

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

911 Ridgebrook Road
Sparks, Maryland 21152-9451
Telephone: (410) 683-6500
(800) 638-2972
www.associated-admin.com

8400 Corporate Drive, Suite 430
Landover, Maryland 20785-2361
Telephone: (301) 459-3020
(800) 638-2972
www.associated-admin.com

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 21, 2022**

The following Trustees were present:

UNION TRUSTEES

John Boardman - Chairman
Stephanie Steer

EMPLOYER TRUSTEES

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

Also present were:

Anne Mayerson – Bredhoff & Kaiser, PLLC
Ben Conley – Seyfarth Shaw, LLP
Brian Dana – Meketa Investment Group (via video conference)
Henry Jaung – Meketa Investment Group
Barbara Maiorano – Associated Administrators, LLC (via video conference)
Anne-Marie Sims – Associated Administrators, LLC
Dawn Welch – Associated Administrators, LLC
Paul Schwab – UNITE Here Local 25
Tyler Geiman – Novak|Francella (via video conference)
Marcella Pascal – Novak|Francella (via video conference)

I. CALL TO ORDER

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

II. MINUTES

Board Meeting, April 13, 2022

The Trustees reviewed the draft minutes of the April 13, 2022 meeting.

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

RESOLVED that the minutes of the Board meeting held April 13, 2022 are approved, as presented.

III. INVOICES

Ms. Sims presented a list of invoices dated June 21, 2022. 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 21, 2022 are approved for payment.

IV. PAYROLL AUDIT REPORT

Payroll Audit Collections Report

Ms. Sims referred to the Payroll Audit Collections Report dated June 15, 2022, 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.

Mr. Tyler Geiman from Novak|Francella reported on the status of payroll. He reported that the new operator of the Washington Court Hotel, Hilton, has advised that it does not have the payroll records from the previous operator (Harbaugh). Mr. Boardman stated he would attempt to obtain contact information for Harbaugh.

With respect to the Levi audit, Mr. Geiman said no one has responded to phone calls or written requests. Mr. Schwab stated he would provide a contact at Levi.

Mr. Geiman reported that Novak is also currently experiencing exit audit issues with the Trump Hotel, which has not provided all the information required to complete the audit.

Ms. Steer noted that Ms. Martin was contacting Trump Hotel to attempt to receive the required information.

Mr. Geiman informed the Trustees that the auditor has been unable to schedule the exit audit of the prior operator of the Capital Liaison (now Yotel, which took over in February 2019). Ms. Steer said she would assist with obtaining contact information for the prior operator.

Ms. Steer requested that the payroll auditor inform her immediately when experiencing difficulty contacting or obtaining the required information to complete the audits. She also requested copies of all correspondence sent to these employers and actions taken by Novak when attempting to schedule the audit with the employer. Mr. Boardman noted that payroll audits had been delayed due to the COVID-19 pandemic and that most audit timelines were for scheduled for the period January 1, 2016 to December 31, 2018. After discussion the Trustees requested that the payroll audits that were put off during the pandemic be extended through 2021.

V. PROVIDER REPORT

Regan Associates Chartered – First Quarter 2022 Utilization Report

A copy of Regan Associates' First Quarter 2022 Legal Plan Utilization report 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.

VI. CO-COUNSEL REPORT

Co-Counsel reported there were no legal matters requiring Board action.

VII. AUDITOR REPORT

Financial Statements for Years Ended December 31, 2021

Ms. Marcella Pascal of Novak | Francella, LLC ("Novak") reviewed the Financial Statements for year ended December 31, 2021, which were distributed to Trustees prior to the meeting and a copy of which is attached to and made a part of these minutes as Exhibit C. Ms. Pascal confirmed that the financial statements present fairly, in all

material respects, the financial status of the Fund. Ms. Pascal then reviewed the audit report in detail. Ms. Pascal reported that the Form 5500 and Financial Statements would be filed timely. Ms. Pascal exited the meeting following her report.

VIII. ADMINISTRATIVE MANAGER'S REPORT

A. First Quarter 2022 Administrative Manager's Report

Ms. Sims presented and reviewed the First Quarter 2022 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit D.

Mr. Boardman reminded the Trustees that the bargaining parties had agreed to reallocate 12 cents from the Legal Fund to the H&W Fund for the period March 15, 2022 through June 30, 2023. He asked Ms. Sims to let him and Paul Schwab know which employers had not yet implemented this temporary agreement.

IX. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Tuesday, October 4, 2022, commencing at 10:00 a.m.

X. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on _____, 2022

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

AMS/bm
(Org. 06-21-2022)

Attachments:

Exhibit A: Novak|Francella – Payroll Audit Collection Report

Exhibit B: Regan Associates, Chartered – First Quarter 2022 Utilization Report

Exhibit C: Novak|Francella – Financial Statements for year ended December 31, 2021

Exhibit D: Associated Administrators, LLC – Administrative Managers Report - First Quarter 2022