

UFCW & FELRA LEGAL FUND

AGENDA

JULY 23, 2020

- I. CALL TO ORDER**
- II. MINUTES (pg. 1 - 4)**
 - A. REGULAR MEETING – APRIL 16, 2020**
- III. FINANCIAL REPORT (pg. 5)**
 - A. PNC REPORT**
- IV. ATTORNEYS' REPORT**
- V. ADMINISTRATIVE MANAGER'S REPORT – (1Q20) (pg. 6 - 18)**
- VI. INVOICES (pg. 19)**
- VII. OTHER FUND BUSINESS**
 - A. MISCELLANEOUS CORRESPONDENCE**
- VIII. NEXT MEETING DATES AND LOCATION – OCTOBER 22, 2020**
- IX. ADJOURNMENT**

MINUTES

**United Food and Commercial Workers
and Food Employers Labor Relations Association
Legal Benefits Fund**

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*A Program of the
FELRA and UFCW
VEBA Fund*

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**MINUTES OF THE MEETING OF THE COMMITTEE MEMBERS
OF THE UFCW & FELRA LEGAL BENEFITS FUND
VIA TELECONFERENCE
APRIL 16, 2020**

The following Committee Members were present:

Union Committee Members

C. Hoffmann – Chairman
Y. Anwar
J. Harrison
R. Wildt

Employer Committee Members

J. Paradis – Secretary
D. Dosenbach
M. Goble
S. Ridore

Also present were:

M. Akman – Akman and Associates
J. Chorprenning – UFCW Local 27
L. DuVall – Associated Administrators, LLC
M. Federici – UFCW Local 400
J. Hack – UFCW Local 27
A. Hanson – UFCW Local 400
N. Hill – UFCW Local 27
T. Hipkins – UFCW Local 27
N. Jacobs – UFCW Local 400
D. Jensen – Associated Administrators, LLC
W. Jensen – Associated Administrators, LLC
M. Kreps – Groom Law Firm
E. Masten – UFCW Local 27
C. McDonough – Investment Performance Services
R. McKnight – Associated Administrators, LLC
C. Murphy – Associated Administrators, LLC
S. Sanchez – Slevin & Hart, P.C.
R. Sichel – Investment Performance Services
B. Slevin – Slevin & Hart, P.C.
L. Walsh – Associated Administrators, LLC
M. Wilson – UFCW Local 400

I. CALL TO ORDER

A quorum being present, the meeting was called to order.

II. MINUTES

The Committee Members reviewed the minutes of the last regular meeting held on September 24, 2019, which were pre-circulated.

On Motion made and seconded, the Committee Members voted unanimous approval of the following resolution:

RESOLVED, that the minutes of the regular meeting held on September 24, 2019 are approved as presented.

III. FINANCIAL REPORT

A. PNC Bank

Mr. Jensen reviewed the Summary of Activity Report for the period January 1, 2019 to December 31, 2019. Such report indicated a beginning market value of \$450,948, earnings of \$20,009, receipts of \$3,498,973, and disbursements of \$3,379,358, producing an ending market value of \$590,572 as of December 31, 2019.

B. Investment Performance Services ("IPS")

1. Preliminary Performance – February 29, 2020

The Committee Members welcomed Mr. Rich Sichel and Mr. Chris McDonough of IPS to the meeting. Mr. Sichel presented the Preliminary Performance as of February 29, 2020. Such report indicated a beginning market value of \$422,018, net cash flow of negative \$3,754, and a net investment change of \$1,694, resulting in an ending market value of \$419,958 for the period ending February 29, 2020. The performance was 0.4% through February 29, 2020.

Mr. Sichel said that he would report on the Fund's long-term expected risk/return at the next regular Board meeting.

The Committee Members thanked the representatives of IPS for their report and they were excused from the meeting.

IV. ADMINISTRATIVE MANAGER'S REPORT

A. Third Quarter 2019

Mr. Jensen presented the Administrative Manager's report for the Third Quarter 2019. Such report indicated contribution income of \$824,879 and interest income of \$3,108, producing a total income of \$827,987. Total expenses were \$839,285, producing a deficit of \$11,298 for the quarter. Mr. Jensen noted that contributions were remitted on behalf of 15,197 active Plan participants.

B. Fourth Quarter 2019

Mr. Jensen presented the Administrative Manager's report for the Fourth Quarter 2019. Such report indicated contribution income of \$810,115 and interest income of \$3,963, producing a total income of \$814,078. Total expenses were \$822,262, producing a deficit of \$8,184 for the quarter. Mr. Jensen noted that contributions were remitted on behalf of 14,955 active Plan participants.

V. INVOICES

Mr. Jensen presented a list of invoices dated April 16, 2020. It was noted there were no additions, deletions or changes to the list.

On Motion made and seconded, the Committee Members voted unanimous approval of the following resolution:

RESOLVED, that the invoices on the list dated April 16, 2020 are recommended for approval as presented.

VI. LEGAL PROVIDER'S REPORT

The Committee Members welcomed Mr. Matthew Akman of Akman & Associates to the meeting. Mr. Akman presented the 2019 legal provider utilization report. Such report indicated a total of 5,544 cases opened in 2019, compared to 5,628 cases in 2018. He reviewed the cases by category of law. There were a total of 24,795.05 attorney hours and 16,581.40 paralegal hours expended in 2019. Charges to the Plan participants amounted to \$40,564.70.

The Committee thanked Mr. Akman for his report and he was excused from the meeting.

VII. NEXT MEETING DATES AND LOCATION

After discussion, the Committee Members selected July 24, 2020 as their next meeting date immediately following the meeting of the Health and Welfare Fund.

VIII. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned.

Respectfully Submitted,

Jason Paradis, Secretary

FINANCIAL REPORT

UFCW & FELRA VEBA LEGAL BENEFIT FUND
SUMMARY OF ACTIVITY
JANUARY 1, 2020 to JUNE 30, 2020

<u>Item</u>	<u>Amount</u>
Market Value 01/01/2020	\$590,572
Earnings	\$6,641
Receipts	\$1,429,546
Disbursements	(\$1,605,131)
Market Value as of 6/30/2020	\$421,628

PNC BANK, NA

ADMINISTRATIVE MANAGER'S REPORT

***UFCW AND FELRA
LEGAL BENEFIT FUND
FIRST QUARTER 2020***

ADMINISTRATIVE MANAGER'S REPORT

FULL TIME
FIRST QUARTER 2020
CONTRIBUTIONS

<u>COMPANY</u>	<u>RATE</u>	<u>PARTICIPANTS</u>	<u>CONTRIBUTIONS</u>
LOCAL 400			
GIANT	\$21.12	2,253	\$142,751
GIANT	11.87	8	285
GIANT ¹	11.12	330	10,997
LOCAL 400 STAFF	21.12	1	42
SAFEWAY	21.12	1,539	97,512
SAFEWAY ¹	11.12	163	5,449
SUBTOTAL		4,294	\$257,036

LOCAL 27			
GIANT	\$21.12	854	\$54,130
GIANT ¹	11.12	113	3,781
METRO/BASICS	21.12	189	11,976
METRO/BASICS ²	10.56	4	126
SAFEWAY	21.12	518	32,820
SAFEWAY ¹	11.12	58	1,935
SAFEWAY DELAWARE	21.12	41	2,619
SAFEWAY DELAWARE ¹	11.12	6	201
SUBTOTAL		1,783	\$107,588

TOTAL		6,077	\$364,624
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AVERAGE MONTHLY CONTRIBUTION \$20.00

¹EMPLOYEES HIRED ON OR AFTER JAN.1, 2014

²EMPLOYEES HIRED ON OR AFTER JAN.1, 2015

FULL TIME
FIRST QUARTER 2020
EXPENSES

PROVIDER

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
AKMAN & ASSOCIATES	\$307,659		\$16.876		91.40%

OPERATING EXPENSES

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
ADMINISTRATION	\$27,896		\$1.530		8.288%
CONFERENCE	871		0.048		0.259%
LEGAL	48		0.003		0.014%
PNC	30		0.002		0.009%
PRINTING	83		0.005		0.025%
TELEPHONE	4		0.000		0.001%
SUBTOTAL	\$28,932		\$1.588		8.60%
TOTAL	\$336,591		\$18.464		100.00%

FULL TIME 2020 QUARTERLY RECAPS
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FIRST 2020 SECOND 2020 THIRD 2020 FOURTH 2020 TOTAL

EMPLOYER CONTRIB	\$364,624				\$364,624
EMPLOYEE CONTRIB	0				0
MISC. INCOME	0				0

TOTAL INCOME	\$364,624	\$0	\$0	\$0	\$364,624
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EXPENSES

PROVIDER	\$307,659				\$307,659
OPERATING	28,932				28,932

TOTAL EXPENSES	\$336,591	\$0	\$0	\$0	\$336,591
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TOTAL INCOME	\$364,624	\$0	\$0	\$0	\$364,624
TOTAL EXPENSES	\$336,591	\$0	\$0	\$0	\$336,591

SURPLUS (DEFICIT)	\$28,033	\$0	\$0	\$0	\$28,033
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AVERAGE INCOME	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
AVERAGE EXPENSES	\$18.46	\$0.00	\$0.00	\$0.00	\$18.46

SURPLUS (DEFICIT)	\$1.54	\$0.00	\$0.00	\$0.00	\$1.54
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TOTAL PARTICIPANTS	6,077				6,077
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FULL TIME
2019
QUARTERLY RECAPS

FIRST 2019 SECOND 2019 THIRD 2019 FOURTH 2019 TOTAL

EMPLOYER CONTRIB	\$371,330	\$370,134	\$368,457	\$366,519	\$1,476,440
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0

TOTAL INCOME	\$371,330	\$370,134	\$368,457	\$366,519	\$1,476,440
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EXPENSES

PROVIDER	\$345,275	\$344,919	\$341,764	\$338,801	\$1,370,759
OPERATING	28,381	29,290	29,614	28,657	115,942

TOTAL EXPENSES	\$373,656	\$374,209	\$371,378	\$367,458	\$1,486,701
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TOTAL INCOME	\$371,330	\$370,134	\$368,457	\$366,519	\$1,476,440
TOTAL EXPENSES	\$373,656	\$374,209	\$371,378	\$367,458	\$1,486,701

SURPLUS (DEFICIT)	(\$2,326)	(\$4,075)	(\$2,921)	(\$939)	(\$10,261)
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AVERAGE INCOME	\$20.30	\$20.23	\$20.16	\$20.06	\$20.19
AVERAGE EXPENSES	\$20.43	\$20.46	\$20.32	\$20.11	\$20.33

SURPLUS (DEFICIT)	(\$0.13)	(\$0.23)	(\$0.16)	(\$0.05)	(\$0.14)
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TOTAL PARTICIPANTS	6,097	6,098	6,093	6,091	6,095
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PART TIME
FIRST QUARTER 2020
CONTRIBUTIONS

<u>COMPANY</u>	<u>RATE</u>	<u>PARTICIPANTS</u>	<u>CONTRIBUTIONS</u>
LOCAL 400			
GIANT	\$21.12	2,199	\$139,349
GIANT	11.87	3	108
GIANT ¹	11.12	1,794	59,860
SAFEWAY	21.12	958	60,720
SAFEWAY ¹	11.12	1,161	38,731
SUBTOTAL		6,115	\$298,768

LOCAL 27			
GIANT	\$21.12	980	\$62,115
GIANT ¹	11.12	591	19,704
METRO/BASICS	21.12	275	17,444
METRO/BASICS ²	10.56	90	2,862
SAFEWAY	21.12	310	19,620
SAFEWAY ¹	11.12	388	12,955
SAFEWAY DELAWARE	21.12	49	3,084
SAFEWAY DELAWARE ¹	11.12	33	1,090
SUBTOTAL		2,716	\$138,874

TOTAL		8,831	\$437,642
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AVERAGE MONTHLY CONTRIBUTION \$16.52

¹EMPLOYEES HIRED ON OR AFTER JAN.1, 2014

²EMPLOYEES HIRED ON OR AFTER JAN.1, 2015

PART TIME
FIRST QUARTER 2020
EXPENSES

PROVIDER

AMOUNT

AVERAGE COST

PERCENTAGE

AKMAN & ASSOCIATES	\$434,357		\$16.395		91.18%
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OPERATING EXPENSES

AMOUNT

AVERAGE COST

PERCENTAGE

ADMINISTRATION	\$40,539		\$1.530		8.510%
CONFERENCE	1,254		0.047		0.263%
LEGAL	68		0.003		0.014%
PNC	43		0.002		0.009%
PRINTING	120		0.005		0.025%
TELEPHONE	5		0.000		0.001%

SUBTOTAL	\$42,029		\$1.587		8.82%
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TOTAL	\$476,386		\$17.982		100.00%
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PART TIME
2020
QUARTERLY RECAPS

	FIRST 2020	SECOND 2020	THIRD 2020	FOURTH 2020	TOTAL
EMPLOYER CONTRIB	\$437,642				\$437,642
EMPLOYEE CONTRIB	0				0
MISC. INCOME	0				0
TOTAL INCOME	\$437,642	\$0	\$0	\$0	\$437,642
EXPENSES					
PROVIDER	\$434,357				\$434,357
OPERATING	42,029				42,029
TOTAL EXPENSES	\$476,386	\$0	\$0	\$0	\$476,386
TOTAL INCOME	\$437,642	\$0	\$0	\$0	\$437,642
TOTAL EXPENSES	\$476,386	\$0	\$0	\$0	\$476,386
SURPLUS (DEFICIT)	(\$38,744)	\$0	\$0	\$0	(\$38,744)
AVERAGE INCOME	\$16.52	\$0.00	\$0.00	\$0.00	16.52
AVERAGE EXPENSES	\$17.98	\$0.00	\$0.00	\$0.00	17.98
SURPLUS (DEFICIT)	(\$1.46)	\$0.00	\$0.00	\$0.00	(\$1.46)
TOTAL PARTICIPANTS	8,831				8,831

PART TIME
2019
QUARTERLY RECAPS

	FIRST 2019	SECOND 2019	THIRD 2019	FOURTH 2019	TOTAL
EMPLOYER CONTRIB	\$471,768	\$468,608	\$456,422	\$443,596	\$1,840,394
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
TOTAL INCOME	\$471,768	\$468,608	\$456,422	\$443,596	\$1,840,394
EXPENSES					
PROVIDER	\$431,508	\$430,261	\$423,666	\$413,083	\$1,698,518
OPERATING	43,007	44,634	44,241	41,721	173,603
TOTAL EXPENSES	\$474,515	\$474,895	\$467,907	\$454,804	\$1,872,121
TOTAL INCOME	\$471,768	\$468,608	\$456,422	\$443,596	\$1,840,394
TOTAL EXPENSES	\$474,515	\$474,895	\$467,907	\$454,804	\$1,872,121
SURPLUS (DEFICIT)	(\$2,747)	(\$6,287)	(\$11,485)	(\$11,208)	(\$31,727)
AVERAGE INCOME	\$17.01	\$16.81	\$16.71	\$16.68	\$16.80
AVERAGE EXPENSES	\$17.11	\$17.03	\$17.13	\$17.10	\$17.09
SURPLUS (DEFICIT)	(\$0.10)	(\$0.22)	(\$0.42)	(\$0.42)	(\$0.29)
TOTAL PARTICIPANTS	9,243	9,295	9,104	8,864	9,127

COMBINED
2020
QUARTERLY RECAP

	<u>FIRST 2020</u>	<u>SECOND 2020</u>	<u>THIRD 2020</u>	<u>FOURTH 2020</u>	<u>TOTAL</u>
EMPLOYER CONTRIB	\$802,266	\$0	\$0	\$0	\$802,266
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
INTEREST & DIVIDENDS	1,476	0	0	0	1,476
TOTAL INCOME	\$803,742	\$0	\$0	\$0	\$803,742
EXPENSES					
PROVIDER	\$742,016	\$0	\$0	\$0	\$742,016
OPERATING	70,961	0	\$0	\$0	70,961
TOTAL EXPENSES	\$812,977	\$0	\$0	\$0	\$812,977
TOTAL INCOME	\$803,742	\$0	\$0	\$0	\$803,742
TOTAL EXPENSES	\$812,977	\$0	\$0	\$0	\$812,977
SURPLUS (DEFICIT)	(\$9,235)	\$0	\$0	\$0	(\$9,235)
TOTAL PARTICIPANTS	14,908	0	0	0	14,908
FUND RESERVE	\$577,148				

COMBINED
2019
QUARTERLY RECAP

	FIRST 2019	SECOND 2019	THIRD 2019	FOURTH 2019	TOTAL
EMPLOYER CONTRIB	\$843,098	\$838,742	\$824,879	\$810,115	\$3,316,834
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
INTEREST & DIVIDENDS	2,910	1,461	3,108	3,963	11,442
TOTAL INCOME	\$846,008	\$840,203	\$827,987	\$814,078	\$3,328,276
EXPENSES					
PROVIDER	\$776,783	\$775,180	\$765,430	\$751,884	\$3,069,277
OPERATING	71,388	73,924	\$73,855	\$70,378	289,545
TOTAL EXPENSES	\$848,171	\$849,104	\$839,285	\$822,262	\$3,358,822
TOTAL INCOME	\$846,008	\$840,203	\$827,987	\$814,078	\$3,328,276
TOTAL EXPENSES	\$848,171	\$849,104	\$839,285	\$822,262	\$3,358,822
SURPLUS (DEFICIT)	(\$2,163)	(\$8,901)	(\$11,298)	(\$8,184)	(\$30,546)
TOTAL PARTICIPANTS	15,340	15,393	15,197	14,955	15,221
FUND RESERVE	\$448,847	\$449,313	\$439,859	\$590,472	

UTILIZATION FIRST QUARTER 2020

AKMAN & ASSOC.

CODE	TYPE	OPEN CASE	ATTORNEY HOURS	PARALEGAL HOURS	SURCHG.
01	FAMILY	221	1,334.30	1,018.65	\$7,755
02	PROBATE	30	115.55	144.05	
03	WILL	221	539.70	530.35	
04	NEGLIGENCE	39	108.75	148.85	
05	REAL ESTATE	67	199.45	114.15	
06	CONSUMER	254	1,230.85	1,009.55	
07	CRIMINAL	48	381.85	63.80	
08	TRAFFIC	64	441.55	78.65	
09	LANDLORD/TENANT	49	158.35	89.60	
10	ADMINISTRATION	33	116.80	53.55	
11	IMMIGRATION	0	0.00	0.00	
12	MISCELLANEOUS	0	0.00	0.00	
13	WORKER'S COMP.	0	0.00	0.00	
14	JUVENILE	20	104.90	21.00	
15	CIVIL LITIGATION	0	0.00	0.00	
16	T CASES	0	0.00	0.00	

TOTAL	1,046	4,732.05	3,272.20	\$7,755
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ALL HOURS	8,004.25
ADJUSTED HOURS	6,368.15
PAYMENT	\$742,016
COST PER HOUR	\$116.52

FIRST QUARTER 2020
DELINQUENCIES

NONE

INVOICES

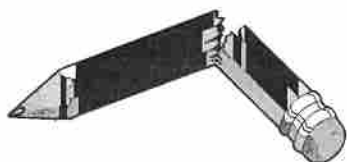
UFCW & FELRA LEGAL BENEFIT FUND

INVOICES

JULY 23, 2020

1. **GROOM LAW GROUP**

05/29/20	For Professional Services rendered 04/20	\$	222.75
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MEETING NOTES

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