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DRAFT

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE LITHOGRAPHERS AND PHOTOENGRAVERS LOCAL 285 WELFARE FUND HELD ON OCTOBER 18, 2023 VIA WEBEX

The following persons were in attendance:

UNION TRUSTEES	EMPLOYER TRUSTEES
Mark Poole – Secretary	David Ashton – Chairman
Barry English	Tom Labadie
Pete Gragnani	Dave King

Also present were:
Alicia Cochran – Associated Administrators, LLC
Rachel Grant – Associated Administrators, LLC
Andrew Lin – Mooney, Green, Saindon, Murphy & Welch, P.C.
Matt Walker[1] – The Philadelphia Trust Company

I. CALL TO ORDER

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

II. THE PHILADELPHIA TRUST COMPANY

The Trustees welcomed Mr. Matt Walker of The Philadelphia Trust Company to the meeting.

[1] Present for the investment report only

Mr. Walker provided a brief overview of the current market, including a portfolio recap as of September 30, 2023. He then reviewed the Fund's current holdings and the portfolio's performance. Mr. Walker reviewed the CD Maturity and T-Bill replacements since the last meeting, which included a recommendation to invest a portion of the cash into fixed income. He noted two U.S. Treasury Bills maturing on December 14, 2023 ($75,000) and December 28, 2023 ($50,000). Based on the market, Mr. Walker recommended investing $200,000 in 2-year U.S. Treasury Notes.

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

> **RESOLVED in accordance with The Philadelphia Trust Company's recommendation to place $200,000 of assets available for immediate investment in the 2-year U.S. Treasury Notes allocation as soon as administratively possible.**

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

III. MINUTES – MEETING OF JULY 19, 2023

Ms. Cochran confirmed that there were no changes to the final draft of the July 19, 2023 minutes circulated prior to the meeting. The Trustees noted that Trustee King ran the meeting and was listed as Secretary because Chairman and Secretary were not in attendance.

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

RESOLVED that the minutes of the regular Board meeting held July 19, 2023 are approved as revised.

IV. FINANCIAL REPORT

A. Financials

Ms. Cochran reviewed the unaudited Financial Statements for the second quarter of the Plan year beginning March 1, 2023. Through the second quarter, the Fund had total income of $666,371 and total expenses of $727,681. The Fund operated through the second quarter with a deficit of $61,309.

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

RESOLVED to accept and approve the Q2 Financial Statements for the year beginning March 1, 2023 as presented.

B. Delinquencies

Ms. Cochran reviewed the most recent report of outstanding delinquencies. After discussion, the Trustees on Motion made and seconded,

RESOLVED to authorize Fund Counsel to settle the H&H and Kelly Press delinquencies for up to a 50% discount of interest and LD charges.

V. PROVIDER REPORT – KAISER

Ms. Cochran stated that the 2024 Kaiser Renewal was not available for the meeting. She said the renewal would be distributed to the Trustees between meetings.

VI. COUNSEL

Mr. Lin reported on proposed DOL regulations that expanded on the enhanced compliance requirements that the Consolidated Appropriations Act of 2021 had added to the Mental Health Parity and Addiction Equity Act. The proposed rules would require additional steps by plan sponsors to demonstrate that their plans do not discriminate through the application of non-quantitative treatment limitations (NQTLs). Counsel noted he would continue to monitor the rules and advise what steps the Trustees should take accordingly.

VII. OTHER FUND BUSINESS

A. Notice of Creditable Coverage

Ms. Cochran reported the Notice of Creditable Coverage was mailed to Plan participants on September 26, 2023.

B. Women's Health Cancer Rights Act Notice ("WHCRA")

Ms. Cochran said the WHCRA notice was mailed to Plan participants on September 26, 2023.

C. 2023 Auditor Engagement Letter

Ms. Cochran reported receipt of the auditor engagement letter for the Plan year ended February 28, 2023, which reflects an annual fee of $12,000, an increase of 14% from the previous year. She stated that the engagement letter is for a two-year period. The Trustees requested Ms. Cochran provide a counter proposal with an annual fee of $11,500 for a three-year period. They then on Motion made and seconded, unanimously:

> **RESOLVED to grant the administrator authority to accept the original proposal if the counter proposal is not accepted.**

D. Retirees – Medicare Rates

Ms. Cochran reported receipt of the retiree rates for the Kaiser Medicare plans effective January 1, 2024. Compared to the previous year, she stated the renewal reflects a 1.9% decrease in premium for “Plan C++” and a 6.4% increase for “Plan A”.

E. Fiduciary Liability Renewal

Ms. Cochran reported that the previous policy included a Renewal Guarantee endorsement and was renewed October 16, 2023 for a one-year period with no change in premium. Ms. Cochran stated that the waiver of recourse letters were sent to the Trustees via email.

F. International Foundation Employee Benefits Plan (“IFEBP”)

Ms. Cochran reported receipt of the 2024 membership with the International Foundation of Employee Benefit Plans. She said the annual fee is $1,195.

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

> **RESOLVED to approve the 2024 renewal with the International Foundation of Employee Benefits Plans at a fee of $1,195.**

G. Payroll Audits

1. Mosaic

Ms. Cochran reported that the Fund auditor, Calibre, completed the payroll audit for Mosaic for the period January 1, 2019 through December 31, 2021. She stated that there were no findings in the payroll audit.

2. Raff Embossing

Ms. Cochran reported that the Fund auditor, Calibre, completed the payroll audit for Raff Embossing for the period January 1, 2019 through December 31, 2021. She stated that there were no findings in the payroll audit.

H. PNC Authorized Signers

Ms. Cochran reviewed the current authorized signers for PNC Bank. The Trustees did not request any changes.

I. Positive Pay

Ms. Cochran reviewed the positive pay program offered by PNC Bank. She stated the positive pay program detects fraudulent checks at the point of presentation and prevents the check from being processed. Ms. Cochran stated that the Fund issues seven to eight checks each month from the operating expense account. She reported that PNC estimated a monthly fee of $100.00 for positive pay services. Mr. Lin stated that positive pay can be a beneficial program for the Fund and can assist with obtaining favorable cyber liability renewals.

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

> **RESOLVED to approve the positive pay program with PNC Bank effective as soon as administratively possible.**

J. Summary Plan Description ("SPD")

Ms. Cochran reported that the revision of the SPD is currently in progress.

K. Associated Administrators, LLC Renewal

Ms. Cochran distributed and reviewed her letter dated October 18, 2023, which notes that the administrative services contract between the Fund and Associated Administrators, LLC will expire on November 30, 2023 and provided detailed information in support of the request for a three-year renewal, with a 4% annual fee increase.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED to approve an extension of the administrative services contract with Associated Administrators, LLC, for the period January 1, 2024 through December 31, 2026, with 4% annual fee increases.**

Ms. Cochran thanked the Board of Trustees for their partnership and the contract renewal.

VIII. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting to be held January 10, 2024 commencing at 10:00 a.m. via Zoom.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,

Mark Poole, Secretary