

**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 APRIL 30, 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
Michael D'Angelo (via video conference)

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Swapnil Agrawal – Bredhoff & Kaiser, PLLC
Ben Conley - Seyfarth Shaw, LLP
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)
Paul 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, January 22, 2025

The Trustees reviewed the draft minutes of the January 22, 2025 meeting.

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

RESOLVED that the minutes of the Board meeting held on January 22, 2025 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 April 30, 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 April 30, 2025 are approved for payment.

IV. PAYROLL AUDITOR REPORT

Ms. Sims reviewed with the Trustees the Payroll Audit Collections Report dated April 16, 2025, which was included with the meeting materials.

V. PROVIDER REPORT

The Trustees welcomed Mr. Kevin Regan and Mr. Paul Regan to the meeting.

Mr. Paul Regan reviewed the 2024 Annual Utilization Report provided by Regan and Associates Chartered as contained in the meeting booklet. He noted that there were 1344 cases opened in 2024, with Immigration and Family Law being the most handled by the law firm. Mr. Paul Regan reported that participant utilization of Group Legal Services is 24% and because Regan Associates fee rate is much lower than the Washington, D.C. Metropolitan area, the Fund saved \$3,567,258.51 in 2024.

Mr. Kevin Regan reviewed the First Quarter 2025 Annual Utilization Report provided by Regan and Associates Chartered as contained in the meeting booklet. He observed that 420 cases were opened during the quarter, the majority focusing on Immigration at 36.19%, Consumer Law at 15.95% and Family Law 15%.

The Trustee thanked Mr. Regan and Mr. Regan for their presentations and excused them from the meeting.

VI. CO-COUNSEL REPORT

A. Counsel Rate Increase Request

Mr. Conley requested an increase in his firm's hourly billing rate from \$580 to \$640/hour effective April 1, 2025. He noted that co-counsel rates have not increased since 2022. Ms. Mayerson requested the same increase for her firm except that associate rates, which are currently \$440, would increase to \$475/hour. She explained that this proposal reflects a 3% year-over-year increase, which is less than inflation over that same period. The Trustees approved the fee increase.

RESOLVED that the proposed increases in Fund Co-Counsel's hourly rate is approved, effective April 1, 2025.

B. MEKETA - Consultant Services Agreement

Ms. Mayerson reported that at the last meeting the Trustees approved retaining Meketa to make recommendations with respect to investment vehicles. She said Meketa submitted a proposal with an annual review fee of \$2,500 for Trustee consideration. Co-Counsel stated that they had reviewed the proposed services agreement and it would be circulated for Trustee signatures.

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

RESOLVED to retain Meketa to review the Fund's investments and make recommendations for replacement vehicles for an annual fee of \$2,500.

VII. ADMINISTRATIVE MANAGER'S REPORT

Fourth Quarter 2024 Administrative Manager's Report

Ms. Sims presented and reviewed the Fourth Quarter 2024 Administrative Manager's Report. The report showed employer contribution income of \$604,225, and investment income of (\$14,012), producing a total income of \$590,213. Expenses included \$18,684 in administration fees, \$580,083 for Regan & Associates and miscellaneous expenses of \$5,426, producing total expenses of \$604,193, resulting in a deficit of \$13,980. Contributions were made on behalf of 5,781 active participants.

VIII. NEXT MEETING DATES

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

IX. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on _____, 2025

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

AMS
(Org. 04-30-2025)