

LEGAL FUND MEETING

UFCW & FELRA LEGAL FUND

AGENDA

JUNE 20, 2014

- I. CALL TO ORDER**
- II. MINUTES (pg. 1 – 4)**
 - A. REGULAR MEETING – APRIL 3, 2014**
- III. FINANCIAL REPORT**
 - A. PNC BANK**
- IV. ATTORNEY'S REPORT**
- V. ADMINISTRATIVE MANAGER'S REPORT – (1Q14) (pg. 5 – 18)**
- VI. INVOICES (pg. 19)**
- VII. OTHER FUND BUSINESS**
 - A. MISCELLANEOUS CORRESPONDENCE**
- VIII. NEXT MEETING DATES AND LOCATION (SEPTEMBER 18, 2014)**
- 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
Health & Welfare
Fund*

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**MINUTES OF THE MEETING OF THE
COMMITTEE MEMBERS
OF THE UFCW & FELRA LEGAL BENEFITS FUND
HELD ON APRIL 3, 2014
IN LANDOVER, MARYLAND**

The following Committee Members were present:

Union Committee Members

C. Wisznyski - Secretary
J. Harrison
T. Goins
J. Lewis

Employer Committee Members

J. Champion - Chairman
L. Madert
J. Paradis
D. White

Also present were:

M. Akman – Akman & Associates
M. Boyle – UFCW Local 400
H. Burton - Fund Co-Counsel
J. Chorpensing – UFCW Local 27
M. Federici – UFCW 400
G. Gatewood – UFCW Local 27
M. Herwig – PNC Bank
T. Hipkins – UFCW Local 27
W. Jensen - Associated Administrators, LLC
C. Murphy – Associated Administrators, LLC
G. Murphy – UFCW Local 27
B. Ryan – Robert A. Ades & Associates
B. Slevin & Slevin & Hart, P.C.
F. Stegman – Safeway Stores

I. CALL TO ORDER

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

A. Resignation/Appointment of Committee Member

Mr. Jensen reported that he had received correspondence from David Gillis resigning as a Committee Member effective January 21, 2014. Correspondence received from the Food Employers Labor Relations Association appointed Jason Paradis as a Committee Member replacing Mr. Gillis effective the same date.

Mr. Jensen noted that Mr. Gillis had been Chairman of the Committee. After discussion, Jeffrey Champion was appointed as Chairman of the Committee effective as of the date of the meeting.

II. MINUTES

The Committee Members read the minutes of the last regular meetings held on August 27, 2013 and December 18, 2013, which were previously circulated.

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

RESOLVED that the minutes of the last regular meetings held on August 27, 2013 and December 18, 2013 were approved as presented.

III. FINANCIAL REPORT

The Committee Members welcomed Mr. Michael Herwig of PNC Bank to the meeting. He presented a Summary of Activity report for the period January 1, 2014 through February 28, 2014. Such report indicated a beginning market balance of \$497,369, earnings of \$2,925, receipts of \$765,788, and disbursements of \$745,554, producing an ending balance of \$520,528 as of February 28, 2014.

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

IV. ATTORNEY REPORT

Mr. Burton and Mr. Slevin said that there were no legal matters to report at this time.

V. ADMINISTRATIVE MANAGER'S REPORT

A. Fourth Quarter 2013

Mr. Jensen presented the Administrative Manager's Report for the fourth quarter of 2013. Such report indicated employer contribution income of \$1,122,672, no employee contributions, and interest and dividend income of \$36, producing a total income of \$1,122,708. Expenses totaled \$1,127,365, producing a net deficit of \$4,657 for the quarter. Mr. Jensen noted contributions were made on behalf of 17,728 plan participants.

VI. INVOICES

Mr. Jensen presented a list of invoices dated April 3, 2014. He 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 3, 2014 are recommended for approval as presented.

VII. ANNUAL REPORTS

A. Robert A. Ades & Associates

The Committee Members welcomed Ms. Barbara Ryan of Robert A. Ades and Associates to the meeting. Ms. Ryan presented the 2013 legal provider utilization report covering the Local 400 participants. Ms. Ryan noted that there were 4,118 cases opened in 2013. She reviewed the percentage utilization by category of law. Ms. Ryan reported that there were 29,599.5 attorney hours and 16,962.5 paralegal hours expended in 2013 by Robert A. Ades and Associates.

Mr. Burton inquired as to the ownership of the company due to the untimely death of Robert Ades. Ms. Ryan responded that the firm is currently in probate, and ownership will be determined once that process is complete.

The Committee thanked Ms. Ryan for her report and she was excused from the meeting.

The Trustees discussed following up on the question of the ownership of Robert A. Ades & Associates.

B. Akman and Associates

The Committee Members welcomed Mr. Matthew Akman of Akman and Associates to the meeting. He presented the 2013 legal provider utilization report covering the Local 27 participants. Such report indicated a total of 1,975 cases opened in 2013, compared to 1,526 cases in 2012. He reviewed the cases by category of law. There were a total of 11,874.35 attorney hours and 9,732.90 paralegal hours expended in 2013 by Akman and Associates.

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

VIII. NEXT MEETING DATE AND LOCATION

The Committee Members selected June 20, 2014, September 18, 2014 and December 11, 2014 as their next regular meeting dates to be held in the Landover office of Associated Administrators, LLC.

IX. ADJOURNMENT

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

Respectfully Submitted,

William R. Jensen

ADMINISTRATIVE MANAGER'S REPORT

***UFCW AND FELRA
LEGAL BENEFIT FUND
FIRST QUARTER 2014***

ADMINISTRATIVE MANAGER'S REPORT

FULL TIME
FIRST QUARTER 2014
CONTRIBUTIONS

<u>COMPANY</u>	<u>RATE</u>	<u>PARTICIPANTS</u>	<u>CONTRIBUTIONS</u>
LOCAL 400			
GIANT ¹	\$21.12	2,742	\$173,733
GIANT	11.87	6	225
LOCAL 400 STAFF	21.12	3	210
SAFEWAY ¹	21.12	1,773	112,358
SUBTOTAL		4,524	\$286,526
LOCAL 27			
GIANT ¹	\$21.12	1,108	\$70,182
METRO/BASICS	21.12	289	18,290
SAFEWAY ¹	21.12	640	40,572
SAFEWAY DELAWARE	21.12	74	4,689
SUBTOTAL		2,111	\$133,733
TOTAL		6,635	\$420,259

AVERAGE MONTHLY CONTRIBUTION \$21.11

¹INCLUDES ADJUSTMENTS FOR PRIOR MONTHS

FULL TIME
FIRST QUARTER 2014
EXPENSES

PROVIDERS

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
ADES & ASSOCIATES	\$277,211		\$20.425		64.15%
AKMAN & ASSOCIATES	128,486		20.288		29.73%
SUBTOTAL	\$405,697		\$20.382		93.88%

OPERATING EXPENSES

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
ADMINISTRATION	\$25,667		\$1.289		5.94%
CONFERENCE	443		0.022		0.10%
LEGAL	228		0.011		0.05%
PNC	4		0.000		0.00%
POSTAGE	57		0.003		0.01%
PRINTING	60		0.003		0.01%
TELEPHONE	3		0.000		0.00%
SUBTOTAL	\$26,462		\$1.328		6.11%
TOTAL	\$432,159		\$21.710		100%

FULL TIME 2014 QUARTERLY RECAPS

FIRST 2014 SECOND 2014 THIRD 2014 FOURTH 2014 TOTAL

EMPLOYER CONTRIB	\$420,259	\$0	\$0	\$0	\$420,259
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0

TOTAL INCOME	\$420,259	\$0	\$0	\$0	\$420,259
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EXPENSES

PROVIDERS	\$405,697	\$0	\$0	\$0	\$405,697
OPERATING	26,462	0	0	0	26,462

TOTAL EXPENSES	\$432,159	\$0	\$0	\$0	\$432,159
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TOTAL INCOME	\$420,259	\$0	\$0	\$0	\$420,259
TOTAL EXPENSES	\$432,159	\$0	\$0	\$0	\$432,159

SURPLUS (DEFICIT)	(\$11,900)	\$0	\$0	\$0	(\$11,900)
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AVERAGE INCOME	\$21.11	\$0.00	\$0.00	\$0.00	\$21.11
AVERAGE EXPENSES	\$21.71	\$0.00	\$0.00	\$0.00	\$21.71

SURPLUS (DEFICIT)	(\$0.60)	\$0.00	\$0.00	\$0.00	(\$0.60)
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TOTAL PARTICIPANTS	6,635	0	0	0	6,635
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FULL TIME 2013 QUARTERLY RECAPS

FIRST 2013 SECOND 2013 THIRD 2013 FOURTH 2013 TOTAL

EMPLOYER CONTRIB	\$438,183	\$433,244	\$430,501	\$427,614	\$1,729,542
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0

TOTAL INCOME	\$438,183	\$433,244	\$430,501	\$427,614	\$1,729,542
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EXPENSES

PROVIDERS	\$414,154	\$411,339	\$408,524	\$405,446	\$1,639,463
OPERATING	28,326	27,034	27,170	26,359	108,889

TOTAL EXPENSES	\$442,480	\$438,373	\$435,694	\$431,805	\$1,748,352
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TOTAL INCOME	\$438,183	\$433,244	\$430,501	\$427,614	\$1,729,542
TOTAL EXPENSES	\$442,480	\$438,373	\$435,694	\$431,805	\$1,748,352

SURPLUS (DEFICIT)	(\$4,297)	(\$5,129)	(\$5,193)	(\$4,191)	(\$18,810)
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AVERAGE INCOME	\$21.11	\$21.11	\$21.11	\$21.11	\$21.11
AVERAGE EXPENSES	\$21.32	\$21.36	\$21.36	\$21.31	\$21.34

SURPLUS (DEFICIT)	(\$0.21)	(\$0.25)	(\$0.25)	(\$0.20)	(\$0.23)
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TOTAL PARTICIPANTS	6,919	6,841	6,798	6,753	6,828
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PART TIME
FIRST QUARTER 2014
CONTRIBUTIONS

COMPANY RATE PARTICIPANTS CONTRIBUTIONS

LOCAL 400			
GIANT	\$21.12	4,840	\$306,662
GIANT	11.87	10	357
SAFEWAY ¹	21.12	2,478	156,985

SUBTOTAL		7,328	\$464,004
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LOCAL 27			
GIANT	\$21.12	2,192	\$138,885
METRO/BASICS	21.12	540	34,236
SAFEWAY ¹	21.12	866	54,890
SAFEWAY DELAWARE	21.12	111	7,012

SUBTOTAL		3,709	\$235,023
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TOTAL		11,037	\$699,027
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AVERAGE MONTHLY CONTRIBUTION \$21.11

¹INCLUDES ADJUSTMENTS FOR PRIOR MONTHS

PART TIME
FIRST QUARTER 2014
EXPENSES

PROVIDERS

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
ADES & ASSOCIATES	\$429,954		\$19.558		62.39%
AKMAN & ASSOCIATES	215,339		19.353		31.25%
SUBTOTAL	\$645,293		\$19.489		93.64%

OPERATING EXPENSES

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
ADMINISTRATION	\$42,588		\$1.286		6.18%
CONFERENCE	722		0.022		0.10%
LEGAL	372		0.011		0.05%
PNC	6		0.000		0.00%
POSTAGE	93		0.003		0.01%
PRINTING	99		0.003		0.01%
TELEPHONE	4		0.000		0.00%
SUBTOTAL	\$43,884		\$1.325		6.35%
TOTAL	\$689,177		\$20.814		100%

PART TIME
2014
QUARTERLY RECAPS

FIRST 2014 SECOND 2014 THIRD 2014 FOURTH 2014 TOTAL

EMPLOYER CONTRIB	\$699,027	\$0	\$0	\$0	\$699,027
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0

TOTAL INCOME	\$699,027	\$0	\$0	\$0	\$699,027
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EXPENSES

PROVIDERS	\$645,293	\$0	\$0	\$0	\$645,293
OPERATING	43,884	0	0	0	43,884

TOTAL EXPENSES	\$689,177	\$0	\$0	\$0	\$689,177
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TOTAL INCOME	\$699,027	\$0	\$0	\$0	\$699,027
TOTAL EXPENSES	\$689,177	\$0	\$0	\$0	\$689,177

SURPLUS (DEFICIT)	\$9,850	\$0	\$0	\$0	\$9,850
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AVERAGE INCOME	\$21.11	\$0.00	\$0.00	\$0.00	\$21.11
AVERAGE EXPENSES	\$20.81	\$0.00	\$0.00	\$0.00	\$20.81

SURPLUS (DEFICIT)	\$0.30	\$0.00	\$0.00	\$0.00	\$0.30
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TOTAL PARTICIPANTS	11,037	0	0	0	11,037
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PART TIME
2013
QUARTERLY RECAPS

	FIRST 2013	SECOND 2013	THIRD 2013	FOURTH 2013	TOTAL
EMPLOYER CONTRIB	\$720,743	\$723,923	\$711,755	\$695,058	\$2,851,479
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
TOTAL INCOME	\$720,743	\$723,923	\$711,755	\$695,058	\$2,851,479
EXPENSES					
PROVIDERS	\$653,827	\$657,172	\$655,834	\$652,715	\$2,619,548
OPERATING	46,585	45,185	44,909	42,845	179,524
TOTAL EXPENSES	\$700,412	\$702,357	\$700,743	\$695,560	\$2,799,072
TOTAL INCOME	\$720,743	\$723,923	\$711,755	\$695,058	\$2,851,479
TOTAL EXPENSES	\$700,412	\$702,357	\$700,743	\$695,560	\$2,799,072
SURPLUS (DEFICIT)	\$20,331	\$21,566	\$11,012	(\$502)	\$52,407
AVERAGE INCOME	\$21.10	\$21.11	\$21.11	\$21.11	\$21.11
AVERAGE EXPENSES	\$20.51	\$20.48	\$20.78	\$21.13	\$20.73
SURPLUS (DEFICIT)	\$0.59	\$0.63	\$0.33	(\$0.02)	\$0.38
TOTAL PARTICIPANTS	11,384	11,430	11,238	10,975	11,257

COMBINED
2014
QUARTERLY RECAP

FIRST 2014 SECOND 2014 THIRD 2014 FOURTH 2014 TOTAL

EMPLOYER CONTRIB	\$1,119,286	\$0	\$0	\$0	\$1,119,286
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
INTEREST & DIVIDENDS	44	0	0	0	44

TOTAL INCOME	\$1,119,330	\$0	\$0	\$0	\$1,119,330
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EXPENSES

PROVIDERS	\$1,050,990	\$0	\$0	\$0	\$1,050,990
OPERATING	70,346	\$0	\$0	\$0	70,346

TOTAL EXPENSES	\$1,121,336	\$0	\$0	\$0	\$1,121,336
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TOTAL INCOME	\$1,119,330	\$0	\$0	\$0	\$1,119,330
TOTAL EXPENSES	\$1,121,336	\$0	\$0	\$0	\$1,121,336

SURPLUS (DEFICIT)	(\$2,006)	\$0	\$0	\$0	(\$2,006)
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TOTAL PARTICIPANTS	17,672	0	0	0	17,672
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FUND RESERVE	\$730,666				
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COMBINED
2013
QUARTERLY RECAP

FIRST 2013 SECOND 2013 THIRD 2013 FOURTH 2013 TOTAL

EMPLOYER CONTRIB	\$1,158,926	\$1,157,167	\$1,142,256	\$1,122,672	\$4,581,021
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
INTEREST & DIVIDENDS	49	43	43	36	171

TOTAL INCOME	\$1,158,975	\$1,157,210	\$1,142,299	\$1,122,708	\$4,581,192
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EXPENSES					
PROVIDERS	\$1,067,981	\$1,068,511	\$1,064,358	\$1,058,161	\$4,259,011
OPERATING	74,911	72,219	72,079	69,204	288,413

TOTAL EXPENSES	\$1,142,892	\$1,140,730	\$1,136,437	\$1,127,365	\$4,547,424
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TOTAL INCOME	\$1,158,975	\$1,157,210	\$1,142,299	\$1,122,708	\$4,581,192
TOTAL EXPENSES	\$1,142,892	\$1,140,730	\$1,136,437	\$1,127,365	\$4,547,424

SURPLUS (DEFICIT)	\$16,083	\$16,480	\$5,862	(\$4,657)	\$33,768
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TOTAL PARTICIPANTS	18,303	18,271	18,036	17,728	18,085
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FUND RESERVE	\$728,433	\$530,115	\$754,774	\$497,369	
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UTILIZATION
FIRST QUARTER 2014

ADES & ASSOC.

CODE	TYPE	OPEN CASE	ATTORNEY HOURS	PARALEGAL HOURS	SURCHG.
01	FAMILY	284	1,483.30	644.60	\$3,600
02	PROBATE	30	289.00	221.00	
03	WILL	130	377.00	185.00	
04	NEGLIGENCE	25	400.50	343.00	
05	REAL ESTATE	65	533.00	411.20	
06	CONSUMER	112	708.70	325.00	
07	CRIMINAL	26	595.00	280.00	4,000
08	TRAFFIC	93	830.70	417.00	
09	LANDLORD/TENANT	43	389.00	283.00	
10	ADMINISTRATION	115	721.00	659.00	
11	IMMIGRATION	1	32.50	1.00	
12	MISCELLANEOUS	0	0.00	0.00	
13	WORKER'S COMP.	0	0.00	0.00	
14	JUVENILE	25	363.00	164.00	
15	CIVIL LITIGATION	101	786.00	421.00	
16	T CASES	0	0.00	0.00	

TOTAL	1,050	7,508.70	4,354.80	\$7,600
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ALL HOURS	11,863.50
ADJUSTED HOURS	9,686.10
PAYMENT	\$707,165
COST PER HOUR	\$73.01

AKMAN & ASSOC.

CODE	TYPE	OPEN CASE	ATTORNEY HOURS	PARALEGAL HOURS	SURCHG.
01	FAMILY	47	563.40	573.70	\$5,020
02	PROBATE	14	217.85	278.95	
03	WILL	41	165.60	139.05	
04	NEGLIGENCE	9	219.65	182.90	
05	REAL ESTATE	13	63.15	58.15	
06	CONSUMER	56	484.00	431.95	
07	CRIMINAL	30	228.40	109.10	
08	TRAFFIC	38	261.25	89.50	
09	LANDLORD/TENANT	11	69.75	64.20	139
10	ADMINISTRATION	0	0.00	0.00	
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	11	97.50	65.10	
15	CIVIL LITIGATION	0	0.00	0.00	
16	T CASES	201	175.55	205.75	

TOTAL	471	2,546.10	2,198.35	\$5,159
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ALL HOURS	4,744.45
ADJUSTED HOURS	3,645.28
PAYMENT	\$343,825
COST PER HOUR	\$94.32

UTILIZATION
FIRST QUARTER 2014
COMBINED

CODE	TYPE	OPENED CASES	ATTORNEY HOURS	PARALEGAL HOURS	SURCHARGE
01	FAMILY	331	2,046.70	1,218.30	\$8,620
02	PROBATE	44	506.85	499.95	
03	WILL	171	542.60	324.05	
04	NEGLIGENCE	34	620.15	525.90	
05	REAL ESTATE	78	596.15	469.35	
06	CONSUMER	168	1,192.70	756.95	
07	CRIMINAL	56	823.40	389.10	4,000
08	TRAFFIC	131	1,091.95	506.50	
09	LANDLORD/TENANT	54	458.75	347.20	139
10	ADMINISTRATION	115	721.00	659.00	
11	IMMIGRATION	1	32.50	1.00	
12	MISCELLANEOUS	0	0.00	0.00	
13	WORKER'S COMP.	0	0.00	0.00	
14	JUVENILE	36	460.50	229.10	
15	CIVIL LITIGATION	101	786.00	421.00	
16	T CASES	201	175.55	205.75	

TOTAL

1,521	10,064.80	6,553.15	\$12,759
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ALL HOURS
ADJUSTED HOURS
PAYMENT
COST PER HOUR

16,607.95
13,331.38
\$1,050,990
\$78.84

FIRST QUARTER 2014
DELINQUENCIES

NONE

INVOICES

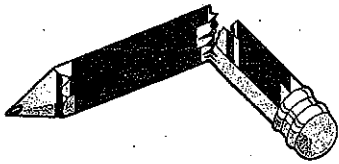
UFCW & FELRA LEGAL BENEFIT FUND

INVOICES

JUNE 20, 2014

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

05/13/14	Professional Services rendered through 04/14	\$	4,440.95
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MEETING NOTES

This image shows a single sheet of white paper with horizontal blue or grey 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.

