

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

July 13, 2021

10:00 AM

- I. Call to Order
- II. Minutes, Regular Meeting – April 20, 2021
- III. Investment Manager Report
- IV. Auditor Report
- V. Consultant Report
- VI. Administrative Manager Report
- VII. Counsel Report
- VIII. Other Fund Business
- IX. Next Meeting Date and Location
- X. Adjournment

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Minutes of the Meeting of the Board of Trustees

Held on Tuesday, April 20, 2021

Via Zoom

Present Were: Nicole Hunt, Antoinette Ford, 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;
Kathleen Jackson and Dan Ohlemiller, CPA; Alicia
Cochran of Associated Administrators, LLC –
Administrative Manager; Matthew Walker¹, CFA of
The Philadelphia Trust Company; – Marcie Popek²,
Polly Pardo², Tom Rowe², Jennifer Fuhrmann-
Berger², BeneCard – Pharmacy Benefit Manager

The meeting was called to order at 10:02 a.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 January 21, 2021 were discussed.

MOTION was made and seconded to adopt
the minutes of the meeting of the Board of
Trustees held on January 21, 2021.

UNANIMOUSLY ADOPTED

- II. **Investment Manager's Report.** Mr. Walker presented the Investment Manager's report and stated the following: As of March 31, 2021, the Fund had a profit of 2.00% YTD. Total assets

¹ Present for the investment report only.

² Present for the BeneCard report only.

held in the discretionary account were \$1,637,836.82. Total assets held in the non-discretionary account were \$9,437.34. Assets in the discretionary account were allocated 21.50% to fixed income, 25.60% to equities and 52.90% to cash and equivalents.

Mr. Walker said his firm continues to monitor inflation, international tension and the recovery of the economy related to the pandemic.

III. **Fund Auditor's Report.** Nothing to report.

IV. **Fund Consultant's Report.** Nothing to report.

V. **Prescription Benefit Manager Report.** Ms. Marcie Popek, Ms. Polly Pardo, Mr. Tom Rowe and Ms. Jennifer Fuhrmann-Berger presented a report titled, "UNITEHERE Local 634 Performance Highlights & Strategic Review." Ms. Popek reviewed the total claims processed and the total paid by the Fund for the period January 1, 2020 through December 31, 2020, 12,149 claims and \$1,714,277 spend. Ms. Popek noted that specialty drugs made up 53.00% of the Fund's total spend. She also reviewed a utilization summary of brand versus generic prescriptions filled, noting the Fund had an 87.74% generic fill rate. Ms. Popek also reviewed a breakdown of prescriptions filled at retail versus mail order. Ms. Popek also discussed the special plan that was set up for Cafeteria Workers related to diabetic supplies.

Ms. Pardo reviewed the Clinical Analysis information in the report. This included the clinical programs currently in place, the top 25 therapeutic categories of prescriptions, top 25 brand medications, top 25 generic medications, top 25 utilizing members and the specialty therapeutic categories.

Ms. Popek discussed with the Trustees in more detail BeneCard's clinical recommendations related to cost savings for the Plan. She discussed the Variable Copay Assistance Program in which coupons are offered through pharmaceutical manufacturers and other non-profit organizations. Ms. Popek explained how BeneCard works with members to assist them with the enrollment and application process as well as coordinate the copay assistance options available. Ms. Popek said there is an administrative fee of \$1.65 per member per month. Ms. Willig said it may be beneficial to have Ms. Hunt reach out to the affected members to encourage participation in the program. She said she would research the process for Ms. Hunt to work directly with members while not violating any HIPAA regulations.

MOTION was made and seconded to adopt, as soon as administratively possible, the recommendation of BeneCard to implement the Variable Copay Assistance Program.

UNANIMOUSLY ADOPTED

VI. **Administrative Manager's Report.** Ms. Cochran presented an unaudited statement of cash receipts and cash disbursements for FY 2020-2021, as of February 28, 2021, with a comparative report for FY 2019-2020. Receipts and disbursements for the period were reviewed, with the Fund experiencing a surplus of \$77,192.38 compared to a surplus of \$161,557.24 for the prior period.

A report was presented indicating the total Fund balance through February 28, 2021 was \$1,887,157.02.

A report was presented detailing the number of eligible employees as of February 12, 2021 - 839 Cafeteria Workers and 997 Student Climate Staff for a total of 1,836 employees.

A COBRA report was presented for September 1, 2020 through February 28, 2021 showing a total of 118 COBRA notices sent, with 3 COBRA payees in the month of February.

A dental claims report for Cafeteria Workers and Student Climate Staff for December 1, 2020 through February 28, 2021 was presented. Payments totaled \$29,147.16 on 703 claims for Cafeteria Workers and \$10,937.00 on 237 claims for Student Climate Staff.

A report of orthotic claims paid for the period September 1, 2020 through February 28, 2021 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 December 1, 2020 through February 28, 2021 was presented. Wig claims paid to date for Cafeteria Workers totaled \$82.76. Claims paid to date for Student Climate Staff totaled \$0.00.

Ms. Cochran presented a report prepared by BeneCard for the period January 1, 2021 through January 31, 2021. The report reflected prescription utilization for which the Plan paid more than \$5,000 on any one prescription.

VII. **Fund Counsel's Report.** Ms. Willig discussed the Aggrenox Antitrust Litigation noting the Fund was a lead plaintiff. Ms. Cochran said that the Fund received a settlement check in the amount of \$10,000.

VIII. **Other Business.** Ms. Cochran reported the following: The Form 1099-NEC was mailed to Plan participants January 28, 2021.

Ms. Cochran stated the PCORI fee, imposed by the Affordable Care Act for self-insured group plans, must be filed by July 31, 2021. The fee is \$2.54 multiplied by the average number of lives covered under the Plan for the 2020 Plan year. The Trustees directed the Administrative Manager

to engage Novak Francella to file Form 720, which is the tax form to be filed along with the fee payment. She noted that the 2019 fee was calculated using the snapshot method.

MOTION was made and seconded approving calculation of the PCORI fee using the snapshot method and engaging Novak Francella to file the Form 720.

UNANIMOUSLY ADOPTED

Ms. Cochran informed the Trustees that Associated's website now offers a link to the Fund and members have access to documents such as the Summary Plan Description and enrollment forms, as well as provider links.

- IX. The date of the next regular Board meeting was scheduled for July 13, 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 May 2021

		<u>May-21</u>	<u>May-20</u>
Ordinary Income/Expense			
Income			
61-113	Cobra Contributions	2,168.70	639.00
61-121	Cafeteria Workers	1,578,429.80	1,582,327.50
61-125	Student Climate Staff	107,016.00	111,679.11
61-300	Interest on Investments	13,864.92	27,080.73
61-301	Bond Discount Accretion	625.00	197.00
61-302	Interest on Bank Accounts	9.12	5.56
61-303	Realized Gain/Loss	44,633.03	11,212.38
61-304	Unrealized Gain/Loss	35,543.66	(17,053.17)
61-320	Formulary Rebates	231,628.02	164,174.87
61-905	Class Action Settlements	10,000.00	11.71
Total Income		<u>2,023,918.25</u>	<u>1,880,274.69</u>
Gross Profit		2,023,918.25	1,880,274.69
Expense			
71-200	City Clinics Fee	50,000.00	45,000.00
71-202	Benecard Drug Claims	1,392,798.41	1,102,504.31
71-523	Benecard Admin Fee	50,860.50	51,375.53
71-203	Vision Premium	69,037.07	86,394.66
71-212	Orthotics Claims	10,840.00	12,865.00
71-214	Self-Funded Dental Claims	182,381.48	158,694.50
71-560	Dental Claims	16,317.00	6,350.40
71-216	Wig Benefit	277.76	221.58
71-748	Guardian Nurses	-	5,250.00
71-515	Local 634 Shared Costs	19,800.00	27,700.00
71-300	Administration Fees	84,820.40	82,350.00
71-501	Auditing and Accounting Fee	18,432.68	22,282.35
71-502	Legal Counsel Fee	16,278.42	24,394.57
71-503	Conference and Meeting Expenses	-	10,603.78
71-505	Consultant Fee	9,000.00	9,000.00
71-508	Printing, Duplicating, Postage	3,486.49	1,738.79
71-509	Investment Manager Fee	6,014.95	6,515.08
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	639.69	390.69
71-711	Taxes	-	79.43
71-712	Issuer Fee	-	5.50
71-750	Health Fair Expense	-	8,124.32
Total Expense		<u>1,959,354.85</u>	<u>1,667,367.49</u>
Net Ordinary Income		<u>64,563.40</u>	<u>212,907.20</u>
Net Income		<u>64,563.40</u>	<u>212,907.20</u>

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

**BB&T Bank and Philadelphia Trust Balances
May 31, 2021**

BB&T

Savings - M/M (Old)	\$ 0.16
Savings - M/M BB&T - 0780	111,760.60
Claims Checking BB&T - 0764	1,201.13
Cash Expense BB&T - 0772	<u>93,098.40</u>
Total BB&T	<u>206,060.29</u>

Philadelphia Trust

Phila Trust - Discr PTC701	1,487,313.21
Phila Trust - Non-Dis PTCN90	9,427.50
Phila Trust Company Allowance	<u>171,277.04</u>
Total Philadelphia Trust	<u>1,668,017.75</u>
Grand Total	<u><u>\$ 1,874,078.04</u></u>

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

Employer Contributions and Participant Counts Report - September 1, 2020 - May 31, 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>		

2/26/2021	3/8/2021	Food Service Workers	\$ 81,412.50	\$ 97.50	835
		Student Climate Staff	\$ 5,549.60	\$ 5.60	991
			<u>\$ 86,962.10</u>		
3/12/2021	3/23/2021	Food Service Workers	\$ 80,340.00	\$ 97.50	824
		Student Climate Staff	\$ 5,499.20	\$ 5.60	982
			<u>\$ 85,839.20</u>		
3/26/2021	4/6/2021	Food Service Workers	\$ 79,462.50	\$ 97.50	815
		Student Climate Staff	\$ 5,460.00	\$ 5.60	975
			<u>\$ 84,922.50</u>		
4/9/2021	4/19/2021	Food Service Workers	\$ 78,780.00	\$ 97.50	808
		Student Climate Staff	\$ 5,465.60	\$ 5.60	976
			<u>\$ 84,245.60</u>		
4/23/2021	5/3/2021	Food Service Workers	\$ 78,097.50	\$ 97.50	801
		Student Climate Staff	\$ 5,398.40	\$ 5.60	964
			<u>\$ 83,495.90</u>		
5/7/2021	5/21/2021	Food Service Workers	\$ 77,415.00	\$ 97.50	794
		Student Climate Staff	\$ 5,353.60	\$ 5.60	956
			<u>\$ 82,768.60</u>		

¹ December 2020 contributions received in the month of January 2021

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

COBRA Report - September 1, 2020 - May 31, 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	28	3	3
April 2021	21	3	3
May 2021	19	3	3
June 2021			
July 2021			
August 2021			
Totals	186		

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

Dental Claims Report - March 1, 2021 - May 31, 2021

Food Service Workers

In-Network (LPMA)

Catergory	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	\$ -	\$ -
Diagnostic	183	\$ 13,674.14	\$ 4,049.64
Endodontics	40	\$ 10,388.00	\$ 4,799.00
Extraction	10	\$ 1,834.00	\$ 405.00
Oral Surgery	26	\$ 7,109.60	\$ 1,127.00
Orthodontics	24	\$ 5,340.64	\$ 1,100.00
Other Services	78	\$ 6,824.84	\$ 2,137.08
Periodontics	38	\$ 10,875.00	\$ 2,880.00
Preventive	81	\$ 5,097.52	\$ 2,165.00
Prosthodontics, Fixed	0	\$ -	\$ -
Prosthodontics, Removable	12	\$ 11,568.00	\$ 4,851.00
Restorative	64	\$ 13,242.00	\$ 3,958.44
Restorative, Crowns	8	\$ 8,059.40	\$ 3,841.40
Totals	564	\$ 94,013.14	\$ 31,313.56

Out-of Network

Catergory	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	\$ -	\$ -
Diagnostic	30	\$ 1,591.00	\$ 668.00
Endodontics	0	\$ -	\$ -
Extraction	0	\$ -	\$ -
Oral Surgery	2	\$ 475.00	\$ 70.00
Orthodontics	-1	\$ (146.87)	\$ -
Other Services	2	\$ 140.00	\$ 82.00
Periodontics	1	\$ 90.00	\$ 90.00
Preventive	9	\$ 782.00	\$ 486.00
Prosthodontics, Fixed	0	\$ -	\$ -
Prosthodontics, Removable	0	\$ -	\$ -
Restorative	8	\$ 1,443.00	\$ 506.00
Restorative, Crowns	2	\$ 2,400.00	\$ 1,055.00
Totals	53	\$ 6,774.13	\$ 2,957.00

	In-Network	Out-of-Network	Overall Totals
Total Billed Amount	\$ 94,013.14	\$ 6,774.13	\$ 100,787.27
Total Paid Amount	\$ 31,313.56	\$ 2,957.00	\$ 34,270.56

**School Cafeteria Employees UNITEHERE
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Dental Claims Report - March 1, 2021 - May 31, 2021

Student Climate Staff

In-Network (LPMA)

Category	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	\$ -	\$ -
Diagnostic	111	\$ 6,101.48	\$ 2,212.48
Endodontics	27	\$ 10,509.00	\$ 5,145.00
Extraction	5	\$ 900.00	\$ 270.00
Oral Surgery	33	\$ 8,541.00	\$ 1,405.00
Orthodontics	14	\$ 2,052.99	\$ 500.00
Other Services	43	\$ 3,713.00	\$ 1,306.00
Periodontics	15	\$ 2,839.00	\$ 1,030.00
Preventive	49	\$ 3,523.00	\$ 1,659.00
Prosthodontics, Fixed	0	\$ -	\$ -
Prosthodontics, Removable	3	\$ 2,900.00	\$ 1,837.00
Restorative	42	\$ 8,939.00	\$ 2,541.00
Restorative, Crowns	6	\$ 7,520.00	\$ 2,827.00
Totals	348	\$ 57,538.47	\$ 20,732.48

Out-of-Network

Category	Usage	Billed Amount	Paid Amount
Comprehensive Orthodontics	0	\$ -	\$ -
Diagnostic	15	\$ 867.00	\$ 286.00
Endodontics	4	\$ 2,580.00	\$ 1,300.00
Extraction	1	\$ 150.00	\$ 45.00
Oral Surgery	0	\$ -	\$ -
Orthodontics	0	\$ -	\$ -
Other Services	0	\$ -	\$ -
Periodontics	3	\$ 595.00	\$ 245.00
Preventive	4	\$ 258.00	\$ 162.00
Prosthodontics, Fixed	0	\$ -	\$ -
Prosthodontics, Removable	0	\$ -	\$ -
Restorative	7	\$ 1,696.00	\$ 415.00
Restorative, Crowns	0	\$ -	\$ -
Totals	34	\$ 6,146.00	\$ 2,453.00

	In-Network	Out-of-Network	Overall Totals
Total Billed Amount	\$ 57,538.47	\$ 6,146.00	\$ 63,684.47
Total Paid Amount	\$ 20,732.48	\$ 2,453.00	\$ 23,185.48

**School Cafeteria Employees UNITEHERE
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Orthotics Claims Report - September 1, 2020 - May 31, 2021
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Food Service Workers

Months		Amount		Total Paid
September 2020 - November 2020	\$	6,165.00	\$	5,970.00
December 2020 - February 2021	\$	-	\$	-
March 2021 - May 2021	\$	685.00	\$	685.00
Totals	\$	6,850.00	\$	6,655.00

Student Climate Staff

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

**School Cafeteria Employees UNITEHERE
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Wig Claims Report - September 1, 2020 - May 31, 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
March 2021 - May 2021	\$ -	\$ -
Totals	\$ 104.30	\$ 82.76

Student Climate Staff

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



Utilization Report for Cafeteria Workers Local 634

Date Range: through

Name	Date	Duration	Activity	Nurse Advocate
Type				
Thomas Holmes				
Reason for Referral: Clinical Questions			Case Status: Closed	
Call	05/24/21	10 minutes	Research & Call	Rebecca Czarkowski
To-do	05/25/21	0 minutes	Email Communication	Rebecca Czarkowski
Call	05/25/21	25 minutes	Initial Intake	MarySharon Rumsey
To-do	05/28/21	0 minutes	Case Review	Kelly Welden
Call	05/29/21	0 minutes	Courtesy Call	Betty Long
Call	05/29/21	30 minutes	Call on Behalf of Case	Betty Long
Call	06/01/21	10 minutes	Call With Patient	Betty Long
Call	06/01/21	15 minutes	Multiple Calls on Behalf of Case	Betty Long
Call	06/01/21	30 minutes	Call With Patient	Betty Long
Call	06/02/21	30 minutes	Multiple Calls on Behalf of Case	Betty Long
Call	06/04/21	20 minutes	Multiple Calls on Behalf of Case	MarySharon Rumsey
Meeting	06/04/21	90 minutes	Hospital/Facility Visit	Beth Logan
Call	06/04/21	30 minutes	Multiple Calls on Behalf of Case	Beth Logan
Call	06/06/21	10 minutes	Call on Behalf of Case	Kelly Welden
Call	06/07/21	10 minutes	Call on Behalf of Case	Beth Logan
Call	06/09/21	10 minutes	Call on Behalf of Case	MarySharon Rumsey
Call	06/09/21	10 minutes	Call With Patient	Beth Logan
Call	06/11/21	40 minutes	Multiple Calls on Behalf of Case	Beth Logan
Call	06/21/21	20 minutes	Call on Behalf of Case	Beth Logan
Call	06/30/21	0 minutes	Received Call/VM on Behalf of Case	Betty Long
Call	06/30/21	20 minutes	Multiple Calls on Behalf of Case	Beth Logan
Call	07/01/21	10 minutes	Call on Behalf of Case	Beth Logan
Call	07/07/21	10 minutes	Call on Behalf of Case	Beth Logan
Hours this report:		7.17		
Number of patients:		1		
Number of cases:		1		