.00	$ 6,031.68
10090	UNITE HERE - STUDENT CLIMATE STAFF	Paid	03/02/2020	03/02/2020	Mail Order	HUMIRA PEN INJ 40MG/0.8	$ 5.00	$ 5,399.88
10090	UNITE HERE - STUDENT CLIMATE STAFF	Paid	03/30/2020	03/30/2020	Mail Order	HUMIRA PEN INJ 40MG/0.8	$ 5.00	$ 5,399.88
10090	UNITE HERE - STUDENT CLIMATE STAFF	Paid	02/02/2020	02/02/2020	Mail Order	HUMIRA PEN INJ 40MG/0.8	$ 5.00	$ 5,383.20
							$ 55.00	**$ 88,507.22**
							$ 55.00	**$ 88,507.22**