Florida West Coast Operating Engineers
Apprenticeship Trust Fund
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MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE FLORIDA WEST COAST OPERATING ENGINEERS APPRENTICESHIP TRUST FUND WEDNESDAY, AUGUST 9, 2023 VIA VIDEOCONFERENCE

The following Trustees were present:

LABOR TRUSTEES	MANAGEMENT TRUSTEES
M. Schaunaman, Chairman	P. Taylor, Secretary-Treasurer
J. Junecko	J. Dixon
D. Sherman	

Also present were:

K. Bates – Bates CPA, PLLC
T. Dubose – Legacy Wealth Management
J. Herron – Associated Administrators, LLC
J. Ianniello – Associated Administrators, LLC
A. Lacey – Apprenticeship Director
E. Venable – Venable Law Firm, P.A.

I. CALL TO ORDER

Chairman Schaunaman called the meeting to order. It was noted that Dustin Carmack had been removed as an Employer Trustee.

II. MINUTES

The Trustees reviewed the minutes of the regular meeting held on May 10, 2023, which were circulated to the Trustees in advance of the meeting.

After discussion, on motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED, to approve the minutes of the regular Board of Trustees meeting held on May 10, 2023.

III. AUDITOR'S REPORT

The Trustees welcomed Ms. Krista Bates of Bates, CPA, PLLC, to the meeting.

Ms. Bates reviewed the draft Financial Statement for Plan years ended March 31, 2023, and 2022, a copy of which is attached to and made a part of these minutes as Exhibit A. Ms. Bates expressed an unmodified (clean) opinion of the financial statements, meaning that in her opinion, the financial statements present fairly, in all material respects, the financial status of the Funds as of March 31, 2023, and 2022. Ms. Bates reviewed the draft audit and reported that the total liability and net assets as of March 31, 2023, were $2,411,512 compared to $2,516,214 as of March 31, 2022, which represented a decrease of $104,702 in net assets. Ms. Bates reviewed the Notes to Financial Statements as of the years ended March 31, 2023, and 2022.

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

RESOLVED to accept the audited Financial Statements for the Plan years ended March 31, 2023, and 2022.

IV. LEGACY WEALTH MANAGEMENT

The Trustees welcomed Mr. Tony DuBose of Legacy Wealth Management to the meeting.

Mr. DuBose reviewed a report titled "Portfolio Review," which is attached to and made a part of these minutes as Exhibit B. Mr. DuBose discussed key information from the report with the Trustees. As of July 28, 2023, the portfolio's market value was $633,632.04. The

portfolio had an investment loss of $1,810.06 for the period April 25, 2023, through July 28, 2023. The internal rate of return for the portfolio was 2.08% compared to the Bloomberg Barclays U.S. Government 1 – 3 Year Index return of negative 1.11%.

Mr. DuBose said that the asset allocation as of July 28, 2023, was 50.2% in Short/Intermediate Term High-Quality US Bonds, 7.9% in Short-Term Bonds, 19.1% in Treasury Notes, 2.4% in Treasury Bonds, 4.7% in cash and equivalents, and 15.7% in CDs. Mr. DuBose said the Fund's investments comply with its Investment Policy Statement. Discussion ensued regarding permissible investments consistent with current asset allocations in the Investment Policy Statement.

V. APPRENTICESHIP DIRECTOR'S REPORT

Mr. Adrian Lacey presented the Director's Report dated August 9, 2023, a copy of which is attached to and made a part of these minutes as Exhibit C. He reported the following:

A. Apprentices

Two new apprentices joined the Program, three completed the Program, six dropped out of the Program, and five were elevated since the previous Board meeting. A total of 54 apprentices are enrolled in the Program. All apprentices are working except two, who are currently unemployed.

B. Upgrading the Training Program

Mr. Lacey reported that on May 23, 2023, he and Mr. Dylan Sherman met with Ben Gunn at A Crane to discuss block training. Mr. Lacey attended a training session with Cheri Szady with Zywave to learn portal resources with Ullico risk management portal. Mr. Lacey was accepted onto the NCCCO Foundation Board of Directors on May 30, 2023, effective July 1, 2023. Mr. Lacey sent the block training schedule to all contractors on May 31, 2023. On June 1, 2023, Mr. Lacey sent Mr. Seville the wage amendment for the Florida Department of Education Standards to be updated. On June 3, 2023, an NCCCO class for a written exam on Core, TSS, TLL, and LAT was held at the Union Hall. On June 4, 2023, an NCCCO class for a written exam on TWR, Signalperson, and Rigger Level 1 was

held at the Union Hall. On June 9, 2023, a young man named Max and his family visited the training center to celebrate his birthday. On June 10, 2023, an NCCCO class for a written exam for the final review was held at the Union Hall. On June 11, 2023, NCCCO written exams were held at the Union Hall. A total of 79 exams were given. There was a 94% pass rate, with 74 passing and five failed tests. Mr. Lacey attended the NCCCO Committee meeting for Signalperson on June 12, 2023. Mr. Lacey was approved to serve another year on the NCCCO Exam Management Committee for Signalperson. The term begins on July 1, 2023. On June 26, 2023, Mr. Lacey received a letter from Kathryn Wheeler, The Director of Apprenticeship, stating that the amended wage schedule had been approved. Mr. Keith Laurel with Crane Computer Solutions installed the new LMI system on the Link-Belt Crawler on July 5, 2023, through July 7, 2023. Mr. Lacey attended a meeting with T.J. Cantwell to complete his one-hour NCCCO Foundation Board of Directors orientation on July 24, 2023. Mr. Lacey attended the Crosby Rigging Training Course hosted by Sims Crane on July 25, 2023, through July 27, 2023. Alfredo Brito is scheduled to attend the same course in October 2023. The first week of block training began on July 31, 2023. Mr. Lacey met with Chris Treml and all the IUOE members on the NCCCO committees to discuss the new law coming from CAL-OSHA. The new law will require candidates to provide proof of 1,000 operating hours on each certification they must recertify. Mr. Lacey registered with NCCCO to recertify his practical examiner certification in Signalperson and Rigger Level 1. The workshop will be on September 20, 2023, and will cost $600.00.

C. <u>Apprentice Training</u>

Thirty-eight NCCCO practical exams, ten NCCCO mobile crane exams, seventeen signal person exams, eight rigging level-one exams, and three tower crane exams were administered. Sixteen apprentices earned forklift certification during this quarter.

D. <u>Equipment</u>

Routine maintenance was completed on the Liebherr LTM 1060-2, Grove RT530E-2, Genie GTH-636, Link-Belt Crawler, Neck Breaker Lorain LRT110, Dozer D7 Caterpillar, Case Backhoe 580L, Kubota Lawn Mower, John Deere Gator, John Deere tractor, and

John Deere Lift-Type Rotary Cutter. Other maintenance included the installation of a new LMI computer on the Link-Belt Crawler LS138H-II on July 7, 2023.

E. School Board

All apprentice applications and action forms are up to date.

F. New Business

Zeno Office Solutions' new lease agreement would be for 60 months and now includes copies based on the average usage from the last 12 months. The payment would go from $663.60 to $683.75 with no overages. They would give the apprenticeship school a new machine and combine all costs into one bi-annual payment.

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

RESOLVED to accept the new agreement at a bi-annual rate of $683.75 and to have Jim Junecko sign the application.

The Trustees thanked Mr. Lacey for his report.

VI. ATTORNEY'S REPORT

Mr. Venable reported that he had nothing to address at this time.

VII. ADMINISTRATIVE MANAGER'S REPORT

A. Income and Expense Statement

Mr. Herron reviewed the Income and Expense Statement for June 30, 2023, a copy of which is attached to and made a part of these minutes as Exhibit D. He reported total assets for June 2023 of $2,356,251.97, total liabilities of $10,861.24, and total equity of $2,345,390.73. He also reported that for the month ending June 30, 2023, the Fund had a total income of $129,147.22 and total expenses of $174,405.13, resulting in a net deficit of $45,257.91.

B. Disbursements

Mr. Herron presented the expense check register for June 2023, which indicated total disbursements of $18,789.28. He reviewed the payroll check register for June 2023, which showed total payroll of $27,858.85.

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

> **RESOLVED to accept the Administrative Manager's Report as presented.**

VIII. OTHER FUND BUSINESS

Mr. Herron reported the following:

A. HILLSBOROUGH COUNTY SCHOOL BOARD CONTRACT

The Hillsborough County School Board contract was signed on 6/22/2023. The Apprenticeship Fund will receive $125,721.00 for the 2023-2024 contract.

B. Form 990

The Form 990 (Draft) was approved by the IRS.

IX. MEETING DATES AND LOCATIONS

The next quarterly Board Meeting is scheduled via videoconference on November 8, 2023, at 10 a.m.

X. ADJOURNMENT

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

Respectfully submitted,

_____

Chairman

_____

Secretary-Treasurer

These Minutes were adopted on _____.

Attachments:

Exhibit A: Financial Statements 2023-2022

Exhibit B: Portfolio Review – July 31, 2023

Exhibit C: Apprenticeship Director's Report – August 9, 2023

Exhibit D: Income and Expense Statement – June 30, 2023