



**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 12, 2022
VIA VIDEOCONFERENCE**

The following Trustees were present:

LABOR TRUSTEES

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

MANAGEMENT TRUSTEES

J. Epperson
M. Harrison

Also present were:

D. Bellows-Levine – Bellow's, CPA's
C. Durant – Itasca Construction
J. Hart – SEI Global Institutional Group
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 10, 2022, 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
February 10, 2022, as presented.**

III. INVESTMENT CONSULTANT'S REPORT

The Trustees welcomed Mr. John Hart from SEI Global Institutional Group ("SEI") to the meeting.

A. Performance Report

Mr. Hart discussed SEI's Investment Fiduciary Management Review for the first quarter of 2022 dated May 12, 2022, 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 March 31, 2022, was \$2,190,023. The fiscal year-to-date net return was negative 2.54% compared to the total index return of negative 2.87%.

B. Asset Allocation

Mr. Hart reviewed the Fund's current asset allocation, noting all allocations are within the Fund's revised investment policy target ranges. Current allocation targets are 44% in fixed income, 31% in cash and equivalents, and 18% in total equity.

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

IV. APPRENTICESHIP BUILDING PROJECT

The Trustees welcomed Mr. Chase Durant from Itasca Construction Associates, Inc. to the meeting.

Mr. Durant reported all permitting was finished and signed off with the City of Pembroke Pines, Florida. There is one pending comment with Hillsborough County that was addressed and sent for final review. After approval, the full building permit will be issued and Mr. Durant would like to break ground by the end of May 2022. Chairman Schaunaman presented a quote to the Trustees from Latite Roofing for the purchase of roofing materials. The quote of \$94,835.00 and a material delivery date of September 2022 would need to be signed by Chairman Schaunaman to secure the roofing materials. After discussion, on motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve the purchase order for the roofing materials for \$94,835.00.

The Trustees thanked Mr. Durant for his update and excused him from the meeting.

V. DIRECTOR'S REPORT

Mr. Michael Smith presented the Director's Report dated May 12, 2022, a copy of which is attached to and made a part of these minutes as Exhibit B. He reported the following:

A. Apprentices

Fifteen new apprentices joined the Apprentice Program. Nine apprentices were terminated from the Apprentice Program since the last Board meeting. Sixty-nine apprentices are enrolled in the Apprentice Program.

The Apprenticeship Program continues to adhere to guidelines from the Centers for Disease Control and Prevention ("CDC"). Apprentices are required to complete a COVID-19 Questionnaire. They must wear masks, practice safe distancing, undergo temperature testing, and use hand sanitizer.

B. Upgrading the Apprenticeship Program

Mr. Smith reported there were 37 applications for the Apprenticeship Program. Due to the high demand from contractors needing apprentices, advertising is being done on Indeed and Google. Mr. Smith has also been visiting Miami Lakes Technical, Sheridan Technical, and Robert Morgan Technical.

Mr. Smith reported that he has been nominated for the State Apprenticeship Advisory Council ("SAAC") as the Apprenticeship Representative for Dade County. Mr. Smith went to teach an Introduction to Tower Crane Operations (Level 1) class at the International Training Center in Crosby, Texas on February 21-25, 2022. Mr. Smith attended the Diesel Advisory Committee for Robert Morgan and Miami Lakes Technical schools. On February 17, 2022, the JATC cranes received their annual inspection. A crane along with an apprentice/operator-assisted assisted the Air Conditioning, Refrigeration, and Pipefitting Education Center with their apprentice evaluations. Mr. Smith attended career fairs at Park Vista High School, FLA Live Center with Sim's Crane, and Atlantic Tech. Mr. Smith spoke at the youth automotive center in Deerfield Beach and he attended a career day for the MDYPA (Miami Dade Youth Pre-Apprenticeship) program at ARPEC. Mr. Smith continues to attend the PCJAC, MDYPA, and UJAC meetings.

Mr. Smith proposed an increase to the NCCCO Rigging/Signaling reimbursement to \$200.00. After discussion, on motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve the reimbursement rate increase to \$200.00.

Mr. Smith proposed an amendment to the reimbursement policy for the out-of-pocket cost for obtaining or maintaining NCCCO certification. After discussion, on motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to change the current rule of presenting a copy of the NCCCO card and payment summary report to having the member present only the pass/fail report and payment summary report to the Apprenticeship Director.

C. Apprenticeship Classes

Fifty-five apprentices took the NCCCO written exam held on February 20, 2022, at the Union Hall. Twenty-six apprentices attended a Forklift certification class on March 19, 2022. Twenty-four apprentices took the OSHA 10 certification classes held on April 2 & 3, 2022. The Signaling certification class is scheduled for June 4, 2022. The Rigging class is scheduled for May 21, 2022, and a Backhoe Trench & Safety class is scheduled for August 6, 2022.

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

A check for \$59,622.00 was received for the spring term and has been submitted to the Fund administrator. On April 13, 2022, Mr. Smith and Pam Durant attended a farewell breakfast at the Atlantic Technical College for Mr. Bob Crawford for his upcoming retirement in June 2022.

E. Equipment

Batteries, hoses, and hydraulic cylinder packing kits continue to be the most frequent repairs on equipment. On May 4, 2022, the Lattice Boom Crawler Crane Kobelco 850 III arrived at the training center.

F. Training Center

Mr. Smith reported that eighteen NCCCO practical exams were administered during the first quarter of 2022. Forty-three visitors signed the on-site visitor list during the first quarter of 2022. The training materials continue to be emailed to members with computer access. Members are requesting paper copies as well. Mr. Smith stated the new NCCCO practical exam test pads were poured.

Mr. Smith said he received bids from electrical contractors to move the classroom. After discussion, on motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve the cost for electrical contractors to move the classroom at \$15,000.00.

VI. AUDITOR'S REPORT

The Trustees welcomed Ms. Dina Bellows-Levine from Bellows Associates, CPA. to the meeting.

Ms. Bellows-Levine presented engagement letters for the annual audit and preparation of the IRS Form 990, copies of which are attached to and made a part of these minutes as Exhibit C. She noted that the engagement letters represented a change to the current engagement letters for the year ending March 2022 and the renewal letters for years ending 2023 through 2025. After discussion, on motion made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve the engagement of Bellows Associates, CPA to perform the annual audit and to prepare the IRS Form 990 for the plan years ending March 31, 2022, through March 31, 2025, as presented in engagement letters dated April 1, 2022.

VII. ATTORNEY'S REPORT

Ms. Phillips distributed a report titled "Trustees Report" dated May 12, 2022, a copy of which is attached to and made a part of these minutes as Exhibit D.

A. Delinquency and Collections

Ms. Phillips provided an update on delinquency and collection matters involving Laney Directional Drilling Company, United Excavations, Inc. and Shoreline Foundation, Inc.

B. Payroll Audits

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

B & M Marine Construction, Inc. - In process of gathering documents

BHI Specialty Services - In process of gathering documents

Bigge Crane & Rigging Company – In process of gathering documents

HJ Foundation Company – In process of gathering documents

DLS Prestressed, Inc. – Field visit schedules for 5/17/2022

Malcolm Drilling Company, Inc. – In process of gathering documents

C. CRANE GRANT

Ms. Phillips presented the unanimous approval email poll concerning a grant from the International Union of Operating Engineers Local 487 for the purchase of a crane. On motion made and seconded, the Trustees voted unanimous approval of the following resolution:

**RESOLVED to ratify the grant from the Union to the Apprenticeship Fund
for the purchase of a crane.**

VIII. ADMINISTRATIVE MANAGER'S REPORT

A. Income and Expense Statement

Mr. Ianniello reviewed the Income and Expense Statement for March 31, 2022, a copy of which is attached to and made a part of these minutes as Exhibit E. He reported total assets for the month of March 31, 2022, were \$4,979,528.35 compared to \$4,727,162.16 in March 2021. He presented a Comparative Income Statement for the twelve months ended March 31, 2022. He reported that for the month of March 2022, the Fund had total receipts of \$134,812.44 and total expenses of \$39,846.66, resulting in a surplus of \$94,965.78.

B. Disbursements

Mr. Ianniello presented the expense check register for March 2022, which indicated total disbursements of \$30,545.64. He reviewed the payroll check register for March 2022, which indicated total payroll of \$17,498.40.

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

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

IX. MEETING DATES AND LOCATION

The next quarterly Board meeting was scheduled for Thursday, August 11, 2022 at 9 a.m., via videoconference.

X. 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: SEI Investment Fiduciary Management Review for First Quarter 2022,
March 31, 2022

Exhibit B: Director's Report, May 12, 2022

Exhibit C: Engagement Letters, April 1, 2022

Exhibit D: Trustees Report from Fund Counsel, May 12, 2022

Exhibit E: Income and Expense Statement, March 31, 2022