School Cafeteria Employees UNITEHERE Local No. 634
Health & Welfare Fund
911 Ridgebrook Road
Sparks, Maryland 21152-9451
(833) 228-9212
www.associated-admin.com

Minutes of the Meeting of the Board of Trustees
Held on Monday, April 27, 2020
Via Zoom

Present Were:	Nicole Hunt, Warren Heyman and Antoinette Ford – Union Trustees
	Wayne Grasela, Lisa Norton and Susan Hancock – Management Trustees
Also Present Were:	Deborah R. Willig, Esquire and 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 1:05 p.m. with Ms. Hunt presiding as Chairperson. Notice of this meeting was communicated prior to the date of the meeting. A quorum was present.

I. The minutes of the meeting of the Board of Trustees held on January 16, 2020 were discussed. Trustee Heyman requested that the Agenda be revised to correct the meeting date.

MOTION was made and seconded to adopt the minutes of the meeting of the Board of Trustees held on January 16, 2020.

UNANIMOUSLY ADOPTED

II. **Investment Manager's Report.** Mr. Walker presented the Investment Manager's report and stated the following: As of March 31, 2020, the Fund had a loss of 4.55% YTD. Total assets held

[1] Present for the investment report only.

in the discretionary account were $1,696,330.21. Total assets held in the non-discretionary account were $9,430.30. Assets in the discretionary account were allocated 42.10% to fixed income, 17.50% to equities and 40.40% to cash and equivalents.

Mr. Walker noted that the financial markets are currently experiencing extreme volatility due to the political uncertainties in the United States, as well as the global effects of the Coronavirus. As such, he said that the Fund's portfolio for 2020 was adjusted to handle the current market and the expectations for the market going forward.

III. **Fund Auditor's Report.** Mr. Ohlemiller said that there was an issue found during the 2018 Plan year audit in which BeneCard was not properly terminating the eligibility of participants. He said that his firm, Fund Counsel and Associated Administrators have been working on addressing the issue with BeneCard. Ms. Cochran said that the term by absence eligibility function was put in place by BeneCard on January 17, 2020 and a reimbursement from BeneCard was requested for claims paid in error in the amount of $4,278.49. She said BeneCard expected to provide a response to the reimbursement request later this week.

IV. **Fund Consultant's Report.** Mr. Iannucci presented the prescription Aggregate Stop Loss coverage proposal prepared by Pennjerdel Insurance. He said that the proposal contained three options each with a policy effective date of July 1, 2020. Mr. Iannucci said that Pennjerdel Insurance recommended Option A which had a minimum aggregate attachment point of $1,859,454 and a maximum individual claim expense of $200,000. He said that the approximate annual spend for the prescription benefit is $1,300,000. Mr. Iannucci said given the cost of specialty drugs and the unknown factors related to COVID-19, he would recommend that the Trustees approve Option A with the intention to review the necessity of the coverage on an annual basis. He said that the annual fee for Option A is $54,000. Mr. Iannucci said that the fee could be paid in two installments and he would recommend the Trustees pay the premium in that manner.

MOTION was made and seconded to adopt the recommendation of Pennjerdel Insurance to purchase prescription Aggregate Stop Loss coverage, Option A effective July 1, 2020 at an annual premium of $54,000 with payment to be made in two installments.

UNANIMOUSLY ADOPTED

Mr. Iannucci noted that in order to meet the May 1, 2020 deadline, the proposal required a signature and to be returned to Pennjerdel Insurance in advance of May 1, 2020. Fund Counsel confirmed that the Trustees could provide authorization to Ms. Cochran to sign the paperwork on behalf of the Trustees.

MOTION was made and seconded to authorize Ms. Cochran to sign the stop loss proposal on behalf of the Trustees.

UNANIMOUSLY ADOPTED

V. **Fund Manager's Report.** Ms. Cochran presented an unaudited statement of cash receipts and cash disbursements for FY 2019-2020, as of February 29, 2020, with a comparative report for FY 2018-2019. Receipts and disbursements for the period were reviewed, with the Fund experiencing a surplus of $161,557.24 compared to a surplus of $197,943.63 for the prior period.

A report was presented showing the total Fund balance through February 29, 2020 was $2,137,786.42.

A report was presented detailing the number of eligible employees as of January 31, 2020 - 873 Cafeteria Workers and 1,104 Student Climate Staff for a total of 1,977 employees.

A COBRA report was presented for September 1, 2019 through February 29, 2020 showing a total of 147 COBRA notices sent, with no COBRA payees in the month of February.

A dental claims report for Cafeteria Workers and Student Climate Staff for September 1, 2019 through February 29, 2020 was presented. Total charges paid were $45,540.00 on 937 claims for Cafeteria Workers and $20,104.82 on 418 claims for Student Climate Staff.

A report of orthotic claims paid for the period September 1, 2019 through February 29, 2020 was presented. Orthotic claims paid to date for Cafeteria Workers totaled $9,805.00 and $10,190.00 for Student Climate Staff.

A report of wig claims paid for the period September 1, 2019 through February 29, 2020 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 January 1, 2020 through March 31, 2020. The report reflected utilization of one (1) hour for the quarter.

Ms. Cochran presented a report prepared by BeneCard for the period January 1, 2020 through April 20, 2020. The report reflected prescription utilization in which the Plan paid more than $5,000 on any one prescription.

VI. **Bills:** Ms. Cochran said that there are no invoices to be presented at today's meeting.

VII. **Fund Counsel's Report.** Ms. Brogan stated that her firm is continuing to work with BeneCard on the Fund and other clients' agreements. She said that her firm has spent many hours in discussions with BeneCard regarding their agreements. As a result, Ms. Brogan asked the Trustees if they would pay a small portion, $1,000, of the fees associated with the discussion with BeneCard regarding the Agreement. Ms. Brogan said that the contract is in the final stages of review.

MOTION was made and seconded to approve the payment of $1,000 to Willig, Williams & Davidson on behalf of the work related to the BeneCard contract.

UNANIMOUSLY ADOPTED

VIII. **Other Business.** Ms. Cochran reported the following: The Form 1095-B was mailed to Plan participants January 31, 2020.

Ms. Cochran stated the PCORI fee, imposed by the Affordable Care Act for self-insured group plans, must be filed by July 31, 2020. The fee is $2.45 multiplied by the average number of lives covered under the Plan for the 2019 Plan year. The Trustees directed the Administrative Manager to engage Novak Francella to file Form 720, which is the tax form to be filed along with the fee payment. She noted that the 2018 fee was calculated using the snapshot method.

MOTION was made and seconded to approve to calculate the PCORI fee using the snapshot method and to engage Novak Francella to file the Form 720.

UNANIMOUSLY ADOPTED

IX. The date of the next regular Board meeting was scheduled for Thursday, July 16, 2020. The meeting will convene at 10:00 a.m. and will be held by a ZOOM conference call.

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