**Lithographers & Photoengravers**
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# MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE LITHOGRAPHERS AND PHOTOENGRAVERS LOCAL 285 WELFARE FUND HELD ON OCTOBER 7, 2020 VIA CONFERENCE CALL

**DRAFT**

The following persons were in attendance:

| UNION TRUSTEES | EMPLOYER TRUSTEES |
|---|---|
| William Tull – Chairman | David King – Secretary |
| Barry English | David Ashton |
| Mark Poole | Tom Labadie |

Also present were:
Kristen Barshinger – Associated Administrators, LLC
Ed Chicoski - Lakeshore Benefit Group Insurance Brokerage, LLC
Alicia Cochran – Associated Administrators, LLC
Glenn Eyrich – Calibre CPA Group PLLC
Andrew Lin – Mooney, Green, Saindon, Murphy & Welch, P.C.
Leonard Phillips – Kaiser Permanente

## I. CALL TO ORDER

A quorum being present, the meeting was called to order.

## II. MINUTES – MEETING OF JULY 17, 2020

Ms. Cochran confirmed that there were no changes to the final draft of the minutes circulated prior to the meeting. The Trustees reviewed the draft and,

On Motion made and seconded, unanimously voted approval of the following resolution:

> **RESOLVED that the minutes of the regular Board meeting held July 17, 2020 are approved as written.**

## III. MINUTES – SPECIAL MEETING OF AUGUST 19, 2020

Ms. Cochran confirmed that there were no changes to the final draft of the minutes circulated prior to the meeting. The Trustees reviewed the draft and,

On Motion made and seconded, unanimously voted approval of the following resolution:

> **RESOLVED that the minutes of the regular Board meeting held August 19, 2020 are approved as written.**

## IV. FINANCIAL REPORT

Ms. Cochran reviewed the unaudited Financial Statements for the first quarter of the Plan year June 1, 2020 through August 31, 2020. For the Plan year through the second quarter, the Fund had total income of $681,180 and total expenses of $910,732. The Fund operated through the second quarter with a deficit of $229,552.

On Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

**RESOLVED to accept and approve the Financial Statements for June 1, 2020 through August 31, 2020 as presented.**

Ms. Cochran reported receipt of an email from Raff Embossing requesting that late fees for February, March, April, and June 2020 be waived due to the pandemic. The late fees totaled $797.98. The Trustees excused Trustee Labadie from the meeting for a discussion. After discussion, on Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

**RESOLVED to reduce the February, March, April and June late fees for Raff Embossing by 50%, revising the total amount to $398.99 if paid within fourteen (14) days after notification of the reduction. The employer is to be notified that the Fund will likely not be in a position to do this in the future.**

Ms. Cochran reported receipt of an email from Kelly Press requesting that late fees for April, June, and July 2020 be waived due to the pandemic. The late fees totaled $2,597.43. After discussion, on Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

**RESOLVED to reduce the April, June, and July late fees for Kelly Press by 50%, revising the total amount to $1,298.72 if paid within fourteen (14) days after notification of the reduction. The employer is to be notified that the Fund will likely not be in a position to do this in the future.**

Trustee Labadie rejoined the meeting. Ms. Cochran briefly reviewed the Fund Reserve report, which reflected a reserve of 17 months.

## V. <u>CHARLES SCHWAB</u>

Ms. Cochran noted that a copy of the Charles Schwab statement for August 2020 is contained in the meeting booklet.

Ms. Cochran asked the Trustees if they would like the Philadelphia Trust Company to provide a presentation at the next scheduled meeting. She said the meeting could be held by Webex so that a video option is available. The Trustees asked Ms. Cochran to invite a representative from the Philadelphia Trust Company to the next meeting.

## VI. AUDITOR REPORT

The Trustees welcomed Mr. Glenn Eyrich of Calibre CPA Group PLLC to the meeting.

Mr. Eyrich reviewed a draft of the annual audit for the Plan year March 1, 2019 through February 29, 2020 and reported it reflected an unmodified opinion. The audited Statement of Net Assets Available for Benefits as of February 29, 2020 reflected receivable employer contributions of $126,575 and other receivables of $10,834. Net assets available for benefits were $2,710,953 on February 29, 2020 compared to $2,737,705 on February 28, 2019.

Mr. Eyrich reported that the 2019 Form 5500, under extension must be filed by December 11, 2020 and the 2019 Form 990, under extension must be filed by October 12, 2020.

The Trustees thanked Mr. Eyrich for his report and he was excused from the meeting.

## VII. KAISER PERMANENTE

The Trustees welcomed Mr. Leonard Phillips of Kaiser Permanente to the meeting.

Mr. Phillips reviewed the “Rate Proposal” report dated October 1, 2020 detailing Kaiser’s renewal proposal effective March 1, 2021 broken out by plan option. The renewal proposal reflects a 10.25% increase in premiums. Mr. Phillips reviewed the Fund's claims experience for the past year, including high-cost claimants and prescription utilization.

The Trustees thanked Mr. Phillips for his report, and he was excused from the meeting.

The Trustees discussed the Kaiser proposal with Mr. Chicoski. On Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

> **RESOLVED that Mr. Chicoski should negotiate the Kaiser renewal for the March 1, 2021 policy year.**

## VIII. BROKER REPORT

Mr. Chicoski indicated that the renewals for Cigna dental and Mutual of Omaha are not yet available. He said both fee arrangements expire February 28, 2021 and that he will provide the renewals when available.

## IX. COUNSEL

Fund Counsel provided a brief overview of stimulus legislation currently under consideration. It was unlikely that any such legislation would include direct relief for the Fund.

## X. OTHER FUND BUSINESS

### A. Summary of Material Modifications (SMM)

Ms. Cochran said that SMMs regarding temporary changes to employee contributions and extension of coverage were mailed to participants on July 29, 2020 and August 26, 2020.

**B. Fiduciary Liability Renewal**

Ms. Cochran reported that the current policy includes a Renewal Guarantee endorsement and will renew on October 16, 2020 for a one-year period.

**C. Retirees – Medicare Rates**

Ms. Cochran reported receipt of the rates for the Kaiser Medicare plans effective January 1, 2021. She said the renewal reflects a 3.5% decrease in the premium from the prior year.

**D. International Foundation of Employee Benefit Plans**

Ms. Cochran reported receipt of the 2021 membership with the International Foundation of Employee Benefit Plans. She said the annual fee is $1,065.

On Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

> **RESOLVED to approve the 2021 renewal with the International Foundation of Employee Benefits Plans at a fee of $1,065.**

**E. Fidelity Bond Renewal – INTERIM ACTION**

Ms. Cochran reported that the Fidelity Bond policy expired July 1, 2020. The Trustees approved, by an email poll, a three-year period with the current carrier.

**F. Associated Administrators Renewal**

Ms. Cochran distributed and reviewed her letter dated October 7, 2020, which noted that the administrative services contract between the Fund and Associated

Administrators, LLC will expire on November 30, 2020 and provided detailed information in support of the request for a three-year renewal. The Trustees tabled consideration of the renewal, and Fund Counsel agreed to set up a conference call at a later date for the discussion.

**G. Payroll Audit**

Ms. Cochran reported that the Fund auditor, Calibre, completed the payroll audit for Doyle Printing for the period January 1, 2017 through December 31, 2019. She said that there were no findings in the payroll audit.

**H. Notice of Creditable Coverage**

Ms. Cochran reported that the Notice of Creditable Coverage was mailed to Plan participants on October 6, 2020.

## XI. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting to be held January 13, 2021, commencing at 10:00 a.m. via Webex.

## XII. ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,

David King, Secretary