

**UNITE HERE Local 25 and Hotel Association of Washington, D.C.
Group Legal Services Fund**

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DRAFT

**MINUTES OF THE MEETING
OF THE BOARD OF TRUSTEES OF
UNITE HERE LOCAL 25 AND HOTEL ASSOCIATION OF WASHINGTON, D.C.
GROUP LEGAL SERVICES FUND
HELD ON DECEMBER 17, 2020
VIA VIDEO CONFERENCE**

The following Trustees were present via conference call:

UNION TRUSTEES

John Boardman - Chairman
Linda Martin
Stephanie Steer

EMPLOYER TRUSTEES

Solomon Keene
Charles Hill
Satinder Palta

Also present were:

Anne Mayerson – Bredhoff & Kaiser, PLLC
Fredric Singerman – Seyfarth Shaw, LLP
Paul Regan – Regan Associates Chartered (for part of the meeting)
Brian Dana – Meketa Investment Group
Henry Jaung – Meketa Investment Group
Barbara Maiorano – Associated Administrators, LLC
Anne-Marie Sims – Associated Administrators, LLC

I. CALL TO ORDER

A quorum being present, Chairman Boardman called the meeting to order.

II. MINUTES

Board Meeting, September 24, 2020

The Trustees reviewed the draft minutes of the September 24th, 2020 meeting.

On Motion made and seconded, the Trustees approved the following resolution:

RESOLVED that the minutes of the Board meeting held September 24, 2020 are approved, as presented.

III. INVOICES

Ms. Sims presented a list of invoices dated December 17, 2020. She noted that there were no additions, deletions or changes to the list.

On Motion made and seconded, the Trustees approved the following resolution:

RESOLVED that the invoices set forth in the list dated December 17, 2020 are approved for payment.

IV. CO-COUNSEL REPORT

Regan Associates Chartered – Service Agreement Amendment Extension

Mr. Boardman reminded the Trustees that the temporary modifications to (i) the eligibility for benefits and the types of benefits, and (ii) payments to Regan Associates that the Trustees and Regan Associates had previously agreed to as a result of the pandemic are due to expire December 31, 2020. The modification to eligibility and benefits was intended to permit participants who have recently lost or will lose eligibility for coverage under the Fund due to the pandemic to continue to be eligible for limited benefits, while the payment to Regan Associates of a monthly fee of \$125,000 was intended to permit Regan to continue to provide services in view of the vastly decreased cents-per-hour payments otherwise due. Mr. Boardman suggested extending the modified eligibility/benefits and monthly payments through March 31, 2021, and said that the Trustees could discuss at their next meeting how to proceed after March. He added that Mr. Regan was amenable to this course of action.

RESOLVED to approve extending the modified eligibility and benefits and modified flat-fee monthly \$125,000 payment to Regan Associates through March 31, 2021.

Mr. Boardman and Ms. Steer said that Local 25 will notify participants of the extension of eligibility and benefit modifications via email blast.

V. PROVIDER REPORT

The Trustees welcomed Mr. Paul Regan to the meeting. Mr. Regan reviewed Regan Associates' Third Quarter 2020 Legal Plan Utilization report. A copy of the subject report is attached to and made a part of these minutes as Exhibit A.

VI. ADMINISTRATIVE MANAGER'S REPORT

A. Third Quarter 2020 Administrative Manager's Report

Ms. Sims presented and reviewed the Third Quarter 2020 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit B.

B. Associated Administrators Administrative Fee Rate Conversion

Ms. Sims reported that due to the COVID-19 national emergency, Associated Administrator's ("Associated") monthly administrative fee payment, which is based on a per member per month rate ("PMPM"), has substantially decreased due to the lack of hours worked by plan participants. Ms. Sims said that Associated Administrators is preparing a new proposal for Trustee consideration which converts the current administration services billing basis from a per-member-per-month rate to a flat monthly fee through the remainder of the contract (12/31/2021).

After discussion, on Motion made and seconded, the Trustees voted approval of the following resolution:

RESOLVED to delegate to the Finance and Collections Committee authority to approve Associated's proposal to revise the basis from a per-member-per-month to a flat fee through December 31, 2021.

VII. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Wednesday, March 24, 2021, commencing at 10:00 a.m.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on _____, 2021

By: _____
Anne-Marie Sims, Associated Administrators, LLC

AMS/bm
(Org. 12-17-2020)

Attachments:

Exhibit A: Regan and Associates Chartered – Third Quarter 2020 Utilization Report

Exhibit B: Associated Administrators, LLC – Administrative Managers Report - Third Quarter 2020