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 11, 2021
VIA VIDEOCONFERENCE**

The following Trustees were present:

LABOR TRUSTEES	MANAGEMENT TRUSTEES
M. Schaunaman, Chairman	D. Carmack
J. Junecko	J. Dixon
D. Sherman	

Also present were:

T. DuBose – Legacy Wealth Management
N. Durkin – Associated Administrators, LLC
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. The meeting commenced via videoconference.

II. MINUTES

The Trustees reviewed the minutes of the regular meeting held on May 12, 2021, 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 meeting held on May 12, 2021.**

III. 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 A. Mr. DuBose discussed key information from the report with the Trustees. As of July 30, 2021, the portfolio's market value was $826,455.97. The portfolio had investment returns of negative $326.68 for the period May 5, 2021 thru July 29, 2021. The internal rate of return for the portfolio was negative 0.04% as compared to the Bloomberg Barclays U.S. Government 1 – 3 Year Index return of 2.72%.

Mr. DuBose said that the asset allocation as of July 29, 2021 was 68.4% in Short/Intermediate Term High Quality US Bonds, 18.4% in Intermediate-Long Term High Quality US Bonds, 12.1% in Treasury Notes, and 1.1% in cash and equivalents. Mr. DuBose said that the Fund's investments are in compliance with its Investment Policy Statement. Discussion ensued regarding permissible investments consistent with current asset allocations in the Investment Policy Statement. After further discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED to revise the Investment Policy Statement to reflect up to 60% of the Fund's assets to be allocated to investment grade United States Corporate Bonds as rated by Standard & Poor's.**

Mr. DuBose said that he would revise the Investment Policy Statement and distribute it to the Trustees for signing between Board meetings.

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

IV. APPRENTICESHIP DIRECTOR'S REPORT

Mr. Adrian Lacey presented the Director's Report dated August 11, 2021, a copy of which is attached to and made a part of these minutes as Exhibit B. He reported the following:

A. Apprentices

Five new apprentices joined the Program and two dropped out of the program since the previous Board meeting. A total of 44 apprentices are enrolled in the Program. All apprentices are working, with the exception of four apprentices who are currently unemployed.

B. Upgrading the Training Program

Trustee Junecko and Mr. Smith provided Mr. Mark Hanisee, Executive Director of the Hillsborough County Democratic Party, and Mr. Jason Holloway, from the Florida House of Representatives, with a tour of the Training Center on May 27, 2021. Mr. Smith passed the tower crane audit on May 24, 2021. On June 6 –

June 11, 2021 Mr. Smith was in Crosby, Texas for NCCCO Practical Exams. The first NCCCO tower crane practical exam was administered on June 17, 2021. Mr. Smith attended the Hillsborough Community College Signing Day Career Fair on June 23, 2021 at the Port of Tampa, Florida. He attended the Florida Apprenticeship Conference on July 12, 2021 in Key Largo, Florida. Ms. Sierra Lacey began working as a part-time clerical assistant on July 21, 2021 at the Training Center.

C. Apprentice Training

Twenty-three NCCCO Mobile Crane Exams, six Signal Person Exams, and three Rigging Level 1 Exams were administered. Two apprentices earned forklift certification during the second quarter.

D. Florida Department of Education

Mr. Lacey reported that the Registered Apprenticeship Partners Information Database System ("RAPIDS") is presently up to date. All new apprentice applications have been filed with the State. The Apprenticeship Standards are up to date.

E. Equipment

Maintenance was completed on the 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.

The Trustees thanked Mr. Lacey for his report.

V. ATTORNEY'S REPORT

Mr. Venable presented proposed Amendment No. 1 to the Fund's Standards of Apprenticeship, a copy of which is attached to and made a part of these minutes as Exhibit C. It eliminates the requirement for apprentices to have a valid Commercial Driver's License. He said that if approved by the Board of Trustees, Amendment No. 1 would also need to be approved by the Florida Department of Education, Division of Career and Adult Education – Apprenticeship agency. After discussion, on Motion made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED to adopt Amendment No. 1 to the Fund's Standards of Apprenticeship, eliminating the requirement for apprentices to have a valid Commercial Driver's License, and to submit the Amended Standards of Apprenticeship to the Florida Department of Education, Division of Career and Adult Education – Apprenticeship agency.**

Mr. Lacey said that he will submit the amended Standards of Apprenticeship to the State.

VI. ADMINISTRATIVE MANAGER'S REPORT

A. Income and Expense Statement

Mr. Ianniello reviewed the Income and Expense Statement for June 30, 2021, a copy of which is attached to and made a part of these minutes as Exhibit D. Mr. Ianniello reported total assets for the month of June 2021 of $2,890,963.43, total liabilities of $18,247.73, and total equity of $2,872,715.70. He reported that for the month of June 2021, the Fund had total income of $28,723.63 and total expenses of $46,950.78, resulting in a deficit of $18,227.15 for the month.

B. Disbursements

Mr. Ianniello presented the expense check register for June 2021 which indicated total disbursements of $23,276.30. He reviewed the payroll check register for June 2021 which indicated total payroll of $21,188.49.

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

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

VII. OTHER FUND BUSINESS

Mr. Ianniello reported the following:

A. IRS Form 990

The Fund was granted an extension of time to file the IRS Form 990, with a due date of February 15, 2021.

B. Auditor Engagement Letter

The audit engagement letter from Gramling and Haya, CPAs for the Plan years ended March 31, 2021 and 2020 was signed between Board meetings, confirming an hourly rate increase to $110 -- $250 per hour.

C. NonProfit Labor and Management Liability Policy

The NonProfit Labor and Management Liability policy (formerly named Union Liability policy) was renewed for the period June 21, 2021 to June, 21, 2022 for a premium of $2,822, which is the same premium as paid for the expiring policy period. Mr. Ianniello reported that the policy was updated by the insurance carrier, which included a change in the name of the policy. It was reviewed and approved by Fund counsel prior to the renewal.

D. Workers Compensation Insurance Premium Audit

The Workers Compensation Insurance Premium Audit resulted in an additional premium of $142.

VIII. MEETING DATES AND LOCATION

The next quarterly Board meeting was scheduled for November 10, 2021 at 10:00 a.m., via videoconference.

IX. ADJOURNMENT

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

Respectfully submitted,

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Chairman

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Secretary-Treasurer

These Minutes were adopted on _______________.

Attachments:

Exhibit A: Legacy Wealth Management Portfolio Review – July 30, 2021
Exhibit B: Apprenticeship Director's Report – August 11, 2021
Exhibit C: Attorney's Report – August 11, 2021
Exhibit D: Income and Expense Statement – June 30, 2021