

**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 SEPTEMBER 25, 2024
UNITE HERE Local 25
901 K Street, N.W., Suite 200
Washington, DC

The following Trustees were present:

UNION TRUSTEES

Paul Schwalb - Chairman
Stephanie Steer Jones
Linda Martin

EMPLOYER TRUSTEES

Solomon Keene
Satinder Palta (via video conference)
Michael D'Angelo (via video conference)

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Swapnil Agrawal – Bredhoff & Kaiser, PLLC
Charlotte Kaufman – UNITE HERE Local 25
Ben Conley - Seyfarth Shaw, LLP
Tyler Geiman - Novak|Francella
Barbara Maiorano - Associated Administrators, LLC (via video conference)
Anne-Marie Sims - Associated Administrators, LLC
Amy Steen – Associated Administrators, LLC
Kevin Regan – Regan Associates (for part of the meeting)

I. CALL TO ORDER

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

II. MINUTES

Board Meeting, June 7, 2024

The Trustees reviewed the draft minutes of the June 7, 2024 meeting.

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

RESOLVED that the minutes of the Board meeting held June 7, 2024 be approved with the clarification that the reference in the Provider Report section to cases opened refers only to immigration cases.

III. INVOICES

Ms. Sims presented a list of invoices dated September 25, 2024. 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 September 25, 2024 are approved for payment.

IV. AUDITOR REPORT

Draft Financial Statements for Years Ended December 31, 2023

Mr. Tyler Geiman of Novak | Francella, LLC reviewed the draft Financial Statements for the year ended December 31, 2023, which were distributed to the Trustees prior to the meeting. Mr. Geiman stated that the financial statements present fairly, in all material respects, the financial status of the Fund. Mr. Geiman then reviewed the audit report in detail. He reported that the Form 5500 and Financial Statements would be filed timely.

V. PAYROLL AUDITOR REPORT

Payroll Audit Collections Report

Ms. Sims and Mr. Geiman referred to the Payroll Audit Collections Report dated September 25, 2024, included in the agenda materials. Ms. Sims and Mr. Geiman 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.

Ms. Sims reported that, with respect to the Omni Shoreham audit discussed at the last meeting that identified missing contributions for the work period 8/31/17, Novak|Francella has confirmed that the interest calculation of \$170,000 was incorrect and the interest assessment has been reduced to \$29,000.

VI. PROVIDER REPORT

The Trustees welcomed Mr. Kevin Regan to the meeting.

Mr. Kevin Regan reviewed the Second Quarter 2024 Annual Utilization Report provided by Regan and Associates Chartered as contained in the meeting booklet, which is included in the meeting book. He observed that 324 cases were opened during the quarter, the majority focusing on Immigration at 25.6% and Family Law 18.8%.

The Trustees thanked Mr. Regan for his presentations and excused him from the meeting.

VII. CO-COUNSEL REPORT

Co-Counsel advised that they had no items to report.

VIII. ADMINISTRATIVE MANAGER'S REPORT

Second Quarter 2024 Administrative Manager's Report

Ms. Sims presented and reviewed the Second Quarter 2024 Administrative Manager's Report, which is included in the meeting book. The report showed employer contribution income of \$684,026, investment income of \$1,709, and miscellaneous income of \$660, producing a total income of \$686,395. Expenses included \$18,684 in administration fees, \$593,761 for Regan & Associates and miscellaneous expenses of \$12,390, producing total expenses of \$624,835, resulting in a surplus of \$61,560. Contributions were made on behalf of 6,430 active participants.

The Trustees discussed the Fund's current investments and the possibility of retaining Meketa to make recommendations with respect to investment vehicles.

RESOLVED, the Chair and Secretary are authorized to retain Meketa to review the Fund's investments and make recommendations for replacement investment vehicles, if appropriate.

IX. NEXT MEETING DATES

It was noted that the next meeting date had previously been set for January 22, 2025.

X. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on _____, 2024

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

AMS/bm
(Org. 09-25-2024)