



**South Florida Operating Engineers
Apprentice & Training Fund**

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**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES OF THE
SOUTH FLORIDA OPERATING ENGINEERS
APPRENTICE AND TRAINING FUND
THURSDAY, February 15, 2024
VIA VIDEOCONFERENCE
(DRAFT)**

The following Trustees were present:

LABOR TRUSTEES

M. Schaunaman, Chairman
C. Potter
W. Utreras

MANAGEMENT TRUSTEES

J. Turk, Secretary-Treasurer
S. Alfele
D. Short

Also present were:

T. Dubose – Legacy Wealth Management
J. Herron - Associated Administrators, LLC
J. Ianniello - Associated Administrators, LLC
K. Phillips - Phillips, Richard & Rind, PA
M. Smith - Apprenticeship Director

I. CALL TO ORDER

A quorum being present, Chairman Schaunaman called the meeting to order.

II. MINUTES

The Trustees reviewed the minutes of the regular meeting held on November 9, 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 meeting held on November 9, 2023, as presented.

III. INVESTMENT CONSULTANT'S REPORT

The Trustees welcomed Mr. Tony Dubose from Legacy Wealth Management to the meeting.

A. Performance Report

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 vital information from the report with the Trustees. As of January 31, 2024, the portfolio's market value was \$1,507,948. The portfolio had an investment gain of \$73,227 from October 26, 2023, through January 31, 2024.

Mr. DuBose said that the asset allocation as of January 31, 2024, was 41.24% in cash, 45.82% in bonds, 9.09% in U.S. stocks, 3.29% in non-U.S. stocks, and 0.56% in other. 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.

IV. DIRECTOR'S REPORT

Mr. Michael Smith presented the Director's Report dated February 15, 2024, 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 Apprenticeship Program. Two graduated and six apprentices were terminated from the Apprenticeship Program since the last Board meeting. Eighty-eight apprentices are enrolled in the Apprentice Program.

B. Upgrading the Apprenticeship Program

Mr. Smith reported that there were twenty applications for the Apprenticeship Program. Due to the high demand from contractors needing apprentices, advertising is done on Indeed and

Google. Mr. Smith continues to visit with contractors to discuss the apprenticeship training program and the apprentices.

Mr. Smith attended the NCCCO tablet training for being a practical proctor, allowing him to give practical exams on a tablet on November 15, 2023. Mr. Smith attended the Heavy Equipment Operating Engineer Advisory Committee meeting at Miami Lakes Technical on December 6, 2023. Mr. Smith attended a job fair at Olympic Heights and Park Vista on December 7th and December 8th, 2023. Mr. Smith took a class on December 14, 2023, with Workforce GPS on exploring evidence and practice providing equitable job training. On January 11, 2024, Mr. Smith attended a Seminole Ridge High School job fair. On January 21, 2024, and January 27, 2024, the training site hosted the NCCCO (EOT) Event Online Testing for the members, which was 100% computer-based. Mr. Smith attended the Institute for Apprenticeship Training & Education on January 22, 2024, in Las Vegas, Nevada. Mr. Smith attended a career fair at Broward County Public Schools at Panther Arena on January 31, 2024. On February 6, 2023, Mr. Smith met with Vice Mayor Davis from Miramar to discuss the apprenticeship program and their upcoming career fair. Mr. Smith is attending a career fair at John I. Leonard on February 9, 2024. Mr. Smith will attend the CDL advisory Committee at Sheridan Technical on March 14, 2024. Mr. Smith continues to go to the PCJAC and UJAC meetings.

Mr. Smith requested approval to attend the 65th Annual Florida Apprenticeship Conference on July 16-18, 2024, in Panama City Beach, Florida.

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

RESOLVED, to approve the Apprenticeship Director to attend the 65th Annual Florida Apprenticeship Conference on July 16-18, 2024, in Panama City Beach, Florida, with expenses not to exceed \$1,500.00 subject to the cost of the hotel.

C. Apprenticeship Classes

Thirty-four apprentices attended a rigging practice held for Sims Crane on November 11, 2023. Sixteen apprentices participated in a Rigging and Signal Class for Sims Crane on December 2, 2023. Twenty-seven apprentices attended a Rigging and Signaling practical for

Sims Crane on December 9, 2023. Fifteen apprentices attended a Backhoe Trench & Safety class on January 6, 2024. Nineteen apprentices participated in a forklift class held on January 20, 2024. A Rigging class was held on February 3, 2024, in which thirteen apprentices attended. A Rigging Practical is scheduled for February 17, 2024. A CPR class is scheduled on March 2, 2024, and April 6, 2024. Mr. Smith will conduct a Backhoe Trench and Safety class for Chuck's Backhoe on March 16, 2023. An OSHA 10 class is scheduled for March 16th and 17th, 2024. An OSHA 30 class is scheduled for April 6th and 7th and April 20th and 21st, 2024. A Forklift class is scheduled for May 4, 2024.

D. School Board of Broward County ("SBBC")

Mr. Smith has received the Atlantic Technical College Agreement Renewal. They are waiting for the review and signatures to be completed and sent back.

The School Board has a Spring Career Fair on April 24, 2024.

E. Equipment

Batteries, hoses, and hydraulic cylinder packing kits remain the most frequently repaired equipment parts. The Fuel Tank has been ordered.

F. Training Center

Mr. Smith reported that sixteen NCCCO practical exams were administered during the fourth quarter of 2023. Sixty-seven visitors signed the on-site visitor list during the fourth quarter of 2023. The Fort Lauderdale Fire Department used the training site for training drills on January 15-18, 2024. A security system with cameras to monitor the property has been installed. Open House was held on November 17, 2023, for the new building at the training site for contractors, vendors, and city officials. The Union Picnic will be held this year at the Apprenticeship Training site on March 3, 2024.

V. ATTORNEY'S REPORT

Ms. Phillips distributed the "Trustees Report" dated February 15, 2024, a copy of which is attached to and made a part of these minutes as Exhibit C.

A. Delinquency and Collections

Ms. Phillips provided an update on delinquency and collection matters involving Florida Rigging & Crane Company, R&S Concrete South, Inc., North American Crane & Rigging, LLC, and Concrete Erectors, Inc.

1. **Florida Rigging & Crane Company** - Paid late fees but still need to pay attorney's fee.
2. **R & S Concrete South, Inc.** – Still owe \$168.18 service fees – Collection fee notice mailed January 30, 2024
3. **North American Crane & Rigging, LLC** – made all outstanding payments, and no monies are due.
4. **Concrete Erectors, Inc.** – A late payment letter was mailed for \$1,272.37 for late payments from August through November 2023.

B. Payroll Audits

Ms. Phillips provided an update on the current Collection Procedures and how the Trustees can improve the process and the cost of the payroll audits. Ms. Phillips and Mr. Ianniello proposed that the Collection Policy be amended to say that five random audits are completed annually and that all participating employers contributing over \$200,000 annually be audited at least once every five years. The remaining employers will be audited based on two per year, and all employers will continue to be selected randomly.

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

RESOLVED to amend the Collection Policy to say that five annual random audits are completed annually and that all participating employers contributing over \$200,000 annually be audited at least once every five years. The remaining employers will be audited based on two per year, and all employers will continue to be selected randomly.

C. Fuel Tank, Tower Crane, and Lease of Classroom Facilities

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

RESOLVED, to ratify the purchase of the Fuel Tank, repair the tower crane trolley motor, and approve the lease of the classroom facilities that was voted on between meetings.

VI. ADMINISTRATIVE MANAGER'S REPORT

A. Income and Expense Statement

Mr. Ianniello reviewed the Income and Expense Statement for December 31, 2023, a copy of which is attached to and made a part of these minutes as Exhibit D. He reported that total assets on December 31, 2023, were \$7,286,099.52 compared to \$5,498,635.81 in December 2022. He presented a comparative income statement for the twelve months ending December 31, 2023. He reported that in December 2023, the Fund had total receipts of \$120,695.12 and total expenses of \$53,349.48, resulting in a \$67,345.64 gain.

B. Disbursements

Mr. Ianniello presented the expense check register for December 2023, which indicated total disbursements of \$74,696.12. He reviewed the payroll check register for December 2023, which showed a total payroll of \$27,805.73.

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. Payroll Audit Selection

Five companies were randomly selected for this year's round of payroll audits. They will be receiving letters in the mail to notify them.

1. B & M Marine Construction, Inc.

2. **Shoreline Foundation, Inc.**
3. **Maxim Crane Works**
4. **Union Temp Service Inc.**
5. **R & S Concrete South Inc.**

B. Union Liability Renewal

A quote for \$4,555.10 was received for the renewal of the Union Liability Policy for one year from March 1, 2024, to March 1, 2025.

RESOLVED to approve the renewal of the Union Liability Policy from March 1, 2024, to March 1, 2025.

C. Conflict of Interest Form

Conflict of Interest forms were sent to the Trustees via DocuSign on January 25, 2024.

VIII. MEETING DATES AND LOCATION

The next quarterly Board meeting was scheduled for Thursday, May 9, 2024, at 9 a.m., via videoconference.

IX. ADJOURNMENT

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

Respectfully submitted,

Jonathan Turk, Fund Secretary

These Minutes were adopted on:

Attachments:

Exhibit A: Legacy Wealth Management Investment Report February 15, 2024
Exhibit B: Director's Report, February 15, 2024
Exhibit C: Trustees Report from Fund Counsel, February 15, 2024
Exhibit D: Income and Expense Statement, December 31, 2023