

**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 JUNE 2, 2021
VIA VIDEO CONFERENCE

The following Trustees were present:

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
Thomas Dunleavy – Meketa Investment Group
Barbara Maiorano – Associated Administrators, LLC
Anne-Marie Sims – Associated Administrators, LLC
Tyler Geiman – Novak|Francella, LLC
Jackie Coyle – Novak|Francella, LLC

I. CALL TO ORDER

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

II. MINUTES

Board Meeting, March 24, 2021

The Trustees reviewed the draft minutes of the March 24, 2021 meeting.

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

**RESOLVED that the minutes of the Board meeting held
March 24, 2021 are approved, as presented.**

III. INVOICES

Anne-Marie Sims presented a list of invoices dated June 2, 2021. 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
June 2, 2021 are approved for payment.**

IV. AUDITOR REPORT

Tyler Geiman reported that Novak|Francella has completed the fieldwork associated with the annual financial audit and will present draft auditors' report/financial statements at the next Trustee meeting.

V. PAYROLL AUDIT REPORT

Payroll Audit Collections Report

Ms. Sims referred to the Payroll Audit Collections Report dated June 2, 2021, included in the meeting book. A copy of the report is attached to and made part of the minutes as Exhibit A. Ms. Sims reviewed the report which contains results for collection of payroll audit deficiencies after receipt of the audits from Novak|Francella and before referral of unpaid billed deficiencies to the Fund's Collection Counsel.

Jackie Coyle provided an overview of the current status of the payroll audits performed by Novak. Ms. Coyle reported that Novak|Francella has completed exit audits for the Marriott Wardman Park and Fairfax Embassy Row Hotel. She reported that the audit for the Marriott Wardman Park found no discrepancies, but there were findings for Fairfax Embassy Row. Ms. Coyle reported that the Fairfax Embassy Row was about to be sold and due to the short timeline asked if it would be acceptable to send the preliminary report findings to the employer now for payment. The Trustees agreed that this action was acceptable and requested that a copy of the demand letters be sent to Ms. Steer.

VI. PROVIDER REPORT

Regan Associates Chartered

A. First Quarter 2021 Utilization Report

A copy of Regan Associates' First Quarter 2020 Legal Plan Utilization was distributed to the Trustees prior to the meeting. A copy of the subject report is attached to and made a part of these minutes as Exhibit B.

B. Service Agreement Amendment Payment Extension

Ms. Mayerson reminded the Trustees that the temporary modifications to the benefits and payments for Regan Associates that had previously been agreed to as a result of the pandemic are set to expire June 30, 2021. The Trustees referred this matter to the Finance and Collection Committee for action as to both the program and payments to Regan.

RESOLVED to refer this matter to the Finance and Collections Committee for discussion with Regan Associates and appropriate action regarding the modified flat-fee monthly \$125,000 payment to Regan Associates and the benefit modifications beyond June 30, 2021.

V. ADMINISTRATIVE MANAGER'S REPORT

First Quarter 2021 Administrative Manager's Report

Ms. Sims presented and reviewed the First Quarter 2021 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit C.

VI. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Thursday, September 30, 2021, commencing at 10:00 a.m.

VII. 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. 06-02-2021)

Attachments:

Exhibit A: Novak|Francella Payroll Audit Collections Report – June 2021

Exhibit B: Regan and Associates Chartered – First Quarter 2021 Utilization Report

Exhibit C: Associated Administrators, LLC – First Quarter 2021 Administrative Manager's Report