# 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 NOVEMBER 21, 2025
VIA VIDEO CONFERENCE

The following Trustees were present via video conference:

UNION TRUSTEES

Paul Schwalb - Chairman
Stephanie Steer Jones
Linda Martin

EMPLOYER TRUSTEES

Solomon Keene
Satinder Palta

Also present via video conference were:

Anne Mayerson – Bredhoff & Kaiser, PLLC
Swapnil Agrawal – Bredhoff & Kaiser, PLLC
Ben Conley – Seyfarth Shaw, LLP
Anne-Marie Sims – Associated Administrators, LLC
Amy Steen – Associated Administrators, LLC
Brittany Garland – Associated Administrators, LLC
Tyler Geiman – Novak|Francella
Stephanie Love – Novak|Francella
Kevin Regan – Regan Associates (for part of the meeting)
William Duryea – Meketa Investment Group
Peter Belval – Meketa Investment Group

## I. CALL TO ORDER

Mr. Keene noted that Mr. Michael D’Angelo had provided him with his proxy for this meeting.

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

## II. MINUTES

Board Meeting, September 30, 2025

The Trustees reviewed the draft minutes of the September 30, 2025 meeting.

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

> **RESOLVED that the minutes of the Board meeting held September 30, 2025 be approved, as presented.**

## III. PROVIDER REPORT

The Trustees welcomed Mr. Kevin Regan to the meeting.

Mr. Regan reviewed the Third Quarter 2025 Annual Utilization Report provided by Regan Associates, Chartered and contained in the meeting booklet. Mr. Regan reported that participants opened 377 new cases in the Third Quarter of 2025. 113 immigration cases were opened during this period, which is above the historical norm for this area of law. The firm's attorneys logged 3,497.00 hours across all of law. Family law cases continued to require the most attorney time, constituting 39.35% of total hours.

The Trustee thanked Mr. Regan for his presentation and excused him from the meeting.

## IV. PAYROLL AUDIT REPORT

The Trustees welcomed Mr. Tyler Geiman and Ms. Stephanie Love of Novak|Francella to the meeting. Ms. Love referred to the Payroll Audit Collections Report dated October 23 2025, included with the meeting materials. Ms. Love 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. Geiman noted that the current eight-year audit period is creating delays with respect to the payroll audit cycle schedule and timely completion of audits. Mr. Geiman advised the Trustees that Novak|Francella recommends that the payroll audit period be adjusted to cover a three-year time period, with authority to expand the review beyond that timeframe if circumstances warrant.

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

> **RESOLVED to adjust the payroll audit period to three years, with authority to expand the review beyond that timeframe if circumstances warrant.**

## V. INVESTMENT CONSULTANT REPORT

Mr. William Duryea and Mr. Peter Belval presented the Annual Investment Review. As of September 30, 2025, the Legal Services plan was valued at roughly $511,100 and invested in two Core-Plus Fixed Income managers, Dodge and Cox Income Fund (4%) and Harbor Core Plus Fund (96%). Mr. Belval reported that this strategy has outperformed the Bloomberg US Aggregate over all trailing periods analyzed. He also reported that both managers are well known to Meketa and offer competitive fees.

Mr. Duryea then presented two potential asset allocation policy options for the Fund, one where some additional fixed income asset classes were introduced, and a further option that introduced equities. The risk-return tradeoffs of these alternative policies were discussed with the Trustees.

In light of the performance of the asset managers and the goals of the Fund, the Trustees declined to make any investment changes at this time.

## VI. INVOICES

Ms. Sims presented a list of invoices dated November 19, 2025. 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 November 19, 2025 are approved for payment.**

## VII. CO-COUNSEL REPORT

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

## VIII. ADMINISTRATIVE MANAGER'S REPORT

Third Quarter 2025 Administrative Manager's Report

Ms. Sims presented and reviewed the Third Quarter 2025 Administrative Manager's Report. The report showed employer contribution income of $596,459, and investment income of $11,323, producing a total income of $ $607,782. Expenses included $18,684 in administration fees, $577,741 for Regan & Associates and miscellaneous expenses of $9,379, producing total expenses of $605,804, resulting in a surplus of $1,978. Contributions were made on behalf of 6,237 active participants.

## IX. OTHER FUND BUSINESS

Summary Annual Reports

Ms. Sims reported that the Summary Annual Reports are in process and will be sent out by the December 15th deadline.

## X. NEXT MEETING DATES

The Trustees scheduled the following Board of Trustee meetings for 2026, commencing at 10:00AM: March 4, 2026, June 10, 2026, September 23, 2026 and December 7, 2026.

## XI. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on __________, 2026

By: ________________________

Anne-Marie Sims, Associated Administrators, LLC

AMS

(Org. 11-19-2025)