

School Cafeteria Employees UNITEHERE Local No. 634
Health & Welfare Fund

911 Ridgebrook Road
Sparks, Maryland 21152-9451
(833) 228-9212

www.associated-admin.com

Agenda

April 20, 2021

10:00 AM

- I. Call to Order
- II. Minutes, Regular Meeting – January 21, 2021
- III. Investment Manager Report
- IV. Auditor Report
- V. Consultant Report
- VI. Prescription Benefit Manager Report – BeneCard
- VII. Administrative Manager Report
- VIII. Counsel Report
- IX. Other Fund Business
- X. Next Meeting Date and Location
- XI. Adjournment

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Minutes of the Meeting of the Board of Trustees

Held on Thursday, January 21, 2021

Via Zoom

Present Were: Nicole Hunt and Warren Heyman – Union Trustees

Wayne Grasela, Lisa Norton and Susan Hancock –
Management Trustees

Also Present Were: Deborah R. Willig, Esq. and Kelly Brogan, Esq. of
Willig, Williams & Davidson – Legal Counsel; Jane
Flanagan of Summit Actuarial Services – Fund
Consultant; Kathleen Jackson and Dan Ohlemiller,
CPA; Alicia Cochran of Associated Administrators,
LLC – Administrative Manager; Matthew Walker¹,
CFA of The Philadelphia Trust Company

The meeting was called to order at 12:00 p.m. with Ms. Hunt presiding as Chairperson. Notice of this meeting was communicated prior to the date of the meeting. A quorum was present.

- I. The minutes of the meeting of the Board of Trustees held on October 15, 2020 were discussed.

MOTION was made and seconded, with
Trustee Heyman abstaining, to adopt the
minutes of the meeting of the Board of
Trustees held on October 15, 2020.

UNANIMOUSLY ADOPTED

- II. **Investment Manager's Report.** Mr. Walker presented the Investment Manager's report and stated the following: As of December 31, 2020, the Fund had a profit of 2.07% YTD. Total assets held in the discretionary account were \$1,608,863.43. Total assets held in the non-discretionary account were \$9,435.15. Assets in the discretionary account were allocated 25.2% to fixed income, 26.1% to equities and 48.7% to cash and equivalents.

¹ Present for the investment report only.

Mr. Walker noted that the interest rates for short term CDs were the same as long term treasury notes. As a result, Mr. Walker recommended that the Trustees consider expanding the definition of Fixed Income in the Investment Policy to include FDIC insured CDs. Mr. Walker noted that this change falls in line with the risk portfolio of the Fund.

Mr. Walker said his firm continues to monitor and adjust to handle the current market given the circumstances related to the pandemic.

MOTION was made and seconded to revised the Investment Policy to include FDIC insured CDs under Fixed Income.

UNANIMOUSLY APPROVED

- III. **Fund Auditor's Report.** Mr. Ohlemiller distributed a draft of the audited financial statements for Plan year ended August 31, 2020. Net assets available for benefits on August 31, 2020 were \$1,986,899 compared to \$2,038,538 on August 31, 2019.

MOTION was made and seconded to accept the draft of the audited financial statements for Plan year ended August 31, 2020.

UNANIMOUSLY APPROVED

- IV. **Fund Consultant's Report.** Ms. Flanagan reported that there is no change in the COBRA rates for January 1, 2021 through December 31, 2021.

- V. **Fund Manager's Report.** Ms. Cochran presented an unaudited statement of cash receipts and cash disbursements for FY 2020-2021, as of November 30, 2020, with a comparative report for FY 2019-2020. Receipts and disbursements for the period were reviewed, with the Fund experiencing a surplus of \$17,194.13 compared to a surplus of \$93,936.24 for the prior period.

A report was presented indicating the total Fund balance through November 30, 2020 was \$1,827,158.77.

A report was presented detailing the number of eligible employees as of November 20, 2020 - 872 Cafeteria Workers and 995 Student Climate Staff for a total of 1,867 employees.

A COBRA report was presented for September 1, 2020 through November 30, 2020 showing a total of 76 COBRA notices sent, with one COBRA payee in the month of November.

A dental claims report for Cafeteria Workers and Student Climate Staff for September 1, 2020

through November 30, 2020 was presented. Payments totaled \$52,719.52 on 1029 claims for Cafeteria Workers and \$22,651.40 on 405 claims for Student Climate Staff.

A report of orthotic claims paid for the period September 1, 2020 through November 30, 2020 was presented. Orthotic claims paid to date for Cafeteria Workers totaled \$5,970.00 and \$4,230.00 for Student Climate Staff.

A report of wig claims paid for the period September 1, 2020 through November 30, 2020 was presented. Wig claims paid to date for Cafeteria Workers totaled \$0.00. Claims paid to date for Student Climate Staff totaled \$0.00.

Ms. Cochran noted a Guardian Nurses utilization report was not included in the meeting booklet as the provider said there was no utilization for the period October 1, 2020 through December 31, 2020.

Ms. Cochran presented a report prepared by BeneCard for the period October 1, 2020 through December 31, 2020. The report reflected prescription utilization for which the Plan paid more than \$5,000 on any one prescription.

- VI. **Bills:** Ms. Cochran said that there are no invoices to be presented at today's meeting.
- VII. **Fund Counsel's Report.** Ms. Brogan noted that the Agreement between the School District and the Fund regarding coverage of insulin/diabetic medications was finalized and signed by both parties.
- VIII. **Other Business.** Ms. Cochran reported the following: The electronic filing of the Creditable Coverage Disclosure to Centers for Medicare and Medicaid Services for 2021 was filed and accepted in a timely manner.

The Fund received the 2020 – 2021 Fidelity Bond renewal. The policy was renewed for the period December 11, 2020 through December 11, 2021. The policy premium was \$305.00.

The Fund received a request from the Delaware Valley Health Care Coalition, Inc. (DVHCC) to audit the performance of BeneCard for the period July 1, 2018 through June 30, 2019. Ms. Brogan asked Ms. Cochran to confirm with DVHCC that all HIPAA and privacy rules are followed during the audit.

MOTION was made and seconded to approve the DVHCC audit of BeneCard for the period July 1, 2018 through June 30, 2019.

UNANIMOUSLY APPROVED

Ms. Cochran led a general discussion regarding Associated's ability to offer participants a website with access to the Summary Plan Description, enrollment forms, and other information. The Trustees stated that they would like to offer a participant website. Ms. Cochran stated that she would proceed with doing so as soon as possible.

- IX. The date of the next regular Board meeting was scheduled for Tuesday, April 20, 2021. The meeting will convene at 10:00 a.m. and will be held by a ZOOM conference call.
- X. There being no further business before the Board of Trustees, the meeting was adjourned.

Union Trustee

School District Trustee

**School Cafeteria Employees UNITEHERE
Local No. 634 Health and Welfare Fund**

**Profit & Loss Prev Year Comparison
September 2020 through February 2021**

		<u>Feb-21</u>	<u>Feb-20</u>
Ordinary Income/Expense			
Income			
61-113	Cobra Contributions	1,262.15	568.00
61-121	Cafeteria Workers	1,102,922.30	1,068,112.50
61-125	Student Climate Staff	74,289.60	74,595.91
61-300	Interest on Investments	9,871.68	18,796.37
61-301	Bond Discount Accretion	625.00	197.00
61-302	Interest on Bank Accounts	5.68	3.92
61-303	Realized Gain/Loss	37,277.70	34,440.09
61-304	Unrealized Gain/Loss	7,937.23	(49,269.05)
61-320	Formulary Rebates	162,299.17	108,250.54
61-905	Class Action Settlements	10,000.00	-
Total Income		<u>1,406,490.51</u>	<u>1,255,695.28</u>
Gross Profit		1,406,490.51	1,255,695.28
Expense			
71-200	City Clinics Fee	30,000.00	30,000.00
71-202	Benecard Drug Claims	944,822.11	678,631.79
71-523	Benecard Admin Fee	34,255.03	34,138.33
71-203	Vision Premium	43,931.08	57,813.63
71-212	Orthotics Claims	10,005.00	12,080.00
71-214	Self-Funded Dental Claims	114,894.08	131,161.50
71-560	Dental Claims	8,891.00	5,692.00
71-216	Wig Benefit	277.76	221.58
71-515	Local 634 Shared Costs	13,200.00	21,100.00
71-300	Administration Fees	56,176.16	54,540.00
71-501	Auditing and Accounting Fee	18,432.68	22,282.35
71-502	Legal Counsel Fee	12,536.92	17,888.76
71-503	Conference and Meeting Expenses	-	3,873.78
71-505	Consultant Fee	6,000.00	6,000.00
71-508	Printing, Duplicating, Postage	3,052.95	408.44
71-509	Investment Manager Fee	3,963.71	4,394.59
71-514	Fidelity Bond Premium	305.00	305.00
71-517	Fiduciary Liability Insurance Premium	-	4,157.00
71-520	Stop Loss	27,000.00	-
71-519	Membership Dues & DVHCC	1,065.00	1,065.00
71-550	Bank Service Charge & Wire Fees	489.65	259.97
71-750	Health Fair Expense	-	8,124.32
Total Expense		<u>1,329,298.13</u>	<u>1,094,138.04</u>
Net Ordinary Income		<u>77,192.38</u>	<u>161,557.24</u>
Net Income		<u>77,192.38</u>	<u>161,557.24</u>

**School Cafeteria Employees UNITEHERE
Local No. 634 Health and Welfare Fund**

**BB&T Bank and Philadelphia Trust Balances
February 28, 2021**

BB&T

Savings - M/M (Old)	\$ 0.16
Savings - M/M BB&T - 0780	177,932.15
Claims Checking BB&T - 0764	9,527.97
Cash Expense BB&T - 0772	<u>70,633.99</u>
Total BB&T	<u>258,094.27</u>

Philadelphia Trust

Phila Trust - Discr PTC701	1,475,970.03
Phila Trust - Non-Dis PTCN90	9,422.11
Phila Trust Company Allowance	<u>143,670.61</u>
Total Philadelphia Trust	<u>1,629,062.75</u>
Grand Total	<u><u>\$ 1,887,157.02</u></u>

**School Cafeteria Employees UNITEHERE
Local No. 634 Health and Welfare Fund**

Employer Contributions and Participant Counts Report - September 1, 2020 - February 28, 2021

Pay Period Ending	Date Received	Class	Amount Received	Contribution Rate	Member Count
8/28/2020	9/15/2020	Food Service Workers	\$ 85,897.50	\$ 97.50	896
		Student Climate Staff	\$ 6,227.20	\$ 5.60	1097
			<u>\$ 92,124.70</u>		
9/11/2020	9/22/2020	Food Service Workers	\$ 87,360.00	\$ 97.50	891
		Student Climate Staff	\$ 6,109.60	\$ 5.60	1089
			<u>\$ 93,469.60</u>		
9/25/2020	10/6/2020	Food Service Workers	\$ 879.80	\$ 97.50	
		Student Climate Staff	\$ -	\$ 5.60	
			<u>\$ 879.80</u>		
9/25/2020	11/9/2020	Food Service Workers	\$ 85,800.00	\$ 97.50	880
		Student Climate Staff	\$ 5,745.60	\$ 5.60	1026
			<u>\$ 91,545.60</u>		
10/9/2020	10/13/2020	Food Service Workers	\$ 86,385.00	\$ 97.50	886
		Student Climate Staff	\$ 5,896.80	\$ 5.60	1053
			<u>\$ 92,281.80</u>		
10/23/2020	10/20/2020	Food Service Workers	\$ 85,995.00	\$ 97.50	882
		Student Climate Staff	\$ 5,829.60	\$ 5.60	1041
			<u>\$ 91,824.60</u>		
11/6/2020	11/16/2020	Food Service Workers	\$ 85,312.50	\$ 97.50	875
		Student Climate Staff	\$ 5,628.00	\$ 5.60	1005
			<u>\$ 90,940.50</u>		
11/20/2020	12/2/2020	Food Service Workers	\$ 85,020.00	\$ 97.50	872
		Student Climate Staff	\$ 5,572.00	\$ 5.60	995
			<u>\$ 90,592.00</u>		
12/4/2020	12/15/2020	Food Service Workers	\$ 84,825.00	\$ 97.50	870
		Student Climate Staff	\$ 5,510.40	\$ 5.60	984
			<u>\$ 90,335.40</u>		
12/18/2020	1/19/2021 ¹	Food Service Workers	\$ 84,435.00	\$ 97.50	866
		Student Climate Staff	\$ 5,600.00	\$ 5.60	1000
			<u>\$ 90,035.00</u>		
1/1/2021	1/11/2021	Food Service Workers	\$ 83,850.00	\$ 97.50	860
		Student Climate Staff	\$ 5,594.40	\$ 5.60	999
			<u>\$ 89,444.40</u>		
1/15/2021	1/25/2021	Food Service Workers	\$ 83,070.00	\$ 97.50	852
		Student Climate Staff	\$ 5,510.40	\$ 5.60	984
			<u>\$ 88,580.40</u>		
1/29/2021	2/17/2021	Food Service Workers	\$ 82,290.00	\$ 97.50	844
		Student Climate Staff	\$ 5,482.40	\$ 5.60	979
			<u>\$ 87,772.40</u>		
2/12/2021	2/23/2021	Food Service Workers	\$ 81,802.50	\$ 97.50	839
		Student Climate Staff	\$ 5,583.20	\$ 5.60	997
			<u>\$ 87,385.70</u>		

¹ December 2020 contributions received in the month of January 2021

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COBRA Report - September 1, 2020 - February 28, 2021

	COBRA Notices Sent	COBRA Elections	COBRA Participants
September 2020	18	0	0
October 2020	45	1	1
November 2020	13	0	1
December 2020	18	0	1
January 2021	10	2	3
February 2021	14	0	3
March 2021			
April 2021			
May 2021			
June 2021			
July 2021			
August 2021			
Totals	118		

**School Cafeteria Employees UNITEHERE
Local No. 634 Health and Welfare Fund**

Dental Claims Report - December 1, 2020 - February 28, 2021

Food Service Workers

In-Network (LPMA)

Category	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	\$ -	\$ -
Diagnostic	227	\$ 14,814.96	\$ 4,419.16
Endodontics	43	\$ 9,475.00	\$ 3,061.00
Extraction	15	\$ 2,279.00	\$ 630.00
Oral Surgery	19	\$ 13,211.00	\$ 830.00
Orthodontics	17	\$ 9,838.84	\$ 1,100.00
Other Services	84	\$ 7,120.00	\$ 1,841.00
Periodontics	34	\$ 7,597.00	\$ 2,585.00
Preventive	142	\$ 8,048.00	\$ 2,556.00
Prosthodontics, Fixed	6	\$ 5,950.00	\$ 1,098.00
Prosthodontics, Removable	6	\$ 5,808.00	\$ 810.00
Restorative	85	\$ 16,786.00	\$ 4,926.00
Restorative, Crowns	9	\$ 9,752.00	\$ 4,640.00
Totals	687	\$ 110,679.80	\$ 28,496.16

Out-of Network

Category	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	\$ -	\$ -
Diagnostic	9	\$ 305.00	\$ 172.00
Endodontics	0	\$ -	\$ -
Extraction	0	\$ -	\$ -
Oral Surgery	0	\$ -	\$ -
Orthodontics	1	\$ 146.87	\$ -
Other Services	0	\$ -	\$ -
Periodontics	5	\$ 1,025.00	\$ 425.00
Preventive	1	\$ 75.00	\$ 54.00
Prosthodontics, Fixed	0	\$ -	\$ -
Prosthodontics, Removable	0	\$ -	\$ -
Restorative	0	\$ -	\$ -
Restorative, Crowns	0	\$ -	\$ -
Totals	16	\$ 1,551.87	\$ 651.00

	In-Network	Out-of-Network	Overall Totals
Total Billed Amount	\$ 110,679.80	\$ 1,551.87	\$ 112,231.67
Total Paid Amount	\$ 28,496.16	\$ 651.00	\$ 29,147.16

**School Cafeteria Employees UNITEHERE
Local No. 634 Health and Welfare Fund**

Dental Claims Report - December 1, 2020 - February 28, 2021

Student Climate Staff

In-Network (LPMA)

Catergory	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics			
Diagnostic	59	\$ 3,431.00	\$ 1,375.00
Endodontics	8	\$ 2,032.00	\$ 1,163.00
Extraction	2	\$ 255.00	\$ 45.00
Oral Surgery	10	\$ 2,253.00	\$ 595.00
Orthodontics	37	\$ 7,858.00	\$ 1,300.00
Other Services	28	\$ 2,077.00	\$ 880.00
Periodontics	4	\$ 673.00	\$ 310.00
Preventive	35	\$ 2,148.00	\$ 900.00
Prosthodontics, Fixed	1	\$ 60.00	\$ -
Prosthodontics, Removable	2	\$ 1,000.00	\$ 770.00
Restorative	18	\$ 3,411.00	\$ 1,295.00
Restorative, Crowns	1	\$ 950.00	\$ 243.00
Totals	205	\$ 26,148.00	\$ 8,876.00

Out-of-Network

Catergory	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	\$ -	\$ -
Diagnostic	9	\$ 663.00	\$ 221.00
Endodontics	0	\$ -	\$ -
Extraction	1	\$ 194.00	\$ 45.00
Oral Surgery	0	\$ -	\$ -
Orthodontics	0	\$ -	\$ -
Other Services	1	\$ 135.00	\$ 30.00
Periodontics	7	\$ 1,680.00	\$ 630.00
Preventive	8	\$ 496.00	\$ 270.00
Prosthodontics, Fixed	1	\$ 2,150.00	\$ 500.00
Prosthodontics, Removable	2	\$ 500.00	\$ 190.00
Restorative	3	\$ 537.00	\$ 175.00
Restorative, Crowns	0	\$ -	\$ -
Totals	32	\$ 6,355.00	\$ 2,061.00

	In-Network	Out-of-Network	Overall Totals
Total Billed Amount	\$ 26,148.00	\$ 6,355.00	\$ 32,503.00
Total Paid Amount	\$ 8,876.00	\$ 2,061.00	\$ 10,937.00

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Orthotics Claims Report - September 1, 2020 - February 28, 2021

Food Service Workers

Months		Amount		Total Paid
September 2020 - November 2020	\$	6,165.00	\$	5,970.00
December 2020 - February 2021	\$	-	\$	-
Totals	\$	6,165.00	\$	5,970.00

Student Climate Staff

Months		Amount		Total Paid
September 2020 - November 2020	\$	4,815.00	\$	4,230.00
December 2020 - February 2021	\$	-	\$	-
Totals	\$	4,815.00	\$	4,230.00

**School Cafeteria Employees UNITEHERE
Local No. 634 Health and Welfare Fund**

Wig Claims Report - December 1, 2020 - February 28, 2021
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Food Service Workers

Months	Billed Amount	Paid to Member Amount
September 2020 - November 2020	\$ -	\$ -
December 2020 - February 2021	\$ 104.30	\$ 82.76
Totals	\$ 104.30	\$ 82.76

Student Climate Staff

Months	Billed Amount	Paid to Member Amount
September 2020 - November 2020	\$ -	\$ -
September 2020 - February 2021	\$ -	\$ -
Totals	\$ -	\$ -

Claim Detail Report

Customer: PBF

Client: 10090 - Unite Here Cafeteria Workers

Group: All

Client Group Health Services Option: Not Specified

Date Filter: Process Date

Date Range: 01/01/2021 to 01/31/2021



Client ID	Client Name	Client Group Name	Status	Mail / Retail	Drug Label Name	Total Member Pay	Plan Paid
10090	Unite Here Cafeteria Workers	UNITE HERE - STUDENT CLIMATE STAFF	Paid	Mail Order	SPRYCEL TAB 140MG	\$ 5.00	\$ 14,112.41
10090	Unite Here Cafeteria Workers	UNITE HERE - CAFETERIA EMPLOYEES	Paid	Mail Order	SOFOS/VELPAT TAB 400-100	\$ 5.00	\$ 7,799.65
10090	Unite Here Cafeteria Workers	UNITE HERE - STUDENT CLIMATE STAFF	Paid	Mail Order	WELLBUTRIN TAB XL 300MG	\$ 5.00	\$ 6,164.07
10090	Unite Here Cafeteria Workers	UNITE HERE - STUDENT CLIMATE STAFF	Paid	Mail Order	HUMIRA PEN INJ 40MG/0.8	\$ 5.00	\$ 5,429.91
10090	Unite Here Cafeteria Workers	UNITE HERE - CAFETERIA EMPLOYEES	Paid	Mail Order	RINVOQ TAB 15MG ER	\$ 5.00	\$ 5,161.74
						\$ 25.00	\$ 38,667.78
						\$ 25.00	\$ 38,667.78