



**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, MAY 11, 2023
VIA VIDEOCONFERENCE
(DRAFT)**

The following Trustees were present:

LABOR TRUSTEES

M. Schaunaman, Chairman
J. Mullen
S. Singer
W. Utreras

MANAGEMENT TRUSTEES

S. Alfele
J. Epperson
D. Short

Also present were:

T. Dubose – Legacy Wealth Financial
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 February 9, 2023, which were pre-circulated to the Trustees before 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 February 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" for April 21, 2023, through May 5, 2023, dated May 8, 2023, a copy of which is attached to and made a part of these minutes as Exhibit A. He stated that the market value of Fund assets in the total portfolio as of May 5, 2023, was \$1,453,574. Mr. Dubose said this was a small time frame as everything was transferred from SEI.

The Trustees thanked Mr. Dubose for his report and excused him from the meeting.

IV. DIRECTOR'S REPORT

Mr. Michael Smith presented the Director's Report dated May 11, 2023, a copy of which is attached to and made a part of these minutes as Exhibit B. He reported the following:

A. Apprentices

Eighteen new apprentices joined the Apprenticeship Program. Since the last Board meeting, four graduated and seven apprentices were terminated from the Apprenticeship Program. One Hundred Seven apprentices are enrolled in the Apprentice Program. The Apprenticeship Program has returned fully to in-person classes at the training site.

B. Upgrading the Apprenticeship Program

Mr. Smith reported that there were forty-nine applications for the Apprenticeship Program. Due to the high demand from contractors needing apprentices, advertising is done on Indeed, Google, and Facebook. Mr. Smith continues to visit contractors to discuss the apprenticeship training program and the apprentices.

The Fort Lauderdale Fire Department visited the training site on April 4 and April 11, 2023, to do annual training drills using the tower crane. Mr. Smith participated in the John I. Leonard Career Fair on February 10, 2023. Mr. Smith spoke with the Heavy Equipment students at Miami Lakes Technical on February 14, 2023. Mr. Smith participated in a Job Fair at Miami Dade Fairgrounds on February 16 and 17, 2023. Mr. Smith went to Crosby, Texas, for the OSHA 502 class on February 20 through 24, 2023. On February 27 through March 3, 2023, Mr. Smith taught an Intro to Tower Cranes class in Crosby, Texas. Mr. Smith attended the CDL Advisory meeting at Sheridan Technical on March 16, 2023. Mr. Smith went to Miami Lakes Technical on March 29, 2023. Mr. Smith participated in the Job Fair at Homestead High School on March 30, 2023. On April 5, 2023, Mr. Smith spoke with students at the Atlantis Academy about the Apprenticeship Program. Mr. Smith, Ms. Durant, and Eyal Cohen participated in the Atlantic Technical School Job Fair on April 27, 2023. Mr. Smith continues to attend the PCJAC and UJAC meetings. He will send copies of the documents from those meetings to Associated Administrators LLC as requested.

Mr. Smith requested approval to attend the 64th Annual Florida Apprenticeship Conference in Stuart, Florida, on July 11 thru July 14, 2023.

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

RESOLVED, to approve the Apprenticeship Director to attend the Florida Apprenticeship Conference on July 11 thru 14, 2023, in Stuart, Florida, with expenses not to exceed \$1,000.00.

Mr. Smith found an opportunity for the Apprenticeship Fund to receive additional funds from the Supply Chain Automation Workforce Hub Incentive Program. The funds will be used toward purchases for training classes, desktop simulators for classroom training, smart boards for classroom instruction, and an all-in-one computer. Mr. Smith had an interview to see if the Fund qualified, and the Fund has been approved for \$30,000.00. If the Trustees agree, the Fund must provide some documentation to Supply Chain to receive payment.

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

RESOLVED, to enter into an agreement with Supply Chain and provide the documents requested.

C. Apprenticeship Classes

An OSHA 10 Class was held at the Union Hall in Miami on March 4 and 5, 2023, and 15 apprentices attended. A Signaling class was held on March 18, 2023, which 17 apprentices attended. A Forklift class was held on April 15, 2023, which 24 apprentices attended. A Confined Spaces class was held for the members of the Green Team on April 26, 2023, which five apprentices attended. A rigging class was held on May 6, 2023. On May 20, 2023, a rigging class will be held at the Union Hall in Miami, and a Rigging practical will be held at the Training site. A Rigging practical will be given for Sims West Palm Beach on June 3, 2023. A Signaling class will be held on June 30, 2023. An OSHA 30 class will be held on July 8 and 9 & July 15 and 16, 2023, at the Union Hall in Miami. A Forklift class will be held on August 5, 2023. An OSHA 10 class will be held on August 19 and 20, 2023. A Rigging class will be held on September 9, 2023.

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

A \$107,985.60 check was received from the School Board.

E. Equipment

Batteries, hoses, and hydraulic cylinder packing kits continue to be the most frequent repairs on equipment.

F. Training Center

Mr. Smith reported that Seventeen NCCCO practical exams were given during the first quarter (7 passed / 4 failed / 7 no results). There were fifty-five people signed in on the on-site visitors log this quarter. Florida Concrete Strong still has not paid, which is an ongoing matter. The new building construction is progressing. Mr. Smith uses a drone to take pictures of the weekly progress.

V. ATTORNEY'S REPORT

Ms. Phillips distributed the "Trustees Report" dated May 11, 2023, a copy of which is attached to and made a part of these minutes as Exhibit C.

A. Delinquency and Collections

1. **Zeiger Crane Rental** – Payment was received on March 10, 2023
2. **Berkel & Company** – Both payments were received on May 8, 2023. Berkel is requesting to waive the additional fees.

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

RESOLVED, to deny the request to waive the additional fees.

3. **United Excavations, Inc.** – Failed to pay the service fee; a demand letter for the unpaid service fees of \$764.51 was mailed.
4. **Malcolm Drilling** – A demand letter for payment of contributions was sent.
5. **North American Crane & Rigging, LLC** – A demand letter was sent requesting reports and contributions for the total amount owed, plus \$300 in fees and costs.
6. **Keller North America, Inc.** – A demand letter was sent requesting reports and contributions for the total amount owed, plus \$300 in fees and costs.

B. Payroll Audits

Ms. Phillips provided the following payroll audit status report as provided by the Bellows firm:

1. **Sims Crane & Equipment** – pending documents from the contractor.
2. **Laney Directional Drilling** – reviewing documents received in April.
3. **PreCon Construction** – pending documents from the contractor.
4. **Williams Specialty Service** – pending documents from the contractor.

5. **Zeiger Crane Rental** – pending documents from the contractor.

VI. ADMINISTRATIVE MANAGER'S REPORT

A. Income and Expense Statement

Mr. Ianniello reviewed the Income and Expense Statement for March 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 March 31, 2023, were \$5,919,955.14 compared to \$4,979,528.35 in March 2022. He also presented a Comparative Income Statement for the twelve months ending March 31, 2023. He reported that in March 2023, the Fund had total receipts of \$242,652.12 and total expenses of \$68,024.65, resulting in a \$174,627.47 surplus.

B. Disbursements

Mr. Ianniello presented the expense check register for March 2023, which indicated total disbursements of \$354,534.51, and he reviewed the payroll check register for March 2023, which showed total payroll of \$27,751.86.

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. MEETING DATES AND LOCATION

The next quarterly Board meeting was scheduled via videoconference for Thursday, August 10, 2023 , at 9 a.m.

VIII. 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: Portfolio Review – May 11, 2023
- Exhibit B: Director's Report, May 11, 2023
- Exhibit C: Trustees Report from Fund Counsel, May 11, 2023
- Exhibit D: Income and Expense Statement, March 2023