

**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 JANUARY 22, 2025
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
Jackie Coyle - Novak|Francella
William Duryea - Meketa Investment Group
Anne-Marie Sims - Associated Administrators, LLC
Amy Steen – Associated Administrators, LLC
Brittany Garland – 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, September 25, 2024

The Trustees reviewed the draft minutes of the September 25, 2024 meeting.

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

RESOLVED that the minutes of the Board meeting held September 25, 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 January 22, 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 January 22, 2025 are approved for payment.

IV. PAYROLL AUDITOR REPORT

Payroll Audit Collections Report

Ms. Coyle referred to the Payroll Audit Collections Report dated January 17, 2025, included in the agenda materials. Ms. Coyle 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. Coyle reported that the audit for the Eaton Hotel is open but close to being completed. She reported that Employers are not paying contributions due for vacation time as well as overtime correctly. Ms. Mayerson suggested circulating another 'cheat sheet' to employers listing all contribution requirements with updated rates.

Ms. Coyle reported that Charlie Palmer Steakhouse is on schedule for an exit audit due to the restaurant closing in November 2024. Because the prior audit had minimal findings/delinquencies and neither Local 25 nor the Fund are aware of any compliance issues since then, the Trustees concurred that an exit audit would not be cost-effective and requested that the Charlie Palmer Steakhouse be removed from the audit schedule.

V. PROVIDER REPORT

The Trustees welcomed Mr. Kevin Regan to the meeting.

Mr. Kevin Regan reviewed the Fourth 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 308 cases were opened during the quarter, the majority focusing on Immigration at 33.4% and Family Law 18.8%.

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

VI. CO-COUNSEL REPORT

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

VII. ADMINISTRATIVE MANAGER'S REPORT

Third Quarter 2024 Administrative Manager's Report

Ms. Sims presented and reviewed the Third Quarter 2024 Administrative Manager's Report, which is included in the meeting book. The report showed employer contribution income of \$575,165, and investment income of \$25,304, producing a total income of \$600,469. Expenses included \$18,684 in administration fees, \$528,024 for Regan & Associates and miscellaneous expenses of \$8,588, producing total expenses of \$555,296, resulting in a surplus of \$45,173. Contributions were made on behalf of 5,935 active participants.

At the previous meeting, the Trustees discussed retaining Meketa to make recommendations with respect to investment vehicles. Mr. Will Duryea from Meketa said that his firm would submit a proposal for Trustee consideration with an annual review fee.

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

RESOLVED, the Chair and Secretary are authorized to retain Meketa to review the Fund's investments and make recommendations for replacement investment vehicles, subject to reaching agreement on terms.

VIII. OTHER FUND BUSINESS

A. Fund Auditor Engagement Letter – 2024 Plan Year

Ms. Sims reported that copies of the proposed audit engagement letter for the 2024 Plan year from Novak|Francella, LLC (“Novak”) had been circulated prior to the meeting. A copy of the subject letter is attached to and made a part of these minutes as Exhibit C.

Ms. Sims noted that the proposed fee of \$9,600 for the Plan year 2024 and related services represents a \$300 increase (3%) from the prior year.

Following discussion, upon Motion made and seconded, the Trustees approved the following resolution:

RESOLVED that the Fund's engagement letter with Novak|Francella, LLC for the audit and related work for the 2024 plan year, at a fee of \$9,600, is approved.

B. Modified Eligibility Rules for Legal Fund Benefit

Ms. Steer reported that three employers located at Westin National Harbor, the Hyatt Crystal City and Royal Sonesta Dupont Circle recently bargained into the Group Legal Services Fund and are required to commence remitting contributions to the Group Legal Services Fund effective January 1, 2025. She noted that the Fund's eligibility rules state that participants are eligible for legal benefits on the first day of the month following three consecutive months for which contributions have been made to the Fund on their behalf. Therefore, these participants will not be eligible to enroll in the benefit until April 1, 2025. Trustee Schwalb requested that the Trustees consider a one-time modified eligibility requirement for these three employers and a waiver of contributions to allow the participants of the Westin National Harbor, the Hyatt Crystal City and Royal Sonesta Dupont Circle to be eligible for Legal benefits effective February 1, 2025. Ms. Steer explained that the modified

eligibility would require that the participant worked at least 60 hours per month in November 2024, December 2024 and 2025 in order to be eligible for legal benefits. Ms. Steer said that she would work with the Employers to provide a list of those participants who met the hour requirements to the Fund office.

After discussion, on Motion made and seconded, the Trustees, with Trustee D'Angelo recused, approved the following resolution:

RESOLVED, employees at the Westin National Harbor, the Hyatt Crystal City and Royal Sonesta Dupont Circle who have worked at least 60 hours in each of November and December 2024 and January 2025, will be eligible for Legal Benefits, effective February 1, 2025. A one-time waiver of the three-month contribution requirement for eligibility will be granted.

C. 2024 Summary Annual Report

Ms. Sims reported that the Summary Annual Report ("SAR") had been mailed to participants on time.

D. Form 5500 for the Plan Year Ended December 31, 2023

Ms. Sims reported the timely filing, under extension, of the Form 5500 for the Plan year ended December 31, 2023.

E. Cyber Liability Insurance

Ms. Sims reported that the Cyber Liability policy for the Fund was renewed for the period of November 1, 2024 through October 31, 2025 for a premium of \$815.40.

IX. NEXT MEETING DATES

The Trustees scheduled the following Board meetings for 2025, commencing at 10:00 a.m.: April 30, 2025, August 13, 2025, and November 19, 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

(Org. 01-22-2025)

Attachments:

Exhibit A: Payroll Audit Collections Report, dated January 17, 2025

Exhibit B: Regan and Associates Chartered – Fourth Quarter 2024 Utilization Report

Exhibit C: Associated Administrators, LLC – Administrative Managers Report - Fourth Quarter 2024

Exhibit D: Novak|Francella – Audit Engagement Letters – PY 2024