



**Florida West Coast Operating Engineers
Apprenticeship Trust Fund**
911 Ridgebrook Road
Sparks, MD 21152-9451
Phone: 877-291-2387
www.associated-admin.com

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES OF THE
FLORIDA WEST COAST OPERATING ENGINEERS
APPRENTICESHIP TRUST FUND
WEDNESDAY, FEBRUARY 9, 2022
VIA VIDEOCONFERENCE**

The following Trustees were present:

LABOR TRUSTEES

M. Schaunaman, Chairman
J. Junecko
D. Sherman

MANAGEMENT TRUSTEES

P. Taylor, Secretary-Treasurer
D. Carmack
J. Dixon

Also present were:

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 November 10, 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 November 10, 2021.

III. APPRENTICESHIP DIRECTOR'S REPORT

Mr. Adrian Lacey presented the Director's Report dated February 9, 2022, a copy of which is attached to and made a part of these minutes as Exhibit A. He reported the following:

A. Apprentices

Three new apprentices joined the Program and zero dropped out of the Program since the previous Board meeting. A total of 43 apprentices are enrolled in the Program. All apprentices are working, with the exception of one apprentice who is currently unemployed.

B. Upgrading the Training Program

Mr. Lacey reported that on Wednesday, November 6, 2021, the tower crane inspection was completed by a third party. On December 6, 2021, NCCCO site fees were paid for 2022 and Spectrum Bay News came to interview Jim Junecko on the Building Trades and Infrastructure Bill. Wednesday December 15, 2021 Dylan Sherman and Stanley "Bubba" Tillis completed their Tower Crane audit to become practical examiners. On Tuesday, January 18, 2022, Bell Electric came to install the new breaker box in the shop.

C. Apprentice Training

Nine NCCCO Mobile Crane Exams, Ten Signal Person Exams, Six Rigging Level 1 Exams, and Six Tower Crane exams were administered. One apprentice earned forklift certification during the fourth quarter.

D. Equipment

Routine 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. Other maintenance included repairing the right rear outrigger switch and bezel on Grove RT530E-2 and installation of a new yoke plug and gaskets on Genie GTH-636.

E. New Business

Mr. Lacey reported that there was no new business at this time and his report was complete.

The Trustees thanked Mr. Lacey for his report.

IV. ATTORNEY'S REPORT

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

V. ADMINISTRATIVE MANAGER'S REPORT

A. Income and Expense Statement

Mr. Ianniello reviewed the Income and Expense Statement for December 31, 2021, a copy of which is attached to and made a part of these minutes as Exhibit B. Mr. Ianniello reported total assets for the month of December 2021 of \$2,837,294.49, total liabilities of \$13,511.36, and total equity of \$2,823,783.13. He reported that for the month ending December 31, 2021, the Fund had total income of \$33,602.83 and total expenses of \$79,235.62, resulting in a net deficit of \$45,632.79 for the month.

B. Disbursements

Mr. Ianniello presented the expense check register for December 2021 which indicated total disbursements of \$45,213.58. He reviewed the payroll check register for December 2021 which indicated total payroll of \$33,878.72.

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

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

VI. OTHER FUND BUSINESS

Mr. Ianniello reported the following:

A. Fiduciary Liability Policy

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

RESOLVED to pay the Fiduciary Liability Policy premium of \$6,246.42 for the period of 3/14/2022 through 3/14/2023.

B. Crime Policy

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

RESOLVED to pay the Crime Policy of \$1,128.00 for the period of 3/21/2022 through 3/21/2025.

C. Worker's Compensation Policy

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

RESOLVED to pay the Worker's Compensation Policy's initial quote of \$995.00 for the period of 3/23/2022 through 3/23/2023.

D. Director's Pay

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

RESOLVED to approve reimbursing the Apprenticeship Director with the remaining balance of \$361.20 for pension contributions for instructor hours worked for the time period November 2018 through October 2021.

E. Conflict of Interest Policy

Conflict of Interest Policy was signed 1-25-2021.

F. Apprentice Standards

Approved JAC Standards was signed 12-9-2021.

VII. MEETING DATES AND LOCATIONS

The next quarterly Board Meeting was scheduled for May 11, 2022 at 10 a.m., via videoconference.

VIII. 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: Apprenticeship Director's Report – February 9, 2022

Exhibit B: Income and Expense Statement – December 31, 2021