

UFCW & FELRA LEGAL FUND

AGENDA

SEPTEMBER 25, 2018

- I. CALL TO ORDER**
- II. MINUTES (pg. 1 – 3)**
 - A. REGULAR MEETING – JUNE 4, 2018**
- III. FINANCIAL REPORT (pg. 4)**
 - A. PNC REPORT**
- IV. ATTORNEYS' REPORT**
- V. ADMINISTRATIVE MANAGER'S REPORT – (2Q18) (pg. 5 – 17)**
- VI. INVOICES (pg. 18)**
- VII. OTHER FUND BUSINESS**
 - A. MISCELLANEOUS CORRESPONDENCE**
- VIII. NEXT MEETING DATE AND LOCATION (DECEMBER 12, 2018 – UFCW LOCAL 400)**
- 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
JUNE 4, 2018
LANDOVER, MARYLAND**

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
S. Ridore

Also present were:

M. Akman – Akman & Associates, LLC
H. Burton – Morgan, Lewis & Bockius
J. Chorpenning – UFCW Local 27
L. DuVall – Associated Administrators, LLC
M. Federici – UFCW Local 400
N. Hill – UFCW Local 27
T. Hipkins – UFCW Local 27
W. Jensen – Associated Administrators, LLC
D. Russell – Investment Performance Services
S. Sanchez – 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.

A. Proxy

Mr. Jensen noted that Committee Member Goble was unable to attend the meeting and had provided his proxy to Committee Member Paradis to act in all matters coming before the Committee Members.

II. MINUTES

The Committee Members reviewed the minutes of the last regular meeting held on March 2, 2018, 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 March 2, 2018 are approved as presented.

III. FINANCIAL REPORT

A. PNC Bank

Mr. Jensen reviewed the Summary of Activity Report for the period January 1 to April 30, 2018. Such report indicated a beginning market value of \$458,395, negative earnings of \$2,088, receipts of \$1,186,041, and disbursements of \$1,205,081, producing an ending market value of \$437,267 as of April 30, 2018.

B. Investment Performance Services ("IPS")

The Committee Members welcomed Mr. David Russell of IPS to the meeting. Mr. Russell presented the Master Consulting Report for the quarter ended March 31, 2018. Such report indicated a beginning market value for the first quarter 2018 of \$458,242, net cash flow of negative \$19,565 and a net investment change of negative \$1,686, resulting in an ending market value of \$436,991 for the quarter. The performance was 0.0% for the quarter.

IV. ATTORNEYS' REPORT

A. Associated Administrators, LLC Contract Amendment

Ms. Sanchez noted that the contract amendment between the Fund and Associated Administrators had been executed by the VEBA Fund Trustees.

V. ADMINISTRATIVE MANAGER'S REPORT

A. First Quarter 2018 Report

Mr. Jensen presented the Administrative Manager's First Quarter 2018 Report. Such report indicated contribution income of \$888,464 and interest income of \$2,329, producing a total income of \$890,793. Total

expenses were \$883,160, producing a surplus of \$7,633 for the quarter. He noted that contributions were remitted on behalf of 15,654 active Plan participants.

VI. INVOICES

Mr. Jensen presented a list of invoices dated June 4, 2018. 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 June 4, 2018 are recommended for approval as presented.

VII. LEGAL PROVIDER REPORT

The Committee Members welcomed Mr. Matthew Akman of Akman and Associates to the meeting. He presented the 2017 legal provider utilization report. Such report indicated a total of 5,845 cases opened in 2017, compared to 4,921 cases in 2016. He reviewed the cases by category of law. There were a total of 27,580.20 attorney hours and 17,651.55 paralegal hours expended in 2017. Surcharges to the plan participants amounted to \$32,267.61.

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

VIII. NEXT MEETING DATE AND LOCATION

It was noted that the next meeting of the Board of Trustees is scheduled for September 25, 2018 in the offices of UFCW Local 400 located in Landover, Maryland.

IX. 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 01, 2018 to AUGUST 31, 2018

<u>Item</u>	<u>Amount</u>
Market Value 01/01/18	\$458,395
Earnings	\$1,588
Receipts	\$2,359,682
Disbursements	(\$2,373,345)
Market Value 8/31/2018	\$446,320

PNC BANK, NA

ADMINISTRATIVE MANAGER'S REPORT

***UFCW AND FELRA
LEGAL BENEFIT FUND
SECOND QUARTER 2018***

ADMINISTRATIVE MANAGER'S REPORT

FULL TIME SECOND QUARTER 2018 CONTRIBUTIONS
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<u>COMPANY</u>	<u>RATE</u>	<u>PARTICIPANTS</u>	<u>CONTRIBUTIONS</u>
LOCAL 400			
GIANT	\$21.12	2,378	\$150,691
GIANT	11.87	8	273
GIANT ¹	11.12	156	5,204
LOCAL 400 STAFF	21.12	0	0
SAFEWAY	21.12	1,660	105,156
SAFEWAY ¹	11.12	100	3,336
SUBTOTAL		4,302	\$264,660

LOCAL 27			
GIANT	\$21.12	897	\$56,813
GIANT ¹	11.12	66	2,190
METRO/BASICS	21.12	258	16,347
METRO/BASICS ²	10.56	3	96
SAFEWAY	21.12	567	35,946
SAFEWAY ¹	11.12	41	1,368
SAFEWAY DELAWARE	21.12	60	3,780
SAFEWAY DELAWARE ¹	11.12	6	190
SUBTOTAL		1,898	\$116,730

TOTAL	6,200	\$381,390
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AVERAGE MONTHLY CONTRIBUTION \$20.50

¹EMPLOYEES HIRED ON OR AFTER JAN.1, 2014

²EMPLOYEES HIRED ON OR AFTER JAN.1, 2015

FULL TIME SECOND QUARTER 2018 EXPENSES

PROVIDER

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
AKMAN & ASSOCIATES	\$356,266		\$19.154		92.56%

OPERATING EXPENSES

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
ADMINISTRATION	\$27,718		\$1.490		7.20%
CONFERENCE	896		0.048		0.23%
PNC	27		0.001		0.01%
TELEPHONE	4		0.000		0.00%
SUBTOTAL	\$28,645		\$1.539		7.44%
TOTAL	\$384,911		\$20.693		100.00%

FULL TIME
2018
QUARTERLY RECAPS

FIRST 2018 SECOND 2018 THIRD 2018 FOURTH 2018 TOTAL

EMPLOYER CONTRIB	\$383,885	\$381,390			\$765,275
EMPLOYEE CONTRIB	0	0			0
MISC. INCOME	0	0			0

TOTAL INCOME	\$383,885	\$381,390	\$0	\$0	\$765,275
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EXPENSES

PROVIDER	\$357,551	\$356,266			\$713,817
OPERATING	28,648	28,645			57,293

TOTAL EXPENSES	\$386,199	\$384,911	\$0	\$0	\$771,110
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TOTAL INCOME	\$383,885	\$381,390	\$0	\$0	\$765,275
TOTAL EXPENSES	\$386,199	\$384,911	\$0	\$0	\$771,110

SURPLUS (DEFICIT)	(\$2,314)	(\$3,521)	\$0	\$0	(\$5,835)
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AVERAGE INCOME	\$20.59	\$20.50			\$20.55
AVERAGE EXPENSES	\$20.71	\$20.69			\$20.70

SURPLUS (DEFICIT)	(\$0.12)	(\$0.19)	\$0.00	\$0.00	(\$0.15)
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TOTAL PARTICIPANTS	6,215	6,200			6,208
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FULL TIME
2017
QUARTERLY RECAPS

FIRST 2017 SECOND 2017 THIRD 2017 FOURTH 2017 TOTAL

EMPLOYER CONTRIB	\$399,119	\$391,535	\$388,950	\$386,483	\$1,566,087
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0

TOTAL INCOME	\$399,119	\$391,535	\$388,950	\$386,483	\$1,566,087
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EXPENSES

PROVIDER	\$368,316	\$365,678	\$364,816	\$361,318	\$1,460,128
OPERATING	27,322	29,943	27,789	27,809	112,863

TOTAL EXPENSES	\$395,638	\$395,621	\$392,605	\$389,127	\$1,572,991
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TOTAL INCOME	\$399,119	\$391,535	\$388,950	\$386,483	\$1,566,087
TOTAL EXPENSES	\$395,638	\$395,621	\$392,605	\$389,127	\$1,572,991

SURPLUS (DEFICIT)	\$3,481	(\$4,086)	(\$3,655)	(\$2,644)	(\$6,904)
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AVERAGE INCOME	\$21.17	\$20.80	\$20.73	\$20.66	\$20.84
AVERAGE EXPENSES	\$20.98	\$21.01	\$20.93	\$20.80	\$20.93

SURPLUS (DEFICIT)	\$0.19	(\$0.21)	(\$0.20)	(\$0.14)	(\$0.09)
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TOTAL PARTICIPANTS	6,285	6,276	6,254	6,237	6,263
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PART TIME
SECOND QUARTER 2018
CONTRIBUTIONS

<u>COMPANY</u>	<u>RATE</u>	<u>PARTICIPANTS</u>	<u>CONTRIBUTIONS</u>
LOCAL 400			
GIANT	\$21.12	2,746	\$173,987
GIANT	11.87	5	177
GIANT ¹	11.12	1,393	46,459
SAFEWAY	21.12	1,267	80,277
SAFEWAY ¹	11.12	1,051	35,073
SUBTOTAL		6,462	\$335,973

LOCAL 27			
GIANT	\$21.12	1,192	\$75,547
GIANT ¹	11.12	479	15,980
METRO/BASICS	21.12	394	24,963
METRO/BASICS ²	10.56	89	2,830
SAFEWAY	21.12	415	26,295
SAFEWAY ¹	11.12	355	11,843
SAFEWAY DELAWARE	21.12	70	4,414
SAFEWAY DELAWARE ¹	11.12	43	1,445
SUBTOTAL		3,037	\$163,317

TOTAL		9,499	\$499,290
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AVERAGE MONTHLY CONTRIBUTION \$17.52

¹EMPLOYEES HIRED ON OR AFTER JAN.1, 2014

²EMPLOYEES HIRED ON OR AFTER JAN.1, 2015

PART TIME
SECOND QUARTER 2018
EXPENSES

PROVIDER

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
AKMAN & ASSOCIATES	\$444,938		\$15.614		90.74%

OPERATING EXPENSES

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
ADMINISTRATION	\$43,935		\$1.542		8.96%
CONFERENCE	1,401		0.049		0.29%
PNC	43		0.002		0.01%
TELEPHONE	6		0.000		0.00%
SUBTOTAL	\$45,385		\$1.593		9.26%
TOTAL	\$490,323		\$17.207		100.00%

PART TIME 2018 QUARTERLY RECAPS
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	<u>FIRST 2018</u>	<u>SECOND 2018</u>	<u>THIRD 2018</u>	<u>FOURTH 2018</u>	<u>TOTAL</u>
EMPLOYER CONTRIB	\$504,579	\$499,290			\$1,003,869
EMPLOYEE CONTRIB	0	0			0
MISC. INCOME	0	0			0
TOTAL INCOME	\$504,579	\$499,290	\$0	\$0	\$1,003,869
EXPENSES					
PROVIDER	\$453,494	\$444,938			\$898,432
OPERATING	43,467	45,385			88,852
TOTAL EXPENSES	\$496,961	\$490,323	\$0	\$0	\$987,284
TOTAL INCOME	\$504,579	\$499,290	\$0	\$0	\$1,003,869
TOTAL EXPENSES	\$496,961	\$490,323	\$0	\$0	\$987,284
SURPLUS (DEFICIT)	\$7,618	\$8,967	\$0	\$0	\$16,585
AVERAGE INCOME	\$17.82	\$17.52			\$17.67
AVERAGE EXPENSES	\$17.55	\$17.21			\$17.38
SURPLUS (DEFICIT)	\$0.27	\$0.31	\$0.00	\$0.00	\$0.29
TOTAL PARTICIPANTS	9,439	9,499			9,469

PART TIME 2017 QUARTERLY RECAPS
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	FIRST 2017	SECOND 2017	THIRD 2017	FOURTH 2017	TOTAL
EMPLOYER CONTRIB	\$549,361	\$532,202	\$521,191	\$507,110	\$2,109,864
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
TOTAL INCOME	\$549,361	\$532,202	\$521,191	\$507,110	\$2,109,864
EXPENSES					
PROVIDER	\$486,622	\$474,769	\$467,822	\$458,749	\$1,887,962
OPERATING	41,460	45,851	42,230	41,618	171,159
TOTAL EXPENSES	\$528,082	\$520,620	\$510,052	\$500,367	\$2,059,121
TOTAL INCOME	\$549,361	\$532,202	\$521,191	\$507,110	\$2,109,864
TOTAL EXPENSES	\$528,082	\$520,620	\$510,052	\$500,367	\$2,059,121
SURPLUS (DEFICIT)	\$21,279	\$11,582	\$11,139	\$6,743	\$50,743
AVERAGE INCOME	\$19.20	\$18.49	\$18.28	\$18.11	\$18.52
AVERAGE EXPENSES	\$18.45	\$18.09	\$17.89	\$17.87	\$18.08
SURPLUS (DEFICIT)	\$0.75	\$0.40	\$0.39	\$0.24	\$0.44
TOTAL PARTICIPANTS	9,540	9,592	9,503	9,332	9,492

COMBINED 2018 QUARTERLY RECAP
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	<u>FIRST 2018</u>	<u>SECOND 2018</u>	<u>THIRD 2018</u>	<u>FOURTH 2018</u>	<u>TOTAL</u>
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EMPLOYER CONTRIB	\$888,464	\$880,680	\$0	\$0	\$1,769,144
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
INTEREST & DIVIDENDS	2,329	4,224	0	0	6,553

TOTAL INCOME	\$890,793	\$884,904	\$0	\$0	\$1,775,697
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EXPENSES

PROVIDER	\$811,045	\$801,204	\$0	\$0	\$1,612,249
OPERATING	72,115	74,030	\$0	\$0	146,145

TOTAL EXPENSES	\$883,160	\$875,234	\$0	\$0	\$1,758,394
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TOTAL INCOME	\$890,793	\$884,904	\$0	\$0	\$1,775,697
TOTAL EXPENSES	\$883,160	\$875,234	\$0	\$0	\$1,758,394

SURPLUS (DEFICIT)	\$7,633	\$9,670	\$0	\$0	\$17,303
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TOTAL PARTICIPANTS	15,654	15,699	0	0	15,677
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FUND RESERVE	\$436,991	\$444,044			
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COMBINED
2017
QUARTERLY RECAP

FIRST 2017 SECOND 2017 THIRD 2017 FOURTH 2017 TOTAL

EMPLOYER CONTRIB	\$948,480	\$923,737	\$910,141	\$893,593	\$3,675,951
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
INTEREST & DIVIDENDS	2,623	4,811	2,552	3,054	13,040

TOTAL INCOME	\$951,103	\$928,548	\$912,693	\$896,647	\$3,688,991
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EXPENSES

PROVIDER	\$854,938	\$840,447	\$832,638	\$820,067	\$3,348,090
OPERATING	68,782	75,794	70,019	69,427	284,022

TOTAL EXPENSES	\$923,720	\$916,241	\$902,657	\$889,494	\$3,632,112
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TOTAL INCOME	\$951,103	\$928,548	\$912,693	\$896,647	\$3,688,991
TOTAL EXPENSES	\$923,720	\$916,241	\$902,657	\$889,494	\$3,632,112

SURPLUS (DEFICIT)	\$27,383	\$12,307	\$10,036	\$7,153	\$56,879
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TOTAL PARTICIPANTS	15,825	15,868	15,757	15,569	15,755
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FUND RESERVE	\$612,667	\$232,641	\$431,818	\$458,242	
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UTILIZATION SECOND QUARTER 2018

AKMAN & ASSOC.

CODE	TYPE	OPEN CASE	ATTORNEY HOURS	PARALEGAL HOURS	SURCHG.
01	FAMILY	307	1,251.55	1,029.10	\$8,712
02	PROBATE	41	342.50	368.40	
03	WILL	265	424.30	421.60	
04	NEGLIGENCE	45	134.20	181.65	
05	REAL ESTATE	126	347.15	226.10	
06	CONSUMER	324	1,690.10	1,331.45	
07	CRIMINAL	69	526.30	69.05	
08	TRAFFIC	97	642.35	96.00	
09	LANDLORD/TENANT	69	194.15	96.50	
10	ADMINISTRATION	46	132.05	53.29	
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	23	112.05	20.15	
15	CIVIL LITIGATION	0	0.00	0.00	
16	T CASES	0	0.00	0.00	
TOTAL		1,412	5,796.70	3,893.29	\$8,712

ALL HOURS
ADJUSTED HOURS
PAYMENT
COST PER HOUR

9,689.99
7,743.35
\$801,204
\$103.47

SECOND QUARTER 2018
DELINQUENCIES

NONE

INVOICES

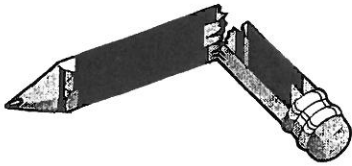
UFCW & FELRA LEGAL BENEFIT FUND

INVOICES

SEPTEMBER 25, 2018

1. **Slevin & Hart, P.C.**

07/27/18	Professional Services rendered through - 6/18	\$	1,503.00
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MEETING NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.