

UFCW & FELRA LEGAL FUND

AGENDA

OCTOBER 22, 2020

- I. CALL TO ORDER**
 - A. RESIGNATION OF COMMITTEE MEMBER**
- II. MINUTES (pg. 1 - 3)**
 - A. REGULAR MEETING - JULY 23, 2020**
- III. FINANCIAL REPORT (pg. 4)**
 - A. PNC REPORT**
- IV. ATTORNEYS' REPORT**
- V. ADMINISTRATIVE MANAGER'S REPORT – (2Q20) (pg. 5 - 17)**
- VI. INVOICES (pg. 18)**
- VII. OTHER FUND BUSINESS**
 - A. MISCELLANEOUS CORRESPONDENCE**
- VIII. NEXT MEETING DATES AND LOCATION**
- IX. ADJOURNMENT**

MINUTES

**United Food and Commercial Workers
and Food Employers Labor Relations Association
Legal Benefits Fund**

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*A Program of the
FELRA and UFCW
VEBA Fund*

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**MINUTES OF THE MEETING OF THE COMMITTEE MEMBERS
OF THE UFCW & FELRA LEGAL BENEFITS FUND
HELD VIA VIDEO CONFERENCE
JULY 23, 2020**

The following Committee Members were present:

Union Committee Members

C. Hoffmann – Chairman
Y. Anwar
J. Harrison

Employer Committee Members

J. Paradis – Secretary
D. Dosenbach
M. Goble
S. Ridore

Also present were:

J. Chorpenning – UFCW Local 27
L. DuVall – Associated Administrators, LLC
M. Federici – UFCW Local 400
J. Hack – UFCW Local 27
A. Hanson – UFCW Local 400
N. Hill – UFCW Local 27
T. Hipkins – UFCW Local 27
N. Jacobs – UFCW Local 400
D. Jensen – Associated Administrators, LLC
M. Kreps – Groom Law Firm
C. McDonough – Investment Performance Services
R. McKnight – Associated Administrators, LLC
C. Murphy – Associated Administrators, LLC
J. Nazario – UFCW Local 27
S. Sanchez – Slevin & Hart, P.C.
R. Sichel – Investment Performance Services
B. Slevin – Slevin & Hart, P.C.
L. Walsh – Associated Administrators, LLC
M. Wilson – UFCW Local 400

I. **CALL TO ORDER**

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

A. **Proxy**

Mr. Jensen said that he had received correspondence from Committee Member Wildt giving his proxy to Committee Member Harrison to act in all matters coming before the Committee.

II. **MINUTES**

The Committee Members reviewed the minutes of the last regular meeting held on April 16, 2020, which were pre-circulated.

On Motion made and seconded, the Committee Members voted unanimous approval of the following resolution:

RESOLVED, that the minutes of the regular meeting held on April 16, 2020 are approved as presented.

III. **FINANCIAL REPORT**

A. **PNC Bank**

Mr. Jensen reviewed the Summary of Activity Report for the period January 1, 2020 to June 30, 2020. Such report indicated a beginning market value of \$590,572, earnings of \$6,641, receipts of \$1,429,546, and disbursements of \$1,605,131, producing an ending market value of \$421,628 as of June 30, 2020.

B. **Investment Performance Services ("IPS")**

1. **Master Consulting Report – March 31, 2020**

The Committee Members welcomed Mr. Rich Sichel and Mr. Chris McDonough of IPS to the meeting. Mr. Sichel presented the Master Consulting Report for the quarter ending March 31, 2020. Such report indicated a beginning market value of \$590,472, net cash flow of negative \$15,859, and a net investment change of \$2,535, resulting in an ending market value of \$577,148 for the period ending March 31, 2020. The performance was 0.6% through March 31, 2020.

2. **Preliminary Performance Update – May 31, 2020**

Mr. Sichel reviewed the Preliminary Performance Report for the period ending May 31, 2020. Such report indicated a beginning market value of \$590,472, net cash flow of negative \$166,782, and net investment

change of \$5,886, resulting in an ending market value of \$429,576. The year-to-date performance through May 31, 2020 was 1.3% gross of fees.

The Committee Members thanked the representatives of IPS for their report and they were excused from the meeting.

IV. ADMINISTRATIVE MANAGER'S REPORT

A. First Quarter 2020

Mr. Jensen presented the Administrative Manager's report for the First Quarter 2020. Such report indicated contribution income of \$802,266 and interest income of \$1,476, producing a total income of \$803,742. Total expenses were \$812,977, producing a deficit of \$9,235 for the quarter. Mr. Jensen noted that contributions were remitted on behalf of 14,908 active Plan participants.

V. INVOICES

Mr. Jensen presented a list of invoices dated July 23, 2020. It was noted there were no additions, deletions or changes to the list.

On Motion made and seconded, the Committee Members voted unanimous approval of the following resolution:

RESOLVED, that the invoices on the list dated July 23, 2020 are recommended for approval as presented.

VI. NEXT MEETING DATES AND LOCATION

The Committee Members noted that the next meeting was scheduled for October 22, 2020 immediately following the meeting of the Health and Welfare Fund.

VII. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned.

Respectfully Submitted,

Jason Paradis, Secretary

FINANCIAL REPORT

UFCW & FELRA VEBA LEGAL BENEFIT FUND
SUMMARY OF ACTIVITY
JANUARY 1, 2020 to SEPTEMBER 30, 2020

<u>Item</u>	<u>Amount</u>
Market Value 01/01/2020	\$590,572
Earnings	\$7,550
Receipts	\$2,360,333
Disbursements	(\$2,423,810)
Market Value as of 9/30/2020	\$534,645

PNC BANK, NA

ADMINISTRATIVE MANAGER'S REPORT

UFCW AND FELRA
LEGAL BENEFIT FUND
SECOND QUARTER 2020

ADMINISTRATIVE MANAGER'S REPORT

FULL TIME
SECOND QUARTER 2020
CONTRIBUTIONS

<u>COMPANY</u>	<u>RATE</u>	<u>PARTICIPANTS</u>	<u>CONTRIBUTIONS</u>
LOCAL 400			
GIANT	\$21.12	2,128	\$134,830
GIANT	11.87	8	285
GIANT ¹	11.12	347	11,587
LOCAL 400 STAFF	21.12	1	21
SAFEWAY	21.12	1,504	95,315
SAFEWAY ¹	11.12	167	5,582
SUBTOTAL		4,155	\$247,620

LOCAL 27			
GIANT	\$21.12	855	\$54,151
GIANT ¹	11.12	113	3,770
METRO/BASICS	21.12	161	10,180
METRO/BASICS ²	10.56	3	106
SAFEWAY	21.12	502	31,828
SAFEWAY ¹	11.12	59	1,968
SAFEWAY DELAWARE	21.12	42	2,682
SAFEWAY DELAWARE ¹	11.12	6	201
SUBTOTAL		1,741	\$104,886

TOTAL		5,896	\$352,506
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AVERAGE MONTHLY CONTRIBUTION \$19.93

¹EMPLOYEES HIRED ON OR AFTER JAN.1, 2014

²EMPLOYEES HIRED ON OR AFTER JAN.1, 2015

FULL TIME
SECOND QUARTER 2020
EXPENSES

PROVIDER

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
AKMAN & ASSOCIATES	\$303,878		\$17.180		91.42%

OPERATING EXPENSES

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
ADMINISTRATION	\$28,405		\$1.606		8.545%
LEGAL	91		0.005		0.027%
PNC	33		0.002		0.010%
TELEPHONE	2		0.000		0.001%
SUBTOTAL	\$28,531		\$1.613		8.58%
TOTAL	\$332,409		\$18.793		100.00%

FULL TIME
2020
QUARTERLY RECAPS

FIRST 2020 SECOND 2020 THIRD 2020 FOURTH 2020 TOTAL

EMPLOYER CONTRIB	\$364,624	\$352,506			\$717,130
EMPLOYEE CONTRIB	0	0			0
MISC. INCOME	0	0			0

TOTAL INCOME	\$364,624	\$352,506	\$0	\$0	\$717,130
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EXPENSES

PROVIDER	\$307,659	\$303,878			\$611,537
OPERATING	28,932	28,531			57,463

TOTAL EXPENSES	\$336,591	\$332,409	\$0	\$0	\$669,000
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TOTAL INCOME	\$364,624	\$352,506	\$0	\$0	\$717,130
TOTAL EXPENSES	\$336,591	\$332,409	\$0	\$0	\$669,000

SURPLUS (DEFICIT)	\$28,033	\$20,097	\$0	\$0	\$48,130
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AVERAGE INCOME	\$20.00	\$19.93	\$0.00	\$0.00	\$19.97
AVERAGE EXPENSES	\$18.46	\$18.79	\$0.00	\$0.00	\$18.63

SURPLUS (DEFICIT)	\$1.54	\$1.14	\$0.00	\$0.00	\$1.34
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TOTAL PARTICIPANTS	6,077	5,896			5,987
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FULL TIME
2019
QUARTERLY RECAPS

FIRST 2019 SECOND 2019 THIRD 2019 FOURTH 2019 TOTAL

EMPLOYER CONTRIB	\$371,330	\$370,134	\$368,457	\$366,519	\$1,476,440
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0

TOTAL INCOME	\$371,330	\$370,134	\$368,457	\$366,519	\$1,476,440
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EXPENSES

PROVIDER	\$345,275	\$344,919	\$341,764	\$338,801	\$1,370,759
OPERATING	28,381	29,290	29,614	28,657	115,942

TOTAL EXPENSES	\$373,656	\$374,209	\$371,378	\$367,458	\$1,486,701
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TOTAL INCOME	\$371,330	\$370,134	\$368,457	\$366,519	\$1,476,440
TOTAL EXPENSES	\$373,656	\$374,209	\$371,378	\$367,458	\$1,486,701

SURPLUS (DEFICIT)	(\$2,326)	(\$4,075)	(\$2,921)	(\$939)	(\$10,261)
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AVERAGE INCOME	\$20.30	\$20.23	\$20.16	\$20.06	\$20.19
AVERAGE EXPENSES	\$20.43	\$20.46	\$20.32	\$20.11	\$20.33

SURPLUS (DEFICIT)	(\$0.13)	(\$0.23)	(\$0.16)	(\$0.05)	(\$0.14)
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TOTAL PARTICIPANTS	6,097	6,098	6,093	6,091	6,095
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PART TIME
SECOND QUARTER 2020
CONTRIBUTIONS

<u>COMPANY</u>	<u>RATE</u>	<u>PARTICIPANTS</u>	<u>CONTRIBUTIONS</u>
LOCAL 400			
GIANT	\$21.12	2,061	\$130,585
GIANT	11.87	2	72
GIANT ¹	11.12	1,805	60,204
SAFEWAY	21.12	904	57,256
SAFEWAY ¹	11.12	1,175	39,187
SUBTOTAL		5,947	\$287,304

LOCAL 27			
GIANT	\$21.12	920	\$58,291
GIANT ¹	11.12	601	20,060
METRO/BASICS	21.12	216	13,707
METRO/BASICS ²	10.56	72	2,281
SAFEWAY	21.12	293	18,565
SAFEWAY ¹	11.12	396	13,221
SAFEWAY DELAWARE	21.12	43	2,703
SAFEWAY DELAWARE ¹	11.12	44	1,456
SUBTOTAL		2,585	\$130,284

TOTAL		8,532	\$417,588
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AVERAGE MONTHLY CONTRIBUTION \$16.31

¹EMPLOYEES HIRED ON OR AFTER JAN.1, 2014

²EMPLOYEES HIRED ON OR AFTER JAN.1, 2015

PART TIME
SECOND QUARTER 2020
EXPENSES

PROVIDER

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
AKMAN & ASSOCIATES	\$426,806		\$16.675		91.31%

OPERATING EXPENSES

	<u>AMOUNT</u>		<u>AVERAGE COST</u>		<u>PERCENTAGE</u>
ADMINISTRATION	\$40,445		\$1.580		8.653%
LEGAL	132		0.005		0.028%
PNC	47		0.002		0.010%
TELEPHONE	2		0.000		0.000%
SUBTOTAL	\$40,626		\$1.587		8.69%
TOTAL	\$467,432		\$18.262		100.00%

PART TIME 2020 QUARTERLY RECAPS
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	FIRST 2020	SECOND 2020	THIRD 2020	FOURTH 2020	TOTAL
EMPLOYER CONTRIB	\$437,642	\$417,588			\$855,230
EMPLOYEE CONTRIB	0	0			0
MISC. INCOME	0	0			0
TOTAL INCOME	\$437,642	\$417,588	\$0	\$0	\$855,230
EXPENSES					
PROVIDER	\$434,357	\$426,806			\$861,163
OPERATING	42,029	40,626			82,655
TOTAL EXPENSES	\$476,386	\$467,432	\$0	\$0	\$943,818
TOTAL INCOME	\$437,642	\$417,588	\$0	\$0	\$855,230
TOTAL EXPENSES	\$476,386	\$467,432	\$0	\$0	\$943,818
SURPLUS (DEFICIT)	(\$38,744)	(\$49,844)	\$0	\$0	(\$88,588)
AVERAGE INCOME	\$16.52	\$16.31	\$0.00	\$0.00	\$16.42
AVERAGE EXPENSES	\$17.98	\$18.26	\$0.00	\$0.00	\$18.12
SURPLUS (DEFICIT)	(\$1.46)	(\$1.95)	\$0.00	\$0.00	(\$1.70)
TOTAL PARTICIPANTS	8,831	8,532			8,682

PART TIME
2019
QUARTERLY RECAPS

	<u>FIRST 2019</u>	<u>SECOND 2019</u>	<u>THIRD 2019</u>	<u>FOURTH 2019</u>	<u>TOTAL</u>
EMPLOYER CONTRIB	\$471,768	\$468,608	\$456,422	\$443,596	\$1,840,394
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
TOTAL INCOME	\$471,768	\$468,608	\$456,422	\$443,596	\$1,840,394
EXPENSES					
PROVIDER	\$431,508	\$430,261	\$423,666	\$413,083	\$1,698,518
OPERATING	43,007	44,634	44,241	41,721	173,603
TOTAL EXPENSES	\$474,515	\$474,895	\$467,907	\$454,804	\$1,872,121
TOTAL INCOME	\$471,768	\$468,608	\$456,422	\$443,596	\$1,840,394
TOTAL EXPENSES	\$474,515	\$474,895	\$467,907	\$454,804	\$1,872,121
SURPLUS (DEFICIT)	(\$2,747)	(\$6,287)	(\$11,485)	(\$11,208)	(\$31,727)
AVERAGE INCOME	\$17.01	\$16.81	\$16.71	\$16.68	\$16.80
AVERAGE EXPENSES	\$17.11	\$17.03	\$17.13	\$17.10	\$17.09
SURPLUS (DEFICIT)	(\$0.10)	(\$0.22)	(\$0.42)	(\$0.42)	(\$0.29)
TOTAL PARTICIPANTS	9,243	9,295	9,104	8,864	9,127

COMBINED
2020
QUARTERLY RECAP

	<u>FIRST 2020</u>	<u>SECOND 2020</u>	<u>THIRD 2020</u>	<u>FOURTH 2020</u>	<u>TOTAL</u>
EMPLOYER CONTRIB	\$802,266	\$770,094	\$0	\$0	\$1,572,360
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
INTEREST & DIVIDENDS	1,476	1,356	0	0	2,832
 TOTAL INCOME	 \$803,742	 \$771,450	 \$0	 \$0	 \$1,575,192
 EXPENSES					
PROVIDER	\$742,016	\$730,684	\$0	\$0	\$1,472,700
OPERATING	70,961	69,157	\$0	\$0	140,118
 TOTAL EXPENSES	 \$812,977	 \$799,841	 \$0	 \$0	 \$1,612,818
 TOTAL INCOME	 \$803,742	 \$771,450	 \$0	 \$0	 \$1,575,192
TOTAL EXPENSES	\$812,977	\$799,841	\$0	\$0	\$1,612,818
 SURPLUS (DEFICIT)	 (\$9,235)	 (\$28,391)	 \$0	 \$0	 (\$37,626)
 TOTAL PARTICIPANTS	 14,908	 14,428	 0	 0	 14,668
 FUND RESERVE	 \$577,148	 \$421,601			

COMBINED
2019
QUARTERLY RECAP

FIRST 2019 SECOND 2019 THIRD 2019 FOURTH 2019 TOTAL

EMPLOYER CONTRIB	\$843,098	\$838,742	\$824,879	\$810,115	\$3,316,834
EMPLOYEE CONTRIB	0	0	0	0	0
MISC. INCOME	0	0	0	0	0
INTEREST & DIVIDENDS	2,910	1,461	3,108	3,963	11,442

TOTAL INCOME	\$846,008	\$840,203	\$827,987	\$814,078	\$3,328,276
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EXPENSES

PROVIDER	\$776,783	\$775,180	\$765,430	\$751,884	\$3,069,277
OPERATING	71,388	73,924	\$73,855	\$70,378	289,545

TOTAL EXPENSES	\$848,171	\$849,104	\$839,285	\$822,262	\$3,358,822
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TOTAL INCOME	\$846,008	\$840,203	\$827,987	\$814,078	\$3,328,276
TOTAL EXPENSES	\$848,171	\$849,104	\$839,285	\$822,262	\$3,358,822

SURPLUS (DEFICIT)	(\$2,163)	(\$8,901)	(\$11,298)	(\$8,184)	(\$30,546)
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TOTAL PARTICIPANTS	15,340	15,393	15,197	14,955	15,221
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FUND RESERVE	\$448,847	\$449,313	\$439,859	\$590,472	
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UTILIZATION
SECOND QUARTER 2020

AKMAN & ASSOC.

CODE	TYPE	OPEN CASE	ATTORNEY HOURS	PARALEGAL HOURS	SURCHG
01	FAMILY	148	941.75	727.25	\$7,415
02	PROBATE	29	135.90	239.65	
03	WILL	187	599.45	523.20	
04	NEGLIGENCE	18	71.10	263.60	
05	REAL ESTATE	80	283.25	157.10	
06	CONSUMER	215	1,199.55	957.60	
07	CRIMINAL	38	116.10	43.15	
08	TRAFFIC	42	146.00	48.55	
09	LANDLORD/TENANT	51	115.10	74.40	
10	ADMINISTRATION	15	46.05	20.85	
11	IMMIGRATION	0	0.00	0.00	
12	MISCELLANEOUS	0	0.00	0.00	
13	WORKER'S COMP.	0	0.00	0.00	
14	JUVENILE	12	35.50	12.80	
15	CIVIL LITIGATION	0	0.00	0.00	
16	T CASES	0	0.00	0.00	

TOTAL	835	3,689.75	3,068.15	\$7,415
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ALL HOURS	6,757.90
ADJUSTED HOURS	5,223.83
PAYMENT	\$730,684
COST PER HOUR	\$139.88

SECOND QUARTER 2020
DELINQUENCIES

NONE

INVOICES

UFCW & FELRA LEGAL BENEFIT FUND

INVOICES

OCTOBER 22, 2020

1. **Groom Law Group**

08/21/20 For Professional Services rendered 07/20 297.00

2. **Slevin & Hart, P.C.**

09/25/20 For Professional Services rendered 08/20 \$ 1,184.00



MEETING NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page, possibly from a composition book. The edges of the paper are slightly irregular, suggesting it might be a scan of a physical document. There is no handwriting or other markings on the page.