

**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 JUNE 4, 2020
VIA WEB-EX CONFERENCE CALL**

The following Trustees were present via conference call:

UNION TRUSTEES

John Boardman - Chairman
Linda Martin
Stephanie Steer

EMPLOYER TRUSTEES

Solomon Keene
Charles Hill
Satinder Palta

Also present were:

Anne Mayerson – Bredhoff & Kaiser, PLLC
Fredric Singerman – Seyfarth Shaw, LLP
Jackie Coyle - Novak|Francella, LLC
Tyler Geiman – Novak|Francella, LLC
Brian Dana – Meketa Investment Group
Henry Jaung – Meketa Investment Group
Barbara Maiorano – Associated Administrators, LLC
Anne-Marie Sims – Associated Administrators, LLC

I. CALL TO ORDER

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

II. MINUTES

Board Meeting, February 27, 2020

Anne-Marie Sims reported she had received no comments on the draft of the subject minutes which had been circulated prior to this meeting.

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

RESOLVED that the minutes of the Board meeting held February 27, 2020 are approved.

III. INVOICES

Ms. Sims presented a list of invoices dated June 4, 2020. 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 4, 2020 are approved for payment.

IV. PAYROLL AUDIT REPORT

Payroll Audit Collections Report

Ms. Sims referred to the Payroll Audit Status Report 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 the status of open payroll audits as of May 27, 2020.

Jackie Coyle provided an overview of the current status of the payroll audits in progress. With respect to the Beacon Hotel audit for the period January 2017 through March 2018, Ms. Coyle reported that the prior owner's CFO and payroll administrator, Pattie Tipton, provided the requested documentation and the audit is complete. Ms. Coyle reviewed the findings and said that the employer is disputing findings relating to the payment of contributions for doubletime hours worked on Inauguration day and will be providing Novak|Francella with additional information regarding this matter.

Ms. Coyle reported that initial testing is in progress with respect to the Hilton Crystal City, Restaurant Associates and Sheraton at Tysons Corner. However due to the national COVID-19 crisis, audit progress is slow and/or halted, with limited response from hotel staff. Ms. Coyle suggested a need to discuss a new process for auditing the remaining hotels for 2020.

Mr. Boardman requested that the audits be handled on a case by case basis and discussed the possible need to delay further audits and referring delinquencies to collections counsel until hotels resume operations.

After discussion, on Motion made and seconded, the Trustees voted approval of the following resolution:

RESOLVED to delegate to the Finance and Collections Subcommittee the authority to make adjustments to the current audit process as appropriate due to the COVID-19 pandemic and the resulting impact on employer staffing.

V. CO-COUNSEL REPORT

CARES Act – Extension of Participant Deadlines

Ms. Mayerson reported that the Department of Labor (“DOL”)/Employee Benefits Security Administration (“EBSA”) and the Department of Treasury/Internal Revenue (“IRS”) jointly issued guidance that requires plans to extend the deadline for participants and beneficiaries to file claims and appeals by disregarding the period from March 1, 2020 until 60 days after the announced end of the COVID-19 emergency, or other date announced by the federal government, for purposes of determining the deadline

VI. PROVIDER REPORT

In the interest of time, Mr. Boardman requested Trustees review Regan Associates’ First Quarter 2020 Legal Plan Utilization report outside of the meeting. A copy of the subject report is attached to and made a part of these minutes as Exhibit B.

Mr. Boardman requested the Trustees consider utilizing Fund reserves to provide Regan and Associates with a supplemental payment to assist with legal services being rendered to Local 25 participants during the COVID-19 national emergency through June 2020. He explained that Regan has requested the additional funds, given the substantial decrease in payments due to the lack of hours worked by plan participants coupled with the anticipated skyrocketing in utilization due to the economic effects of the pandemic.

After discussion, on Motion made and seconded, the Trustees voted approval of the following resolution:

RESOLVED to authorize the Finance Committee to make a supplemental payment to Regan and Associates of up to \$200,000 from reserves, subject to agreement by Regan and Associates to continue to provide services commensurate with such payment.

VII. ADMINISTRATIVE MANAGER'S REPORT

First Quarter 2020 Administrative Manager's Report

Ms. Sims presented and reviewed the First Quarter 2020 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit C. Mr. Boardman referred to the Delinquent Employers report within the Administrative Manager's report and noted that many hotels were reflected as being delinquent due to the COVID-19 national emergency. Mr. Boardman said that he and Mr. Solomon Keene would reach out to individual hotels on a case by case basis, if necessary.

VIII. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Thursday, September 24th, 2020, commencing at 10:00 a.m.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on _____, 2020

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

AMS/bm
(Org. 06-04-2020)

Attachments:

Exhibit A: Payroll Audit Collections Report: Dated May 27, 2020

Exhibit B: Regan and Associates Chartered – First Quarter 2020 Utilization Report

Exhibit C: Associated Administrators, LLC – Administrative Managers Report – First Quarter
2020