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

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Minutes of the Meeting of the Board of Trustees
Held on Wednesday, June 18, 2025
Via Zoom

Present Were:	Nicole Hunt, Antoinette Ford, and Warren Heyman – Union Trustees Marissa Quinn and Lisa Norton – Management Trustees
Also Present Were:	Kelly Brogan, Esq. of Willig, Williams & Davidson – Legal Counsel; Frank Iannucci of Summit Actuarial Services – Fund Consultant; Kathleen Jackson and Dan Ohlemiller of Novak Francella – CPA; Alicia Cochran of Associated Administrators, LLC – Administrative Manager; Matt Walker[1] of The Philadelphia Trust Company; Nick Jones, Andrew Bardales, and Jennifer Fuhrmann-Berger, BeneCard[2] – Pharmacy Benefit Manager

The meeting was called to order at 2:04 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 April 9, 2025 were discussed.

MOTION was made and seconded to adopt the Minutes of the meeting of the Board of Trustees held on April 9, 2025.

UNANIMOUSLY ADOPTED

[1] Present for the investment report only.
[2] Present for the BeneCard report only.

II. **Investment Manager's Report.** Mr. Walker presented the Investment Manager's report and stated the following: As of May 31, 2025 the total assets held in the account were $1,107,934 with a year to date gain of 5.13%. Assets in the account were allocated 52.2% to fixed income, 26.30% to equities, 7.80% to cash and equivalents, and 13.80% to non-marketable assets.

Mr. Walker provided a market update and stated that his firm continues to monitor inflation, international tension, and changes in the debt ceiling.

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

III. **Fund Auditor's Report.** Ms. Jackson presented an engagement letter from Novak Francella, LLC for auditing services for the Plan Year ended August 31, 2025 with a proposed fee not to exceed $22,800, an increase of $1,000.00 from the prior audit.

MOTION was made and seconded to engage Novak Francella, LLC for auditing services for the Plan Year ended August 31, 2025 with an annual fee not to exceed $22,800.

UNANIMOUSLY ADOPTED

IV. **Fund Consultant's Report.** Mr. Iannucci reviewed the Fund's reserves. He noted that Mr. Walker and Ms. Cochran continue to monitor the Fund's total assets on a monthly basis.

Mr. Iannucci reviewed the impact of the current events on the Fund, including federal funding related to Medicare, Medicaid, and prescription pricing specifically related to auto-immune diseases and prescription drug costs related to cancer.

V. **Prescription Benefit Manager Report.** Mr. Nick Jones, Andrew Bardales, and Ms. Jennifer Fuhrmann-Berger of BeneCard joined the meeting.

Mr. Jones presented a report titled, "UNITEHERE Local 634 Performance Highlights and Strategic Review." He reviewed the details of the Fund's claims for the period January 1, 2024 through December 31, 2024, noting 9,818 total claims were processed. Mr. Jones noted that specialty drugs made up 29.57% of the Fund's total spend.

Mr. Bardales reviewed the clinical program cost management and noted the increase in spend was related to an increase in cancer medications. He also discussed the clinical program and stated that the overall initial cost avoidance for all clinical programs for the period January 1, 2024 to December 31, 2024 for all clinical programs totaled $142,183.

Mr. Bardales reviewed the program recommendations including the BeneCard Co-Pay Assistance program.

The Trustees thanked Mr. Jones, Mr. Bardales, and Ms. Fuhrmann-Berger for their report and they were excused from the meeting.

After discussion,

MOTION was made and seconded to approve the BeneCard Co-Pay Assistance program effective September 1, 2025 at no cost to the Fund.

UNANIMOUSLY APPROVED

VI. **Administrative Manager's Report.** Ms. Cochran presented an unaudited statement of cash receipts and cash disbursements for fiscal year 2024-2025, as of May 31, 2025, with a comparative report for fiscal year 2023-2024. Receipts and disbursements for the period were reviewed, with the Fund experiencing a surplus of $923,955.75 compared to a surplus of $878,918.58 for the prior period.

A report was presented indicating the total Fund balance through May 31, 2025 was $2,429,373.82.

A report was presented detailing the number of eligible employees as of May 31, 2025: 845 Cafeteria Workers and 1,144 Student Climate Staff for a total of 1,989 employees.

A COBRA report was presented for September 1, 2024 through May 31, 2025 showing a total of 80 COBRA notices sent, with three COBRA payees in the month of May 2025.

A dental claims report for Cafeteria Workers and Student Climate Staff for March 1, 2025 through May 31, 2025 was presented. Payments totaled $28,168.56 on 608 claims for Cafeteria Workers and $19,250.94 on 304 claims for Student Climate Staff.

A report of orthotic claims paid for the period September 1, 2024 through May 31, 2025 was presented. Orthotic claims paid to date for Cafeteria Workers totaled $3,160.00 and $470.00 for Student Climate Staff.

A report of wig claims paid for the period September 1, 2024 through May 31, 2025 was presented. Wig claims paid to date for Cafeteria Workers totaled $200.00. Claims paid to date for Student Climate Staff totaled $0.00.

VII. **Fund Counsel's Report.** Ms. Brogan stated that a review of the Early Childhood Food Service workers contribution rate was completed and stated that the School District is required to pay any necessary retroactive contributions due as of October 2023, when the new contract became effective.

VIII. **Other Business.** Ms. Cochran presented a utilization report prepared by Guardian Nurses for the period January 1, 2025 through March 31, 2025. The report reflected utilization of 14.50 hours on behalf of two members for the quarter.

Ms. Cochran reported that a total of 823 Newly Eligible Benefits packets were mailed to the members affected in the recent change to the initial eligibility enrollment process which no longer requires an enrollment form for the member to be eligible. She noted that the new procedure still requires an enrollment form and proper documentation in order to enroll dependents.

Ms. Cochran stated the PCORI fee, imposed by the Affordable Care Act for self-insured group plans, must be filed by July 31, 2025. The fee is $3.22 multiplied by the average number of lives covered under the Plan for the 2024 Plan year. The Trustees directed the Administrator to engage Novak Francella to file Form 720, which is the tax form to be filed along with the fee payment. Ms. Cochran noted that the 2023 fee was calculated using the snapshot method.

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

UNANIMOUSLY ADOPTED

Ms. Hunt discussed the 2025 Health Fair. The specific date is to be determined.

IX. The date of the next regular Board meeting was scheduled for October 8, 2025. The meeting will convene at 10:00 a.m. via Zoom.

X. There being no further business before the Board of Trustees, the meeting was adjourned.