

PANEL PACKET

August 2019



Employment Training Panel



Employment Training Panel

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M e m o r a n d u m

To: Panel Members

Date August 23, 2019

From: Stewart Knox
Executive Director

Subject: **Directions to Meeting Site**

The Employment Training Panel will meet on **Friday, August 23, 2019 at 9:30 a.m.**

**California Environmental Protection Agency (Cal/EPA)
Sierra Hearing Room, 2nd Floor
1001 I Street, Sacramento, CA 95814**

Telephone (916) 327-5640 (ETP Central Office)

Directions to the California Environmental Protection Agency - Sierra Hearing Room

From Sacramento International Airport:

- Take **Hwy 5 South**
- Exit on "**J**" **Street to 11th St.**
- Turn Left on **11th Street**
- Turn Left on **I Street**
- **1001 I Street**

From San Francisco

- Take **I-80 E**
- Merge onto **I-5 N**
- Exit on "**J**" **Street to 11th St.**
- Turn Left on **11th Street**
- Turn Left on **I Street**
- **1001 I Street**



M e m o r a n d u m

To: Panel Members

Date August 23, 2019

From: Stewart Knox
Executive Director

Subject: **Future Meeting Sites**

<p><i>August 23, 2019</i></p>	<p>California Environmental Protection Agency (Cal/EPA) Time: 09:30 AM Sierra Hearing Room, 2nd Floor 1001 I Street, Sacramento, CA 95814</p>
<p><i>September 27, 2019</i></p>	<p>California Environmental Protection Agency (Cal/EPA) Time: 09:30 AM Sierra Hearing Room, 2nd Floor 1001 I Street, Sacramento, CA 95814</p>
<p><i>November 1, 2019</i></p>	<p>City Hall Time: 09:30 AM Council Chamber 915 I Street, Sacramento, CA 95814</p>
<p><i>November 2019</i></p>	<p>NO NOVEMBER PANEL MEETING</p>



Employment Training Panel

**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL**

CalEPA Headquarters Building
Sierra Hearing Room, Second Floor
1001 I Street
Sacramento, CA 95814
July 26, 2019
(916) 327-5640

Panel Members

Janice Roberts
Acting Chairperson

Gloria Bell
Member

Maral Farsi
Ex-Officio Member

Gretchen Newsom
Member

Rick Smiles
Member

Ernesto Morales
Member

Ali Tweini
Member

Executive Staff

Stewart Knox
Executive Director

Peter Cooper
Assistant Director

Jill McAloon
Chief Deputy Director

Michael Cable
General Counsel

STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL
CalEPA Headquarters Building
1001 I Street, Sierra Hearing Room, Second Floor
Sacramento, CA 95814
July 26, 2019

I. PUBLIC PANEL MEETING CALL TO ORDER

Acting Chairperson Janice Roberts called the meeting to order at 9:29 a.m.

II. ROLL CALL

Present

Gloria Bell
Maral Farsi (arrived late)
Gretchen Newsom
Janice Roberts
Rick Smiles
Ali Tweini

Absent

Ernesto Morales

Executive Staff

Stewart Knox, Executive Director
Michael A. Cable, General Counsel

III. AGENDA

Acting Chairperson Roberts asked if the Panel Members reviewed the Agenda.

ACTION: Ms. Bell moved and Ms. Newsom seconded approval of the Agenda. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 5 – 0.

IV. MINUTES

Acting Chairperson Roberts asked if the Panel Members reviewed the draft Meeting Minutes from the last Panel Meeting.

ACTION: Ms. Newsom moved and Ms. Bell seconded approval of the Minutes from the June 28, 2019 Meeting. Acting Chairperson Roberts called for a vote, and all voting Panel Members present voted in the affirmative. (Mr. Tweini did not vote since he was not present for the June 28, 2019, Panel Meeting).

Motion carried, 4 – 0.

V. REPORT OF THE EXECUTIVE DIRECTOR

Mr. Knox welcomed the Panel Members, applicants and stakeholders. Mr. Knox reported that following the last Panel Meeting in June we have a moderate Panel Meeting. Today's Meeting is approximately \$8.5M with another \$ 157,586 in Delegation Orders, totaling just over \$8.6M. Of the projects in Delegation Order, two are being funded out of last year's funds and one is out of AB-118 funds, so those three are technically not being funded out of this fiscal year.

Mr. Knox recognized the following persons in attendance: Amber Tarrac, the new San Diego Regional Office Manager; Diana Torres, Southern California District Manager; Ryan Swier, North Hollywood Regional Office Manager; Chris Hoover, San Francisco Bay Area Regional Office Manager; Lis Testa, Program Projects Unit Manager; and Jana Lazarewicz, Sacramento Regional Office Manager.

Mr. Knox reported that today the Panel would be considering Proposals in the amount of \$8.5M, with an additional \$1.8M approved by Delegation Order. Upon the Panel approving just over \$15.9M in projects for FY 2019/20, ETP will have approximately \$87M remaining for FY 2019/20.

It was reported, regarding Delegation Orders: All such project proposals are capped at \$75K; all such project proposals are to be approved by the Executive Director on a continuous flow basis; which, as of today, only three such projects have been approved, totaling just over \$157K, of which two are being funded out of last year's allocations and one out of AB-118.

It was reported, regarding FY 2019/20 total program funding to date: Approximately 780 projects have been submitted to the Panel, pushing the amount to approximately \$86M, the Panel will possibly approve \$15.9M with 58 projects to date, if all proposals are funded today.

It was reported regarding Single Employer Contracts: Regional Offices requests are at \$59M in demand, with \$44M in allocations. MEC: Regional Offices/AAU requests are at \$9.2M in demand, with \$21M in allocations. Small Businesses request are at \$11M in demand, with \$6M in allocations. And Apprenticeship programs are at \$7M in demand, with \$12.6M in allocations. Overall demand is approximately \$86M plus.

It was reported that in FY 2019/20, the total number of applications received by the Regional Offices currently is 93; the total number of projects currently in the Applications and Assessment Unit is 687; making a total of 780.

Regarding Legislation, ETP's current bill, SB-792 is a two-year bill, with not a lot to report on at this time. Mr. Knox added that Ms. Newsom may have some information to share later in the meeting, as the bill was discussed at the Policy Committee Meeting.

Mr. Knox requested a motion to approve the Consent Calendar, and should there be a loss of quorum today before finalizing project review, a motion to delegate authority to the Executive Director in order to approve Proposals and other actions items on the Agenda in consultation with the Acting Chairperson.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the Consent Calendar and to delegate authority to the Executive Director in order to approve Proposals and other action items on the Agenda in the loss of a quorum. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 5– 0.

VI. POLICY COMMITTEE MEETING REPORT TO PANEL

Acting Chairperson Roberts explained that on the Thursday afternoon before the recent Panel Meetings, there have been subcommittee meetings that Michael Cable, our General Counsel has put together. The purpose is to discuss current, existing projects and issues and it is held as a forum where any interested persons can come join in the discussion. There will be another one the Thursday prior to the August Panel Meeting at 1:30pm. Anyone interested is welcomed to come and Ms. Newsom will now provide a recap from the meeting yesterday.

[Ms. Farsi arrives and takes a seat at the Panel.]

Ms. Newsom reported that yesterday was another great Policy Committee meeting. Ms. Newsom stated that she will now give a brief overview and report of what took place. Ms. Newsom also welcomed Mr. Rick Smiles as the newest Member of the ETP Policy Committee. There were four discussion Items:

Report & Update Re: Appeals Process Ms. Newsom reported that our General Counsel provided a follow-up report from a previous Committee Meeting December 6, 2018. And after carefully reviewing the issues that were raised at that time, has concluded that the “Fast Track Program” raises too many legal issues and complications, and therefore that program will be discontinued. ETP will follow the Appeals Process as stated in Section 4450 of its Regulations and Staff will propose suggested changes to Section 4450, which will include consideration of an informal step or “meet and confer” process prior to a formal appeal, but that likely will not take place until early next year Spring 2020, when Staff hopes to get into formal rulemaking.

Report to Committee Re: Changes to ETP’s Contract; General Terms & Conditions Ms. Newsom then reported General Counsel provided an update to numerous requests received for changes to ETP’s General Terms and Conditions. He also made a “last call” for any remaining requests or suggestions with a deadline of on or before Friday, August 2, 2019. Any requests or suggestions may be emailed to Michael.Cable@etp.ca.gov. Staff will also contact Stakeholders and post additional information on the ETP Policy Committee website page. Essentially, ETP Staff is going to bring to the next Policy Committee Meeting, Thursday, August 22, 2019, actual redline versions of some contract language, showing proposed changes to those General Terms and Conditions that do not require either a Legislative or Regulatory change. The suggested changes will be included in the Committee Memorandums, which will be posted on ETP’s website on or before Monday, August 19, 2019.

Report & Update to Committee Re: Proposed Policy Committee Meeting Agenda Items Ms. Newsom then reported as for transparency, accountability, and, in order to make sure everyone is on the same page as to what issues are being raised and in what order, the Policy

Committee now has a standing Agenda Item – which includes an ongoing Memorandum that will track pending issues for consideration and proposed agenda items for the next policy meeting. Additionally, this process should also allow Stakeholders, especially those Stakeholders that are unable to personally attend our Policy Committee Meetings, to keep track of Policy Committee Issues and how they are being reviewed.

Report to Committee Re: Status of SB-792 Ms. Testa provided an update regarding the “ETP BILL” – which is Senate Bill 792 (SB-792). Ms. Testa reported that SB-792 is a two-year bill; that it does not contain any substantive changes; but that ETP staff will have an opportunity to discuss inclusion of substantive changes later this year (perhaps October or November). ETP Staff will continue to conduct Community Outreach by contacting Stakeholders and raising the issues at Committee.

Ms. Newsom reported that there were two Proposal Items:

Proposal Re: Internal Cannabis Industry Processing Procedures Ms. Testa presented a Proposal regarding Internal Cannabis Industry Processing Procedures, as requested by the Policy Committee at the June 27, 2019 Policy Committee Meeting. Generally speaking, the Proposal was to treat cannabis applications like any other applications, but with an added step of ensuring any and all Regulatory Compliance; which will include making changes to ETP’s Proposal ETP130 and Contract ETP100 forms. During discussion, a Stakeholder raised the question of how this added step may be applied to Participating Employers in a Multiple Employer Contract MEC situation; which was discussed, and ETP Staff believes that the issue may be resolved with some adjustments to their existing Proposal. Accordingly, the Policy Committee directed Staff to finalize their Proposal regarding internal procedures, addressing the MEC issue; and to bring this matter as an Agenda Item to our next ETP Panel Meeting which is Friday, August 23, 2019.

Proposal Re: Valuation of Health Benefits Ms. Testa presented a Proposal regarding the rule commonly known as “The \$2.50 Rule” which essentially concerns the amount of credit an Employer make take in order to satisfy ETP’s Minimum Wage requirements for performance. There was again much discussion about the application of the \$2.50 Rule, the mixed messaging, and other concerns about whether or not the \$2.50 Rule was actually intended to be a cap and/or a “safe harbor.” General Counsel reviewed all of the documentation regarding the discussion that took place at panel in September 2017, and determined that the record is clear in that the \$2.50 Rule was intended to be a cap – and not a safe harbor – among other things. Given the importance of this issue, and concerns raised by Stakeholders, the Policy Committee instructed General Counsel to prepare this issue for report, that a specific proposal be provided, and that the matter be brought as Agenda Item for discussion and action at our next panel meeting which is Friday, August 23, 2019. As noted, our next Policy Committee Meeting will be held on Thursday, August 22, 2019, and the Agenda should include: a proposal with specific suggestions for revisions to be made to ETP’s General Terms and Conditions; a report regarding Electronic Recordkeeping Requirements; an update on requested demographic information; and a discussion regarding ETP’s Veteran Guidelines. The 2019 August Policy Committee Meeting Agenda will be posted on the website on or before Monday, August 12, 2019. The 2019 August Policy Committee Meeting Memos will be posted on the website on or before Monday, August

19, 2019. Things can change, so please keep checking the ETP Policy Committee website for up-to-date information.

Acting Chairperson Roberts recommended that anyone come to the meeting to hear all that was just discussed and noted that this is an open forum, so there is a lot of discussion. And if you have a hot button topic that you would like to bring forward, we're willing to hear that and have consideration around it, and there will be people there that can address situations at that time. For example, Acting Chairperson Roberts stated that Shannon from ETP's Audit Department was present, as well as other people from ETP's Fiscal Department that prioritizes our projects. So if anyone has questions, those people are there and can answer any questions. Acting Chairperson Roberts then stated that we will begin the review of our Proposals with Tab #3.

VII. REVIEW AND ACTION ON PROPOSALS

Tab No 3: Cubic Corporation

Ms. Tarrac stated that this is a proposal for Cubic Corporation, headquartered in San Diego. This is a Single Employer, Priority Industry, Retrainee project. Cubic Corporation is requesting almost \$372,000 and plans to train 851 trainees in Business, Commercial Computer, Continuous Improvement Skills, and Hazardous Materials. Staff from Cubic Corporation; Cubic Defense Applications, Incorporated; and Cubic Transportation Systems, Incorporated will be participating in this training which will occur in six (6) locations. Four (4) in San Diego, one (1) in Norwalk, and one (1) in Concord.

Ms. Tarrac stated that Staff recommends approval of this proposal, and introduced Melissa Cutting, Senior Manager, Global Learning and Development.

Ms. Cutting stated that this is a technology company in the Transportation and Defense Industries. Cubic Corporation (Cubic) creates payment systems for public transportation. They also create training simulations for the defense industry for the United States as well as our allies. They experienced significant growth over the past year, winning some major contracts, that has actually led them to have the largest company backlog in their 68-year tenure as a company. So Cubic is requesting this funding to upscale their employees, specifically in the technology area, so they can fulfill these contracts as well as continue to build their business pipeline to keep this growth ongoing. The company's mission is to innovate, to make a difference in people's lives and what that typically means is increasing efficiency of transportation and bringing our Armed Forces home safely, but it also means contributing to the job market here in California. Over 40% of their employees have a military background and Cubic is invested in bringing high-quality, high-paying jobs to California. Last week, they broke ground on a brand new headquarters in San Diego that is going to allow them to take up more space, have more space for their growing employee base there. Ms. Cutting thanked the Panel for their consideration and stated that she was happy to answer any questions that they may have.

Mr. Tweini thanked them for what they do by bring Serviceman and Servicewomen home. Mr. Tweini also stated that the Panel wants to encourage what Cubic does even more because it would like to see these fine men and women having high paying jobs after they come back. So

whatever Cubic can do to implement the program or strengthen what they have and give them opportunities would be greatly appreciated.

Ms. Cutting agreed.

Ms. Newsom expressed concern that they have a pretty wide wage range for engineers going from \$19 to \$101 and asked for more information as to how many approximately, of the 334 engineers listed, are at the low range of \$19 and how many are at the middle/upper end?

Ms. Cuttings states that most are in the middle or upper, the lower tend to be more field focused. Because they have a focus on transportation, there are people who need to be on the ground doing more maintenance-type activities, but most are in the office and design work, which would be in the middle or high range.

Ms. Bell asked of their range from 19 to 101, if it is a tiered system, so the folks that come in maybe general or field operators, is that the Tier One or Ten? And does it go all the way?

Ms. Cutting affirmed and explained they have a payment job grade system for employees that move to tenure and to other levels of their position. That covers all sorts of engineers, electrical and mechanical, so there is a number of different grades within each position as well as the compensation grade.

Acting Chairperson Roberts stated that it is a great contract and that she was looking at the performance, and they haven't had a contract in five years. Acting Chairperson Roberts asked Ms. Cutting if she was involved in the last ETP contract.

Ms. Cuttings explained that their last contract was in 2005 and she was not involved. And at that point, the company didn't have a training infrastructure, so in the past 15 years they now have an established training department, as well as an LMS. A lot of that infrastructure wasn't there during the previous application.

Acting Chairperson Roberts asked if the people that worked on that contract are still with the company.

Ms. Cuttings responded that they are not.

Acting Chairperson Roberts stated that she noticed they do not have administration services and asked if they were going to be doing it themselves and if Ms. Cutting is familiar with ETP.

Ms. Cutting responded that she was familiar and they are lucky enough to have training administrators whose job it is to support their training infrastructure, as well as, a lot of the training programs they're rolling out are part of larger initiatives within the company, so they have dedicated project and program managers, schedulers, and there is a large community within the company that will make that this is a success.

Acting Chairperson Roberts stated that she noticed they will have a training vendor that is going to take about 40% of their dollars, or \$150K of their training dollars, for an outside third-party vendor to do the majority of their training? Is that correct?

Ms. Cutting explains that is a portion of it. The company plans to do more training than will be covered in this budget – this will be covering only a small portion of their investment. So, they will be contributing, but only a small portion.

Acting Chairperson Roberts responds that it is not a problem at all and she just wanted to make sure, because usually when there is an outside vendor they want to get paid and so obviously they do rosters very well, which is really good.

Ms. Bell observed that their vendor is in Utah and that we are in California, and asked if Ms. Cutting has identified any California vendors that they could use locally?

Ms. Cutting stated that this vendor's job is to train Cubic's training team to deploy, so it is more of a train-the-train module. They are specifically identified because they are authors and experts in the area of culture and engagement, which is an area that they tried some things in the past and hasn't really worked as well. And this vendor has had success in the past with some employees in their company. Ms. Cutting explained that they have tried, but this looks to be the vendor that they feel will be the most successful.

Ms. Farsi had a question but first Acting Chairperson Roberts introduces Ms. Farsi and explains that she is from GoBiz.

Ms. Farsi states that she has been working with Cubic at GoBiz and it has been a pleasure and that they are excited to have Cubic do this work and improve the workforce of the state.

Ms. Cutting thanked Ms. Farsi.

Acting Chairperson Roberts clarified that Cubic has been working with GoBiz, but this isn't a critical proposal.

Acting Chairperson Roberts ask if the Panel has any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of the Proposal for Cubic Corporation in the amount of \$371,887. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 - 0.

Tab No. 4: BioMarin Pharmaceutical Inc.

Mr. Hoover stated that this is a critical proposal from BioMarin Pharmaceutical Inc. They are a Repeat Contractor and a Priority Industry. Total ETP funding amount requested of \$749,800.

This proposal for BioMarin Pharmaceutical Inc. (BioMarin) has been designated a Critical Proposal by the Governor's Office of Business and Economic Development (GO-Biz) based on the Company's growth as it continues to expand operations, increase its overall expenditures by \$55 million in capital improvements, and due to its commitment to adding 250 jobs in California. BioMarin is a global- biotechnology company that develops and commercializes innovative therapies and medications for patients with serious autoimmune and life-threatening and ultra-rare genetic diseases. ETP-funded training will be delivered at its headquarters in San Rafael and its primary manufacturing facility in Novato. This is BioMarin's fourth ETP project and it's fourth in the previous five years.

Even though BioMarin does not plan to include a separate Veteran's Job Number, it has objectives to recruit those that have past military experience by building relationships with community-based organizations. The Company attends job fairs focused on the military and provides Veterans' Awareness Training to help hiring managers understand the value of hiring veterans, develop an awareness of the differences of those transitioning out of military service, and address the misconceptions that are sometimes in place around military talent. BioMarin will hire 250 new employees (Job Number 2). With BioMarin's manufacturing facility in Novato complete, many of the Job Creation positions will be filled at this 18,000 square-foot facility.

This Job Creation plan is part of BioMarin's long-term strategic initiative to capture new markets, which will expand its business capacity. BioMarin's Manager of Government Affairs, who is the dedicated administrator, will oversee all ETP-funded training. The Company will utilize several internal trainers and administrative staff responsible for scheduling, delivering, and documenting training. In addition, BioMarin will use the services of an experienced third-party administrator, Herrera & Company, to assist with ETP's online systems.

Mr. Hoover stated that Staff recommends approval of this proposal and introduced Ken Sprague, Manager of Governmental Affairs of BioMarin, and Phillip Herrera, of Herrera & Company.

Mr. Sprague thanked Mr. Hoover and greeted the Panel. Mr. Sprague briefly described that BioMarin is a biopharmaceutical company that creates rare and ultra-rare treatments for debilitating genetic disease. Mr. Sprague explained that rare and ultra-rare patient populations are very small. They have everything from PKU which is an enzyme deficiency that has about 15,000 patients within the US, down to a disease called CLN2 Batten Disease, which probably has less than 200 patients in the US. Unfortunately, because some of these diseases, the nature of them, and the manifestation they are extremely progressive and can cause early death in young individuals without therapeutic intervention. So that's what makes BioMarin so special, because they are looking to those urgent un-met medical needs when thinking about what therapies to develop. Making sure that they are always putting the patient's front and center, and that's something that's really great about BioMarin and the cultural there. They have this extremely highly-trained manufacturing staff that are creating these really innovative therapies, and could not have done it without ETP and with the generous support and partnership.

Mr. Sprague explained that since BioMarin was here last, they have gotten two new products approved, and now have seven products approved. And have bought online their 18,000 square-foot gene-therapy manufacturing facility which is a really remarkable facility and is one of its kind. And have hired over 630 people in Northern California alone and have done about 30,000 hours of employee training since then. Mr. Sprague thanked the Panel and stated that he is happy to answer any questions that the Panel may have.

Acting Chairperson Roberts asked the Panel if they had any questions.

Mr. Tweini thanked Mr. Sprague for BioMarin's Veteran's Program workforce and stated what interest him is that they're looking to hire managers who understand the value of hiring veterans which is important point, and hopes to see it with everyone who is hiring, and when addressing the misconception that are sometimes placed on our military talent. They are some of the brightest and they would do the most amazing job. And thanked them for what they do and encouraged them to keep doing it and including them in everything that they do.

Acting Chairperson Roberts states that BioMarin has had Critical Proposals in the past and have done very well, but when she had seen that this is their fourth project in five years, she looked at the amount of money that ETP has funded them. Acting Chairperson Roberts stated that by looking from an equitable standpoint and looking at the narrative, 620 employees on a 1:1 ratio on an average of 60 hours that she just couldn't get the math on paper. Acting Chairperson Roberts asked if they could cut their productive lab (even though they already cut it from 132 to 60 hours) in half to 30 hours of Productive Lab and the rest go into classroom.

Acting Chairperson Roberts reiterated that it appears to be a lot of Productive Lab training with a 1:1 ratio and that getting 620 employees through that type training would be rigorous.

Mr. Sprague stated that he understands her point and it truly is a 1:1 thing. And again, the unique thing about a biotech company, especially BioMarin, are rigorously inspected, and the staff need to be able to meet all of these really complex safety standards that are put forward by the FDA and international regulatory bodies. Mr. Sprague reiterated that training is critical to their workforce, and so making sure that they do have that 1:1 ratio, and making sure that all of the employees in whatever setting they are in, are well trained on the equipment before they start working to create the product itself.

Acting Chairperson Roberts stated that she sees that they have 250 new employees and said 1:1 is okay for those 250, but they have 500 retrainees and that seems like a lot for the 1:1. Mr. Roberts confirmed that she doesn't want to cut their dollars, but just how they produce their training.

Mr. Sprague stated that was a good point and they would be amenable to that.
Mr. Tweini made a motion.

Acting Chairperson Roberts asked to clarify that was to make a motion to approve with the 30 hours reduction of Productive Lab.

Mr. Tweini affirmed.

Acting Chairperson Roberts ask if the Panel has any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Ms. Farsi seconded approval of the Proposal for BioMarin in the amount of \$749,800. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6-0.

Tab No. 5: Pure Storage Inc.

Mr. Hoover stated that this is a proposal for Pure Storage Inc. This is a priority industry and a first time ETP applicant. Total funding being requested is \$342,240. Founded in 2009, Pure Storage, Inc. is a data-platform company that focuses on delivering software-defined solutions that are both efficient and cloud capable. Pure Storage provides its products and services to mid-size and large organizations and industries. Training will be provided to staff at the Company's Mountain View headquarters as well as their Sunnyvale location. Even though Pure Storage is not including a separate Veteran Job Number, the Company works with several organizations to post jobs targeting the veterans' population. ETP funded training will enable Pure Storage to launch a process improvement scope in all aspects of the company, while implementing new products and technologies. Pure Storage's Director, Head of learning dedicated administrator will oversee the training program with the assistance of two Senior Managers. Pure Storage has hired a third-party administrator, Training Funding Partners (TFP), who will assist with project administration. The Company has multiple in-house trainers who are subject-matter experts and has LMS Administrators at each facility who will be responsible for scheduling, delivering, and documenting training. The Company may use external-training vendors, if needed. Staff recommends approval of this proposal. Here today is Satin Salmiseen, Director of Pure Learning and Michelle Recknor of TFP.

Ms. Salmiseen introduces herself and thanks Samantha Wang and Mr. Hoover from the San Francisco field office for helping them with this proposal. And stated they are a high tech company and do data storage for mostly enterprise clients, midsize and large and the industry in which they grow out which is growing fast, it's expected to grow from the current 56B to approximately 202B in the next five years. In addition to that, training is a key component for keeping their employees engaged since they are developing high tech products, they need to make sure they have the latest and greatest knowledge in what they do and in order to meet the customer demand are implementing new products, and new technology, which will help to expand to new markets, taking advantage of new business models as well and all of this really requires to continue doing extensive training in the workforce. Ms. Salmiseen stated they look forward to the opportunity to partner with ETP to bring this critical skills to the frontline workforce and am pleased to answer any questions that you may have.

Acting Chairperson Roberts asked the panel if they have any questions.

Ms. Newsom responded with that their wage range is pretty significant for the bulk of their employees will just say that 326 starting from \$27 going up to \$90 about how many are in the \$27 range and how many at the mid to high.

Ms. Salmiseen responds with that there are very few that are in the low range because most of the employees are highly educated and are mostly in the upper range. And maybe about 1 person are in the low range.

Ms. Newsom stated so only 1 person and asked Ms. Salmiseen if they are going to get them in the upper range? Ms. Salmiseen responds with, yes.

Mr. Tweini states that looking at their veteran's program, and said they partnered with different organizers, and asked if they had a lot of recruiting with veterans? And asked for a rough number?

Ms. Salmiseen responded that she is happy to get you that number but that is a new program that they are working on, and already have an employee resource group for their veterans, that's actually supported by one of the executed team members, so hiring veterans and all groups is a high priority for them, and put a lot of effort into diversity. And am happy to get an exact number for their California based Veteran's but that is a focus area for them.

Mr. Tweini states he would like this strengthen with all the groups and Ms. Salmiseen agreed.

Acting Chairperson Roberts stated that it is a very good contract first time and very conservative in the amount asking for, for that many employees only at \$500 per employee training, and thinks overall looking at a conservative basis with the help probably of their consultant, good contract.

Acting Chairperson Roberts ask if the Panel has any questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Newsom seconded approval of the Proposal for The Pure Storage in the amount of \$342,240. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

MULTIPULER EMPLOYEERS

Tab No. 6: Greater San Fernando Valley Chamber of Commerce

Mr. Swier stated that this is a proposal for the Greater San Fernando Valley Chamber of Commerce which is requesting \$749,300 in funding includes support cost. This project will train approximately 443 retrainees and 145 small business retrainees state wide. The Greater San Fernando Valley Chamber of Commerce is a nonprofit membership organization whose mission is to create and foster a sustainable business environment through networking opportunities, advocacy, promotion, and community projects. Their focus is on providing opportunities to companies that do not have the resources available to provide needed training to their employees. This will be their second contract with ETP and the Chamber. Included in the core group of employers are trainees represented by United Industrial Workers Seafarers. ETP has received letter of support. The most recent updated performance shows the organization has tracked 94% of their prior agreement in projects earnings of a hundred percent by the end of this month. Staff recommends approval of this project and here representing the Chamber is Nancy Hoffman Vanyek, CEO and Deborah Imonti, Administrator Sub-Contractor, DLI.

Ms. Hoffman Vanyek thanked the Panel for having them there and are coming to the end of their contract and have trained over 800 people during the last two years and have a high demand for this upcoming contract. And only have almost 100% interest and here to answer any of the Panel's questions.

Chairperson Roberts asked the panel if they had any questions.

Ms. Bell states that she is curious and notes that one of their clients Oakley Inc. that you're going to be providing training for?

Ms. Hoffman Vanyek responds with, like the eye glasses?

Ms. Bell responds with yes, and that's 150 people, then asked so they don't have internal resources to do their own training?

Ms. Imonti asked if she can answer that.

Ms. Bell responds with yes.

Ms. Imonti then begins to state that Oakley are in the process of doing a lot of training and hiring and they selected to go through MEC to do their own training versus holding their own contract and that's what they have looked at the projection for the next 18 months as 150 people out of there.

Ms. Bell also asked, if they think that is in addition to what they're doing now and that she knows they have a training program.

Ms. Imonti responds with, yes they do have a training program but it's in addition.

Ms. Bell states but it's to enhance training program with all right?

Ms. Imonti responds with yes, they have certain populations that they want to go through a MEC, and certain populations to do other training.

Ms. Bell responds with, that is interesting.

Acting Chairperson Roberts ask if the Panel has any questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Tweini seconded approval of the Proposal for The Greater San Fernando Valley Chamber of Commerce in the amount of \$749,300. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Ms. Newsom then asked Acting Chairperson Roberts to interject and suggest that for the next mini proposals, to expedite her line of questioning it would be helpful to have JATC in the apprenticeship programs report how they are recruiting women and veterans.

Tab No. 7: State Building and Construction Trades Council

Mr. Hoover stated that this is a proposal for State Building Construction Trade Council. This is a priority industry and a repeat contractor it totally to be funding is \$744,815. The SBCTC

supposed to retrain journey workers and apprentices in the construction trades, this acts as an umbrella organization for union workers SBCTC represents more than 300,000 unionized construction workers in California. It has 175 affiliated local unions from 13 crafts and 22 county and multi-county Building Trades Council. This will be SBCTC's fourth ETP contract, the fourth within the last five years. These projects act as an incubator for smaller apprenticeship programs that do not have always the staff capacity to hold an ETP contract. The goal is to graduate JATCs into individual contracts and the Tri-County Sheet Metal Workers JAC (local union number 273) from SBCTC's previous contract has now graduated into applying for more ETP funds by holding its own ETP contract. It does have a veterans program component in this proposal, SBCTC plans to include five veterans trainings within job number 8 which is the veteran apprentice job number it's the second time it has included veterans and this project will be overseen by each participating JATC training director. The JATC will also utilize assistance from other administrative staff will be responsible for scheduling classes and for collecting and verifying ETP rosters for all locations included in the proposal. Strategy workforce communications will provide administrative services for the project and will assist with imputing that into ETP's online systems. Staff recommends approval this proposal in here today are Debra Chaplan, Director of Special Programs and Kelly Greer, of Strategy Workplace Communications.

Ms. Chaplan says good morning to the panel and happy to see them again, and states this is their fifth and see themselves as an incubator for both small JATC's and new JATC's and just wanted to report that since they did the video and sent it out to all unions, have heard from three new JATC's, one wanting to possibly get in and get other part of their incubator or get their own contract and is very excited about that and look forward to continuing this work, as for recruitment of women and veterans, they have actually housed the Helmets to Hardhats in our office in Sacramento and definitely encourage unions to work very closely with them as they do the outreach to veterans as for women, had started and organized the conference for women in the building trades for the 14 years it was here in California and then launch it nationally and work very closely with Tradeswomen Inc. and with other programs the Los Angeles Orange County just recently did a conference for women in the trades and the State Building Trades is definitely invested in that and encourage members to be as well.

Acting Chairperson Roberts then asked Ms. Newsom, is it a ratio that you're looking for? And asked Ms. Chaplan if they have 20% women?

Ms. Chaplan responds with that would be a lovely ratio. And as a matter of fact, back in 2007 came up with the goal ,10% by 2010 didn't quite reach it and now the goal is 20% by 2020 and are actually in about 3% unfortunately and part of that is getting women into the apprenticeship program so that they can be raised up and rising the numbers as they go along, where they see the most success that is where they have women coordinators and women instructors and that's just the nature of it, woman need to see themselves, they need to see those images of themselves doing this kind of work.

Mr. Tweini wanted to say thank you for not just trying but for going further in hiring and including five veterans in their proposal. As far as including woman with my local with a present skilled trade workers and currently targeting hiring woman's for this skilled trade. We have a few that

they're doing the most amazing job that anyone can imagine that a model for the nation and should continue to be a model for what everybody should do.

Ms. Chaplan responds with thank you very much and watch for the next video which will be about women in the trades and thanked Mr. Tweini.

Ms. Newsom also added that they have also published previously materials in community outreach and engagement pieces that feature women heavily and commend them on that, and hopes that they share that also with the smaller JATC's, and the new ones that they an incubator for, and encourage them to get out there and get some more women in the trades

Ms. Chaplan said absolutely.

Acting Chairperson Roberts asked if the Panel has any more questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Tweini seconded approval of the Proposal for The State Building Construction Trades Council in the amount of \$744,815. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 8: Fresno Area Plumbers, Pipe and Refrigeration Fitters Joint Apprenticeship Training Committee

Ms. Lazarewicz stated this is a proposal from Fresno Area Plumbers, Pipe and Refrigeration Fitters Joint Apprenticeship Training Committee. In the requested amount of \$298,590 will train apprentice and journey level workers which includes veterans. This is their fourth ETP project and the fourth in the last five years with good performance. Fresno plumber serves 600 union members across Fresno, Madera Kings, and Tulare County. They provide training to ensure trainees have the skills and knowledge to service repair and renew in and remodel existing plumbing systems in residential commercial and industrial buildings. Current projects include table mountain casino expansion, Clovis and Fresno school renovations, in a new pipeline in Fresno County. The training coordinator in an administrative assistant who are involved in previous ETP contracts will assist with administration of this project they've also retain the services of a third-party administrator. Staff recommends approval of this proposal, here representing Fresno Plumbers is Robert Topete, training coordinator and Nica Constante, Project Coordinator, California Labor Federation.

Mr. Topete started with thanking the panel for the opportunity and for their past support. As far as outreach, their international does have a partnership with the military veterans in piping is what they call it the VIP, to where the last six months of their on duty they can choose to go into one of their training centers where they spend the last six months welding and if they get a couple of welding search that can choose any one of their apprenticeship programs throughout

the country and get direct entry. They have two in the program currently and just indentured one back in March and they are both working full-time. They also have a partnership with helmets to hardhats and going to start doing a blast email to all of the registered veterans and currently have some come in and test and they pass the exam, and actually give them extra points towards their overall score that ranked up higher on the waiting list so they can put them to work as soon as possible. They do have annual contortions and invite different high schools throughout the valley, it's a one day events and it's both for men and women and also go halves where it's half of the day it's men and the other half its young ladies and call that, women in the trades and do a presentation and then go out into their shops and do some hands-on projects with all the different trades, not just them, it's all the different building trades. And stated that he was at the California apprenticeship council that week and somebody brought up a great idea which he is going to start doing to get women in our program is to hit the sports event like soccer tournament, softball tournaments, that's the young ladies are at. And set up a canopy there and try to do some outreach there as well. And here to answer any questions you guys may have. Thank you.

Ms. Bell asked, in regards to their VIP Veterans program, whether it's an 18 week process.

Mr. Topete responds with yes.

Ms. Bell states that's pretty intense, and asked of the participants do 100% complete or do some people fall out.

Mr. Topete responded with that it's hard to say because they don't look at that number and just waits for the phone call from international that say they have a guy that's interested into getting into the program and they open their doors to them.

Ms. Bell responded back with once they succeed and graduate.

Mr. Topete responds with, yes that is correct.

Mr. Tweini thanked them for their Veterans program, VIP veterans program. And has a similar program with the teamsters, and will go first hand and then recruit people before they even complete their service and that this is a good thing, everything they have been doing as far as creating union good paying jobs and recording veterans. He think it's on target for that and what we all should be doing and again thanked Mr. Topete.

Acting Chairperson Roberts thanked Mr. Topete for looking into the sporting events for women and thinks it's a great start to start looking for women. And didn't think about it and actually lived in the Fresno area for a long time and there was a lot of women sports activities there and also think there's a lot of women shelters too. And that's where she used to a lot of dress for success programs. And worked for PepsiCo and was in charge of the women's network for Pepsi and so they looked at these different areas that they could get women involved in, getting them back into the workforce and really appreciated that and just to give her background, she came from working in the lumber mill and worked with 500 guys and was the only woman and it was a little bit different because that was more than 20 years ago and the women wanted to get the pay

that I was getting but they just didn't want the environment that I worked in and actually ended up being in charge of the whole thing and had 500 guys working for her .

Acting Chairperson Roberts states thank you for reaching out to the women

Mr. Topete responds with notes taken and I will look that up

Acting Chairperson Roberts ask if the Panel has any questions.

There were no questions

Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Ms. Bell seconded approval of the Proposal for The Fresno Area Plumbers, Pipe and Refrigeration Fitters Joint Apprenticeship Training Committee in the amount of \$298,590. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 9: Fresno Madera Kings and Tulare Counties Electrical Joint Apprenticeship and Training Committee

Ms. Lazarewicz stated that this is a proposal from Fresno, Madera, Kings and Tulare County Electrical Industries Joint Apprenticeship and Training Committee. The requested amount of \$415, 005 will train apprentice and journey level workers which also includes veterans. This is Fresno Electricals fifth ETP contract, the fourth in the last five years. Fresno Electric provides up to date skills training to electricians who install power, lighting, sound, communications, and other electrical equipment in commercial, industrial, and residential buildings. Current projects include the California high-speed rail, the state center community college lighting retrofit in a new Madera high school. Multiple Fresno Electrical staff members who are involved in previous ETP contracts will assist with administration of this project they've also retain the services of a third-party administrator. Staff recommends approval this proposal. Here representing Fresno Electric is Kathy Hawkins, Administrative Assistant to the Training Director and Nica Constante, Project Coordinator, California Labor Federation.

Ms. Hawkins thanked the Panel for having her, and thanked them for their support in the past and stated that this is our fourth or fifth project and I've been there the whole time and have been putting the paperwork together and know how to run it but this helps with them. Some of the training classes that they been able to provide because of ETP funding is able to get more into the green energy sector with black electrical vehicle charging stations and lighting control systems and automated demands respond and will be using the funds to help those programs. Ms. Hawkins stated she was happy to answer any questions they may have.

Ms. Hawthorne says this should be her training director but he is out of town.

Acting Chairperson Roberts asked the panel if they had any questions.

Ms. Bell states that it is good to be nervous and means you are alive and states that she noticed in the past, the cost of contracts their performance one was at 64% and one was at 73% and her question is what is their strategic plan to make this if they grant them, successful?

Ms. Hawthorne stated that their numbers were a little bit lower than at the time when apprenticeship program their apprentices had to buy their school books but then had this little incentive for the apprentices, and gave them a very good book discount if they didn't get in trouble and if they scored 95% on an average during the school year they only pay 5% of their book cost but then if somebody got suspended because of poor work or missing school they lost their book discount would have to pay for all the books. With the ETP funding they had realized people can't pay for their books and ask for ETP funding, so it cut out all the people that had to buy their books basically. Now because they found that out in the ETP funding, this is the second or third year but can't remember maybe third, that the books are free. Matter fact we got them already right now and that people are coming in and picking them up and just giving to everybody no matter how they do.

Ms. Bell stated that their first two experience were due to lack of book check out?

Ms. Hawthorne responded with that they couldn't get retention on people who had to buy their books.

Ms. Bell stated that is probably one component and that there are probably other things going on as well. And asked again besides the book what are they going to do to get 100% this time?

Ms. Hawthorne responded with everything they can.

Ms. Bell stated which is?

Ms. Kelly Greer with the Strategy Workplace Communication, stated that it actually was a big deal, the books, because if they had not used everybody.

Ms. Bell responds with that it is a tool and gets that part.

Ms. Greer stated they would have made a 100% but this part of buying the books was very important to JATC's because if they bring 20 people into a JTC program, they really want to make sure that those trainees stick and stay and how they did that was by charging for books and now that trainee was going to get it for free is now going to have to pay \$800 and the chance of somebody staying if they were going put something into the program was a lot higher.

Ms. Bell then states what you're saying is the book cost you about 28% of 100% so you're saying now that because you have the book, you're going to get 100%

Ms. Greer responds with, exactly.

Ms. Bell states she is going to quote Ms. Greer on that.

Ms. Greer responds with now what they are doing is, they have more people coming through the doors, they have a better system to get people into their programs and people are sticking. They are not having the turn around that they had in the past and they also took away the book fee. So we see no reason that they won't meet these numbers.

Ms. Bell responds with, Thank you.

Mr. Tweini thanked them for including the twelve veterans into their program, and wants to acknowledge the point that they have them in a separate job number to better track the performance toward the goal of improving the outreach for veterans. And that this should be a model for every employer.

Ms. Farsi then states she wants to dig in a little deeper into the retention issue because that's what it is, even though the books are now fully covered, what is the strategy?

Ms. Hawthorne responds with that it will put everybody in retention and now have 120 apprentices and approximately 75 journeymen per year, everyone will be eligible for retention.

Acting Chairperson Roberts states that it says right there 100% if you look back. It's very confusing, go up.

Ms. Newsom states that they are on track to get 100%

Ms. Greer states that this whole book issue was a big issue when ETP first started funding these programs because ETP wouldn't allow people to be invoiced for if they paid for their books, for a lot of JATC, this was a huge tradition, and was a shift in culture, and some of the JATC's were in a position to collect on these monies so for a smaller JATCs, it's wasn't like they could say immediately, oh, we aren't going to charge for books, they don't have a budget in place to charge for books and so actually as a result of ETP helping them with their JATC they now have monies that they can actually cover the cost for books. Would have to say they're not having issues with people dropping out of their program in the past their low performance was strictly because of people being disqualified because they had paid for their books.

Ms. Farsi responds with, thank you, I appreciate that.

Ms. Newsom stated that their transition from the concept of having skin in the game quote UN quote, and asked if now are they doing any kind of mentoring programs between journeymen, and apprentices? And asked how are they helping those apprentices move through the program and making sure that they are successful? And thinks that is some of the components that they want to hear.

Ms. Hawthorne responds with, the whole point of the apprenticeship is when their on a job and the contractors have to sign a form saying that they're willing to train the apprentices, so when they are out on a job, it is the journeymen/workers job to teach them out on the job and of course when they come to school, it is their job to teach them the book work.

Ms. Newsom states that she wants to clarify that they are on track to reach 100% of their current right now, a change from previous contracts.

Ms. Hawthorne responds with, yes.

Acting Chairperson Roberts asked the panel if they have any other question. And asked Ms. Farsi if she got her questioned answered around that because there is a lot of confusion.

Ms. Farsi responds with yes, and that her question was more about the strategies to improve retention rather than specifically book programs, and wanted to know how they've adjusted things but it sounds like it's the book funding but has another technical question for staff and apologize because she hasn't been on this panel in a while but if they're current contract ends next year, were approving this for different purpose?

Mr. Knox explains that it basically as they finish the completion of the hours it's not so much based on the budget side but of the completion the hours which follows the budget but they can reapply with every year and so they're just the right track to 100%.

Ms. Farsi states but they overlap.

Mr. Knox responds with well technically then we'll go through the close out of that project from the even though it ended technically in 2020 will go through close out of 2019 understandable open up with the 2019/20.

Ms. Greer stated, just to clarify that they never had retention issues, what happened was people weren't able to invoice for everyone because of those being disqualified for paying for books.

Ms. Farsi stated that but this one I have here in my report says that some the poor performance is attributed to the apprentices is arriving late for class and work.

Ms. Greer responded with if they had really good performance then they had their books paid for but if they have any issues then they have to pay for the books themselves but now the JATC has new programs to cover issues around like late to class or poor performance and they are handling it in a different way.

Ms. Farsi responds with thank you, that's what I was looking for.

Acting Chairperson Roberts ask if the Panel has any other questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Mr. Smiles seconded approval of the Proposal for The Fresno, Madera, Kings and Tulare Counties Electrical Industries Joint Apprenticeship and Training Committee in the amount of \$415,005. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 10: Kern County Electrical Joint Apprenticeship and Training Committee

Ms. Lawarewicz stated that this is a proposal from Kern County Electrical Joint Apprenticeship and Training Committee. The requested amount of \$287,490 will train apprentice and journeyman level workers also including veterans. This is their fourth ETP project in the fourth in the last five years with good performance. Current Electrical provides industry skills training and secures high-quality job opportunities for its member's electricians will receive training on installing power lighting controls and other electrical equipment in commercial industrial and residential facilities. Current projects include amazon and Walmart's new distribution warehouses, new schools and utility grade solar projects. Current Electrical has designated two staff members who were involved in previous ETP contracts to assist with the ministration of this project they have also retain the services of a third-party administrator. Staff recommends approval this proposal, here representing Current Electrical is Greg Rogers, Training Director and Nica Constante Project Coordinator, California Labor Federation.

Mr. Rogers said good morning to the panel, and thanked them for the previous money. And have been able to invest in hands-on labs cost and that is a lot of money to upgrade those and they were pretty old and about halfway through it so this new money is going to continue to do that and would like to buy some new furniture, the furniture is from the 80s in the classroom and apprentices are complaining about the chairs, and want to get some new furniture. In regards to veterans, they are part of the helmets to hardhats and then quarterly go to the local veterans center and present my apprenticeship to them and in the class that just started in July, actually have three veteran apprentices out of 12 people that he presented to at that veterans center and gets more out of that than he does helmets to hardhats, as far as females, they are doing an annual high school workshop and do it with other building trades and are five other ones who come to his facility and they bring in 200 girls with counselors and all that on one day. The other day is a coed but the girl day it's kind of neat because at the very beginning he asked who wants to be a construction worker not just an electrician and maybe get six or seven hands at the end of it he asked the same question probably about 89% of the girls put their hand up and it works real well and were actually featured in the California apprenticeship quarterly magazine couple years ago on that. Starting to work on getting a lot more female applications, but the problem they had in the past was getting females to come down to apply.

Acting Chairperson Roberts asked if the incentive is the money, because they get a lot of money and that's what I used to say okay do you want to start here at \$10 an hour do you want to start with \$20 an hour.

Mr. Rogers states that he pushes the equal pay, and his wife whom he actually met at apprenticeship school 28 years ago and she's a general foreman she does real good at bossing around but to have her there, always have a panel at the end of it with all females from different trades to answer the questions and actually bring in blue rings for them so they understand what it's going to be like to use the restroom on the job.

Ms. Newsom states she wants to clarify, that they are not using the ETP money to purchase furniture but it's freeing up monies so that they can then use later.

Mr. Rogers responded that he probably misspoke.

Mr. Tweini thanked them for the veterans program, but this is one of the most important things and has made it a point and thinks everybody should because it's our duty to stand up speak and create opportunities for these fine men's and women's because of what they do.

Mr. Rogers's states that they are my best apprentices and are outstanding.

Acting Chairperson Roberts ask if the Panel has any other questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Ms. Newsom seconded approval of the Proposal for The Kern County Electrical Joint Apprenticeship Training Committee in the amount of \$287,490. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 11: California Tradeshow and Sign Crafts Joint Apprenticeship Training Trust

Ms. Testa stated that this is a proposal for the California Tradeshow and Sign Crafts Joint Apprenticeship Training Trust in the amount of \$482,440. This JATC is headquartered in Garden Grove and has a training center in South San Francisco. They have 300 apprentices, and 1,500 journey workers who are trained in installing major exhibits at trade shows and convention center's. Training focuses on schematics, drawings, graphics, installation, power equipment and custom exhibits. Trainees can also earn osha certifications during the course of their training This is California Tradeshow's second ETP contract their current contract has tracked enough hours to earn more than the full hundred percent of the contract value. Staff recommends approval of this proposal, here representing Tradeshow and Sign Crafts are Fred Wright, Coordinator and Steve Duscha, consultant.

Mr. Wright says good morning Acting Chairperson and panel members and introduces himself and Oscar Meyer and Steve Duscha and states that their JC trains trade workers who builds, installs and tears down exhibits at convention centers and hotels. The number of size shows growth, economy grows in business is booming. They need more apprentices, and apprentices need more training, and journey level workers need to sharpen the skill. All of their members need to work fast and better and ETP money helps train people to do that. And thanked the panel for considering their proposal and would like to answer any of your questions. Acting Chairperson Roberts asked Mr. Wright if they had anything around women or veterans in your speech. Mr. Wright stated they do job fairs and actually reached out to two companies they work with which are work for warriors and helmets to hardhats and go to them whenever they open their doors they come in and as far as women, they do the same thing for them and have

a couple connections for them and they send them down to apply. As far as veteran's go, they give them points during their interview process when they make it to that point.

Ms. Newsom asked about the women?

Mr. Wright stated they do the same thing but are always encouraging them to come in more.

Ms. Newsom stated it's kind of a standardized best practice of when you're doing outreach to women to look into your own membership and bring your female members to the community events and have them engaged with the young the younger female and they are the next generation and recommends that they do that.

Mr. Wright states he will do that.

Acting Chairperson Roberts ask if the Panel has any other questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Newsom seconded approval of the Proposal for The California Tradeshow and Sign Crafts Joint Apprenticeship Training Trust in the amount of \$482,440. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 12: Carpenters Training Committee for Northern California

Ms. Testa stated that this is a proposal for Carpenters Training Committee for Northern California in the amount of \$748,440. This JATC provides pre apprentice, apprentice and journey worker training for literally thousands of carpenter trainees throughout Northern California. Training at their 5 training centers will include hardwood floor laying, lathing, shingles, millwork, general carpentry and more. Carpenters work with helmets to hardhats to recruit veterans directly into their apprenticeship program, although a separate veteran's job number has not been requested for this proposal. Carpenters has been extremely strong performer with ETP in the past and they've currently tract more than 200% of the required hours for their current contract. Staff recommends approval of this proposal here representing Carpenters Training Committee is Mark Fuchs, Executive Director and Steve Duscha, consultant.

Mr. Fuchs says good morning Acting Chairperson and esteemed board and again states he is Mark Fuchs, the Executive Director for the Carpenters Training Committee Northern California and with him is Mr. Steve Duscha. And thanks the panel for considering their new application are glad to be partners with the panel and have been for multiple contracts. As far as our women recruitment, they have an internal organization called sisters in the brotherhood which is a nationwide organization that supports the women members in both the generational capacity and also support for different items like child care, transportation, on the job situations, harassments, in those type of situations and work very closely with the traits women Inc. and will also be participating with national association of women in construction or niemiec and very proud to say host a program with the females women correctional facilities with the prison industry authority at Folsom and Chowchilla and have ongoing full-time training programs there

so that the women coming out of those institutions can go directly direct entry into the partnership programs at any program across the country and also work with FCI Dublin women's correctional facility in Dublin California and have a training program near where they have direct entry into the training program and host regional women's career fairs at all five local regional training centers annually. As far as veterans recruitment, they actively volunteer with an organization that has access to Travis Air Force Base, Camp Parks, there in Dublin where they come in on weekends when the reservists are there or see the military career fairs before they're released from their military duty so they have a proper ramp into the apprenticeship program and direct entry into the program as well and also work with helmets to hardhats, swords to plowshares in the other organizations and have a very close affiliation with contractors. If they have a reservist or someone that wants to come in from military, and have a couple contractors associations the CEA contractors employers' associations or united contractors, give their directors a call and those military folks are at work within the week and are proud of that connection with the contractors and to able to get them to work immediately. As you can see construction is blooming it continues to boom in Northern California and currently have 6,100 apprentices and growing and expect 4,600 apprentices over the next 12 months. Over the last 5 years the program is doubled in size so thank you for your contracts you've allowed us to improve our training and be scalable to handle that capacity. We appreciate your money, appreciate your support to help us do the training needed and here to answer any questions.

Mr. Tweini wanted to acknowledge their veterans program and said this is a great veterans program and to reach out to veterans before they get discharged from service they should not stay without work, the sooner we get them to integrate and get jobs and be productive, they are the finest and do a great job when you hire them.

Mr. Fuchs responds with absolutely and the contractors realize that and as soon as he lets the contractors know they grab them up right away. Thank you.

Mr. Tweini responds with Thank you.

Ms. Newsom stated gold stars and thank you for your report and would be interested in meeting afterwards to discuss a little bit more about the program and the outreach to Folsom prison for the women in there.

Mr. Fuchs responded back with he would be glad to do.

Acting Chairperson Roberts ask if the Panel has any other questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Newsom seconded approval of the Proposal for The Carpenters Training Committee for Northern California in the amount of \$748,440. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 13: Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Trust Fund

Ms. Testa stated that this is a proposal for the Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Trust Fund in the amount of \$643,405. This JATC was founded in 1962 and has a training facility in Ontario where they train heat and frost insulators to insulate mechanical structures such as pipes and hvac systems for ambient temperatures. Although this project does not contain a separate veterans job number the heat and frost insulators actively recruit veterans through programs such as helmets to hardhats. This project will train pre-apprentice, apprentices, journey workers and firestop technicians. Firestop technicians are a new classification of collectively bargained allied workers who perform specialized tasks in fabricating and applying fireproofing materials. Heat and frost insulators most recent project is in the contract closeout process and projects to earn 92% of the total contract value. Their prior projects have all been strong performing as well. Staff recommends approval of this proposal here representing the Heat and Frost Insulators is Lupe Moreno, Training Director and Coordinator and Steve Duscha, consultant.

Mr. Moreno says good morning Acting Chairperson and members of the panel and here with Steve Duscha and is represent the Training Trust for the Insulation Workers of Southern California and that his trade installs insulation on the chemical structures to reduce energy losses and are the original green trade and have a lot of work they need to train their members to do the work. ETP funds have been important to the program and have helped buy equipment and a new training center which is it located in Ontario and greatly improve the quality of training it can offer and thanked the Panel for considering their new proposal and would be pleased to answer any questions. Outreach they do for women is involved with winter and women in non-traditional employment rules. Last week had a couple women go and tour the facility, they didn't fill out the application that day but they said kept going through different building trades and then on the way back they would work. In the last month the employers have hired four females and 3 veterans in the last month and do veteran's helmets to hardhats through the international and also believe the application is hub spot and if there is a veteran that's interested in the trade and it's within the 11 counties, they get a direct email from them and send them all the contact information and they get direct entry into the apprenticeship program.

Acting Chairperson Roberts stated that she has one question and it's just for clarification for everyone and that she looked at it and have talked to Steve about it, but looking at the performance and it looks like ETP has given about \$400,000 based on the amount of employees that are trained but now you're asking for \$600,000 so a hundred and fifty thousand dollars more than you're asking for and you can barely get what you're getting at \$400,000. And again had to go back and not look at the dollars, and had to look at the hours and based on an increase in the wage, if you did the equation, the hours are about the same so that's why I just wanted to clarify for everyone.

Mr. Duscha states that the hours are exactly the same.

Acting Chairperson Roberts then goes on to add that usually people just look at the dollars and you make a determination but wanted to point out that the hours were looked at as well and it looks okay. Now if the dollars go down then we'll look at it again and that's what needed to clarify from her standpoint as well but usually looks at it, and would say something about it but not because the hours are the same.

Acting Chairperson Roberts ask if the Panel has any other questions.

There were no more questions

Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Ms. Newsom seconded approval of the Proposal for The Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Trust Fund in the amount of \$643,405. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 14: Northern California Elevator Industry Joint Apprenticeship and Training Committee Trust Fund

Ms. Testa stated that this is a proposal for the Northern California Elevator Industry Joint Apprenticeship and Training Committee Trust Fund in the amount of \$749,420. Founded in 2004, this JATC 540 apprentices and 840 journey workers through 46 northern California counties training them in building, installing, repairing, and modernizing elevators and escalators. Nor Cal elevator participates and helmets to hardhats program to actively recruit veterans although separate veteran's job number has not been requested. This is Nor Cal elevators second ETP contract. Their first contract has logged 94% of reimbursable training hours with a projected final earned amount of 100%. Please note that there is a small typo under the administrative services section where the service fee should read no more than 13% not six and a half percent. Staff recommends approval of this proposal here representing Nor Cal elevators is Greg Hardeman, chairman and Steve Duscha, consultant.

Mr. Hardeman says good morning Acting Chairperson and members of the panel. And introduces himself and that he is the Northern California Elevator Industry JATC Chair and train apprentices and continuing education for elevator mechanics in the state of California in the northern 48 counties on north of Hanch apit line and are in a great need of trained mechanics and going to use this money to help expand their facilities because the state of California requires licensing for competent conveyor mechanics and there's continuing education that provide for the mechanics to stay certified and participate in helmets to hardhats are currently have 120 veterans of at 11% and we've hired 16 helmets to hardhats since the last time here last year and 20 new veterans and are really proud of that. Currently working on outreach towards women and only have 2% and it's a low number but is the largest employer of women in international across the country. Also work with tradeswomen Inc. as well and participate in all women build the nation with a national building trades and have sent approximately 14 of their women and two of our full-time officers to that event and compensate them for any lost wages and pay for the trip and hopes for bringing them back to work on outreach and starting to do more of. Any questions?

Mr. Tweini said thank you for their hundred and twenty veterans and it's is just what everyone should have. This is not just to have a superficial including a small number to make it to make it part of what we do every day to include them to include veterans and include women as my sister just indicated earlier. We don't really want to have like one or two we want to make sure that everybody having including, they are part of the population, they do the greatest work. So we need to have them as part of what we do not just to have a small number two here and three there. So thank you for saying that you have a hundred and twenty that's a good number would like to see the number of woman's increased in your organization and others.

Acting Chairperson Roberts ask if the Panel has any other questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Ms. Bell seconded approval of the Proposal for The Northern California Elevator Industry Joint Apprenticeship and Training Committee Trust Fund in the amount of \$749,420. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 15: Operating Engineers and Northern California Surveyors Pre-Apprentice, Apprentice and Journeyman Affirmative Action Training Fund

Ms. Testa stated that this is a proposal for the Operating Engineers and Northern California Surveyors Pre-Apprentice, Apprentice and Journeyman Affirmative Action Training Fund in the amount of \$298,320. This JATC founded in 2005 serves the 46 northern California counties providing training for pre apprentices, apprentices and journeymen workers. This project will focus on construction inspectors who ensure the structural integrity of commercial and industrial buildings, roads and bridges through monitoring projects assuring codes and plans are followed performing tests and inspections and working closely with project engineers. This JATC has a veterans program even though they are not requesting a separate veteran's job number. This is the operating engineer's third ETP contract with good performance on their prior projects. Staff recommends approval of this proposal here representing the Operating Engineers is Johnny Thornton, Administrator, Louis Blackwell, Coordinator and Steve Duscha, consultant.

Ms. Blackwell says good morning to the panel and introduces herself and states this is Johnny Thornton, the Administrator of the program in with me and Steve as well. I would like to give you guys a little bit of statistics about our program. We have about 154 apprentices and 20 of which are female and 13 are veterans right now. In our outreach for veterans, is swords to plowshare, we go to career fairs, so next month we have the US Hornet is having a career fair and then we also do Helmets to Hardhats and for women in the trades we do that and we do women can build along with attending buckeye meetings for the bay area for outreach. A little bit about our program, we work as third-party inspectors on construction projects our primary business observation of critical building structural elements such as concrete masonry welding and soils for compliance with plans and specifications along with the performance of any required work. We are relatively new apprenticeship program and we have completed our second ETP

with you guys and we thank the panel for opportunities presented this new proposal. If you guys have any questions I'll be happy to answer those.

Acting Chairperson Roberts ask if the Panel has any questions.

There were no questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Tweini seconded approval of the Proposal for The Operating Engineers and Northern California Surveyors Pre-Apprentice, Apprentice and Journeyman Affirmative Action Training Fund in the amount of \$298,320. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 16: Sacramento Area Electrical Workers Joint Apprenticeship and Training Committee

Ms. Testa stated that this is a proposal for the Sacramento Area Electrical Workers Joint Apprenticeship and Training Committee in the amount of \$725,928. This is JATC trains electrician pre-apprenticeship, apprentices and journeymen workers in 18 of California's northern counties. They work directly with helmets to hardhats to recruit veterans and have requested a separate veteran's apprentice job number which is job number 3 in your packet. The trainees in this project will take courses in business skills such as project management computer skills such as computer-assisted design, commercial skills such as electrical system design and OSHA 10/30 course. Sac area electrical most current project is on track to earn the full 100% of the contract value. Staff recommends approval of this proposal here representing Sac Area Electrical is Martha Lake, office manager and Nica constant, consultant with California Labor Federation.

Ms. Lake says this is her first time and so the way we are supporting women today is our training director is on his way to NTI. And have been with the JATC for just nine and a half months. It's been a great experience and have a great personal connection in that my dad was an electrician in the 340 and now I'm training and helping to train apprentices for the future so this means a lot to me and you know I have a very personal connection. Love electrician's right? And there is a big demand out there and we all know it there's a worker shortage and we're proud to be part of this effort. We had a couple of things that came up on us last year with our current contract. One was with our pre-apprenticeship program. We had an expectation of a couple of bids large bids with contractors that did not materialize and so we had to adjust those numbers and we made that adjustment and also I understand that with journeymen there's a 3 year cycle in which we're halfway through right now when they'll be coming in for a continuing education for their certification, but during those you know those three years and we're about halfway into it right now we find that we're not getting those numbers so we have made those adjustments . We have a new training director. Our training director who retired last October had been with us for 13 years but our training director that we now have went through our program was an instructor and now has the training director and so he has the experience and is leading us in a

great way. We do work with helmets to hardhats part of the job that I was brought in is my marketing background and my community outreach. I've had extensive experience with nonprofit organizations and I'm getting a real education today on all the ways that we can be outreach and doing it better job. Our women apprentices have formed a 3:40 women group and I think that one of the things that's really great is our current apprentices are the best people that could help promote our program is there any experience and they're out there they're working they see what the opportunities are and so we support them anyway that we can in terms of their group meetings and their outreach. So I see that as a really great recruitment vehicle, additionally our local Girl Scout program has a very strong sim center program, it's a training center that they have over by Sacramento State. I used to work for the girl scouts several years ago and so I have relationships over there and look forward to bringing them in to come in tour and see what the opportunities are. They already have that interest in stem so just offering this as another opportunity. So we are very grateful for the support and would be happy to answer any questions.

Ms. Newsom states okay going back to your performance. You highlighted there there's some difficulties there and your payment on the last one was \$449,000 and now you're requesting to receive the same thing.

Acting Chairperson Roberts asked the same thing.

Ms. Greet states that she would like to make a comment on that what happened was they had put aside or they had requested 240,000 for their pre apprentices and then explain those program's went away and at that time ETP had a cap on how much money you could put into the apprentice program so that \$250K we could only move \$40,000 into the apprentices so we had that \$200,000 we couldn't use and what has happened now is they reduced it from \$240,000 to \$15000 for the pre apprentices so a big adjustment. So now the money is in with the apprentices.

Ms. Newsom said okay if you still have the pre-apprenticeship program yet it's just not necessarily a part of this funding mechanism.

Acting Chairperson Roberts asked are you able to still managed to get the hundred percent on this contract? And states the confusion was the one that you had previously that you only gained 61% on and it was confusing because it's our packet that's what we see and then so that's why I both Gretchen and I were looking at the issues but nothing to do with your current contracts.

Mr. Tweini states okay so I want to thank you for the Veterans Program you have. And says thank you for bringing the girl scouts.

Acting Chairperson Roberts states I'm glad you brought up the Girl scouts. Because we did recruit from the girl scouts in another entity that most you could probably look at is that I was involved in the Susan G Coleman race and there's a lot of women there and you know they are going through some hard times, their families are going through some hard times but you did get a big percentage of women at these different races and different meetings.

Ms. Lake states thank you and will take any help she can get. And also states I will tell you our current first-years right now I think we have the largest number I don't know percentage right sorry but women in the first year so it's starting to take, right. And again the better experience

they have in the current environment supporting them for retaining them and getting them and they talk to their friends so it's a good collective for us.

Acting Chairperson Roberts ask if the Panel has any other questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Ms. Newsom seconded approval of the Proposal for The Sacramento Area Electrical Workers Joint Apprenticeship and Training Committee in the amount of \$725,928. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 17: Tri Countries Sheet Metal Workers Joint Apprenticeship Committee

Ms. Testa stated that this is a proposal for the Tri-Counties Sheet Metal Workers Joint Apprenticeship Committee in the amount of \$226,830. Tri-County Sheet Metal was founded in 1941. This is a unique apprenticeship program in that the sheet metal trade is the only trade that designs, manufacturers, and installs its own products. They create products such as duct systems and solar panels thus helping California to meet its energy efficiency goals. Tri Counties has requested a separate veteran's apprentice job number as a result of their strong veteran's recruitment program. The robust curriculum will aid their trainees in their work on upcoming projects such as a new high school in the Oxnard unified school district and the San Luis Obispo French hospital. This is Tri Counties first ETP proposal. Staff recommends approval of his proposal here representing Tri Counties is Brian Hill, Program Administrator and Coordinator and Nica Constante, consultant with California Labor Federation.

Mr. Hill stated Good morning everybody thanks again for being here to entertain our proposal. I'm Brian Hill, Training Director and Administrator for the Tri-County Sheet Metal Workers Apprenticeship. We train our men and women in Ventura, Santa Barbara, and San Luis Obispo County's because we cover a large geographical area. We run two schools, one of the south and one in the north. I'm just for efficiency with our apprentices getting there after work that sort of thing. Some financial challenges running two schools for over such a wide area but I think we do a good job with it, the training is consistent and both locations we guarantee that all of our apprentices turn out with between 8000 and 10000 on the job training hours as well as a thousand hours of in class time in a shop time on. As I stated before this is our first application on our own we have been participated in to previous ones under an umbrella group and they were both very successful and made a really great impact on our program. We were able to build a testing bouncing lab as well as mechanical acceptance testing lab which both address energy efficiency and title 24 code requirements. We're the only lab that can do that between Los Angeles and San Francisco and we were actually very proud that we were the first one from the state to do that. We just had our first tab class with apprentices in the spring and we're about to do our first of mechanical acceptance testing class coming up here. As far as recruiting goes you asked specifically about veterans and women. Our number one hurdle is most people don't even know what sheet metal workers do so that's the first part of it as far as recruiting men and women into the trades and veterans I actually see that sort of the joint venture I believe the

military has done a good job recruiting and integrating women into a male-dominated field and which is our field as well. I'm super sensitive to the subject my both my daughters about their husbands are military so I get a lot of feedback from them as well so it with a couple of things we have a program very similar to what you heard about the pipefitters is called smart heroes where there's some intensive training while they're still in the military and then they can come directly into our program.

They have a pilot program we did about 2 years ago up in Tacoma Washington through our international they just did a second one in Colorado and we are lucky to have point magoo near our training center so I'm pitching right now to the international to try to put one of those training centers in town it will be a lot easier to recruit directly into our program from there it looks like I'm going to do one in the east and south and I think we're going to have a shot of it after that. So that's one area, hamlet to hardhat is another? Our literature everything starts with that and we got equal opportunity women welcome in GI bill eligible so everything goes out a website everything that. Definitely promotes that as well we did. I was able to talk our local hierarchy into sending one of our apprentices to the women in construction conference in Chicago last year so she was able to come back with some feedback on that and some ideas were working on and then just recently I kind of like I shouldn't give away my secrets away to my competitors, I think I might hit a little gold mine for getting women into the trades, the career fair at the mid-state fair right now and we're doing a booth in there and I don't know if you've ever been involved with these FFA the future farmer kids and the AG (Agriculture) kids are awesome. I show up at 6 in the morning and they are out there working and having a ball and not just sitting on their phones and we ended up sitting at the booth with the making little sheet metal tool trays and I had a line of young ladies out the door all wanting to do that. We just indentured a young lady that was went through that program actually who was going to college for agriculture decided that wasn't for her and she's one of our better welders right now so, happy to entertain any questions.

Mr. Tweini states I just want to acknowledge your veterans program and say thank you for what you do and I want also thank your family members for their service.

Ms. Newsom states that just to clarify you're the one that graduated from the state building trades incubator program into now your own is that correct?

Mr. Hill responded back with Yes. That is correct

Acting Chairperson Roberts ask if the Panel has any other questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of the Proposal for The Tri-Counties Sheet Metal Workers Joint Apprenticeship Committee in the amount of \$226,830. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Ms. Roberts states that we are going to pull TAB 18 for now.

Ms. Testa responds with yes that they requested to come to August because of a medical emergency.

AMENDMENTS

Tab No. 19: Pyramid San Gabriel Management L.P. dba Sheraton San Gabriel

Mr. Swier stated that this amendment is for Pyramid San Gabriel L.P. dba Sheraton San Gabriel. This amendment was scheduled to go to the May panel but was canceled and then came forward to the June panel but the wages weren't on the ETMS created memo and it was pulled. The amendment has since been moved from the ETMS memo and has been moved to ETP legacy memo with wages. This project will be funded out of the prior 2018-19 fiscal year. Opening in February 2018 the Sheraton is a new hotel located in downtown San Gabriel. The Pyramid has also opened up a restaurant that was not planned at the beginning of the project and had a need for additional employees. This amendment request to add \$73,965 to the contract for revised total of \$274,365. This amendment increases the weighted average for both job numbers and average of 14.5 hours each. The most recent updated performances shows the organization has tracked 95% of the current approved amount. Staff recommends approval of this amendment, here representing the organization is Wanda Chan, General Manager and Steven Benson, NTC, consultant.

Ms. Chan says good morning to the panel and says thank you for allowing them the opportunity to present their proposal. And states her name is Wanda Chan, General Manager of the Sheraton San Gabriel Hotel. And states she was the first to be hired to open the hotel 6 month before opening last year. In January 2018 they had their soft opening and February 22nd they had their grand opening. Since then, they have been awarded by the Marriott hotel as the hotel opening of the year among 500 hotel opening around the world. And states she has been in the hotel business for 36 years and has worked through the ranks, and truly appreciates the importance of training and development. They have 116 very devoted employees, working as a team and have won a lot of awards. And is very proud to say that Marriott has awarded Sheraton San Gabriel hotel as hotel of the year among 149 franchise Sheraton in North America for 2018 and have also achieved the diamond award from AAA. Their first brand standard audit by Sheraton and had a 93 percentage score. The inspector says for a new-build, for a first time audit, this is the highest they have seen. The steak house has won by L.A eater which is an open table open forum nomination to be one of the 20 best steakhouse in Los Angeles and last month won the wine spectator award. And states she is very proud of their team and largely attribute their success to the robust training program that they have. And feels that their training program not only trained business skill business processes but also about how they interact with people, communication skill, how to work as a team, a lot of soft skill involved and how to make them to be better employees but also better people. The hotel business is the people industry, and thinks that growing this business so far this year are tracking ahead of budget and 35% in business volume against last year operation. Meaning that they are hiring more people and is also very proud to see how employees promoting from within the company which they highly support. And sees room attendant becomes housekeeping supervisor, laundry supervisor becomes purchasing and receiving coordinator and report to accounting. They have front desk agent becomes assistant front desk managers, front desk agents become night auditors. They have a Starbucks manager that has become assistant food and beverage

manager. So all these promotions from within and have seen the growth and personally proud of the team. And really attribute this to the support of the panel and allows them to provide very robust training.

Acting Chairperson Roberts stated that she really appreciate them coming back to the panel. This is not a typical current contract that we would go ahead and move forward with but because this is funded out of last year's budget and been so diligent about coming back after all this confusion. The panel might have another opinion but we just need to move this one.

Ms. Newsom states that she is glad Ms. Chan brought up the topic of progressing in one's career and hiring from within and making sure that they're on track to continue higher wages and taking on responsibility and learning new things.

Mr. Tweini states thank you for coming back I've been to your facility, I serve in the San Gabriel Valley Civic Alliance and is a board member. We had our event at your hotel last year and spoke to a few employees also there seems to be happy employees so we like to see that and would also like to see some veteran's component in your training and hiring program and he presents the San Gabriel Valley area which is a huge area so we like to see include you, and have a lot of veterans in the area and they will be more than happy to get these jobs.

Ms. Chan states that they are reaching out to Mindful Warriors and EDD as well for that purpose and it's interesting because she sat through panel meeting and hear all the manufacturing company and I thought okay we use elevators, we use plumbing, you know all these people we work with and I really appreciate how they go through the training as well.

Mr. Tweini tells Ms. Chan to join the Alliance.

Ms. Roberts asked if there was a motion.

Ms. Farsi states to Acting Chairperson Roberts that she doesn't know the context of what they are referring to and does not know the history, so she will not be voting on this matter.

Acting Chairperson Roberts ask if the Panel has any other questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Mr. Smiles seconded approval of the Amendment for The Pyramid San Gabriel L.P. dba Sheraton San Gabriel in the amount of \$73,965. Acting Chairperson Roberts called for a vote, and all v o t i n g Panel Members present voted in the affirmative.

Motion carried, 5 to 0.

Tab No. 20: Santa Clarita Community College District

Mr. Swier presented an amended proposal for the Santa Clarita Community College District. And noted there has been a correction on page 3 under amendment details its job one and three that have the weighted average hours increases not job two which was a typo. Mr. Swier then goes on and stated that Santa Clarita provides customized job-specific training to its employers through its contract education unit participating employers include manufacturing, aerospace,

engineering, and headquarters operations to service related businesses. As current funding will be exhausted by July 2019 this proposed amendment will allow all current trainee to finish schedule training. This amendment amount will increase funding \$48,930 for revise funding total of \$699,573. The weighted average in job number one and three will be increased 5 hours each. This amendment will include trainees represented by the international association of machinists and aerospace workers a letter of support was admitted to ETP. Staff recommends approval of this amendment here representing the organization is John Milburn, Executive Director.

Mr. Milburn states good morning Acting Chairperson and esteemed panel members, and thanks the panel for considering our amendment proposal. a little background on Santa Clarita Community College District this will be our fourteenth, we're quickly ending our fourteenth ETP contract and we really appreciate the funding as do our employers in the Santa Clarita Valley we have a high concentration of manufacturers and we provide a lot of technical and manufacturing skills, advanced technology, and continuous improvement training primarily and that would be the focus of this amendment as well and I'm happy to answer any questions you might have.

Acting Chairperson Roberts ask if the Panel has any questions.

There were no questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Acting Chairperson Roberts seconded approval of the Amendment for The Santa Clarita Community College District in the amount of \$52,218. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 21: Yuba Shasta UA Local 228 Joint Apprenticeship and Training Committee

Ms. Lazarewicz stated that this is an amendment to request additional funding for Yuba Shasta UA Local 228 JATC. The requested additional amount \$92,344 will train apprentices and journey level workers including veterans throughout 13 Northern California counties. Yuba Shasta was developed conservatively in order to maximize training but has since seen an increase in employer demand for apprenticeship training. Additional funding will help support this increase and help meet the continuous evolving demands of the industry. Staff recommends approval this proposal here representing you the Shasta is Beth Hammes, Training Coordinator and Kelly Greer, Managing Director Strategy Workplace.

Ms.Hammes says good morning to the panel and the training coordinator for UA Local 220 Plumbers and Pipefitters and have been the coordinator for 4 years and has been with the union 14 years and proud of my union of our guys and gals in the program. We just did an apprenticeship testing for a program and we took in only one gal show up but she scored second highest in the testing which was awesome. So that brings our total into the apprenticeship program at three females right now we have two veterans that showed up and they passed the test. They'll be starting in September which will bring our veterans in the program to six. So for the small local we will have 64 apprentices that's pretty good for us in our area. We are

requesting this amendment because we've scored we've met our numbers before we had a bunch of work that has been delayed and is now started back up I only have two apprentices on the out-of-work list right now. The fire mountain casino in Wheatland that's going we've had full employment out there for apprentices. The Yreka courthouse that was delayed is going strong. We had fall river mills hospital just wrapped up but that was also pushed back so it's we've been able to meet our hours within the state a lot of our apprentices in the past have been out of state working so going forward that's kind of where we're at if you have any questions I'd be more than happy to answer them.

Ms. Newsom then asked how many new apprentices are you admitted into your program based for your new workflow?

Ms. Hammes states they are taking in 13 right now but we're going to start and for the past four years we've done apprenticeship testing just once a year we're going to start doing it twice a year so I'm going to do another test in January also so right now I just took in 13 which is going to bring my number to 64. And states that with recruiting also we moved two years ago to Marysville from Yuba city and our office is caddy corner from the one stop center and they have their veterans office there and so I meet with them regularly about bringing people in they don't always come into the apprenticeship program because of their work experience so we have brought in within the last two years six as journeyman and two our union program and have gone out to work because they've had plumbing pipe fitting or welding experience so we do work hand-in-hand with them they're right next door they're always coming over or we are always over there.

Mr. Tweini thanks them for what they do and encourage more and more but thank you for what you do.

Acting Chairperson Roberts ask if the Panel has any other questions.

There were no more questions.

Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Ms. Newsom seconded approval of the Amendment for The Yuba Shasta UA Local 228 Joint Apprenticeship and Training Committee in the amount of \$92,344. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

VIII. PANEL MEMBERS REQUEST FOR FUTURE AGENDA ITEMS

Acting Chairperson Roberts provided an opportunity for Panel Members to request for consideration an Agenda Item for a future Panel Meeting.

No future Agenda Items were suggested.

IX. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Acting Chairperson Roberts asked for public comment on matters not on the Agenda.
None were given.

X. MEETING ADJOURNMENT

Acting Chairperson Roberts adjourned the meeting at 11:25 a.m.

Single Employer Contractor

A single employer, ranging from a small business to a large publicly-traded corporation, may contract directly with the Panel. Usually, these are retraining projects for current employees.

- Unless funded under Special Employment Training (SET), a single employer must face out-of-state competition.
- A single employer must be subject to the Employment Training Tax.
- The employer must also make an “in kind” contribution toward the cost of training, as follows: 1) 100 or fewer employees, at least 50% of the ETP-funded amount; 2) more than 100 employees, at least 100% of the ETP-funded amount.
- The employer must provide union letters of support for employees who are represented. The employer should also be able to show how the training will enhance job security and improve opportunities for advancement.
- A single employer must establish the need for the particular training curriculum proposed.
- The employer must establish its ongoing commitment to training and represent that ETP funds will not displace existing resources.
- All single employer contracts are capped at \$650,000.

These features apply to core program funding.

Multiple Employer Contractor

A Multiple Employer Contractor (MEC) may be a group of employers or a training agency, or a Workforce Investment Board.

- Up to 8% of program costs may be approved as additional funding for recruitment, placement and assessment activities. For New Hire training, the MEC may receive up to another 4% (total 12%). These costs must be justified.
- The project may be retraining or new hire training, or a combination of both. Training may take place at the worksite or a training center, or both.
- All MECs are capped at \$750,000 and are limited to one contract per Fiscal Year.

Retraining

- Training hours for retrainees are capped at 200. The Panel may modify this cap for good cause on a case-by-case basis.
- The MEC must provide union letters of support for represented employees.
- The MEC must make an “in kind” contribution toward the cost of training, of at least 50% of the ETP-funded amount. These contributions may consist of:
 - 1) wages/benefits paid during training by participating employers;
 - 2) development, recruitment, placement, and assessment costs; and,
 - 3) facility and material expenses.
- The MEC must provide a list of participating employers to demonstrate actual employer demand for the occupational skills in the curriculum.
- The MEC must have a core group of participating employers for at least 80% of the training plan.
- Participating employers must be subject to the Employment Training Tax.
- Participating employers must demonstrate an ongoing commitment to training, and represent that ETP funds will not displace existing resources.

New Hire Training

- Training hours are capped at 260. The Panel may modify this cap for good cause on a case-by-case basis.
- The MEC must have a plan for recruiting trainees and participating employers. As part of this plan, the MEC must have an advisory board of participating employers qualified to provide guidance on needed occupational skills.
- Training must be for job-related skills that apply to specific occupations in a given industry or to specialized occupations across an industry spectrum.
- For all occupations, the MEC should be able to show a statewide or local shortage of skilled workers.

These features apply to core program funding.

Delegation Order Process

- The Panel has delegated authority to the Executive Director, without consultation with the Panel Chair, to approve (1) small business (100 or fewer employees) for \$75,000 or less, and (2) single proposals for \$75,000 or less.
- This procedure allows projects to be approved on a flow basis. This process recognizes the need for just-in-time training, and reduces or eliminates the need for a Consent Calendar.
- An ETP130 and Curriculum is prepared for each proposal. They are reviewed and approved after the Executive Director signs off. The effective date will be the date specified by the Field Analyst and if no date is specified, the earliest effective date of contract is the day after the project is approved by the Executive Director.
- A copy of approved Delegation Orders is included in each month's Panel Packet, for projects approved prior to the Panel meeting, as an information item.



Memorandum

Employment Training Panel

To: Panel Members Date: August 23, 2019

cc: Executive Staff File:
Peter Cooper, Assistant Director
Jill McAloon, Chief Deputy Director
Michael Cable, General Counsel

From: Elisabeth Testa, Program Projects Unit Manager

Subject: Action Item Requesting Approval of Internal Processing Procedures for Cannabis Industry Projects

INTERNAL PROCESSING PROCEDURES FOR CANNABIS INDUSTRY APPLICATIONS

History/Background:

Fall, 2016 – January, 2019: Adult use of cannabis is legalized, and regulations, regulatory agencies, and licensure systems are established throughout California.

December, 2018: ETP Policy Committee discussed potential guidelines for cannabis industry projects.

Spring, 2019: ETP meets with cannabis industry representatives, and the Senior Advisor on Cannabis at GoBIZ, to discuss the status of the industry and to alleviate any outstanding concerns that arose out of the ETP Policy Committee discussion. ETP receives its first cannabis industry Preliminary Application.

June, 2019: ETP Policy Committee hears updates on cannabis industry, and requests internal processing procedures for cannabis industry projects be developed.

July, 2019: ETP Policy Committee hears staff proposed internal processing procedures for cannabis industry projects, and approves these procedures to move to full Panel for an approval vote.

General Eligibility Procedures:

- All cannabis industry Preliminary Applications will be processed using the same procedures that are currently used for any other company of a similar contracting/funding source type.
 - o Determining legal name, verifying CEAN, checking status with the Secretary of State, reviewing any licensing requirements, confirming NAICS code, et cetera.

Additional Procedures Ensuring Regulatory Compliance:

- In addition to the above general eligibility procedures, the Applications & Assessment Unit (AAU) will also verify that cannabis applicants are properly licensed by researching whether or not cannabis applicants possess a current, valid, and active state-level license issued by one of California's three cannabis licensing authorities:
 1. Bureau of Cannabis Control – License Search:
<https://aca5.accela.com/bcc/customization/bcc/cap/licenseSearch.aspx>
 2. California Department of Food & Agriculture, CalCannabis Cultivation Licensing – License Search:
<https://aca6.accela.com/CALCANNABIS/Cap/CapHome.aspx?module=Licenses>
 3. California Department of Public Health, Manufactured Cannabis Safety Branch – License Search:
<https://www.cdph.ca.gov/Programs/CEH/DFDCS/MCSB/Pages/LicenseeLookup.aspx>
- For Multiple Employer Contracts (MECs), cannabis industry companies can be included in MEC projects as participating employers.
 - o Paper Certification Statements will be amended to include a self-certification by the cannabis company that they hold a current, valid, and active state-level cannabis license according to the type of business they are, and that they hold all local (county/city/municipality-wide) relevant cannabis licenses/permits, and that these licenses/permits are current, valid, and active. This will be a required field for cannabis industry Participating Employers.
 - o Paper Certification Statements will also be amended to include a place to collect the state-level license numbers. This will be a required field for cannabis industry Participating Employers.

- These paper Certification Statements will be collected by the MEC in the same way that all other Certification Statements are collected, and can be requested during an ETP audit. ETP Audits Unit will verify licensing information during their audits.
- The ETP Panel Proposal (130) and Contract (100) will have verbiage added that outlines the licensing requirements above, for both Single Employers and for Participating Employers within a MEC project.

Request:

- Staff is requesting a motion to approve the internal procedures for processing cannabis industry projects (as Single Employer Contracts and as Participating Employers in a MEC), along with all additions to ETP forms, as outlined above, and to simultaneously confirm that there is no ETP moratorium on cannabis industry projects.



M e m o r a n d u m

Employment Training Panel

To: Panel Members Date: August 23, 2019

cc: Executive Staff File:
Peter Cooper, Assistant Director
Jill McAloon, Chief Deputy Director
Michael Cable, General Counsel

From: Elisabeth Testa, Program Projects Unit Manager

Subject: Clarification on the Application of the \$2.50 Rule to Health Benefits for Use in Meeting the ETP Minimum Required Wage

\$2.50 Health Benefits Rule

History/Background:

Summer, 2017: Panel discussed the way that health benefits are used to assist contractors in meeting the ETP required minimum wage.

September, 2017: Panel approved what is now called the “\$2.50 Rule” in regards to the Panel’s discretion in terms of the valuation of health benefits used to help meet the ETP minimum wage.

June, 2019: The Policy Committee discussed the \$2.50 Rule due to questions frequently raised in regards to the proper application of the Rule, and since there was a significant amount of confusion regarding whether the \$2.50 Rule should be considered a “Safe Harbor”.

July, 2019: The Policy Committee heard a complete clarification on the application of the \$2.50 Rule, which is outlined below. There was no change in this clarification to what Panel originally approved in September, 2017. Due to the confusion surrounding the application of the \$2.50 Rule, the Policy Committee requested that this clarification be presented to full Panel at the August, 2019 meeting.

\$2.50 Health Benefits Rule:

- 1) In order to receive credit for health benefit costs to satisfy ETP's Minimum Wage requirements, a Contractor must necessarily demonstrate (subject to Audit) the actual amount of health benefit costs paid by an employer for the benefit of a trainee.
- 2) The \$2.50 Rule is a cap, which generally means that the actual amount of health benefit costs credited to an employer for the purpose of meeting the ETP minimum wage cannot exceed \$2.50 per hour.
- 3) There is one exception to the \$2.50 Rule, which is that actual health benefit costs paid by an employer for the benefit of a trainee may exceed \$2.50 per hour, in the event the Contractor is signatory and bound by the terms of a Collective Bargaining Agreement that is able to substantiate and provide written documentation of health benefits actually paid by said Contractor in excess of \$2.50 per hour.
- 4) The \$2.50 Rule is not a Safe Harbor. In other words, a Contractor must still demonstrate actual health benefit costs paid by an employer for the benefit of a trainee in order to receive any credit. Additionally, a Contractor is not allowed to merely deduct \$2.50 from ETP's Minimum Wage requirements – rather, a Contractor must still demonstrate the actual amount paid for health benefit costs to each trainee in order to secure a credit for said amount. It is not sufficient enough for the employer to simply offer health benefits – rather, credit will only be given for actual amounts paid for health benefits received by each trainee.
- 5) If, during an ETP audit, a disallowed cost dispute arises over the application of the \$2.50 Rule, these disputes will be handled on a case-by-case basis.

Questions or Comments?



**Training Proposal for:
Fluid Components International LLC**

Contract Number: ET20-0120

Panel Meeting of: August 23, 2019

ETP Regional Office: San Diego

Analyst: M. Ibarra

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing (E) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 225	U.S.: 225	Worldwide: 225
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	15%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$199,296

Total ETP Funding
\$181,240

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Improvement, Manufacturing Skills, PL-Manufacturing Skills	197	8 - 200	0	\$920	\$17.70
				Weighted Avg: 40			

Minimum Wage by County: \$17.70 per hour in San Diego County.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Up to \$2.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Production Staff		98
Administrative Staff		19
Professional Staff		43
Sales Staff		7
Supervisor/Manager		30

INTRODUCTION

Founded in 1964, Fluid Components International LLC (FCI) (www.fluidcomponents.com) designs and manufactures thermal mass flow meters, flow/level switches, sensors and instrumentation solutions for industrial processes and plant operations, on-board aircraft, and nuclear power plant applications. FCI offers an array of products that are used for industrial process and plant measurement applications utilizing patented thermal dispersion flow measurement technologies.

Located in San Marcos, FCI's customers include Fortune 500 companies, international companies such as Boeing, Parker Hannifin, United Technologies, Pratt, Solar Turbines, Exxon Mobil, John Crane, Kepco, Samsung, GE Power, China Railway, Citgo, and Chevron.

Veterans Program

FCI currently does not have a Veterans program in place; however, there are 49 veteran workers within the organization.

PROJECT DETAILS

FCI has experienced consistent business growth of 30% in the last five years, and has seen a 15% business growth within the last year.

FCI's customer base demands extraordinary product performance, quality on-time delivery, sophisticated communications protocols, and overall value. To remain competitive within these markets, FCI has had to innovate, automate, and train staff on tools, machines, systems, and platforms.

In the last five years, FCI has been, providing in-house Computer Numeric Control (CNC) computerized machining; whereby, creating new jobs for trainers and operators. In 2018, the Company acquired Surface Mount Technology (SMT) manufacturing tools to build and populate circuit cards within its facility rather than use outsourced Asian supply sources. During this time, FCI has expanded its footprint and added 15 new jobs.

FCI has begun the transition to an entirely new Information Technology (IT) system that includes virtualization of its servers and continued investment in next generation software tools. The Company has acquired over \$180K of various software systems; machineries for part, pick, and place; and test equipment to be implemented within the next two years. This investment will increase its in-house capabilities to bring online high efficiency tools and methods, implement online ordering systems and customer portals to continue to automate work instructions, inspection, and other related business processes.

The proposed training plan will focus on providing comprehensive systems training to support its business goals. In conjunction with systems training, FCI plans to expand its in-house skilled trade training to provide novice workers with company-specific vocational training and applicable manufacturing experience. This will allow the Company to address and adjust to its workforce demographic transition and develop an employment succession plan.

ETP funding will assist the Company to provide an extensive training program to its workforce to support their training goals. Training is targeted to specific roles and responsibilities to successfully reinforce FCI's technological advancement efforts and overall strategic plan to support business growth.

Training Plan

Training in this proposal will target approximately 173 workers at the Company's San Marcos facility. Training will be delivered via Class/Lab, E-Learning, and Productive Lab Training (PLT) methodologies in the following:

Business Skills – Training topics include Coaching/Communication Skills, Conflict Resolution, Customer Relations, Goal Setting, Inventory Control, Leadership Skills, Business & Talent Strategy, Marketing & Business Development, Performance & Project Management, Program Management, and Product & Service Knowledge.

Computer Skills – Training topics include application skills in SolidWorks, Kronos, Crystal Reports, Adept, SyteLine, and Intermediate or Advanced MS Office Suite.

Continuous Improvement – Training topics include AS9100, Kaizen, Lean/Waste Reduction, Lean Manufacturing, Six Sigma and Team Building.

Manufacturing Skills – Training topics include Blue Print Reading; Equipment Operation, Maintenance, & Troubleshooting; Inspection Techniques/Tools; Inventory Management; IPC-J-Standard – Solder Skills; Electro Static Discharge (ESD); Foreign Object Debris/Damage (FOD); Test/Calibration Skills; Weld Skills; Computer Numeric Control (CNC); Surface Mount Technology (SMT); Standard Operating Procedures (SOP); and HazMat Handling.

Productive Laboratory (PL)

Trainees may produce goods for profit as part of the training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training, and special attendance rosters will be used to assist in monitoring.

PL training will be provided in Manufacturing Skills topics including Equipment Operation, Maintenance, & Troubleshooting; Materials Handling and Storage; and Surface Mount Technology (SMT). PL training will be delivered to the 98 Production Staff trainees. Most PL training will be on a 1:1 basis; however, in rare circumstances where trainees train on the same equipment at the same time, training could be delivered on up to 1:2 trainer-to-trainee ratio to allow the Company to complete training in a more efficient manner. As such, FCI requests that PL training be delivered on up to 1:2 trainer-to-trainee ratio.

Due to the lack of specialized training in the industry, employees are unable to fully understand how to properly operate the Company's equipment and assemble products without hands-on training during production. As such, FCI must provide training via PL to complement class/lab setting to allow trainees to successfully utilize various manufacturing equipment including, CNC, solder machine, and pick and place machines.

Trainees will receive up to 40 hours of PL training. Training will be delivered at the shop floor. During PL training, trainees will be assigned tasks, based on job requirements. Training will include the cause and effect of operation, and action of equipment and machinery. Trainees will not be expected to produce at the same output level as experienced workers.

Trainees will be training under the direct and constant supervision of the trainer. Trainers are fully qualified in the specific area of training. The trainers are lead employees or supervisors with extensive experience in the processes and equipment being used for training. Trainers will assign projects with step-by-step instructions to trainees. They will train, observe, direct, and provide immediate feedback to the trainee, as work is performed.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law. The Company's annual training budget is approximately \$150,000.

➤ Training Infrastructure

The Company's President has overall responsibility of the project. The Director of Human Resources (HR), Executive Assistant, department supervisors and managers will assist with the contract coordination and overall documentation of ETP training. The Director of HR will also meet with ETP staff and work with FCI's third-party administrator to upload/enter data in ETP's Online Systems. ETP-eligible training will start upon contract approval.

Training will be delivered by in-house instructors and vendors as needed.

Impact/Outcome

FCI's training plan will support the Company's need to achieve or maintain third-party or in-house certifications in SolidWorks for Engineers (Professionals); Leadership training program; Supervisor training for new managers; SyteLine training on new business system platforms; 5S; and product knowledge workshops.

The Company will continue to conduct job skills matrices to determine skills levels and gaps to indicate areas of development and update training plan accordingly. Overall, ETP funding will allow FCI to supplement and expand its training efforts to provide assurance that employees are prepared to take on job duties as the Company undergoes complex technology transition, as well as promote employee retention and succession planning.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

FCI retained Training Funding Source (TFS) in Seal Beach to assist with the development of this proposal for a flat fee of \$9,500.

ADMINISTRATIVE SERVICES

TFS will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

FCI retained the following training vendors in connection with this proposal:

- Crestcom in Carlsbad to provide Leadership Skills Development Program (Business Skills); and
- Wejungo in San Diego to provide Business and Talent Strategy (Business Skills).

Other training vendors will be identified for ETP recordkeeping purposes as they are retained.

Exhibit B: Menu Curriculum

Class/Lab and E-Learning Hours

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Coaching/Communication
- Conflict Resolution
- Customer Relations
- Goal Setting
- Inventory Control
- Leadership Skills
- Business & Talent Strategy
- Marketing & Business Development
- Performance & Project Management
- Program Management
- Product & Service Knowledge

COMPUTER SKILLS

- SolidWorks
- Kronos
- Crystal Reports
- Adept
- SyteLine
- Intermediate or Advanced MS Office Suite (Excel, Word, PowerPoint, Project, and Access)

CONTINUOUS IMPROVEMENT

- AS9100
- Corrective/Preventive Actions
- ISO
- Kaizen
- Lean / Waste Reduction (The 7 Wastes)
- 5S Lean Manufacturing Program
- Process/Productivity/Quality improvement
- Six Sigma
- Teambuilding

MANUFACTURING SKILLS

- Blueprint Reading
- Equipment Operation, Maintenance, & Troubleshooting
- Inspection Techniques/Tools
- Inventory Management
- IPC-J-Standard – Solder Skills
- Electro Static Discharge (ESD)

- Foreign Object Debris/Damage (FOD)
- Test/Calibration Skills
- Weld Skills
- Computer Numeric Control (CNC)
- Surface Mount Technology (SMT)
- Standard Operating Procedures (SOP)
- HazMat Handling

Productive Lab Hours

0 – 40

MANUFACTURING SKILLS (Ratio 1:2)

- Equipment Operation, Maintenance, & Troubleshooting
- Materials Handling and Storage
- Surface Mount Technology (SMT)

Safety Training cannot exceed 10% of total training hours, per trainee.

Note: Reimbursement for retraining is capped at 200 total training hours, per trainee, regardless of the method of delivery.



Training Proposal for:
Key Code Media, Inc.
Contract Number: ET20-0122

Panel Meeting of: August 23, 2019

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	MEC (H) Multimedia/Entertainment (51+) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Francisco	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$186,368		\$12,768 8%		\$199,136

In-Kind Contribution:	50% of Total ETP Funding Required	\$288,800
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Advanced Technology	224	8-200	0	\$889	\$18.14
				Weighted Avg: 32			

Minimum Wage by County: \$19.31 per hour in San Francisco County; \$18.56 per hour for Los Angeles County; and \$18.14 per hour for Orange County

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Participating employers may use up to \$2.50 per hour in health benefits to meet the Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Editor/Assistant Editor		75
Production/Camera/Live Staff		50
VFX/Color Staff		50
Engineering Staff	0	34
Manager/Supervisor		15

INTRODUCTION

Founded in 2001, Key Code Media, Inc. (KCM) (www.keycodemedia.com) designs, integrates, trains, and supports broadcast, post production, and media automation solutions. Its customer base is nationwide which includes entertainment, sports, government, education, reality television, pro audio, and a majority of the U.S. Fortune 100 corporations. KCM specializes in advanced storage, visual effects, color, editing computer systems, and digital cameras.

Headquartered in Burbank, KCM has offices in Irvine, San Francisco, Chicago, Seattle, Detroit, and New York. In 2016, KCM opened its training facilities in Burbank, San Francisco, and Irvine engineered to merge the latest advances in digital projection and sound design with the latest hardware and software technology. For over a decade, KCM has been providing educational presentations to the Producers Guild of America, Motion Editor Pictures Guild, Visual FX Society, and local high schools and colleges such as Glendale High School and Loyola Marymount University.

Veterans Program

Although there will be no Veterans training component in this proposal, participating employers actively hire Veterans and Veterans are included in the trainee population.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. KCM is eligible as a training agency approved by the Bureau of Private Postsecondary Education (BPPE).

PROJECT DETAILS

The Film and Television industry is moving from traditional broadcast delivery to streaming while also virtualizing the computer environments and transitioning to cloud-based workflows. The industry has become extremely competitive, locally and with new emerging out-of-state competitors such as Georgia and New Mexico. To remain competitive in the industry, participating employers must update employee skills to keep up with new technology. The proposed training will allow participating employers to remain current with software, hardware, and workflow changes while also facilitating the ability to cross-train employees. The core group of participating employers represents 80% of the requested funding.

Training Plan

Advanced Technology (AT) - Training will be offered to all occupations. These trainees need advanced skills to get ahead of the technology curve in an intensely competitive marketplace. Participating employers must have a technical workforce skilled to manage its platform and develop the best solutions and experiences for its users.

AT will be delivered in highly technical learning environments, including special curricula, highly trained instructors, and training labs. Because of the large files and speed in which the film and TV industry works, the computer systems are typically 10 times more expensive than standard systems and require advanced certifications to maintain and operate. The equipment and software required for this training include Apple Mac Pro Workstations/HP Z8 Workstations, Avid Nexis & ISIS Storage, Avid Media Central Asset Management, Avid Media Composer, Avid Pro Tools, Blackmagic Resolve, Nuke, Facilis Terrablock Storage, Sony, JVC, Panasonic Cameras Ross & Newtek Switchers, and Routers. Earlier this year, KCM invested \$500k to upgrade its systems.

The costs for delivering AT training range from \$44 to \$97 per trainee hour, plus hardware and software costs. The completion of this highly technical, specialized, and customized training will improve trainees' chances of continued employment in the entertainment industry. The trainer-to-trainee ratio will be 1:10 to allow for in-depth coverage and personal attention from the instructor.

Curriculum Development

With KCM's extensive years in the film and TV industry, the curriculum was developed based on industry standards and software certification requirements coupled with employer surveys and feedback from students. KCM will assess the effectiveness of the training by using course evaluations completed by each trainee and feedback from participating employers to assure that the training met their training goals.

Commitment to Training

ETP funds will not displace the existing financial commitment to training of participating employers. Safety training is, and will continue to be, provided by the participating employers in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

KCM's Chief Academic Officer will oversee the implementation and administration of this project. There are two internal staff assigned to coordinate marketing, recruitment, class scheduling, and rosters to ensure that project administration adheres to ETP requirements.

Training will be provided by KCM faculty who have advanced educational degrees and/or are certified to teach the software/systems outlined in the curriculum. These instructors have an average of 10 years of experience in the entertainment industry. Approximately 85% of training will be center-based at KCM facilities in Burbank, Irvine, and San Francisco. Approximately 15% of training will be conducted at participating employers' worksites statewide and KCM instructors will collect and forward all training documentation to its corporate headquarters in Burbank.

Marketing and Support Costs

With years of experience in the entertainment industry, KCM has accumulated a large client database which they use to market their training program. KCM also receives referrals by word-of-mouth as well as from its website, social media, events, seminars, and conventions. As an Avid Certified Learning Partner Center, KCM receives business referrals from key partners. KCM is requesting 8% support costs to cover the cost of recruiting additional employers and assessing employer-specific job training requirements. Employer recruitment and assessment activities will continue throughout the contract term.

Tuition Reimbursement

Students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Contract.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-200

Trainees may receive any of the following:

ADVANCED TECHNOLOGY (limited ratio 1:10)

- ✚ MC101 Avid Media Composer Fundamentals
- ✚ MC110 Avid Media Composer Fundamentals II
- ✚ MC201 Avid Media Composer Professional Editing I
- ✚ MC210 Avid Media Composer Professional Editing II
- ✚ AE101 Adobe After Effects I
- ✚ AE201 Adobe After Effects II
- ✚ AE301 Adobe After Effects III
- ✚ PR101 Adobe Premiere Pro I
- ✚ PR201 Adobe Premiere Pro II
- ✚ PR250 Adobe Premiere Pro for Avid/FCP Editors
- ✚ PS101 Adobe Photoshop I
- ✚ PS201 Adobe Photoshop II
- ✚ PS301 Adobe Photoshop III
- ✚ AD400 Adobe System Support Certification
- ✚ FC101 Final Cut Pro X Fundamentals I
- ✚ PT101 Pro Tools Fundamentals I
- ✚ PT110 Pro Tools Fundamentals II
- ✚ PT301 Pro Tools S6 Mixing Technique Essentials
- ✚ PT400 ACSR Pro Tools System Support Certification
- ✚ ED201 Assistant Editor Essentials
- ✚ ED320 Shortform Editorial Essentials
- ✚ ED323 Documentary Essentials
- ✚ ED325 Conforming Essentials
- ✚ MC400 ACSR Avid Media Composer System Support Certification
- ✚ MC410 ACSR Avid Media Composer System Support Recertification
- ✚ NX420 ACSR Avid NEXIS System Support Cert. for ISIS ACSRs
- ✚ NX423 ACSR Avid ISIS/NEXIS System Support Certification
- ✚ NX440 ACSR Avid ISIS/NEXIS System Support Recertification
- ✚ DR101 DaVinci Resolve Editing Essentials
- ✚ DR201 DaVinci Resolve Editing and Finishing
- ✚ DR210 DaVinci Resolve Advanced Color Grading
- ✚ PC101 Post Coordinator Essentials
- ✚ AS101 Aesthetics: Intro to Storytelling
- ✚ AS201 Aesthetics: Advanced Storytelling
- ✚ FA400 Facilis TerraBlock System Support Certification

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Key Code Media, Inc.

CCG No.: ET20-0122

Reference No: 18-0441

Page 1 of 4

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Atlas

Address: 170 S. Flower St.

City, State, Zip: Burbank, CA 91502

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 14

Total # of full-time company employees worldwide: 38

Total # of full-time company employees in California: 38

Company: Blue Print Post

Address: 4146 Lankershim Blvd. Suite 300

City, State, Zip: Toluca Lake, CA 91602

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 3

Total # of full-time company employees worldwide: 5

Total # of full-time company employees in California: 5

Company: Chapman University

Address: 1 Univeristy Drive

City, State, Zip: Orange, CA 92866

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 35

Total # of full-time company employees worldwide: 1169

Total # of full-time company employees in California: 1169

Company: Digital Film Tree

Address: 3475 Cahuenga Blvd.

City, State, Zip: Los Angeles, CA 90068

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 8

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Key Code Media, Inc.

CCG No.: ET20-0122

Reference No: 18-0441

Page 2 of 4

Company: Disney/ABC

Address: 4151 Prospect Ave.

City, State, Zip: Los Angeles, CA 90027

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 3

Total # of full-time company employees worldwide: 100.000+

Total # of full-time company employees in California: 200

Company: Flash Cuts.

Address: 2959 Glendale Blvd

City, State, Zip: Los Angeles, CA 90039

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 1

Total # of full-time company employees worldwide: 2

Total # of full-time company employees in California: 2

Company: Hulu Media Services

Address: 1111 S Victory Blvd

City, State, Zip: Burbank, CA 91502

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 1

Total # of full-time company employees worldwide: 35

Total # of full-time company employees in California: 35

Company: Jumpcut, Inc.

Address: 1575 N. Gower St. #350

City, State, Zip: Los Angeles, CA 90028

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 89

Total # of full-time company employees in California: 23

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Key Code Media, Inc.

CCG No.: ET20-0122

Reference No: 18-0441

Page 3 of 4

Company: Legendary Entertainment

Address: 2900 W. Alameda Ave. Suite 1500

City, State, Zip: Burbank, CA 91505

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 50

Total # of full-time company employees worldwide: 300

Total # of full-time company employees in California: 90

Company: New Wave Entertainment, Inc.

Address: 2660 W. Olive Blvd.

City, State, Zip: Burbank, CA 91505

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 35

Total # of full-time company employees worldwide: 182

Total # of full-time company employees in California: 182

Company: Pivotal Post

Address: 1721 Victory Blvd.

City, State, Zip: Glendale, CA 91201

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 12

Total # of full-time company employees worldwide: 29

Total # of full-time company employees in California: 25

Company: The Sim Group

Address: 1017 N. Las Palmas Ave.

City, State, Zip: Los Angeles, CA 90038

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 24

Total # of full-time company employees worldwide: 525

Total # of full-time company employees in California: 139

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Key Code Media, Inc.

CCG No.: ET20-0122

Reference No: 18-0441

Page 4 of 4

Company: Trailer Park

Address: 6922 Hollywood Blvd. 10th floor

City, State, Zip: Hollywood, CA 90028

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 200

Total # of full-time company employees worldwide: 395

Total # of full-time company employees in California: 395



RETRAINEE - JOB CREATION

Training Proposal for:

M Bar C Construction, Inc.

Contract Number: ET20-0124

Panel Meeting of: August 23, 2019

ETP Regional Office: San Diego

Analyst: C. Clady

PROJECT PROFILE

Contract Attributes:	SET Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Construction (C) Manufacturing Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 165	U.S.:165	Worldwide: 167
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$160,000

Total ETP Funding
\$143,520

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET Priority Rate	Business Skills Commercial Skills Continuous Impr Computer Skills Manufacturing Skills OSHA 10/30 PL-Maufacturing Skills PL-Commercial Skills	95	8 - 200	0	\$1,380	\$24.13
				Weighted Avg: 60			
2	Retrainee Job Creation SET Priority Rate	Business Skills Commercial Skills Continuous Impr Computer Skills Manufacturing Skills OSHA 10/30 PL-Maufacturing Skills PL-Commercial Skills	9	8-200	0	\$1,380	\$15.00
				Weighted Avg: 60			

Minimum Wage by County: Job Number 1: \$24.13/hr. SET Priority Wage;
 Job Number 2: \$15.00/hr for San Diego County
Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: Yes No Maybe
 Up to \$2.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		15
Engineering Staff		20
Production Worker		40
Technical Support Staff		20
Job Number 2		
Administrative Staff		2
Engineering Staff		2
Production Worker		3
Technical Support Staff		2

INTRODUCTION

Established in 2005 and headquartered in San Marcos, M Bar C Construction, Inc. (M Bar C) (www.mbarconline.com) is a family-owned and operated construction company that sells,

designs, manufactures, installs and maintains solar and advanced energy storage systems that utilize Photo Voltaic (PV) technology. M Bar C provides solar energy systems to commercial, governmental and industrial customers, including federal, state and local governmental facilities, as well as universities, colleges, and schools that need to convert to solar energy as a primary source of electricity. Currently, M Bar C installs 40 Megawatts of solar power per year.

M Bar C qualifies for ETP funding under the SET funding category as the Company does not face out of state competition. Under SET, the participating employer is not required to demonstrate out-of-state competition.

Veterans Program

M Bar C is committed to promoting jobs to Veterans, with job openings posted with the National Veterans Transition Services and local hiring agencies. Currently, Veterans comprise four percent of M Bar C's staff. Although M Bar C continually hires, trains and retains Veterans within its organization, it will not include a Veterans component in this project.

PROJECT DETAILS

This will be M Bar C's second contract for ETP funding. Since its last contract, M Bar C has transitioned from a general construction contractor to a manufacturing and construction company. Hence, the Company's customer base is growing, 20% since last year. Because of the transition, the Company must improve its manufacturing processes to decrease delivery time and increase productivity. Training will prepare the workforce in skills to design, manufacture, install and maintain solar and advanced energy storage systems. ETP-funded training will allow the Company to expand and support rapid growth due to high demand for green energy technology.

Additionally, M Bar C recently implemented new software, Microsoft Dynamics and Power Business Intelligence, which necessitates worker training. The new systems will track manufacturing and installation processes, allowing the Company macro and micro views of sales, estimating, project management, field production, and final performance results.

Retrainee - Job Creation

M Bar C is expanding business capacity by creating positions in existing functions. The Company will hire 9 new employees to assist with increased demand for products and services. The new occupations consist of Administrative Staff, Engineering Staff, Production Workers and Technical Support Staff. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Workers will be provided with the following Class/Lab, E-Learning, and Productive Lab training by in-house subject matter experts and vendors, if necessary, to meet business demands:

Business Skills: Training will be provided to all occupations. Business Skills will be used to reduce manufacturing errors and better meet project completion deadlines.

Commercial Skills: Training will be provided to Production Workers and Technical Support Staff. Training will focus on Electrical Control Panels, Foundation Installation, Installation Methods, Power Systems, Product Specifications, Structural Fabrication and Installation.

Computer Skills: Training will be provided to all occupations. Training will cover new software systems that will help the Company manage projects and costs more efficiently.

Continuous Improvement: Training will be provided to all occupations. M Bar C started the first phase of its Continuous Improvement program during its first ETP agreement. The Company will continue to expand the program for this proposal.

Manufacturing Skills: Training will be provided to Production Workers and Technical Support Staff. Training will help streamline production and reduce costs.

Certified Safety Training

OSHA 10/30. This training will be provided to Production Workers and Technical Support Staff. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Productive Laboratory

Trainees may produce goods for profit as part of the Productive Lab training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training.

M Bar C must supplement classroom training with Productive Lab that will take place at the Company's manufacturing plant and construction job sites throughout California. Productive Lab-Manufacturing Skills training is necessary for trainees to learn how to manufacture solar energy systems on the Company production floor due to the size and function of the manufacturing equipment. Incumbent workers who are proficient in one product line will be cross-trained on a second line. Newly hired workers will receive hand-on training in manufacturing processes. In addition, Productive Lab-Commercial Skills training will be provided during solar energy structure installation.

M Bar C will provide an average of 40 hours of Productive Lab training in Commercial Skills and Manufacturing Skills to approximately 30 Production Workers and Technical Support Staff to supplement Class/Lab and E-Learning Training.

Trainers are subject-matter experts with at least two years of manufacturing or steel construction experience. Trainees will be under direct supervision at all times. The trainer's role will be to impart knowledge, observe, verify comprehension, and submit appropriate training documentation to the training department. The typical trainer-to-trainee ratio for Productive Lab training is 1:1. M Bar C anticipates that the trainer to trainee ratio will be 1:1 in most cases. However, M Bar C requests a Productive Lab ratio of 1:3, in certain situations where there are a limited number of trainers at construction job site.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law. ETP-funded training will allow the Company to enhance its own training program with new subject matter and expand training to more employees.

➤ Training Infrastructure

The project will be overseen by the Vice President of Finance. In addition, two Managers, three Supervisors, a Safety Trainer, and a Training Coordinator will provide training and track rosters. The Company has also retained an Administrative Subcontractor to assist with administration.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0291	San Marcos	11/2/2016- 11/1/2018	\$89,856	\$85,343 (95%)

DEVELOPMENT SERVICES

M Bar C retained National Training Company, Inc. in Irvine to assist with development of this proposal for a flat fee of \$5,000.

ADMINISTRATIVE SERVICES

M Bar C retained National Training Company in Irvine to perform administrative services in connection with this proposal for an amount not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab, E-Learning Hours

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting Skills
- Building Codes/Regulations
- Bulk Buy Material Procedures
- Business Processes
- Communication Skills
- Creating Bids and Proposals
- Estimating
- Federal, State, County, Local Codes
- Handling Difficult People
- Procurement Systems
- Product and Component Knowledge
- Project Management

COMMERCIAL SKILLS

- Electrical Control Panels
- Electrical Fault Detection
- Foundation Installation
- Installation Methods
- Power Systems
- Product Specifications
- Structural Fabrication and Installation

COMPUTER SKILLS

- Computer Aided Design Software
- Control Circuits
- Cyber Security
- Electrical System Design Software
- Material Tracking
- Microsoft Dynamics
- Foundation Design Software
- Internal Software Applications
- MS Office 365 (Intermediate and Advanced)
- Plan/Shop Drawings
- Project Management Software
- Schematic Diagrams
- Structural Design Software

CONTINUOUS IMPROVEMENT

- Best Work Practices
- Lean Manufacturing Skills
- Project Management Skills
- Quality Systems
- Team Problem Solving

MANUFACTURING SKILLS

- Blueprint Reading
- Electrical Systems
- Equipment Maintenance and Repair Skills
- Forklift Certification
- Manual Sequencing
- Manufacturing Equipment
- Order Tracking
- Product Fabrication
- Product Specifications
- Production Equipment
- Production Techniques
- Power Systems
- Safety Procedures
- Standard Operating Procedures
- Technical Specifications
- Troubleshoot Electrical Systems
- Waste Management
- Welding Equipment

OSHA 10/30

- OSHA 10
- OSHA 30

Productive Lab Hours

0-40

COMMERCIAL SKILLS (Ratio1:3)

- Foundation Installation Equipment
- Electrical System Equipment
- Maintenance Equipment
- Operating Standards

MANUFACTURING SKILLS (Ratio 1:3)

- Forklift Equipment
- Product Manufacturing Procedures
- Steel Structure Production Tools/Equipment
- Welding Equipment

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.



**Training Proposal for:
UFP Riverside, LLC**

Contract Number: ET20-0127

Panel Meeting of: August 23, 2019

ETP Regional Office: San Diego

Analyst: H. Miguel

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Riverside	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 245	U.S.: 10,460	Worldwide: 12,000
<u>Turnover Rate:</u>	7%		
<u>Managers/Supervisors:</u> (% of total trainees)	11%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$120,900

Total ETP Funding
\$119,600

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp., Mgmt. Skills, Mfg. Skills, HazMat, PL-Mfg. Skills	130	8-200	0-100	\$920	\$17.70
				Weighted Avg: 40			

Minimum Wage by County: Riverside County - \$17.70/hr.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Up to \$2.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Machine Operator		26
Supervisor		12
Maintenance Staff		11
Production Managers		3
Forklift Operator		19
Sales Staff		10
Administrative Staff		8
Leads		9
Assemblers		17
Production Clerks		15

INTRODUCTION

Founded in 1955 and located in Riverside, UFP Riverside, LLC (UFP), is one of two California wholly-owned subsidiaries of Universal Forest Products, Inc. UFP's corporate headquarters is located in Grand Rapids, Michigan, with over 100 affiliates in North America. Training under this proposal is for UFP Riverside, LLC only. UFP's products include milled lumber, grade stakes, manufactured housing trusses, crates, pallets, countertops, restaurant décor, high pressure laminating and bedframes/furniture. Its customers include industrial manufacturers who use UFP's products to create their own products, manufactured housing manufacturers who build homes and RV's, and retail customers such as Home Depot and Lowes. This will be UFP Riverside's first ETP Contract.

Veterans Program

UFP works with the Lucas Group to recruit and hire Veterans; however UFP is not requesting a Veteran Job Number.

PROJECT DETAILS

UFP has experienced rapid growth over the past few years. From 2017 to 2018 sales increased from \$108 Million to \$127 Million. Sales for 2019 are projected to be over \$140 Million. Further, since 2017, UFP has added 69 new staff members. UFP's growth is due, in part, to the expansion of some of its existing manufacturing lines, as well as the implementation of a new line.

UFP is in the process of adding new shifts to its fabrication and lamination lines. The Company is also adding a new painting line in November 2019. This line will allow the Company to meet customer needs by creating any look desired for finished products. This requires an investment of \$495,000 for new equipment and new staff to manage the line. As a result of these production changes, UFP expects to hire 25-50 new staff in the next two years.

Also affecting UFP current business needs is its practice of promoting its staff from within the Company. Consequently, the Company must provide staff training in leadership skills, product knowledge and computer skills to prepare them for leadership roles. The Company will also focus on cross-training staff. This is a critical need since production is expanding and the UFP must ensure that all staff are competent on internal procedures to ensure high production output. Finally, the Company will provide training in its internal computer software platforms. This training will assist staff remain up-to-date on companywide systems.

Training Plan

Training will be via Class/Lab, Productive Lab (PL) and Computer-Based Training (CBT) in the following for all occupations:

Business Skills: Product Knowledge, Accounting Principles, Change Management, Strategic Planning

Computer Skills: CNC/Auto CAD, Solidworks, Intermediate Microsoft Office Suite, Production Management, Inventory Control, Warehouse Reporting

Continuous Improvement: 5S, Teambuilding, Leading Teams

Management Skills: Lead and Supervisor Training

Manufacturing Skills: Advanced Propane Training, Product Identification, Equipment Operations, Saw Panel Program Training, Assembly Procedures and Methods, Quality Management, Lumber Grading

Certified Safety Training

Hazardous Materials (HAZMAT) This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from "first responder" to "incident commander." It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, UFP will receive up to 24 hours of training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are

various certification entities for the coursework and instructors. In this proposal, the certification entity CalTRANS.

Productive Laboratory

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training.

UFP will train Machine Operators, Maintenance Staff, Forklift Operators and Assemblers in PL-Manufacturing Skills. Training will slow the rate of production and may result in higher defects. PL will ensure that its staff are able to get practical, hands on experience on the manufacturing floor. UFP projects that up to 73 trainees will need approximately 60 hours of PL training. Training will be provided in a 1:1 ratio.

Computer Based Training

CBT will supplement classroom and PL training for all occupations. This training will be provided in Business Skills, with a focus on leadership skills.

Commitment to Training

UFP spends approximately \$141,000 annually on staff training and includes Sales Techniques, Lumber Math and Grading and Microsoft Office Suite. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

UFP has recently completed construction a new training room near its manufacturing floor and is working toward a companywide comprehensive training plan for its staff. To formalize the training plan, UFP has hired a Senior Trainer to assist in the management of its training.

➤ Training Infrastructure

This project will be overseen by the Plant Manager who will be assisted by a Senior Recruiter & Trainer, HR Administrative Assistant, and Office Manager who will perform the administration of the project. Training will be provided by in-house experts and vendors. The Company has a training plan in place and is ready to begin training upon project approval.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Product Knowledge
- Advanced Accounting Principles
- Managing Change
- Strategic Planning

COMPUTER SKILLS

- Router CIM (CNC) – Auto CAD
- Solidworks
- UFP Business Systems:
 - Production Management System
 - Outbound Load Management System
 - Purchase Order Management System
 - Access Database (NTX)
- Intermediate/Advanced Microsoft Office Suite

CONTINUOUS IMPROVEMENT

- 5S
- Teambuilding for Success
- Leading Teams

MANAGEMENT SKILLS (Managers/Supervisors Only)

- Lead and Supervisor Training

MANUFACTURING SKILLS

- Advanced Propane Training
- Product Identification/Wood
- Equipment Operations Training
- Production Equipment
- Machine Certification
- Forklift Training/Certification
- Cross Functional Production Training
- Saw Panel Program Training
- Assembly Procedures and Methods
- Production Safety
- Waste Management
- Quality Management
- Materials/Chemical Handling
- Chemical/Waste Cleaning
- Lumber Grading
- Lumber Math

HAZARDOUS MATERIALS

- Hazardous Waste/Materials
- Annual Hazardous Waste Review

Productive Lab Hours

0- 60

MANUFACTURING SKILLS (1:1 Ratio)

- Advanced Propane Training
- Product Identification/Wood
- Equipment Operations Training
- Production Equipment
- Machine Certification
- Forklift Training/Certification
- Cross Functional Production Training
- Panel Saw Program Training
- Assembly Procedures and Methods
- Production Safety
- Waste Management
- Quality Management
- Materials/Chemical Handling
- Chemical/Waste Cleaning

Computer Based Training (CBT)

0-100

BUSINESS SKILLS

Blue Ocean Training:

- Industry Terminology (45 minutes)
- CI 101 Continuous Improvement Training (30 minutes)
- Engineered Wood Basics (4 hours and 45 minutes)
- Wood Connection Design - APA Wood University (4 hours)
- OnBase Introduction (45 minutes)
- Lien Workshop 1: Liens and Collections (15 minutes)
- Lien Workshop 2: Understanding Lien Waivers (10 minutes)
- 1 to 1: Customer Service Success Course (45 minutes)
- 5s Awareness Training Course (30 minutes)
- Are You Really Listening? (45 minutes)
- Computer Security (20 minutes)
- Credit at Universal (30 minutes)
- Critical Thinking and Problem Solving (35 minutes)
- Interpersonal Communication (45 minutes)
- Lumber Math 101 (180 minutes)
- NAFTA Certificate of Origin (15 minutes)
- Negotiation: Your Road to Success Course (45 minutes)
- Participating in a High-Performance Team (45 minutes)
- Power Speaking (45 minutes)
- Personal Protective Equipment (30 minutes)
- Standard Work at Universal Forest Products (20 minutes)
- Systematic Problem Solving at UFP (45 minutes)
- Understanding and Applying the Terms Analyzer Tools (20 minutes)

UFP Business School:

- 5 Whys - Root Cause Analysis Technique (10 minutes)
- An Effective Leader's Guide to Time Management (30 minutes)
- Becoming a Great Leader: Empowering Followers (5 minutes)

- Becoming a Great Leader: How to Motivate Employees (10 minutes)
- Becoming a Great Leader: Leadership and Power (6 minutes)
- Building Leadership Capability (30 minutes)
- Conflict Resolution (40 minutes)
- Critical Thinking and Problem Solving (35 minutes)
- Developing Leadership Style (60 minutes)
- Energy Management (30 minutes)
- Everyone is a Leader (25 minutes)
- Giving Feedback that Gets Results (40 minutes)
- Goal Setting in the Workplace (45 minutes)
- It's About Time (45 minutes)
- Leading With Your Strengths (30 minutes)
- Lose The Meeting Blues (45 minutes)
- Making Decisions (30 minutes)
- Managing Information Overload (45 minutes)
- Managing Up (30 minutes)
- Meetings That Get Results (30 minutes)
- Out-Innovate the Competition featuring Stephen Shapiro (35 minutes)
- Powerful Presentations (30 minutes)
- Power Speaking (45 minutes)
- Successful Delegation (10 minutes)
- Succession Planning and High Potential Employees (15 minutes)
- Systematic Problem Solving at UFP (45 minutes)
- Transition to Leadership (40 minutes)

Safety Training cannot exceed 10% of total training hours per-trainee. This cap does not apply to Hazmat.

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

Vino Farms, LLC

Contract Number: ET20-0134

Panel Meeting of: August 23, 2019

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative HUA Seasonal SET	Industry Sector(s):	Agriculture (B) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Napa, San Joaquin, San Luis Obispo, Santa Barbara, Sonoma	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 356	U.S.: 356	Worldwide: 356
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$332,214

Total ETP Funding
\$175,030

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, PL- Commercial Skills	95	8-200	0	\$598	\$17.70
				Weighted Avg: 26			
2	Retrainee Priority Rate HUA	Business Skills, Commercial Skills, Computer Skills, PL- Commercial Skills	120	8-200	0	\$598	\$13.28*
				Weighted Avg: 26			
3	Retrainee Priority Rate Job Creation Initiative	Business Skills, Commercial Skills, Computer Skills, PL- Commercial Skills	11	8-200	0	\$1035	\$15.00
				Weighted Avg: 45			
4	Retrainee Priority Rate Job Creation Initiative HUA	Business Skills, Commercial Skills, Computer Skills, PL- Commercial Skills	5	8-200	0	\$1035	\$12.00*
				Weighted Avg: 45			
5	Retrainee Priority Rate Seasonal SET	Business Skills, Commercial Skills, Computer Skills, PL- Commercial Skills	41	8-200	0	\$598	\$17.70
				Weighted Avg: 26			
6	Retrainee Priority Rate Seasonal HUA SET	Business Skills, Commercial Skills, Computer Skills, PL- Commercial Skills	9	8-200	0	\$598	\$13.28*
				Weighted Avg: 26			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1 & 5: \$17.70 per hour for Napa and Sonoma counties; Job Numbers 2 and 6: \$13.28 for San Joaquin, San Luis Obispo, and Santa Barbara counties; Job Number 3: \$15.00 per hour for Napa and Sonoma counties; Job Number 4: \$12.00 per hour for San Joaquin, San Luis Obispo, and Santa Barbara counties.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Job Numbers 1 and 5: \$2.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Administration Staff		15
Field Staff		31
Leads		9
Shop Staff		12
Viniculture Staff		28
Job Number 2:		
Administration Staff		21
Field Staff		38
Leads		12
Shop Staff		15
Viniculture Staff		34
Job Number 3:		
Administration Staff		2
Field Staff		5
Leads		1
Shop Staff		1
Viniculture Staff		2
Job Number 4:		
Administration Staff		1
Field Staff		1
Leads		1
Shop Staff		1
Viniculture Staff		1
Job Number 5:		
Administration Staff		1
Field Staff		21
Leads		2
Shop Staff		5
Viniculture Staff		12

Job Number 6:		
Administration Staff		1
Field Staff		3
Leads		1
Shop Staff		2
Viniculture Staff		2

INTRODUCTION

Founded in 2008 and headquartered in Lodi, Vino Farms, LLC (Vino), plants, harvests, and delivers wine grapes for wineries, investment companies, and individual vineyard owners. Vino has over 100 vineyards throughout California. The Company also provides customized services such as consulting and managing of winery's existing vineyards. Training will take place at the Company's five locations in Lodi, Healdsburg, Napa, Los Alamos, and San Miguel.

This is Vino's first ETP Contract.

Veterans Program

Vino employs Veterans but does not actively recruit Veterans or keep an active census on how many employees are Veterans.

PROJECT DETAILS

The primary goal of training is to help Vino employees grow, harvest, and process wine grapes more efficiently. Vino is consistently expanding its geographical footprint of farmland throughout California. To assist with the additional volume of land, the Company invested over \$500,000 in tractors and harvesters in the first quarter of 2019 and over \$250,000 in software technology including AgCode Computer Software. New equipment such as tractors and harvesters will aide in preparing land for planting and harvesting wine grapes. Training will enable staff to be proficient in operating and maintaining new equipment and software.

The purchase of new equipment allows the Company to expand production resulting in greater grape yields, higher revenue, and additional contracts with wineries and investing companies. This greatly increases the need to cross train current and incoming employees. Vino staff, except Administrative Staff, will receive training on soil types, preparing land for crops, irrigating, and fertilizing vineyards. Trainees will learn proper techniques to maximize production levels. Administrative Staff will receive training in project planning and product knowledge. All staff will receive training on the new AgCode software. Training ensures employees are able to adapt to different soils, weather, and regions throughout California and keep up with increasing demand for the Company's services.

Retrainee - Job Creation

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage. The Company has also invested in new equipment.

Vino anticipates a 5% growth over the next year. Due to this growth and additional acres of farmland, the Company has committed to hiring 16 new employees (Job Numbers 3 and 4). The

date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into “net new jobs” as a condition of contract.

Training Plan

Training will be delivered via Classroom/Laboratory, E-Learning and Productive Lab delivery methods. In-house subject matter experts will deliver training in the following:

Business Skills: Training will be offered to all occupations. Training will provide skills to effectively and efficiently maintain business operations. Training topics include Leadership, Product Knowledge, and Networking.

Commercial Skills: Training will be offered to all occupations except Administrative Staff. Training focuses on proper handling of product, compliancy, and adhering to operating procedures. Training topics include Equipment Operation, Integrated Pest Management, and Weather Stations.

Computer Skills: Training will be offered to all occupations. Training will improve software skills. Training topics include AgCode and Bamboo HR software.

Productive Laboratory (PL)

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training.

Productive Lab training will be offered to Field Staff, Shop Staff, and Viticulture Staff. Productive Lab will build upon the training delivered in the classroom with hands-on experience of VINO's production process and proper use of the equipment. The trainer-to-trainee ratio will be 1:1 for the majority of training but can go up to 1:3 for Field Staff and Viticulture Staff because of the minimum employee requirement of three employees for operating equipment and harvesting.

All training will be delivered by an experienced in-house trainer, devoted to training during each training session. Focus is on ensuring trainees meet the Company's core competencies. This will be done through periodic observations and measurable skill assessments once the training is complete.

Trainees will receive approximately 60 hours of PL training.

High Unemployment Area

Some trainees (Job Numbers 2, 4, and 6) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in San Joaquin, San Luis Obispo, and Santa Barbara counties are in an HUA.

➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. VINO is requesting a wage modification from \$17.70 per hour to \$13.28 per hour for Job Numbers 2 and 6; and from \$14.56 per hour to \$12.00 per hour for Job Number 4 to serve workers in lower-wage occupations.

Retention Modification – Seasonal

Under the Seasonal Worker program, the trainees in Job Numbers 5 and 6 qualify for a modified retention period of no less than 500 hours within 12 months of the end-of-training. This retention

period recognizes the cyclical nature of crop production. Vino requests this retention modification for trainees in Job Numbers 5 & 6.

Commitment to Training

The current annual training budget is approximately \$300,000. Most of the training is for new hire orientation, general safety, efficient processes, and food safety training.

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Training will be provided by qualified in-house trainers. The Company has designated the Director of Safety to oversee the ETP Contract along with assistance from the Administrative Assistant, and one administrator per location. The Company has also retained the services of a third-party administrator with extensive ETP experience to assist with administration.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Propel Consulting Group in El Dorado Hills assisted with development of this proposal for a flat fee of \$12,252.

ADMINISTRATIVE SERVICES

Propel Consulting Group will also perform administrative services in connection with this proposal not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum**Class/Lab/E-Learning/Video Conferencing Hours**

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Communication Skills
- Company Knowledge
- Conflict Resolution
- Customer Service
- Employee Management
- Financial Analysis & Reporting
- Leadership
- Networking
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- Project Planning
- Recordkeeping & Retention
- Sales Skills
- Workforce Management (Cross Training)

COMMERCIAL SKILLS

- All-Terrain Vehicle (ATV) Operation
- Chemical & Fertilizer Application
- Equipment Operation
- Fertilizer Injection
- Forklift Operation
- Harvester Operation
- Hazardous Materials
- Integrated Pest Management
- Irrigation Management
- Lockout/Tag Out
- Nitrogen Management
- Processing Techniques
- Pesticide Handling & Applications
- Respirator Use
- Soil Probes
- Tool Operation
- Tractor Operation
- Transportation/Delivery
- Vineyard Management
- Vineyard Regulatory Updates
- Weather Stations

COMPUTER SKILLS

- AgCode
- Bamboo HR software
- Concur
- Famous Software
- Intermediate/Advanced MS Office
- iOS
- Soil Probes
- Vendor Software
- Weather Station Software

Productive Lab Hours (Ratio 1:3)

0-60

COMMERCIAL SKILLS

- All-Terrain Vehicle (ATV) Operation
- Chemical & Fertilizer Application
- Equipment Operation
- Fertilizer Injection
- Forklift Operation
- Harvester Operation
- Integrated Pest Management
- Irrigation Management
- Lockout/Tag Out
- Nitrogen Management
- Processing Techniques
- Pesticide Handling & Applications
- Respirator Use
- Soil Probes
- Tool Operation
- Tractor Operation
- Vineyard Management
- Weather Stations

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Critical Proposal for:

DreamWorks Animation LLC

Contract Number: ET20-0115

Panel Meeting of: August 23, 2019

ETP Regional Office: North Hollywood

Analyst: E. Wadzinski

PROJECT PROFILE

Contract Attributes:	Critical Proposal Retrainee Job Creation Initiative Priority Rate Veterans	Industry Sector(s):	Other (J) Multimedia/Entertainment (51+) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The Animation Guild, Local 839 IATSE		
Number of Employees in:	CA: 10,545	U.S.: 25,525	Worldwide: 28,667
<u>Turnover Rate:</u>	15%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$396,700

Total ETP Funding
\$257,600

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority	Advanced Tech, Business Skills, Computer Skills, Cont. Imp.	700	8-200	0-17	\$184	\$18.56
				Weighted Avg: 8			
2	Retrainee Veterans Priority	Advanced Tech, Business Skills, Computer Skills, Cont. Imp.	20	8-200	0-17	\$230	\$18.56
				Weighted Avg: 10			
3	Retrainee Job Creation Priority	Advanced Tech, Business Skills, Computer Skills, Cont. Imp.	150	8-200	0-17	\$828	\$15.47
				Weighted Avg: 36			

Minimum Wage by County: Job Numbers 1 & 2: \$18.56 for Los Angeles County
 Job Number 3 (Job Creation): \$15.47 for Los Angeles County

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Up to \$0.73 per hour may be used to meet the Post-Retention Wage in Job Numbers 1 & 2.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Support		50
Professionals (Artists & Technicians)		750
Managers/Department Heads		70

INTRODUCTION

This is a Critical Proposal developed in conjunction with the Governor’s Office of Economic and Business Development (GO-Biz). This project has been designated as a Critical Proposal by GO-Biz because of the Company’s continuous expansion efforts (150 newly-created positions) in its California facilities.

DreamWorks Animation LLC (DWA) (www.DreamWorks.com) founded in 1994, and recently acquired by parent company NBCUniversal (NBCU) in 2016, is headquartered in Glendale. DWA produces animated films, television programs, live entertainment, commercials and virtual games. The Company also produces, distributes, and releases films and market licensed consumer merchandise.

DWA's customers include individuals and families, movie theaters, television, network/streaming platforms, retail stores and customers who purchase licensing rights. Although headquartered in California, the Company operates worldwide with locations in New York, Florida, Tennessee, London, the UK and India.

This will be DWA's ninth ETP Contract, and the third within the last 5 years. Training will be for DWA employees, and those of its close affiliate DreamWorks Animation Television, Inc. The companies are co-located in Glendale, where training will take place.

Union Support

The Animation Guild, Loca 839 IATSE, represents professional employees (Artists) at both companies, which is in support of this training program.

Veterans Program

DWA stands with NBCU to actively recruit and hire Veterans. The Company has created an infrastructure for Veterans that includes companywide hiring fairs and the Veteran's Network or VetNet. VetNet has more than 5,000 members and offers a mentoring program and events focused on supporting the professional and personal development of Veterans. DWA has committed to train 20 Veterans in this training project (Job Number 2).

Retrainee - Job Creation

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

The Company plans to hire and train 150 new employees (Job Number 3). Trainees will include Artists & Technicians, Administration and Managers/Department Heads. These new employees will support DWA's growing demand in features and television. They will support the Studio's plan to release two features a year, with an additional third feature added in every other year. On the television side, support is needed due to the quantity of shows which have increased due to new channels for media outlets. DWA currently has seen an increase in active shows from 15 to 20; and has 40 shows currently in development. The date-of-hire for these trainees will be within the three-month period before contract approval or within the term-of-contract. Trainees will be hired into "net new jobs" as a condition of contract. The Contractor reports DWA has hired 75 Job Creation employees since May 28, 2019.

PROJECT DETAILS

Training will focus primarily on the Company's new and updated software and hardware, as well as the training of newly-hired employees. Some curriculum courses in this proposal are repeated from the prior Agreements due to upgrades or changes in technology; however, there will be no repeat trainees in those courses.

Training will assist DWA to grow and provide industry workers with skills for secure jobs. Although California has always been a leader in the entertainment industry, it has now become a worldwide business. Technology in animation, film and visual effects is rapidly changing and training will allow the Company to develop innovative software and hardware to remain competitive. Training will cover proprietary software, tools and processes that will create a more efficient business environment. Training will focus on the Company's new and updated proprietary tools and software which include:

- Moonray – DWA's proprietary renderer, used to deliver the highest fidelity image with the ability to render anywhere;
- Katana – a software dedicated to computer graphics lighting and is becoming an industry standard;
- Rig – a proprietary tool for taking static 3D models, inserting a skeleton, to allow animators to move the characters for films and TV;
- Houdini – a software used in the simulation of organic visual effects, character cloth and hair simulation and used to develop additional tools within Houdini for proprietary use;
- Shotgun – a software for production scheduling and tracking all work on a feature film;
- RV – a software that correlates with Shotgun and is used to develop additional tools for use within RV next generation image and sequence viewer for visual effects animation artists;
- Zeus/PipeX – a software used for the development project to upgrade DWA's 15 year old production workflow pipeline; and
- Luna – the next generation character rigging software in development, which gives animated characters mobility.

Training Plan

Training will be delivered via Class/Lab, E-Learning and Computer-Based Training. The main focus of training will be in Advanced Technology.

Advanced Technology: Training will be offered to Professionals and Managers/Department Heads to provide custom skills needed to support advancement of technical equipment, software, technology, and processes associated with the animation and film industry.

Business Skills: Training will be offered to all occupations. This training will include skills to further develop strategic planning, decision making, communication, teambuilding, and problem solving to help trainees work together and advance in their career.

Computer Skills: Training will be offered to all occupations and will include computer programs and systems that support the creation and development of films, TV shows, and other DWA products. This training will support DWA's drive to be innovators and leaders in the animation industry, as well as enhancing efficiency.

Continuous Improvement: Training will be provided to all occupations. This training will include topics addressing process improvements in animation, art and technology; and to help advance aesthetic and fundamental skills in the theory or principle of scientific application as it applies to animation.

Advanced Technology

DWA will provide Advanced Technology (AT) training to Artists, Technicians and Managers/Department Heads in state-of-the-art computer hardware and software. The Company needs to provide its Animators, Artists, Engineers, Lighters, and other Professionals and Technicians with the advanced technical training to maintain its role as a premier animation facility in family entertainment.

The cost of AT training is very high, largely due to the salaries of industry experts providing the instruction and the cost for hardware, software, manuals, and specialized training materials. Each AT training course costs an average of \$130 an hour per trainee and individual courses can range between \$2,000 and \$3,000 for a course, with some costs exceeding \$200 an hour per trainee. Also, because the content is so technical, classes must be kept small (maximum 10 trainees),

which increases the number of sessions that must be delivered and the overall cost to the company. The trainer-to-trainee ratio is 1:10 for AT, to allow in-depth coverage and personal attention from the instructor.

Manager/Department Head

Manager/Department Head titles are used for employees who represent an artistic or non-artistic department. These employees represent their department at upper management meetings and provide updates on specific projects. This occupation includes workers responsible for completing day-to-day work, planning and implementing projects for DWA, in addition to performing some managerial responsibilities. Such trainees do not set company policy.

Commitment to Training

The Company's current California training budget is approximately \$900K and covers new-hire orientation, personal enrichment, harassment and abusive behavior prevention, hiring skills, behavioral interviewing and compensation training. ETP funds will not displace the existing financial commitment to training.

➤ Training Infrastructure

DWA developed a training team to oversee and coordinate this project. The team will be led by the DWA's Training Production Supervisor and consists of seven people. This team will handle training schedules, enrollment, tracking and all other ETP administrative and performance requirements. The majority of training will take place at DWA in Glendale, but there may be some instances when training will take place at a training vendor location in California.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0352	Glendale	01/23/16 – 01/22/18	\$394,695	\$257,627 (65%)*
ET13-0402	Glendale	6/24/13 – 6/23/15	\$324,000	\$324,000 (100%)

*ET16-0352: Low performance was due to DWA being acquired by NBCU in 2016, and the transition period and reorganization that resulted in films being cancelled, productions postponed and a hiring freeze; as well as difficulties providing ETP with required information. As a result, the training outlined in the initial training plan was reduced.

During the transition of NBCU's acquisition, DWA's production slowed and some films were cancelled. However, DWA is now in full production with two full animated movies slated per year, and a third every other year. NBCU is committed to the growth of DWA and is providing support to insure the success of this project. NBCU has committed to the expanded film production schedule to grow and expand business. DWA also has problems obtaining trainee information required to enroll and submit invoices in the midst of the acquisition. NBCU supports DWA's ETP project and will provide any assistance needed to provide ETP

with required information to meet all ETP eligibility and performance requirements. This new proposal has been reduced to reflect earnings from the prior Contract.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

- Physics Animation, San Jose, will provide Advanced Technology training.
- Allegorithmic, Venice, will provide Advanced Technology training.
- Marvelous Garment Model Fit Designer, Orange, will provide Advanced Technology training.
- Leadership Evolutions Dynamics, Sierra Madre, will provide Continuous Improvement training.
- History of Animation and VFX, Venice, will provide Continuous Improvement training.

Other training vendors will be identified as they are retained.

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-200

Trainees may receive any of the following:

ADVANCED TECHNOLOGY (Ratio 1:10)

- Advanced Packages
- Anatomy of an Agent
- Animation for Body/Face Pose
- Animation Workflow
- Artists Console (ARC)
- Art Modeling Deliveries
- Body System Overview
- Camera Adjustments
- Camera Rigs
- Carbon
- Cartoon Anatomy
- Casting and Crowd Render
- CFX
- Char TD
- Char Walkthrough
- Character Rigs in Premo
- Character Structure/Performance/Animation Interface
- Clarisse
- Cloth Art Tools/Direction/Shot Run-Through
- Cross Department Workflow Tools
- Cycle Tools and Pipeline
- Deformation Systems Overview
- Finaling Pipeline Overview
- Finaling Tools
- Flux
- Fuzz
- FX Tools
- Geometry and MM Files
- Grasshopper
- Houdini
- Hyperion Smartview
- Jira
- Katana
- Lash
- Linux
- Luna
- Mari
- Marvelous Designer
- Maya
- Modo
- Modeling
- Moonray
- MP Nuke Class
- Nuke
- Overview of UV Tools
- Pam Python API for TDs

- Parts Management
- Parts/UV Management
- Photoshop
- Pipeline Workshop
- Pixie
- Poly and SubD Modeling
- Pose Manager
- Post Sim Edits
- Premo
- Production Surfacing
- Production Character Workshop
- RAPID
- RAPID
- RBD Rumble
- RV Software Correlation with Shotgun
- Render Farm/Utilities/Spin Tests
- Rez and Folios/Maps (SCM)
- Rez Workflows
- Rig
- RLO (POV) Studio Overview
- Services
- Shaders for Lighters
- Shot Work Setup and Best Practices
- Shotgun
- Show Specific Rigs
- Simulation
- Skunk
- Smooth Operator
- Substance
- Systems Overview
- Tech Animation/Finaling Overview
- Tiber
- Torch
- Universal Screen Description
- Unix
- Using Maya with Linux
- UV Layout
- UV Standards and Nomenclature
- Visual Communication
- Volumetric Shaders
- Whip Overview/Practical
- Willow Overview
- World Machine
- ZBrush
- Zeus/PipeX

COMPUTER SKILLS

- Database Tools
- Document Control System
- DreamWorks Proprietary Systems
- Excel (Intermediate & Advanced)
- Financial Reporting Tools

- Google Docs
- Google Gmail and Calendar
- Inventory Computer System
- Hyper Text Mark-Up Language
- Media Manager
- Microsoft Office (Intermediate & Advanced)
- Networking Tools
- Photostat
- Pipeline Tools
- Purchase Order System and Process
- Remedy
- Studio Intro 1, 2
- Systems
- Technical Management
- User Interface
- Visual Basic
- Wiki
- Web Page Design
- Windows Utilities

BUSINESS SKILLS

- Report Writing
- Communication
- Project Management
- Change Management
- Cost Reduction
- Facilitation/Trainer Skills
- Inter-Department Development and Workflow
- International Business Techniques
- Interpersonal Skills
- Business Development
- Performance Management
- Product Knowledge
- Program/Project Management and Planning
- Studio Infrastructure
- Writing Skills
- Time Management

CONTINUOUS IMPROVEMENT

- Animation (Tips and Tricks)
- Animator Feedback
- Artistic Development
- Color Theory
- Decision Making
- Design for Manufacturability
- Design for Testability
- Facilitating Improved Performance
- High Performance Work Teams
- Leadership/Coaching Skills/Mentoring Essentials
- Leadership and Project Management Essentials
- Problem Solving
- Product and Process Improvement
- Production Overview

- Production Pipeline
- Production Immersion
- Production Process Technical Overview
- Productivity Improvement
- Quality Improvement Processes
- Quality Metrics
- Team Building Skills
- Writer's Workshop
- Work Efficiency

CBT Hours

0-17

COMPUTER SKILLS

- Unix 1 (1 hour)
- Wiki Basics (0.5 hours)
- Purchase Manager (1 hour)
- Jira (1 hour)
- HDA for Lighting (1 hour)
- USD Artist Tools for Surfacing (1 hour)
- Studio Python (1 hour)
- Retina Cartoni Overview (1 hour)
- Maya CFX Tool Set (1 hour)
- UV Standards (1 hour)
- Nuke for Matte Painting (1 hour)
- Flux II (1 hour)
- Char Face System Walkthrough (1 hour)

CONTINUOUS IMPROVEMENT

- Cinematography 3 - Continuity and Camera Movement (1 hour)
- Animation Principles (1 hour)
- Presentations and Meetings (1 hour)
- They Physics of Scale (1 hour)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.



April 5, 2019

Employment Training Panel
1100 J Street, Suite 400
Sacramento, CA 95814

To Whom It May Concern,

This letter is to confirm the support of The Animation Guild, Local 839 IATSE for the Job Creation application submitted by DreamWorks Animation to the Employment Training Panel.

We stand with DreamWorks Animation's goal of being a recognized leader in the animation industry, which requires a substantial amount of training for its newly hired employees.

Sincerely yours,

Jason MacLeod
Business Representative



**Training Proposal for:
Panasonic Avionics Corporation**

Contract Number: ET20-0133

Panel Meeting of: August 23, 2019

ETP Regional Office: San Diego

Analyst: C. Clady

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange and Alameda	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 2,400	U.S.: 12,000	Worldwide: 275,000
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	15%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$1,422,000

Total ETP Funding
\$639,630

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Improvement Skills, Management Skills, Manufacturing Skills	1030	8-200	0	\$621	\$18.14
				Weighted Avg: 27			

Minimum Wage by County: Orange County \$18.14; Alameda County \$19.31

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1 (Retrainees)		
Hardware Engineers		190
Software Engineers		500
Human Resources		45
IT		145
Technical Support (CPC)		135
Manufacturing Supervisors/managers		15

INTRODUCTION

Founded in 1979, Panasonic Avionics Corporation (Panasonic) (www.panasonic.aero) is headquartered in Lake Forest, with a second location in Pleasanton. The company provides the largest inflight entertainment and communication systems providing its customers with the ultimate travel experience with a variety of entertainment choices. The Company's locations include: Bothell, WA, Langley AFB, United Kingdom, Dubai, and Singapore. Its customer base consists of: American Airlines, United Airlines, and Emirates.

The proposed training plan will target workers at the Company's two California facilities located in Irvine and at the recently opened Pleasanton location. This will be Panasonic's first ETP contract.

PROJECT DETAILS

Panasonic is shifting from hardware to software service solutions. As part of this shift to software development and services, there is a need to upgrade to Cloud base solutions. In addition, there is a demand to improve Inflight Entertainment and Digital Service Solutions. These initiatives will require integration of advanced software platforms and artificial intelligence technologies.

As part of these new integrations, the Company plans to implement use of new software: Office 365, Salesforce, Virtual Reality, and mobility solutions and location based services. Panasonic implemented Office 365 this year and plans to pilot Salesforce in 2019 prior to a companywide launch.

A second major initiative, Strategy 2023, is part a large push for increased digital services and solutions to be provided in-house in order to retain positions locally versus outsourcing. This will require a larger foot print of skills and services in California. The recently opened Pleasanton facility will focus on training in Cloud Technology and software Architecture.

To keep pace with the Company's growth, Panasonic has expanded by opening a new facility in Pleasanton, CA in 2018. Although, this includes adding 160 newly-hired Engineers, IT and Technical Support to its existing business over the next two years across both California facilities, a Job Creation component is not necessary in this proposal.

Training Plan

ETP funds will allow Panasonic to provide the increased technical skills training needed to help transform the Company's products and services to more digital based solutions for its customers. Training will be delivered by in-house experts via Classroom Laboratory.

Business Skills: Customer Service, Communication, and Project Management

Computer Skills: Microsoft 365 Office Suite, Computer Programming, Digital Multimedia, Reading Technical Logs, and Software Applications

Continuous Improvement: Process Improvement and Resource Management

Management Skills: Coaching, Motivation, Leadership and Team Building

Manufacturing Skills: Assembly Procedures, Inventory Control, and Equipment Operation

Impact/Outcome

As a result of training Technical Support staff and Engineers will acquire Project Management Skills and become Certified Network Engineer. Trainees will learn how to switch to digital solutions to lead the company's transformation.

Commitment to Training

The Company's annual training budget per facility is approximately \$750,000. In the past, employee training included sexual harassment prevention, new hire orientation, diversity training, Theft and Loss Policy and Procedure, and general safety training.

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The project will be overseen by the Director of Global Talent Management with the assistance of the Training Specialist who will be responsible for ETP project coordination/administration and oversee training at both facilities. The Company will have in-house trainers in Irvine, (8) and Pleasanton, (2). Panasonic Avionics will utilize an administrative sub-contractor to assist with contract administration which will include enrolling trainees and uploading data on the on-line tracking system. The Company has a detailed training schedule in place with management support. ETP training will begin upon approval of contract.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

Bright Training Solutions in Menifee will perform administrative services in connection with this proposal for a fee of 10% of payment earned.

TRAINING VENDORS

To be Determined

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Customer Service
- Communication
- Project Management

COMPUTER SKILLS

- Microsoft 365 Office Suite
- Computer Programming
- Digital Multimedia
- Reading technical logs
- Software Applications
- Certified Network Engineer
- Computer Programming Languages
- Digital Technology
- WEB Programming
- Cloud Technology
- Salesforce

CONTINUOUS IMPROVEMENT

- Process Improvement
- Resource Management

MANAGEMENT SKILLS (Management Trainees Only)

- Coaching
- Motivation
- Leadership
- Team Building

MANUFACTURING SKILLS

- Assembly Procedures
- Inventory Control
- Equipment Operation

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Critical Proposal for:

Agilent Technologies, Inc.

Contract Number: ET20-0123

Panel Meeting of: August 23, 2019

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	Critical Proposal Job Creation Initiative Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) Biotechnology and Life Sciences (54+) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sacramento, Santa Clara, Santa Barbara	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 2,750	U.S.: 5,000	Worldwide: 14,800
<u>Turnover Rate:</u>	7%		
<u>Managers/Supervisors:</u> (% of total trainees)	1%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$1,264,725

Total ETP Funding
\$749,892

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate Critical Proposal	Adv. Tech., Business Skills, Computer Skills, Cont. Imp.	602	8-200	0-46	\$1,012	\$17.70
				Weighted Avg:44			
2	Job Creation Priority Rate Critical Proposal	Adv. Tech., Business Skills, Computer Skills, Cont. Imp.	139	8-200	0-46	\$1,012	\$15.00
				Weighted Avg: 44			

Minimum Wage by County: Job Number 1: \$19.31 per hour in Santa Clara County; \$17.70 per hour in Sacramento and Santa Barbara counties

Job Number 1(Job Creation): \$16.09 per hour in Santa Clara County; \$15.00 per hour in Sacramento and Santa Barbara counties

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1: Retrainee		
Administrator		100
Engineer/Technician		200
Manufacturing Associate		300
Manager/Supervisor		2
Job Number 2: Job Creation		
Administrator		5
Engineer/Technician		60
Manufacturing Associate		70
Manager/Supervisor		4

CRITICAL PROPOSAL

This proposal for Agilent Technologies, Inc. (Agilent) has been designated a Critical Proposal by the Governor’s Office of Business and Economic Development (GO-Biz) based on the Company’s growth as it continues to expand in business operations at its Folsom manufacturing site, increase

its overall expenditures (\$52 million) in capital improvements, and commitment to adding (139) jobs in California.

INTRODUCTION

Founded in 1999, Agilent (www.agilent.com) develops and manufactures products that sense, analyze, display and communicate data for use in the life sciences, diagnostics and chemical analysis industries. These products include Oscilloscopes, Chromatographs, Spectrometers, Atomic Force Microscopes, Microarrays, Companion Diagnostics, Flow Cytometry, and Cell Analysis Instruments. Agilent's equipment enables customers to analyze particles at the molecular level. The Company is headquartered in Santa Clara where the majority of its research is conducted and operates two manufacturing sites in Folsom and Carpinteria. ETP-funded training will be delivered at these three locations.

Agilent sells to customers in 110 countries with a large portion of its sales generated outside California. Its customer base includes therapeutics and human disease researchers, highly complex clinical testing labs, and emerging life sciences research institutes.

This will be Agilent's sixth ETP project, and it's second in the last five years. Previous ETP training focused on Agilent's Agile-based software systems and continuous improvement initiatives to promote greater collaboration across the Company. Advanced Technology (AT) training was provided to the frontline Manufacturing Associates, Engineering/Technician, and Managers/Supervisors involved in research, production, quality control and technology advancements. In this proposal, the same occupations will continue receiving AT training on new technologies and other operation procedures. No training will be duplicated for trainees who participated in prior ETP-funded training.

Veterans Program

Agilent has established an Affirmative Action Program under the Vietnam Era Veteran's Readjustment Assistance Act of 1974 ("VEVRAA"). VEVRAA requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e. - within three years of discharge or release from active duty), active duty wartime or campaign-badge veterans, or Armed Forces service medal veterans. Agilent is committed to serving these individuals.

Retrainee - Job Creation

Due to Agilent's planned capital investment of approximately \$40 million in new equipment, facility, and technology upgrades at its Folsom and Carpinteria facilities, the Company will hire 139 net-new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net-new jobs" as a condition of the Contract.

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage. However, for this proposal, the Company is not requesting a lower post-retention wage for the newly-hired.

PROJECT DETAILS

The development, design and manufacture of all Agilent products is very complex and requires a high degree of technical knowledge. Training is intended to foster a high level of innovation and product development, knowledge of critical information technology (IT) systems, and to create a

high-level of communication, professionalism, and ethics across the organization. Training will provide trainees skillsets that are transferable throughout the life science industry.

Training Plan

ETP-funded training will be delivered via Class/Lab, E-Learning and Computer-Based Training (CBT) in the following:

Business Skills: Training will be offered to all occupations and focus on efficiency workflow, constructive communications, strategic planning and technical presentations. Depending on an individual worker's role, they will learn to manage for performance and to manage in organizational transition and change.

Computer Skills: Training will be provided to all occupations in in several enterprise computer systems to support manufacturing, operations, reporting/data analytics, customer service, and virtually all internal funding. New computer skills will include knowledge of Blockchain (all-in-one crypto), LabVIEW (systems-engineering software), Microsoft FLOW (cloud-based software), and SharePoint Online (cloud-based service).

Continuous Improvement: All occupations will receive training in Product Quality and Reliability, Problem Solving Tools and Techniques and Team Dynamics. Trainees will gain skills to implement significant improvements in productivity enhancements, decision-making, corrective action and prevention. Agilent will continue to develop its internal Lean/Six Sigma training and coaching program to improve its continuous-improvement culture.

Advanced Technology (AT): Training will be delivered to Engineers/Technicians utilizing Agilent's own proprietary biotechnology, bio-analytical, and electronic measurement methods. The equipment/technology includes: Liquid Chromatography, Gas Chromatography, Mass Spectrometry, Cell Analysis Analyzers, Microarrays, Companion Diagnostics, and Flow Cytometry equipment. New coursework will be provided on developing a new Chemical Imaging System, which brings greater clarity and speed to pharmaceutical, biomedical, and food and material science research.

Agilent reports that AT training to be entirely provided by highly skilled in-house Engineers and scientists in a laboratory setting costing more than \$650 per hour. Engineers/Technicians slated to receive training have previous training and experience in biotechnology and/or electronic technology measurement, but they lack specific skills in the advanced product technologies recently developed by the Company. The trainer-to-trainee ratio will be capped at 1:10 to allow in-depth coverage and personal attention from the AT instructor.

Impact/Outcome

As engineers and technicians go through the AT curriculum, equipment/technology skills' certifications will be attained by employees who successfully complete training. Courses includes: Liquid Chromatography, Gas Chromatography, Mass Spectrometry, Spectroscopy, Informatics, Lab Automation and Robotics, and Vacuum Technology. Trainees who successfully complete any IT course will receive skills' certifications that are transferable in the industry. Agilent also plans to create a Data Analytics Foundational certification program.

Commitment to Training

Agilent's statewide training expenditures in California for non-ETP related training is in excess of \$1,500,000. The ETP curriculum will build on, but not overlap, training already provided by the Company. Agilent funds all orientation, basic-job skills' training, OSHA, and FDA-mandated safety regulations, basic desktop training, and executive-development training programs. Safety

training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Director of Global Talent will oversee the ETP project. The Manager of Global Talent Development (dedicated administrator) is assigned to meet and coordinate with ETP staff. Agilent will utilize its internal-training department for scheduling and training delivery. In addition, Agilent retained Herrera and Company to assist with administrative duties.

Electronic Recordkeeping/LMS

Staff has reviewed and approved the Company's Learning Management System.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes Contractor's performance under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
18CS-0040	Sacramento, Santa Barbara, and Santa Clara	8/3/17 – 8/2/19	\$593,848	\$593,848 (100%)

DEVELOPMENT SERVICES

Herrera & Company in Stockton assisted with development for a flat fee of \$8,750.

ADMINISTRATIVE SERVICES

Herrera & Company will also perform administrative services for an amount not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum**Class/Lab Hours/E-Learning**

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Advanced Negotiation
- Building Constructive Communications
- Communicating for Results
- Communicating is a Contact Sport
- Efficiency Workflow
- Facilitation Skills and Mentorship
- Individual Transition in Organizations
- Innovation and Influence
- Managing for Performance
- Managing Organizational Transition
- Strategic Planning
- Technical Presentations

COMPUTER SKILLS

- Advanced Desktop Productivity Applications
- Advanced eBusiness Applications
- Advanced Manufacturing Control Systems
- Advanced Manufacturing Lab Applications
- Allotrope Data Format Programming
- Blockchain Programming
- Business System Processing
- Human Resources Information Software System
- LabVIEW Software
- Management and Manufacturing Control Systems
- Materials and Logistics Software Development
- Microsoft FLOW Application Development
- Programming Languages
- Project Management Software Tools
- Proprietary Software and Informatics
- SharePoint Online Programming

CONTINUOUS IMPROVEMENT

- Advanced Product Quality and Reliability Techniques
- Design Tools and Practices
- Design for Excellence
- Leadership and Coaching Skills
- Quality Fundamentals/Core Skills
- Problem Solving Tools
- Product Transfer Workflow
- Project Management
- Six Sigma Green Belt
- Team Dynamics

AT Hours

8-200

ADVANCED TECHNOLOGY (RATIO 1:10)

- Advanced Chemical Imaging Systems
- Atomic Absorption
- Atomic and Molecular Spectroscopy
- Biochemical Analyzers
- Cell Analysis
- Chemical Synthesizer Instruments
- Cryocooler Systems
- Data Analytics
- Electrophoresis Analysis Equipment
- Flow Cytometry Instruments
- Fourier Transform InfraRed Equipment
- Gas Chromatography
- Instrument Modeling/Integration Software Development
- Lab Automation and Robotics
- Laboratory Incubators, Pumps, Dryers
- Liquid Chromatography
- Liquid Handling Equipment
- Mass Spectrometers
- Measurement Sciences Practice and Theory
- Microarray Imaging Microscopes
- Microplate Instrumentation
- Oxygen Measurement Instruments
- Particle Analysis and Characterization Systems
- Pharmaceutical Tablet Testing Equipment
- Technical Qualifications and Certifications
- Testing and Troubleshooting Skills
- System Data Modeling and Architecture
- Vacuum Technology

CBT Hours

0-46

COMPUTER SKILLS

- Advanced Project Management Software (4 hrs.)
- Computer Assisted Design (6 hrs.)
- Database Design (2 hrs.)
- Electronic Record Management (4.5 hrs.)
- Manufacturing Resources Planning (1 hr.)
- SAP Management and Manufacturing Control Systems (4 hrs.)
- 3D Printing Software and Applications (4.5 hrs.)

CONTINUOUS IMPROVEMENT

- Advanced Customer Communications and Awareness (2.5 hrs.)
- Leadership/Coaching Skills (4 hrs.)
 - Effective Teams
 - Facilitation Skills and Mentorship
 - Leading the Global Workforce
- Marketing Promotion and Strategy (2.5 hrs.)
- Multi-Cultural Customer Service Relationships (1 hr.)

- Problem Solving Tools and Techniques (4 hrs.)
- Process Improvement Training (2 hrs.)
- Product Marketing for Engineers (2 hrs.)
- Technical Presentation Skills (2 hrs.)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.



**Training Proposal for:
Collins Electrical Company, Inc.**

Contract Number: ET20-0128

Panel Meeting of: August 23, 2019

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee HUA	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Monterey, San Joaquin, Stanislaus, Yolo	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Local Unions 684, 340, 234 and 100 of the International Brotherhood of Electrical Workers IBEW		
Number of Employees in:	CA: 509	U.S.: 509	Worldwide: 509
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	19%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$596,160

Total ETP Funding
\$596,160

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Computer Skills, Continuous Improvement, Commercial Skills, Hazardous Materials	186	8-200	0	\$1,656	*\$13.28
				Weighted Avg: 72			
2	Retrainee Priority Rate	Computer Skills, Continuous Improvement, Commercial Skills, Hazardous Materials	174	8-200	0	\$1,656	\$17.70
				Weighted Avg: 72			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1: \$13.28 per hour in Monterey, San Joaquin and Stanislaus County. Job Number 2: \$17.70 per hour in Yolo County and \$19.31 per hour in Alameda County.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Up to \$0.27 per hour may be used to meet the Post-Retention Wage for Job Number 1 and \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1: Retrainee/HUA		
Administration		15
Electrician		60
Engineer/Operator		7
Estimator		10
Foreman		36
Laborer		7
Supervisor/Manager		35
Warehouse		1
Wireman		15

Job Number 2: Retrainee		
Administration	\$16.15 - \$90.12	15
Electrician	\$40.25 - \$70.25	58
Engineer/Operator	\$15.30 - \$63.49	6
Estimator	\$18.71 - \$90.12	8
Foreman	\$48.30 - \$78.30	34
Laborer	\$13.01 - \$59.54	6
Supervisor/Manager	\$16.15 - \$59.54	34
Warehouse	\$28.04 - \$58.04	1
Wireman	\$13.01 - \$59.54	12

INTRODUCTION

Founded in 1928 and located in Stockton, Collins Electrical Company, Inc. (Collins) (www.collinselectric.com) is an electrical contractor that specializes in Commercial-Industrial, Design and Build Projects, and solar engineering projects. Customers include institutional, healthcare, multi-family housing, and manufacturing facilities. Training will take place at the Stockton, Modesto, Marina, Dublin, Fresno and West Sacramento locations. This is Collins' first ETP Contract.

Veterans Program

Collins actively recruits Veterans and participates in Veteran job fairs to recruit for all open occupations. However, the Company did not specifically include a Veteran component in this project.

Union Support

Electricians, Foremen, and Wiremen are represented by the International Brotherhood of Electrical Workers (IBEW) Local Union 684, IBEW Local Union 340, IBEW Local Union 234, and IBEW Local 100. Letters of support are on file.

Need For Training

Collins' staff have varied levels of experiences; therefore, the Company seeks training to develop skill sets to ensure they meet and/or exceed customer demand. Training in performance management, Lean Six Sigma, and electrical processes/techniques will allow Collins to increase staffs knowledge, project efficiency and work quality. All employees must upgrade skills to learn new processes, new systems and new equipment which will allow the Company to expand its market share.

Collins continuously improves all aspects of its business to provide customers with the best service. The Company recently invested in a new Project Management Tracking System, as well as, Design Build software to assist with their sales processes, bidding/estimating, project management, finances and equipment operation. Training will ensure staff has the tools to handle the growing workload. Training will assist in determining needs for improvement and provide a potential career path for each trainee. Establishing an employee career path will enable Collins to promote internally from a pool of experienced employees and develop a company succession plan.

PROJECT DETAILS

Training Plan

Training will be delivered via Class/Lab in the following:

Computer Skills: Training will focus on new computer software systems that assist with project management and bidding/estimating. Training topics include Computer Aided Design/Computer Aided Build, Project Management Tracking System, Design Building Reporting Software, and Server & Hardware Configurations.

Continuous Improvement: Training will focus on improving regulatory reporting, communication, quality control and policy procedure changes within the facilities. Training topics include Lean Six Sigma, Best Practices, Communication Skills, Customer Services Skills, and Team Building.

Commercial Skills: Training will focus on improving workflow processes. Training topics include Design Assist, Pre-Fabrication, Energy Services, Logistics, Equipment Operation, Assembly Skill and Warehouse Skills.

Hazardous Materials: Training will focus on cleaning/handling and waste disposal.

High Unemployment Area

Some trainees work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Monterey, San Joaquin and Stanislaus County are determined HUA. The Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. Collins is requesting a wage modification for the 186 trainees located in Monterey, San Joaquin and Stanislaus counties.

➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. Collins is requesting a wage modification from \$17.70 per hour to \$13.28 per hour for Job Number 1 in order to serve workers in lower-wage occupations.

Commitment to Training

Collins' annual training budget per facility is approximately \$50,000 for training that includes compliance, performance management, and company procedures. The Company is committed to improving facility efficiencies and knowledge for all team members. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Collins has a structured training schedule in place. The Human Resources Manager will oversee project administration with two Human Resources staff members assigned to handle training rosters and tracking performance. Training Grants Intelligence Incorporated will assist with administrative duties. Training will be delivered by both in-house experts and vendors as needed.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Training Grants Intelligence Incorporated of Canton, Georgia assisted with development for a flat fee of \$11,923.

ADMINISTRATIVE SERVICES

Training Grants Intelligence Incorporated will also perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8 - 200

Trainees may receive any of the following:

COMPUTER SKILLS

- CAD/CAM (Computer Aided Design/Computer Aided Build)
- Design Build Reporting Software
- Intermediate/Advanced Software Systems
 - Anchor Design Software
 - Line Design and Selection Software
 - Microsoft Applications
 - Proprietary Reporting & Support Systems
- Learning Management System
- Project Management Tracking System
- Server & Hardware Configurations

CONTINUOUS IMPROVEMENT

- Best Practices
- Business Strategies
- Communication Skills
- Conflict Resolution
- Continuous Improvement Techniques
- Customer Service Skills
- Decision Making
- Leadership
- Lean Six Sigma
- Performance Management
- Problem Solving
- Quality Concepts
- Quality Plan
- Sales & Marketing
- Team Building

COMMERCIAL SKILLS

- Advanced Techniques for new products, industries, clients and processes
- Assembly Skills
- Conduit Systems
- Cross Training
- Design & Engineering
- Design Assist
- Design Build
- Energized Equipment
- Energy Services
- Equipment Maintenance
- Equipment Operation
- Fabrication
- Installation Systems
- Logistics
- Maintenance Equipment

- Plan and initiate Projects
- Pre-Construction
- Pre-Fabrication
- Production Skills
- Solar
- Solar Photovoltaics
- Testing Equipment
- Tools
- Traffic Signal and Street Lighting
- Video, voice and data or other low voltage signaling
- Warehouse Skills

HAZARDOUS MATERIALS

- Bio-Hazard Waste Management
- Blood Born Pathogens/Biohazards
- Chemical Management
- Classification of Hazardous Products
- Emergency Response Procedures
- Federal Compliance Regulations
- Flammable/Combustible Material Handling
- Haz/Com Data Report Sheets
- Hazardous Material Documentation
- Hazardous Material Packaging and Labeling
- Incident Reporting Processes
- Safety Security Planning Techniques
- Spill Prevention

Safety Training is capped at 10% of a trainee's total training hours

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.



Local Union 684
**INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS**

Serving Stanislaus, Merced, Tuolumne, and Mariposa Counties Since 1910

May 8, 2019

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members:

We understand Collins Electrical Company Inc. is requesting an Employment Training Panel contract with your office. This letter confirms that IBEW Local 684 supports Collins Electrical Company Inc, regarding their application for funding from the Employment Training Panel. We also support Collins Electrical Company's effort to increase the capabilities of their employees and our members.

Sincerely,

Bobby Stutzman
Business Manager



INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS

May 8, 2019

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members:

We understand Collins Electrical Company Inc. is requesting an Employment Training Panel contract with your office. This letter confirms the IBEW Local 340 supports Collins Electrical Company Inc, regarding their application for funding from the Employment Training Panel. We also support Collins Electrical Company's effort to increase the capabilities of their employees and our members.

Sincerely,

ELECTRICIAL WORKERS' UNION
Local No. 340

A handwritten signature in blue ink, appearing to read "Robert D. Ward". The signature is fluid and cursive, with a large initial "R" and "W".

Robert D. Ward
Business Manager/Financial Secretary

International Brotherhood of Electrical Workers

LOCAL UNION

10300 Merritt Street
Castroville, CA 95012
www.ibew234.org



NO. 234

(800) 499-4239
(831) 633-2311
Fax (831) 633-0570

The Electrician's Union for Monterey, San Benito, and Santa Cruz County

May 10, 2019

Employment Training Panel
1100 J Street
Sacramento, CA 95814

RE: APPLICATION TO EMPLOYMENT TRAINING PANEL FOR CSI ELECTRICAL CONTRACTORS, INC.

Dear ETP:

The International Brotherhood of Electrical Workers (IBEW) Local 234 is the Electrician's Union for Santa Cruz, San Benito, and Monterey County. IBEW Local 234 provides Electrical Contractors working throughout Monterey, San Benito, and Santa Cruz County with skilled, knowledgeable Electricians, Apprentices, and Construction Workers. IBEW Local 234 is supportive of workforce training. Therefore, IBEW Local 234 supports Collins Electrical Company's application for Employment Training Panel funding.

Sincerely,

Andy Hartmann
Business Manager

International Brotherhood of Electrical Workers Local 100

5410 EAST HOME AVENUE • FRESNO, CALIFORNIA 93727

TELEPHONE (559) 251-8241 • FAX (559) 251-0543

May 13, 2019

Employment Training Panel
1100 J Street
Sacramento, CA, 95814

Re: Application to Employment Training Panel for Collin Electrical Company, Inc.

Dear Panel Members:

The International Brotherhood of Electrical Workers, Local 100, covers Fresno, Madera, Kings and Tulare counties in the heart of California's San Joaquin Valley. IBEW Local 100 represents workers employed by union contractor Collins Electrical Company at locations statewide.

Training is a vital with the ever changing electrical technologies and the California State General Electrician certification requiring 32 hours of continuing education in the electrical field to renew the certification. We support the training of the workforce as it improves upon the skills of the workers we represent. Therefore, IBEW Local 100 supports Collins Electrical Company's application for funding from the Employment Training Panel.

Best regards,



Ronny Jungk
Business Manager



**Training Proposal for:
Los Angeles Trade Technical College Foundation**

Contract Number: ET20-0126

Panel Meeting of: August 23, 2019

ETP Regional Office: North Hollywood

Analyst: M. Paccerelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100	Industry Sector(s):	MEC (H) Manufacturing (33) Aerospace Related Biotechnology and Life Sciences (54+) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Bernardino	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No UNITE HERE Local 11		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$463,200		\$31,880 8%		\$495,080

In-Kind Contribution:	50% of Total ETP Funding Required	\$1,512,700
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Comm'l Skills, Cont. Imp., Hazardous Mat., Mfg. Skills	605	8-200	0	\$590	\$17.70
				Weighted Avg: 24			
2	Retrainee	Business Skills, Computer Skills, Comm'l Skills, Cont. Imp., Hazardous Mat., Mfg. Skills	160	8-200	0	\$513	\$17.70
				Weighted Avg: 24			
3	Retrainee SB <100	Business Skills, Computer Skills, Comm'l Skills, Cont. Imp., Hazardous Mat., Mfg. Skills	95	8-200	0	\$590	\$17.70
				Weighted Avg: 24			

Minimum Wage by County: \$18.56 per hour for Los Angeles County; \$18.14 per hour for Orange County; and \$17.70 per hour for San Bernardino County

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Participating employers may use up to \$2.50 per hour in health benefits to meet the Post Retention Wage in Job Numbers 1-3.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Shipping & Receiving Clerk		90
Warehouse Attendant		86
Parts Clerk		12
Assembly Worker		30
Estimator		4
Food Preparer		6
Porter		4
Utility Worker		6
Designer		10
Installer		15
Planner/Scheduler		8

Marketing/Sales Staff		62
Surveyor		3
Supply Specialist		10
Operations Technician		14
Service Technician		12
Field Energy Technician		3
Utilities/Environmental Specialist		3
Energy Product Representative		5
Alternative Energy Staff		8
Telecom Technician/Product Rep.		6
Guest Services Associate		10
Business Dev. Rep.		30
Product Buyer		6
Prof. Office Coordinator		20
Project Estimator		6
Pricing Analyst		2
Aerospace Product Design		2
Checker/Analyst		2
Administrative Office Staff		208
Manager/Supervisor		172
Owner	N/A	5

INTRODUCTION

Los Angeles Trade Technical College Foundation (LATTTC) (www.latttc.edu) is one of the community colleges administered by the Los Angeles Community College District (LACCD). In August 2016, LATTTC was assigned independent operational authority by the District, because of its capacity to administer special projects and Career & Technical Education initiatives.

Under the lead of LATTTC, eight other LACCD community colleges will participate in this proposal (Los Angeles Pierce College, Los Angeles - Southwest College, Los Angeles Harbor College, Los Angeles City College, Los Angeles Valley College, East Los Angeles College, West Los Angeles College, and Los Angeles Mission College).

Employer Demand

The proposed training will be provided to a broad spectrum of employers from manufacturing, aerospace, energy, biomedicine, transportation and logistics, and service-related industries. The training will help participating employers enhance the skills of their employees. Workers are increasingly challenged to function in a technology-based environment with state-of-the-art equipment and processes. Training will enable workers to work more efficiently and productively in a lean, total quality environment; integrate “green” practices into the workplace; and possess high-level, professional customer service and communication skills. Through ETP training, workers will be able to elevate job skills to improve performance and enhance companies’ local and global competitiveness. Training will also improve participating employers’ processes and procedures to make their companies more profitable and strategically-focused.

Veterans Program

Although there is no Veterans training component in this proposal, participating employers actively hire Veterans.

Union Support

The core group of employers include LSG Sky Chefs trainees (Food Preparers, Assemblers, Utility Workers, and Porters) represented by UNITE HERE Local 11. A letter supporting the ETP training was submitted to ETP.

PROJECT DETAILS

This will be LATTC's ninth ETP Contract, its fourth in the last five years. This proposal will focus on retraining incumbent workers from large and small employers in a variety of industries, the majority of which are Panel priorities.

Training Plan

Manufacturing Skills: Training will be offered to Production Workers in new equipment operation and cross-training in manufacturing processes, warehouse operations, distribution processes, and inventory and materials management.

Business Skills: Training will be offered to all occupations to enhance and improve effective communication, goal setting, critical thinking, and problem solving.

Commercial Skills: Training will offered to all occupations to identify each worker's job role, skill set, and any succession plans in place within the business in order to create maximum impact.

Computer Skills: Training will offered to all occupations in various software applications that support business operations. Technicians and Specialists will be trained to design, program, implement, and troubleshoot new and upgraded software programs.

Continuous Improvement: Training will offered to all occupations focusing on quality improvement and profitability goals. Training will include working in teams, improving workflow, troubleshooting, and resolving problem areas.

Hazardous Materials: Training will be offered to occupations involved in handling hazardous materials. Training will cover safe handling, storage, and processing of hazardous materials.

Curriculum Development

The curriculum was developed by LACCD based on labor market data and input from partners in targeted industries. Each topic is designed to help increase worker productivity and workforce performance to positively affect employee efficiency, morale, and long term job security. Periodic updates and revisions to the curriculum will be based on industry trends and requests from employers.

Training is customized based on overall company improvement goals and assessment. The District staff works with participating employers' management, human resources, and/or training department staff to determine performance goals, assess specific training needs, and develop a customized, on-site training program. Trainers tailor each curriculum topic to fit employer needs. Participants are periodically reassessed to ensure classes are appropriate and produce desired

outcomes. Upon trainee completion, employers will undergo an evaluation process to fully assess the impact and effectiveness of training content and instructors.

Commitment to Training

ETP funds will not displace the existing financial commitment to training of participating employers. Safety training is, and will continue to be, provided by the participating employers in accordance with all pertinent requirements under state and federal law.

Participating employers face several challenges in meeting their workforce development strategies. Most do not have the ability to provide training on their own due to limited budgets and lack of qualified internal trainers. As a result, companies provide only new hire orientation, mandatory government courses, and basic job skills to a limited number of workers. Participating employers view ETP funding as a true economic development resource that can help them to be more competitive.

➤ Training Infrastructure

As a repeat ETP contractor, LATTTC has established a robust system for administering its contracts. LATTTC's Dean of the Pathways, Innovation & Institutional Effectiveness Department will oversee the ETP Agreement. Additional staff has been hired to assist in the marketing and administration of the proposed project. There will be seven staff consisting of Project Manager (1), Marketing and Recruiting (4) and Administration/Support Staff (2) dedicated to employer marketing, recruitment, needs assessment, class scheduling, and tracking/data entry.

Training will be conducted at participating employers' worksites (98%) and at various campuses throughout LACCD (2%). LACCD has a pool of trainers and subject-matter experts to meet the evolving training needs of its employer target. These trainers have practical as well as professional experience in their respective fields, college degrees, teaching experience and/or demonstrated industry work experience; and possession of related teaching credential, license, or certificate.

Marketing and Support Costs

LATTTC has an experienced staff of marketers and recruiters who are responsible for contacting employers to explain the benefits of the ETP training program. It works closely with the Local Workforce Investment Boards (WIB) and Worksource Centers who have close relationships with local businesses and industries in its targeted region. LATTTC also recruits employers through "cold calling" to target industry sectors. With its marketing efforts, LATTTC requests 8% support costs for continued employer recruitment and assessment activities.

Tuition Reimbursement

Students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Contract.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarized performance by LATTC under an active ETP Contract:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET18-0124	\$948,215	08/26/17 – 08/25/19	1,480	1,079	868

All training has been completed and trainees are either in retention or have completed retention. Based on the ETP Online Systems, 25,567 potential eligible hours have been tracked and Contractor is projected to earn approximately \$495,550 (52% of approved amount).

The low performance rate was due to companies who committed to doing training, but ended up participating at a much lower rate than expected. LATTC attempted to recruit additional companies to offset the lower performing companies, but there were internal staffing issues during the term of the contract particularly with key college personnel, including trainers. Due to stringent hiring practices with LACCD, there was a significant delay in hiring of new staff. When new staff was hired, there was not enough time in the contract to recruit and train companies.

To ensure success in this new proposal, LATTC requested a modest training plan with fewer trainees. In addition, three additional staff members have been hired to increase its capacity in the areas of marketing, outreach/recruitment, and project management. LATTC staff members are now prepared to leverage and take advantage of their increased outreach and are now heavily recruiting employers for this proposal. To date, the Contractor has recruited 715 employees, 83% of projected trainees. LATTC is now well positioned to achieve a stronger program performance with more positive outcome. This proposal has been right sized accordingly.

PRIOR PROJECTS

The following table summarizes performance by LATTC under ETP Contracts that were completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0229	Los Angeles, Orange, San Bernardino	11/16/15 – 11/15/17	\$949,240	\$899,354 (96%)
ET14-0286	Los Angeles, Orange, San Bernardino	2/3/14 – 2/2/16	\$1,249,568	\$1,202,870 (96%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200 Trainees may receive any of the following:

MANUFACTURING SKILLS

- Manufacturing Processes
- Warehousing Operations and Controls
- Inventory & Materials Management
- Distribution Processes
- Supply Chain Management Techniques
- Blueprint Reading and Business Math
- Forklift Operator

BUSINESS SKILLS

- Standard Protocols, Rating Procedures, Customs, and Related Billing Processes.
- Leadership And Motivation
- Team-Building
- Problem-Solving/Troubleshooting
- Customer Service
- Strategic Planning
- Time, Product, and Resource Management
- Project Management
- Cultural Diversity
- Workplace Communication
- Business Writing Skills
- Sales

COMMERCIAL SKILLS

- Machine Maintenance and Repair
- Effective Manufacturing Processes
- Industry-Related Calculations and Conversions
- Advanced Materials Technology
- Procurement Software and Strategies
- Cost Estimating / Risk Analysis
- Construction Drawings and Specifications
- Contracting Strategies and Reporting
- Scope Of Work and Progress Measurement
- Vendor/Distributor Management and Communications
- Quality Control

COMPUTER SKILLS

- Microsoft Office Suite
- Microsoft Windows Navigation
- Industry-wide databases
- Adobe Photoshop
- Adobe Acrobat
- Computer Aided Design (CAD)

- Mobile App Navigation and Design
- Cloud-based computing
- Solidworks
- Visio

CONTINUOUS IMPROVEMENT

- Statistical Process Control
- Systems Model
- Work Improvement Techniques
- Production/Operations Workflow
- Environmental Management Systems (EMS)

HAZARDOUS MATERIALS

- Hazardous Materials Handling

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.

**Participating Employers for
Multiple Employer Contract (MEC) Retraining**

Contractor's Name: Los Angeles Trade Technical College

CCG No.: ET20-0126

Reference No: 19-0531

Page 1 of 5

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Arconic

Address: 800 S. State College Blvd.

City, State, Zip: Fullerton, CA 92831

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 55

Total # of full-time company employees worldwide: 7186

Total # of full-time company employees in California: 3333

Company: Athen's Services

Address: 14048 Valley Blvd.

City, State, Zip: City of Industry, CA 91716

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 60

Total # of full-time company employees worldwide: 1135

Total # of full-time company employees in California: 1135

Company: Brady – Precision Dynamic Corporation

Address: 27770 N. Entertainment Dr. #200

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 45

Total # of full-time company employees worldwide: 450

Total # of full-time company employees in California: 350

Company: CJ American / CJ Foods

Address: 3530 Wilshire Blvd., Suite #1220

City, State, Zip: Los Angeles, CA 90010

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 30

Total # of full-time company employees worldwide: 60

Total # of full-time company employees in California: 60

**Participating Employers for
Multiple Employer Contract (MEC) Retraining**

Contractor's Name: Los Angeles Trade Technical College

CCG No.: ET20-0126

Reference No: 19-0531

Page 2 of 5

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Crane AE Hydro Aire

Address: 3000 Winona Avenue

City, State, Zip: Burbank, CA 91504

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 70

Total # of full-time company employees worldwide: 2800

Total # of full-time company employees in California: 500

Company: ECA Medical Instruments

Address: 2193 Anchor Court

City, State, Zip: Thousand Oaks, CA 91320

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 81

Total # of full-time company employees in California: 81

Company: Forever 21

Address: 3880 N. Mission Road

City, State, Zip: Los Angeles, CA 90031

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 70

Total # of full-time company employees worldwide: 9834

Total # of full-time company employees in California: 3155

Company: Korean Air

Address: 6101 W. Imperial Highway

City, State, Zip: Los Angeles, CA 90045

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 50

Total # of full-time company employees worldwide: 21000

Total # of full-time company employees in California: 270

**Participating Employers for
Multiple Employer Contract (MEC) Retraining**

Contractor's Name: Los Angeles Trade Technical College

CCG No.: ET20-0126

Reference No: 19-0531

Page 3 of 5

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Lee Kum Kee (Foods) Inc.

Address: 14815 Don Julian Road

City, State, Zip: City of Industry, CA 91746

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 60

Total # of full-time company employees worldwide: 250

Total # of full-time company employees in California: 250

Company: Lee Kum Kee (USA) Inc.

Address: 14815 Don Julian Road

City, State, Zip: City of Industry, CA 91746

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 35

Total # of full-time company employees worldwide: 120

Total # of full-time company employees in California: 84

Company: LSG Sky Chefs

Address: 6901 W. Imperial Highway

City, State, Zip: Los Angeles, CA 90045

Collective Bargaining Agreement(s): Yes – UNITE HERE Local 11

Estimated # of employees to be retrained under this Agreement: 30

Total # of full-time company employees worldwide: 850

Total # of full-time company employees in California: 850

Company: Nestle Waters North America

Address: 1566 E. Washington Blvd.

City, State, Zip: Los Angeles, CA 90021

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 30

Total # of full-time company employees worldwide: 323,000

Total # of full-time company employees in California: 5000

**Participating Employers for
Multiple Employer Contract (MEC) Retraining**

Contractor's Name: Los Angeles Trade Technical College

CCG No.: ET20-0126

Reference No: 19-0531

Page 4 of 5

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Nexon America

Address: 222 N. El Segundo Blvd. #200

City, State, Zip: El Segundo, CA 90245

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: 168

Total # of full-time company employees in California: 168

Company: OK International

Address: 10800 Valley View St.

City, State, Zip: Cypress, CA 90630

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 45

Total # of full-time company employees worldwide: 130

Total # of full-time company employees in California: 130

Company: Spektrum Brakes

Address: 13140 Midway Place

City, State, Zip: Cerritos, CA 90703

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 152

Total # of full-time company employees in California: 152

Company: Tri-Modal Distribution Services, Inc.

Address: 2011 E. Carson Street

City, State, Zip: Carson, CA 90810

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 20

Total # of full-time company employees worldwide: 50

Total # of full-time company employees in California: 50

**Participating Employers for
Multiple Employer Contract (MEC) Retraining**

Contractor's Name: Los Angeles Trade Technical College

CCG No.: ET20-0126

Reference No: 19-0531

Page 5 of 5

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Weckerle Cosmetics

Address: 525 Maple Avenue

City, State, Zip: Torrance, CA 90503

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 70

Total # of full-time company employees in California: 70

UNITE HERE!

4634 Imperial Hwy, Inglewood, CA 90304 (310) 671-0720

March 11th, 2019

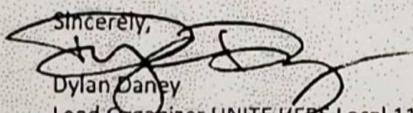
Re: LATTC Employment Training Panel Project

To Whom it May Concern,

I, Dylan Daney, represent UNITE HERE Local 11 and I am writing this letter in support of the Employment Training Program that is going to be provided by Los Angeles Trade Tech College. We look forward to a successful training program for our participating Union members.

Please contact me if you have any questions. My contact information is by phone 419-908-9241 by e-mail at ddaney@unitehere11.org.

Sincerely,



Dylan Daney
Lead Organizer UNITE HERE Local 11



Training Proposal for:

**Workforce Development Corporation of Southeast Los Angeles
County, Inc. dba Southeast Los Angeles County Workforce
Development Board**

Contract Number: ET20-0129

Panel Meeting of: August 23, 2019

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 HUA	Industry Sector(s):	Manufacturing (E) Transportation and Warehousing (48-49) Construction (23) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Int'l Assoc. of Machinists and Aerospace Workers Local 1484; Teamsters Local 630		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$701,045		\$48,761 8%		\$749,806

In-Kind Contribution:	50% of Total ETP Funding Required	\$901,414
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, Hazardous Waste, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10/30	443	8-200	0	\$1,476	\$17.70
				Weighted Avg: 60			
2	Retrainee SB <100	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, Hazardous Waste, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10/30	41	8-200	0	\$1,353	\$17.70
				Weighted Avg: 55			
3	Retrainee	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, Hazardous Waste, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10/30	13	8-200	0	\$1,069	\$17.70
				Weighted Avg: 50			
4	Retrainee HUA Priority Rate	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, Hazardous Waste, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10/30	18	8-200	0	\$1,476	*\$13.92
				Weighted Avg: 60			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Numbers 1-3: \$19.31 per hour for Alameda, Contra Costa, Marin, San Mateo, Santa Clara, and San Francisco counties; \$18.56 per hour for Los Angeles County; \$18.14 per hour for Orange County; \$17.70 per hour for San Diego County; \$17.70 per hour for Sacramento County; and \$17.70 per hour for all other counties. Job Number 4 (HUA): \$13.92 per hour for Los Angeles County.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Up to \$2.50 per hour in health benefits may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Production Staff		150
Production Worker (HUA – Job Number 4 only)		18
Clerical Staff		49
Supervisor/Manager		37
Machinist		65
Engineering Support		45
Production Control		40
Material Handler		20
Maintenance Repairer		40
Engineer		10
Shipping/Receiving		25
Glazier		3
Construction Laborer		10
Owner/Chief Executive (Job Number 2 only)		3

INTRODUCTION

Workforce Development Corporation of Southeast Los Angeles County, Inc. dba Southeast Los Angeles County Workforce Development Board (SELACO) (www.selacowdb.com) was formed in 1983. SELACO specializes in providing business solutions for employers seeking the resources to provide upskill training for existing and new employees. SELACO provides services to businesses mainly located in the Southeast Los Angeles and Orange County areas. SELACO hosts manufacturing symposia and business/labor roundtables to maintain ongoing strategies and efforts to train California workers. SELACO also works collaboratively with employers, economic development agencies, and labor organizations to address the challenges of business growth and employee retention.

The proposed training will be provided primarily to manufacturing employers; however, companies from additional business sectors facing out-of-state competition are also expected to participate. Training will be provided statewide; however, most of the training is expected to take place in Los Angeles and Orange Counties. This will be SELACO's eighteenth ETP Contract; the sixth in the last five years.

Veterans Program

Although SELACO is not including a separate Veterans' Job Number, its participating employers regularly employ Veterans through their normal hiring practices.

Apprenticeship

There are numerous apprenticeship programs throughout the state for Machinists and Glaziers. These apprenticeship programs often run 24-48 months as compared to courses and training hours specific to Machinists and Glaziers in the proposed curriculum. Therefore, training in this proposal for Machinists and Glaziers will not displace the apprenticeship training programs.

High Unemployment Area

The trainees in Job Number 4 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by 25%. Participating employers located in the Cities of Vernon, Compton, and Commerce (Los Angeles County) are in HUAs.

For HUA trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post retention wages exceed the start-of-training wages. SELACO is requesting the HUA wage modification from \$18.56 to \$13.92 per hour for Los Angeles County for 18 trainees in Job Number 4 only. As indicated above, trainees will never be paid less than the State or local minimum wage rate in effect at the end of retention, regardless of the wages expressed here.

PROJECT DETAILS

SELACO's business improvement and training initiatives are developed through extensive collaboration and discussions with advisory committees, focus groups and employers. SELACO relies on industry data and market trend analysis to identify key factors affecting business growth. Employers have expressed the need to close an existing skills gap in manufacturing, goods movement, and construction. Participating employers have identified the need for training in process improvements and new technology, as they continue to invest in advanced systems and programs designed to increase productivity, operational efficiency and customer service.

Some core employers may have participated in at least one of the SELACO's previous Contracts. Further, several topics from the proposed Curriculum are repeated from prior ETP Contracts. However, no trainees that participated in prior ETP projects will receive duplicative training in this proposed Contract. The core group of employers represents at least estimated 80% of the requested funding.

Training Plan

Training will be delivered via Class/Lab and will be customized to meet the specific needs of participating employers. Approximately 95% of the proposed training will be delivered at employer worksites and the remaining 5% will be provided in a center-based setting.

Business Skills: Training will be offered to all occupations to teach workers how to communicate more effectively with internal and external customers and provide better customer service.

Commercial Skills: Training will be offered to Construction Laborers. Training will cover construction fundamentals and industry-specific construction management skills.

Computer Skills: Training will be offered to all occupations to utilize innovative software solutions, including database technology and business applications.

Continuous Improvement: Training will be offered to all occupations to enhance problem solving and decision-making skills. These courses will enable skilled workers to increase efficiency, thereby lowering operating costs.

Literacy Skills: Training will be offered to Production Staff to help workers overcome language barriers that impede teamwork and productivity.

Management Skills: Training will be offered to Managers/Supervisors to enhance their ability to communicate, lead, motivate and plan.

Manufacturing Skills: Training will be offered to Production Staff, Machinists, Maintenance Repairers, Production Control, and Engineers. Courses will include Programmable Logic Control, Kaizen Methods, Machine/Power Tool usage and Manufacturing Resource Planning. This training is designed to improve production efficiency, product quality and safety.

Certified Safety Training

1. OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work and manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. OSHA 10 will be provided to frontline Supervisors, Production Staff, Glaziers, Shipping/Receiving, and Construction Laborers. OSHA 30 training will be provided to Managers/Supervisors and Engineers to ensure a safe work environment.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER): This training is also a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
3. Hazardous Materials (HAZMAT): This training is also a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Machinists, Maintenance Repairers, Engineers, Supervisors, Materials Handlers, and Shipping/Receiving staff will receive up to 40 hours of training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, certification is by the certified trainers.

Curriculum Development

SELACO meets with participating employers to discuss training needs in conjunction with a pre-training structured assessment and screening process. The core curriculum in this proposal has been developed by SELACO based on industry-specific needs. The curriculum is continually revised according to the demands and feedback of participating employers.

Trainer Qualifications

SELACO utilizes a combination of its own highly skilled trainers and outside training vendors. All trainers are experienced course instructors.

Marketing and Support Costs

Through networking and interaction of committee members, SELACO maintains numerous relationships with businesses, labor, and economic development agencies to advertise and market their program. SELACO also promotes programs through its work with community organizations (i.e. Community Collaborative Network, Society of Manufacturing Engineers, Los Angeles Economic Development Corporation, Chambers of Commerce, and various other industry sector partnerships).

SELACO is requesting and staff recommends 8% Support Costs to assist with recruitment and training assessments.

Commitment to Training

ETP funds will not displace the existing financial commitment to training of participating employers. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

SELACO's Director of Fund Development will oversee administration of this project. SELACO has three staff members in its Business Services Department dedicated to marketing, employer recruitment, scheduling, and ETP administration. Training will be delivered by in-house trainers and vendors as needed.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by SELACO under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0268	\$611,566	10/01/18 – 09/30/20	385	272	81

Based on ETP Systems, 21,095 reimbursable hours have been tracked for potential earnings of \$586,970 (96% of approved amount). SELACO projects final earnings of 100% based on training in progress and currently committed to by employers.

PRIOR PROJECTS

The following table summarizes performance by SELACO under ETP Contracts that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0284	Statewide	10/31/16 – 10/30/18	\$949,278	\$923,424 (97%)
ET16-0124	Statewide	08/03/15 – 08/02/17	\$949,346	\$939,776 (99%)
ET14-0176	Statewide	09/23/13 – 09/22/15	\$1,249,235	\$1,183,621 (95%)
ET13-0119	Statewide	09/01/12 – 08/31/14	\$695,717	\$684,530 (98%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum**Class/Lab Hours**

8 - 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Project Management
- Scheduling, Budgeting, and Cost Controls
- Managing Resources
- Quality Control
- Time Management
- PERT/Critical Path Charts
- Multicultural Organizations
- Change Management
- Communication Skills
- Customer Service
- Increasing Customer Satisfaction
- Goal Setting
- Planning for Results/Decision Making
- Inventory Control
- Negotiation Techniques
- Increasing Productivity and Quality
- Finance Principles
- Sales Skills

COMMERCIAL SKILLS

- Estimating and Budgeting
- Surveying
- Land Analysis
- Entitlement Documentation
- Blueprint Reading for Building Trades
- Fundamentals of Construction
- Construction Management
- Project Planning and Control
- Risk Management

COMPUTER SKILLS

- Word Processing, Intermediate and Advanced
- Data Processing, Intermediate and Advanced
- Spreadsheets, Intermediate and Advanced
- Quickbooks, Adobe, Visual Basics, Crystal Reports
- Databases
- Search Engines
- Pivot Tables
- Content Control, Editing
- Queries and Reports
- Cyber Security Issues
- Social Media Marketing
- Address Books, Group Mailings

- Help Desk Support
- Logistics Software
- Project Management Software
- Computer-Aided Design
- Enterprise Resource Planning (ERP)
- Manufacturing Resource Planning (MRP)
- Computer Skills for the Construction Trades

CONTINUOUS IMPROVEMENT

- Lean Manufacturing/Operations
- 5-S Work Area Organization
- Six Sigma
- Problem Solving
- Flow Charts, Process Analyses, Cause and Effect
- Decision-Making
- Managing Interactions
- Standard Work and Standard Operations
- Takt Times and Cycle Times
- Setup Time Reduction
- Operation Tools and Kaizen
- Supply Chain Elements and Management
- Costs and Analyses
- Manufacturing Resource Planning
- Scheduling and Planning
- Purchasing and Inventory
- Capacity Management
- Time Management
- Basic Logistics Practices
- Logistics Documentation and Terminology
- Terms of Sale
- Import / Export Process Flow
- Frontline Leadership
- ISO9000-9001 / AS9100
 - Quality Management Processes
 - Resource Management Processes
 - Needs Assessment
 - Document Control
 - Communication
 - Monitoring and Measurement
 - Data Analysis
 - Planning
- Applying 5S to Safety
- Workplace Assessment for Safety
- Ergonomics

HAZARDOUS MATERIALS

- Hazardous Materials for Logistics and Goods Transportation
- Environmental Management of Hazardous Materials and Industrial Waste

HAZWOPER

- HAZWOPER

LITERACY SKILLS

- SMART Goals
- Work Flow and Occupations
- Effective Listening Skills
- Basics of Problem Solving
- Communication Skills
- Reading, Writing, and Speaking English
- English Pronunciation
- Work-Related Vocabulary and Terminology

MANAGEMENT SKILLS (Managers/Supervisors only)

- The Lead / Supervisor Role
- Motivating Employees
- Coach and Counseling
- Planning and Controlling
- Decision-Making and Communication Skills
- Understand Work Group Dynamics
- Change Management
- Teambuilding
- Leadership Principles
- Cost Control
- Time Management

MANUFACTURING SKILLS

- Programmable Logic Control
- Manufacturing Resource Planning
- Blueprint Reading
- Gauges and Calibration
- Shop Math
- Tolerances and Variance Calculations
- GD&T
- Data Collection and Tolerances
- Operation of Tools and Kaizen Methods
- Elementary Chemical Knowledge
- Types of Materials/Fire Prevention
- Material Handling / Lifting Devices
- Walking/Working Surfaces
- Machinery and Machine Guarding
- Proper Usage of Hand Tools, Power Tools
- Welding, Cutting and Brazing
- Electrical
- Toxic and Hazardous Materials
- Equipment Maintenance

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Literacy Training cannot exceed 45% of total training hours per-trainee.
Safety Training will be limited to 10% of total training hours per-trainee, excluding HazMat,
OSHA 10/30 and HAZWOPER.

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Workforce Development Corporation of CCG No.: ET20-0129
Southeast Los Angeles County, Inc. dba Southeast Los Angeles
County Workforce Development Board

Reference No: 19-0526

Page 1 of 4

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Boardriders

Address: 5600 Argosy Ave #100

City, State, Zip: Huntington Beach, CA 92649

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 50

Total # of full-time company employees worldwide: 6,903

Total # of full-time company employees in California: 709

Company: Bodycote

Address: 515 Apra St.

City, State, Zip: Rancho Dominguez, CA 90200

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 40

Total # of full-time company employees worldwide: 10,000

Total # of full-time company employees in California: 250

Company: Dekra-Lite

Address: 3102 W. Alton Ave

City, State, Zip: Santa Ana, CA 92704

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 60

Total # of full-time company employees worldwide: 66

Total # of full-time company employees in California: 66

Company: DHX

Address: 19201 S. Susana Rd

City, State, Zip: Compton, CA 90221

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 60

Total # of full-time company employees worldwide: 189

Total # of full-time company employees in California: 189

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Workforce Development Corporation of CCG No.: ET20-0129
Southeast Los Angeles County, Inc. dba Southeast Los Angeles
County Workforce Development Board

Reference No: 19-0526

Page 2 of 4

Company: General Mills

Address: 4309 Fruitland Ave

City, State, Zip: Vernon, CA 90058

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 31

Total # of full-time company employees worldwide: 41

Total # of full-time company employees in California: 41

Company: King's Hawaiian

Address: 19161 Harborage Way

City, State, Zip: Torrance, CA 90501

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 70

Total # of full-time company employees worldwide: 414

Total # of full-time company employees in California: 414

Company: Marine Terminals

Address: 2001 John S Gibson Blvd

City, State, Zip: San Pedro, CA 90731

Collective Bargaining Agreement(s): Yes – Int'l Association of Machinists and Aerospace Workers, Local 1484

Estimated # of employees to be retrained under this Contract: 55

Total # of full-time company employees worldwide: 142

Total # of full-time company employees in California: 142

Company: Mitsubishi

Address: 1822 Reynolds Ave.

City, State, Zip: Irvine, CA 92614

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 40

Total # of full-time company employees worldwide: 374

Total # of full-time company employees in California: 289

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Workforce Development Corporation of CCG No.: ET20-0129
Southeast Los Angeles County, Inc. dba Southeast Los Angeles
County Workforce Development Board

Reference No: 19-0526

Page 3 of 4

Company: Monogram Aerospace Fasteners

Address: 3423 S Garfield Ave

City, State, Zip: Commerce, CA 90040

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 100

Total # of full-time company employees worldwide: 369

Total # of full-time company employees in California: 369

Company: Q-Trade

Address: 16205 Distribution Way

City, State, Zip: Cerritos, CA 90703

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 97

Total # of full-time company employees in California: 97

Company: Shaw Diversified Services, Inc.

Address: 15035 Valley View Ave

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 310

Total # of full-time company employees worldwide: 22,000

Total # of full-time company employees in California: 500

Company: SSA Terminals/Stevedoring Services of America

Address: 1521 Pier J

City, State, Zip: Long Beach, CA 90802

Collective Bargaining Agreement(s): Yes - Int'l Association of Machinists and Aerospace Workers, Local 1484

Estimated # of employees to be retrained under this Contract: 75

Total # of full-time company employees worldwide: 1,500

Total # of full-time company employees in California: 300

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Workforce Development Corporation of CCG No.: ET20-0129
Southeast Los Angeles County, Inc. dba Southeast Los Angeles
County Workforce Development Board

Reference No: 19-0526

Page 4 of 4

Company: Sunwest Electric, Inc.

Address: 3064 E. Miraloma

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 40

Total # of full-time company employees worldwide: 264

Total # of full-time company employees in California: 264

Company: The Kroger Company

Address: 14900 Garfield Ave

City, State, Zip: Paramount, CA 90723

Collective Bargaining Agreement(s): Yes – Teamsters Local 630

Estimated # of employees to be retrained under this Contract: 30

Total # of full-time company employees worldwide: 121

Total # of full-time company employees in California: 121

Company: World Energy

Address: 14700 Downey Ave

City, State, Zip: Paramount CA, 90723

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 45

Total # of full-time company employees worldwide: 68

Total # of full-time company employees in California: 68



MACHINISTS AUTOMOTIVE TRADES

International Association of Machinists and Aerospace Workers AFLCIO/CLC

District Lodge No. 190 Local Lodge No. 1484

1261 Avalon Boulevard Wilmington, California 90744

(818) 388-9087 Cell (310) 835-6688 Office (310) 835-8715 Fax Email: kkucera@me.com

June 10, 2019

Mr. Willy Won, Regional M&R Manager
Marine Terminals Corporation/Ports America
2001 S. John Gibson Blvd.
San Pedro CA 91731

Subject: ETP Training at Marine Terminals Corporation/Ports America

Dear Mr. Won,

I have reviewed the ETP training curriculum offered at Marine Terminals Corporation/Ports America and look forward to the implementation of training.

Sincerely,

Kevin J. Kucera
Area Director Business Representative

KJK:ls/opeiu#537

cc: Gary Allen, General Vice President Western Territory
James Beno, Directing Business Representative District Lodge No. 190
Dennis Jones, SELACO WDB
File



MACHINISTS AUTOMOTIVE TRADES

International Association of Machinists and Aerospace Workers AFLCIO/CLC
District Lodge No. 190 Local Lodge No. 1484
1261 Avalon Boulevard Wilmington, California
(818) 388-9087 Cell (310) 835-6688 Office (310) 835-8715 Fax Email: kkucera@me.com

June 10, 2019

To: Employment Training Panel

RE: ETP Training at **Stevedoring Services of America**

Dear Panel Members:

This letter is to advise you that the Machinist Automotive Trades, District Lodge No. 190, Local Lodge No. 1484, representing workers at **Stevedoring Services of America** is in support of the employment training panel (ETP) project proposed by SELCO-WIB

We look forward to the success of the training.

Sincerely,

Kevin J. Kucera
Area Director Business Representative

KJK:ls/opei#537

cc: Gary Allen, General Vice President Western Territory
J. Beno, DBR DL 190
B. Kelly, General Maintenance Manager, SSA
M. Dyson, Maintenance Manager, SSA
D. Mantel, CEM Manger SSA
D. Jones, SELACO WDB
File

Lou Villalvazo
Secretary-Treasurer



Frank Afoa
President

Robin Landrum
Human Resources
Ralph's Distribution Paramount
14900 Garfield Ave,
Paramount, CA. 90723

June 21, 2019

Re: **ETP TRAINING**

Hello Robin,

I have reviewed the ETP training curriculum offered at **SELACO** and look forward to the implementation of training.

Sincerely,

Felix Chavez
Divisional Representative
Teamsters Local 630



Training Proposal for:
Northern California Surveyors Joint Apprenticeship Committee
Contract Number: ET20-0922

Panel Meeting of: August 23, 2019

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Priority Rate Journeyworker Pre-Apprentice	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Northern and Central California	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Operating Engineers Local No. 3		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤N/A%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$444,432		\$30,848 8%		\$475,280

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Apprentice Retrainee Priority Rate	Commercial Skills	145	8-200	0	\$2,772	\$24.13
				Weighted Avg: 144			
2	Journeyworker Retrainee Priority Rate	Commercial Skills	46	8-200	0	\$590	\$24.13
				Weighted Avg: 24			
3	Pre-Apprentice Retrainee Priority Rate	Commercial Skills	30	8-200	0	\$1,540	\$24.13
				Weighted Avg: 80			

Minimum Wage by County: Job Numbers 1-3 (SET Priority Industry): \$24.13 per hour
Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: Yes No Maybe
 Up to \$4.60 per hour may be used to meet the Post-Retention Wage in Job Numbers 1 and 3. This amount has been verified in the collective-bargaining agreement (CBA) wage tables.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Apprentice Surveyor		145
Job Number 2:		
Journeyworker Surveyor		46
Job Number 3:		
Pre-Apprentice Surveyor		30

INTRODUCTION

Established in 1975 and headquartered in Alameda, the Northern California Surveyors Joint Apprenticeship Committee (NCSJAC) is the educational organization that provides Pre-Apprentice, Apprentice and Journeyworker training services for union surveyors throughout Northern and Central California. The NCSJAC is a labor-management committee comprised of representatives of the Operating Engineers Local Union 3 and the California and Nevada Civil Engineers and Land Surveyors Association, Inc. (Employers Association). It is funded under the Operating Engineers and Northern California Surveyors Pre-Apprentice, Apprentice, and Journeyworker Affirmative Action Training Fund (Fund). The Fund is governed by a 12-member board, six designated by the union and six selected by signatory employers in the Association.

Veterans Program

Even though NCSJAC does not plan to include a separate Veteran's Job Number, NCSJAC works with the United Contractors' association who provide resources and support services to veterans under its United for Veterans program. This is a trade association for over 270-union contractors in Northern California.

PROJECT DETAILS

This will be NCSJAC's fifth ETP Contract; the fourth in the last five years. The primary function of the NCSJAC is to provide up-to-date skills training and to secure high-quality job opportunities for surveyors. The signatory employers are surveying, engineering, and/or construction contractors. The majority of these firms are small businesses. The trainees are field and construction surveyors, who are members of Operating Engineers Local Union 3. NCSJAC serves 46 Northern California counties from the Oregon border down to and including Fresno. ETP-funded training may take place at NCSJAC's Alameda headquarters as well as at various adult schools and employer sites across Northern and Central California.

Employer Demand

The demand for surveyors in Northern and Central California continues as the economy remains strong and construction expands. Work continues to accelerate in many public and private commercial construction jobs such as:

- High Speed Rail System – Located in Central Valley, Surveyors are needed to provide the design and construction.
- Residential Construction – After the recent fires in Santa Rosa and Paradise, surveyors are needed to help rebuild homes and businesses.
- Chase Center – new arena for the Golden State Warriors of the NBA.

Training will also meet employer demand for journeyworker and apprentice surveyors who can use 3D-laser scanning (which is updated each year) and other high-technology critical component survey work. One example is the Total Station instrument, which is an electronic-optical device that integrates an electronic theodolite with electronic distance measurement to read slope distances and an on-board computer to collect data and perform calculations.

Employers participating in this project have chosen a high-wage, high-skill, high-productivity strategy to compete for and win jobs. To make this strategy work against low-wage competitors, these employers need highly skilled apprentices and journeyworkers who can use new technology and complete highly exacting tasks, quickly and accurately.

Apprenticeship Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project, the program is four years. RSI probation is 1,000 work hours which could be completed in the first six months of year one or first period. All probation hours will not count towards ETP-funded training.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18. The ETP wage for Apprentices is no less than \$24.13 per hour (with health benefits per the CBA). However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

Training Plan

All curricula are customized to meet employer needs as determined from input by signatory employers, the union, and the instructors (all of whom are current or retired members of the trade). There is no duplication of training. Trainees never receive the same training twice. Course content is revised as needed to reflect new equipment and techniques available in the surveying trade. The following ETP training will be delivered via Class/Lab and E-Learning methods:

Apprentice

Commercial Skills - Apprentice trainees will receive training in surveying basics, history, tools, data collection, and job-related skills such as leveling. Apprentices learn trade-related math including applied algebra, geometry, and trigonometry. They also learn the use of the latest computer software, types of surveys, markers, and Global Positioning System (GPS) devices used in surveying.

Journeyworker

Commercial Skills - Training for journeyworkers will focus on electronic methods which require the use of digital knowledge as well as instruction on advanced topics such as Photogrammetry, GPS, Total Station, 3D-Laser Scanning, and Robotics.

Pre-Apprentice

Commercial Skills - Training for Pre-Apprentices includes an introduction to the trade, including field surveying, mathematic concepts, planning, instruments and safety.

Curriculum Development

Employer and union members of the JAC oversee all training-plan content and design. Employer and worker input are also solicited by JAC staff at labor/management and industry meetings. Curriculum development is further customized based on workplace performance by journeyworkers and apprentices, the requests of employers, and the needs of the industry. Trainee-course evaluations are completed at the end of each course and reviewed by JAC staff.

Commitment to Training

Employers will continue to make contributions to the training trust for every hour worked by apprentices and journeyworkers. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

NCSJAC's Administrator will be the dedicated administrator overseeing this project along with three additional administrative staff to assist in scheduling training and other internal ETP-administration duties. The JAC has 11 in-house instructors that will deliver training. Trainers are qualified journeyworkers with extensive practical and training experience. The JAC has also hired a third-party administrator – Steve Duscha Advisories who will assist with ETP's online systems.

Marketing and Support Costs

NCSJAC requests 8% support costs to assist in trainee recruitment, employer outreach and assessment of employer-specific job requirements.

All training is marketed through various industry associations in Northern and Central California. Employers are notified of training through association websites, mailings, and presentations. The JAC will also disseminate class information throughout the year to all journeyworkers within the union's jurisdiction. Marketing is thus conducted through newsletters, personal contacts, telephone calls, the Internet, emails, and the union website.

Certain employers have already been recruited; however, additional recruitment will take place to complete the project and replace any employers whose training needs change since the project planning process began. Assessment of employer-specific job requirements will continue during the Contract's term. Staff recommends the 8% support costs used for these purposes.

Electronic Recordkeeping/LMS

Staff has reviewed and approved the Company's Learning Management System (LMS).

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes Contractor's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET18-0909	\$292,330	9/25/17 – 9/24/19	196	182	0

Based on ETP Systems, 21,926 reimbursable hours have been tracked for potential earnings of \$292,330 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through June 2019.

PRIOR PROJECTS

The following table summarizes Contractor's performance by NCSJAC under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0918	Northern and Central California	2/1/16 – 1/31/18	\$186,104	\$186,104 (100%)
ET14-0903	Northern and Central California	11/3/13 – 11/2/15	\$178,844	\$156,780 (88%)

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories will also perform administrative services for a fee not to exceed 10% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum**Class/Lab, E-Learning Hours**

8-200

Trainees may receive any of the following:

Apprentice**COMMERCIAL SKILLS**

- Algebra I
- Algebra II
- Angles
- Area by Coordinates
- Boundary Retracement / Field Result
- Boundary Retracement / Pre-Steps
- Circle Solutions
- Construction Control Surveys
- Construction Staking
- Data Collection System
- Earthwork & Volume
- Functions Boundary Survey
- Geometry
- Global Positioning System (GPS) Topic 1
- GPS Topic 2
- GPS Topic 3
- GPS Topic 4
- Highway Construction Surveys
- Horizontal Curves
- Introduction to Computers
- Introduction to Traverse
- Introduction / History Boundary Surveying
- Latitude, Departure & Coordinates
- Legal Description / Easements
- Metric Systems / Conversions
- Municipal Street Construction
- Oblique Triangles
- Omitted Measurement
- Partitioning of Land
- Photogrammetric Surveys
- Plan, Profile, & Section
- Rectangular Coordinates System
- Reporting
- Safety Training Review
- Safety-Heat Stress
- Solving Equations Part 2
- Subdivision
- Topographic Surveying & Mapping
- Total Station
- Traverse Lines
- Traverse Precision

- Traverses Methods & Procedures
- Trigonometry
- Vertical Curves

Journeyworker Training

COMMERCIAL SKILLS

- 3D-Laser Scanning
- Advanced GPS / Global Navigation Satellite Systems
- Advanced Survey Calculator
- In-Depth Plan Reading
- Latest Techniques in Leveling Including Digital
- Photogrammetry
- Robotics
- Boundary Retracement
- Total Station

Pre-Apprentice Training

COMMERCIAL SKILLS

- Introduction to Apprenticeship
- Introduction to Field Surveying
- Introduction to Pacing, Chaining, and Instruments
- Introduction to Plans and Calculations
- Safety Procedures
- Survey Math and Calculator

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.



**Training Proposal for:
San Diego Electrical Training Trust Fund**

Contract Number: ET20-0926

Panel Meeting of: August 23, 2019

ETP Regional Office: San Francisco Bay Area **Analyst:** R. Jackson

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprenticeship Veterans	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego, Imperial	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers, Local 569		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$701,232		\$48,648 8%		\$749,880

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Journeyworker	Commercial Skills, Computer Skills, OSHA 30	116	8-200	0	\$590	\$24.13
				Weighted Avg: 24			
2	Retrainee Apprentice	Commercial Skills, Computer Skills, OSHA 30	122	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			
3	Retrainee Apprentice Veterans	Commercial Skills, Computer Skills, OSHA 30	40	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			
4	Retrainee Pre-Apprentice	Commercial Skills, Computer Skills, OSHA 10	20	8-200	0	\$2,887	\$15.25*
				Weighted Avg: 150			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: SET Modified Statewide Average Wage: \$24.13 per hour [Note: The Post-Retention Wage is based on the union-negotiated wage/benefits.]

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Up to \$2.53 per hour may be used to meet the Post-Retention Wage in Job Numbers 2 & 3, and up to \$2.65 may be used in Job Number 4. These amounts have been verified in the collective bargaining agreement (CBA) wage tables.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1 (Journeyworker)		
Inside Wiremen, Sound Technician		116
Job Number 2 (Apprentice)		
Inside Wiremen, Sound Technician		122
Job Number 3 (Veteran Apprentice)		
Inside Wiremen, Sound Technician		40
Job Number 4 (Pre-Apprentice)		
Construction Wiremen		20

INTRODUCTION

Since 1944, the San Diego Electrical Training Trust Fund (SDETT or Trust) (www.sdett.org) has been dedicated to providing up-to-date industry skills and to securing high-quality job opportunities for its members in the San Diego and Imperial counties. SDETT trains electrical workers to install power, lighting, controls, sound and communication controls, and other electrical equipment in commercial, industrial, and residential facilities. ETP training is entirely center-based and will be delivered at SDETT's training centers, which include a 32,000 square-foot training center in San Diego and a 5,000 square-foot satellite facility in Imperial County.

The Trust is governed by a Board of Trustees comprised of labor and management representatives, and it is a joint effort of the International Brotherhood of Electrical Workers (IBEW) Local 569 and the National Electrical Contractors Association (NECA). Approximately 3,250 electricians work for over 390 employers. The 298 planned retrainees included in this proposal are all members of IBEW Local 569 and covered by separate CBAs for two occupational titles: Inside Electrical Wiremen and Sound Technicians.

In an effort to build a larger pool of candidates, SDETT will include training for Pre-Apprentices (Construction Wireman) in this project. Construction Wiremen are included as a Memorandum of Understanding to the Inside Wireman's CBA, and they may be trained up to five years as a Pre-Apprentice (with an average of two years) before transferring to the Apprentice program. The Pre-Apprentices are required to attend 150 class hours per year.

This is SDETT's fifth ETP Contract; the third in the last five years. More than 390 employers are signatory to the CBA. Of these, 95% are small businesses.

Veterans Program

SDETT is committed to train 40 veterans (Job Number 3) and to supporting job-related training that helps veterans transition into the California workforce. It recruits veterans in cooperation with Helmets to Hardhats, which is a national (joint-labor management) program that recognizes the link between skills acquired in military service and the building trades. Veterans in an apprenticeship are eligible to receive Montgomery GI Bill benefits, such as a monthly-housing allowance. These benefits are paid directly to the veteran trainees.

Veterans who apply for an apprenticeship can skip the first stage (the written assessment) and go immediately to the second stage (the interview).

Employer Demand

With the assistance of ETP funding, SDETT reports that 134 apprentices graduated in 2018–2019. In this proposal, 162 more apprentices will be trained along with 116 Journeyworkers and 20 Pre-Apprentices. ETP funding will allow SDETT to expand and upgrade its training to meet the needs of local employers and property owners. Additionally, a significant number of retiring workers and the recent upswing in construction means the demand for apprentices has been accelerating in San Diego County.

Inside Wiremen install and maintain all of the various types of electrical and conduit systems found in commercial and industrial facilities. Participating employers and union representatives have identified the following additional reasons for training: new energy-efficiency regulations and increasing out-of-state competition, costs, quality standards, and complexity of construction projects.

Journeyworker and Apprentice electricians will be working on new construction and project renovations including:

- UCSD Living and Learning – Dynalectric (\$627 Million) – La Jolla
- Grossmont College Theater PVAC – Baker Electric (\$42 Million) – El Cajon
- Imperial Valley Courthouse – Southland Electric (\$67 Million) – El Centro
- Imperial Valley Solar Project – Conti Electric (\$46 Million) – Imperial Valley

Apprenticeship Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project, the program is five years for Inside Wiremen and four years for the Sound Technicians.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority-industry rate from \$23 to \$18 per Class/Lab hour. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

SDETT will provide its journeyworkers and apprentices with OSHA (certified-safety) training and a variety of Commercial Skills and Computer Skills training topics. The following ETP-funded training will be delivered via Class/Lab and E-Learning:

Training Plan

Journeyworker & Pre-Apprentice Training

Commercial Skills: Green training will focus on energy-efficient technologies and products such as green building materials, solar photovoltaic panels, new motor controls, advanced welding, green-materials testing, audit equipment, and Electric Vehicle Infrastructure Training Program (EVITP). The EVITP is a 24-hour class, which trains on the regulations, products, and strategies to install and maintain electric vehicle and plug-in hybrid electric-vehicle infrastructure.

Computer Skills: Training will include scheduling, planning and modeling software. AutoCAD and Job Tracking applications will provide trainees with the tools to modify blueprints, look up project requirements, build budgets and timelines, design virtual buildings, and adjust computerized-control systems.

Apprenticeship Training

Commercial Skills: Inside Wiremen and Sound Technician apprentices will learn to install, maintain and repair various types of electronics equipment in commercial, industrial and residential establishments. Trainees will also learn to install, connect, and test electrical-wiring systems for

lighting, heating, air conditioning, and sound and communication systems for any building or structure.

Computer Skills: Training will include scheduling, planning and modeling software. AutoCAD and Job Tracking applications will provide trainees with the tools to modify blueprints, look up project requirements, build budgets and timelines, design virtual buildings, and adjust computerized-control systems.

Certified Safety Training

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journeyworkers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Journeyworkers and Apprentices will receive 30 hours of classroom training. Pre-Apprentices will receive 10 hours of classroom training.

Curriculum Development

The Apprentice program uses the National Joint Apprenticeship and Training Committee’s (NJATC) curriculum, which was developed for the exclusive use of IBEW-NECA. The Journeyworker (upgrade-training) curriculum is employer driven to meet the needs of signatory employers within the San Diego & Imperial counties. The curriculum was developed and customized with input from both labor and management representatives to address the local needs of union members, participating employers, and the industry as a whole.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Signatory employers will continue to contribute to the training trust for every hour worked by apprentices and journeyworkers. General safety training is, and will continue to be, provided by participating employers in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

SDETT’s Training Director (dedicated administrator) and 14 Administrative Staff members will assist with ETP administration including scheduling classes, marketing, recruitment, and employer needs assessments. Twenty SDETT trainers will deliver the training. These trainers are former or current members of the trade, and some have received Master Certification status by the NJATC. Strategy Workplace Communications has also been hired to assist with administration services.

Green Technology

Training will provide electrical workers with skills in emerging technologies including renewable energy and high-efficiency electrical-control systems. California Code of Regulations Title 24 (Chapters 4–9) requires substantial increases in building efficiency. Thus, many electricians find work retrofitting local commercial buildings with green technology to reduce the use of energy in older buildings. The equipment rooms in older buildings often contain energized equipment

configured and connected to the communications network that serves the building. Electricians must have finely honed skills to update while not completely interrupting service to the building.

Impact/Outcome

The proposed training includes the following certifications: OSHA 30, Rigging and Lifting, Arc Flash Safety Awareness, Welding, FOA (Fiber Optic Association) Copper Structured Cabling Technician, FOA Fiber Optic Cabling Technician, Hilti Fire Stopping, Hilti Powder Actuated Tools, EVITP (Electric Vehicle Infrastructure Training Program), and CALCTP (California Advanced Lighting Control Training Program) Acceptance Technician.

SDETT estimates an average of 40 trainees will be certified for each of the above courses under this Contract.

Marketing and Support Costs

SDETT is requesting 8% support costs to fund recruiting and qualifying additional participating employers for this program. While many participating employers have already been recruited, additional recruitment and assessment activities must occur to support apprenticeship training. Recruitment includes: direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and SDETT's website. Class information will be disseminated throughout the year to all Apprentice and Journeyworker electricians within San Diego County as well as to the electrical contractors who employ them to attract attendees. SDETT reports that projected budget costs for personnel alone will exceed the ETP support-cost funding. SDETT will cover additional costs beyond the ETP-funded support costs. Staff recommends the 8% support costs.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes Contractor's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET18-0907	\$677,650	8/28/17 – 8/27/19	310	TBD	TBD

Based on ETP systems, 38,712 potentially reimbursable hours have been tracked for estimated earnings of \$525,128 (77% of Approved Amount). The Contractor projects final earnings of 100% based on training currently completed.

PRIOR PROJECTS

The following table summarizes performance by SDETT under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET15-0927	San Diego, Imperial Valley	6/30/15 – 6/29/17	\$356,362	\$356,362 (100%)

DEVELOPMENT SERVICES

California Labor Federation in Oakland and Strategy Workplace Communications in Alameda assisted with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Strategy Workplace Communications will also perform administrative services for this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum**Class/Lab/E-Learning Hours**

8–200 (Job Number 1)

Journeyworker

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Electrical Certification State Exam Prep
- AC Theory
- DC Theory
- Grounding and Bonding of Electrical Systems
- Fire Alarm Systems and Installations
- Fire Life Safety Certification Prep
- Voice-Data-Video Certification Prep
- Motor Controls
- Electrical Review
- Building Systems
- Audio Components and Systems
- Basic Estimating
- Basic Foremanship
- Transformer Operation, Installation, and Meggering
- Instrumentation: Level I and II
- Blueprint Reading
- Fiber Optic Networks and Installations
- Code Calculation
- Conduit Bending
- Welding I and II
- Rigging
- Meter Use and Safety
- Residential Audio / Video
- NFPA 70E and 70B (National Electrical Code)
- Silica Safety Training
- Photovoltaic Installations (Solar)
- ESAM-TAC (Energy Storage & Micro-Grid Training & Certification)
- EVITP (Electric Vehicle Infrastructure Training Program)
- Electrical Requirements for Healthcare Facilities
- Confined Space Entry Hazard Awareness
- Copper Structured Cabling
- CALCTP Technician & Acceptance Testing (California Advanced Lighting Control Program)

COMPUTER SKILLS

- Microsoft Word & Excel (Intermediate and Advanced)
 - File Management Skills and Tips
 - Document Creation and Layout
 - Formatting
 - Formulas and Calculations

- Auto-CAD (Automatic Computer-Aided Drafting)
 - Importing Files
 - Scaling and Mapping
 - Markup and Referencing
 - Layering

OSHA 30 (OSHA-Certified Instructor)

- OSHA 30

Class/Lab/E-Learning Hours

8–210 (Job Numbers 2 & 3)

Apprentice

Trainees may receive any of the following:

COMMERCIAL SKILLS

(Sound Technicians)

Second Year- 3rd Period

- APSC103
 - Electronics / Structured Cabling for Fiber Optics (FOA Certification)
 - Soldering Skills & Circuit Assembly
 - Test Instrument Use and Practice
 - Blueprint / Schematic Reading
 - Fiber Optic Termination and Safety
 - Fiber Optic Fusion Splicing
 - Optical Test Instrument Use and Practice

Second Year- 4th Period

- APSC104
 - Blueprints, Code, & Grounding / IP Addressing, Basic Networking, IP Phone Systems, Telephony, Word & Excel
 - Blueprint Reading and Analysis
 - Grounding and Bonding
 - NEC Study and Practice
 - Telephony
 - IPv4 Addressing
 - Introduction to Networking

Third Year- 5th Period

- APSC105
 - Audio Systems, Video Systems, CCTV, CATV, Intrusion Detection, Access Control Systems, Nurse Call Systems
 - Soldering Skills for Audio / Video Connections
 - Security Camera Installation
 - Card Reader and Electrified Lock Installation
 - Nurse Call Operation, Install, and Programming
 - Speaker Installation and Tuning
 - Intrusion Detection Sensor Installation

Third Year- 6th Period

- APSC106
 - Fire Life Safety Systems Installation
 - Understanding Fire Life Safety Codes and Practices
 - Understanding the NFPA 70 and 72
 - Initiation Device Installation and Testing
 - Notification Appliance Installation and Testing
 - IDC Monitoring Circuit Connections and Testing
 - Fire Alarm Panel Programming

Fourth Year- 7th Period

- APSC107
 - State Certification Prep / Advanced Networking
 - Extensive Study of the NFPA 70
 - Extensive Study of the NFPA 72
 - IPv4 Addressing and Subnet Masking
 - IPv6 Addressing and Subnet Masking
 - Advanced Networking Connections and Portals

Fourth Year- 8th Period

- APSC108
 - Systems Integration
 - Advanced Fire Alarm wiring and Installation
 - Advanced Relay Logic and Problem Solving
 - Access Control / Security Interconnections
 - Lightning Controls and Networked Connections
 - EM-385 Safety Training and Protocols

(Inside Wireman)

Second Year- 3rd Period

- APIW103
 - AC Electrical Theory / Lab / Code & Practice II
 - DC Combination Circuits
 - Electromagnetic Induction
 - Capacitance and Discharge Safety
 - Motors, Generators, & Transformers
 - Conduit Bending Skills, Level 1
 - Safe Wiring Practices, Level 1

Second Year- 4th Period

- APIW104
 - Codeology
 - Navigating the National Electrical Code
 - Codebook Strategies
 - Blueprints, Level 1
 - Conduit Bending, Level 2
 - Safe Wiring Practices, Level 2

Third Year- 5th Period

- APIW105
 - Motor Controls / Transformers

- Transformers Meggering
- Motor Control Diagrams and Schematics
- Relays and Start / Stop Wiring
- Advanced Conduit Bending
- Advanced Wiring Practices and Safety

Third Year- 6th Period

- APIW106
 - Low Voltage Systems / EVITP (Electric Vehicle Infrastructure Training)
 - Copper Structured Cabling Systems
 - Fiber Optic Networks
 - EVITP (Electric Vehicle Infrastructure Training)
 - Fire Alarm Systems
 - Networking and IP Addressing
 - Advanced Conduit Bending

Fourth Year- 7th Period

- APIW107
 - Solar / ESAM-TAC Battery Storage / BIM & CAD
 - Photovoltaic Systems & Installation
 - Energy Storage & Micro-Grid Training
 - Auto Computer Aided Drafting
 - Building Information Modeling

Fourth Year- 8th Period

- APIW108
 - Electrical Certification Prep
 - Advanced Navigation of the NEC
 - Testing Strategies and Practices
 - NFPA 70E & 70B
 - State Certification Application Processes

Fifth Year- 9th Period

- APIW109
 - Project Supervision / Test Equipment
 - Test Equipment Use and Maintenance
 - Advanced Blueprint Reading
 - Industry Perspectives from Industry Professionals
 - Project Management Skills
 - Foremanship Skills

Fifth Year- 10th Period

- APIW110
 - CALCTP Technician Course (Safety and Lighting Controls)
 - EM-385 Military Safety Training
 - California Advanced Lighting Controls Training
 - CALCTP Certification
 - All About Lighting Controls Curriculum

(All Apprentices)

- ESAM-TAC (Energy Storage & Micro-Grid Training & Certification)
- HVAC Controls

- IPv6 Internet Addressing
- CPR / AED First Aid Training and Certification

COMPUTER SKILLS

- Auto-CAD (Automatic Computer Aided Drafting)

OSHA 30 (OSHA-Certified Instructor)

- OSHA 30

Class/Lab/E-Learning Hours

8–200 (Job Number 4)

Pre-Apprentice

Trainees may receive any of the following:

COMMERCIAL SKILLS

- ET101 Electrician Trainee 101
 - Klein Virtual Boot Camp
 - Atoms & Electricity
 - Sources and Characteristics of Electricity: Voltage, Current, Resistance, & Ohm's Law
- ET102 Electrician Trainee 102
 - Simple Series and Parallel Circuits
 - Measuring Voltage, Current, & Resistance
 - Ohm's Law
 - Resistors and Their Color Codes
 - CPR / AED First Aid
- ET103 Electrician Trainee 103
 - Solving the DC Series Circuit
 - Solving the DC Parallel Circuit
 - Solving the DC Series-Parallel Combo Circuit
 - Blueprints & Specifications
- ET104 Electrician Trainee 104
 - Electricity and Magnetism
 - AC Theory Fundamentals
 - Inductance & Capacitance
 - Codeology
- ET105 Electrician Trainee 105
 - Circuit Conductors and Wire Sizes
 - Fuses and Circuit breakers
 - Relays
 - Grounding
 - Lighting Equipment
 - Basic Lightning Controls
- ET106 Electrician Trainee 106
 - Transformers
 - AC Motors
 - Motor Controls
 - Photovoltaic / Solar Systems

- Alarm and Signaling Systems
- ESAM-TAC (Energy Storage & Micro-Grid Training & Certification)
- HVAC Controls
- IPv6 Internet Addressing
- CPR / AED First Aid Training and Certification

COMPUTER SKILLS

- Auto-CAD (Automatic Computer Aided Drafting)

OSHA 10 (OSHA-Certified Instructor)

- OSHA 10

Note: Reimbursement for Job Numbers 1 and 4 (Journeyworker and Pre-Apprentice) retraining is capped at 200 total-training hours per trainee, regardless of the method of delivery. Reimbursement for Job Numbers 2 and 3 (Apprentice) training is capped at 200 total-training hours per trainee in Commercial Skills, Computer Skills, and 10 hours of OSHA 10/30 for a total of 210 hours, regardless of the method of training delivery.



Training Proposal for:
San Mateo County Electrical Joint Apprenticeship and Training Committee

Contract Number: ET20-0925

Panel Meeting of: August 23, 2019

ETP Regional Office: San Francisco Bay Area **Analyst:** R. Jackson

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Priority Rate Veterans	Industry Sector(s):	Construction (C) Green Technology Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Mateo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers Local 617		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$693,936		\$48,174 8%		\$742,110

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Journeyworker	Commercial Skills Business Skills Computer Skills OSHA 10 OSHA 30	48	8-200	0	\$590	\$24.13
				Weighted Avg: 24			
2	Retrainee Apprentice	Commercial Skills OSHA 10 OSHA 30	166	8-210	0	\$3,465	\$24.13
				Weighted Avg: 180			
3	Veteran Apprentice Retrainee	Commercial Skills OSHA 10 OSHA 30	40	8-210	0	\$3,465	\$24.13
				Weighted Avg: 180			

Minimum Wage by County: Modified SET / Priority Industry: \$24.13 per hour statewide.
Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: Yes No Maybe
 Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Journeyworker		48
Apprentice		166
Veteran Apprentice		40

INTRODUCTION

Founded in 1947, the San Mateo County Electrical Joint Apprenticeship and Training Committee (SMJATC) (www.smjatc617.org) is located in San Carlos. SMJATC is governed by a Board of Trustees comprised of four labor and four management representatives, and it is a joint effort of the International Brotherhood of Electrical Workers (IBEW) Local 617 and the National Electrical Contractors Association (NECA). All training will take place at the San Mateo Training Center located in San Carlos.

This will be SMJATC's seventh ETP Contract, its sixth in the last five years. ETP funding will be used to train journeyworker, apprentice, and veteran-apprentice members of IBEW Local 617. The union currently represents over 1,600 electricians in San Mateo County, of which 8-10% of the apprentices are women. SMJATC uses Tradeswomen, Inc. to help recruit women electricians. SMJATC is dedicated to providing up-to-date industry skills' training to secure long-term, high wage job opportunities for its members. More than 40 employers are signatory to the collective-bargaining agreement (CBA). Of these, 75% are small businesses.

Veterans Program

In this proposal, SMJATC is committed to train 40 veterans (Job Number 3) and to supporting job-related training that helps veterans transition into the California workforce. It recruits veterans in cooperation with Helmets to Hardhats, a national (joint-labor management) program that recognizes the link between skills acquired in military service and the building trades.

The Veteran-training curriculum will be the same as Apprentice training. These trainees are in a separate Job Number to better track performance toward ETP's goal of improved outreach for veterans. Veterans who apply for an apprenticeship can skip the first stage (the written assessment) and go immediately to the second stage (the interview).

Employer Demand

With the assistance of ETP funding, SMJATC reports that 37 apprentices graduated in 2019 and 50 are estimated to graduate in 2019-20. In this proposal, 206 apprentices will be trained. ETP funding will allow SMJATC to expand and upgrade its training to meet the needs of local employers and property owners. Additionally, a significant number of retiring workers and the recent upswing in construction means the demand for apprentices has been accelerating in San Mateo County.

Inside Wiremen install and maintain all of the various types of electrical and conduit systems found in commercial and industrial facilities. The proposed training program will help employers meet the challenges of staying competitive. Participating employers and union representatives have identified the following additional reasons for training: new energy-efficiency regulations as well as increasing out-of-state competition, increasing costs, and higher-quality standards and increasing complexity of construction projects, all combined with a retiring workforce.

Journeyworker and Apprentice electricians will be working on new construction project renovations to libraries, schools, and colleges in San Mateo County as well as the San Francisco International Airport (SFO). Additional construction projects include:

- Hyatt Hotel at SFO (est. contract amount of \$16M)
- Burlingame (re-development) Project near SFO (est. contract amount of \$30M)
- San Carlos Office Park (offices and hotel with an est. contract amount of \$15M)
- Half Moon Bay Library (est. contract amount of \$3M)
- Transit Center in San Mateo (est. contract amount of \$60M)
- Caltrans level-separation project (est. contract amount of \$9M)
- Electrification of Caltrain (San Mateo portion's est. contract amount of \$50M)
- Re-Construction of Stanford Linear Accelerator (est. contract amount of \$45M)
- Facebook (Redwood City/Menlo Park est. contract amount- \$64M each campus)
- YouTube (San Bruno with an est. contract amount of \$60M)
- SFO (South San Francisco with an est. amount of \$480M)

All ETP-funded training will provide skills needed to work on any electrical-related function at these construction sites.

Green Technology

Training will provide electrical workers with skills in emerging technologies including renewable energy and high-efficiency electrical-control systems. California Code of Regulations Title 24 (Chapters 4–9) requires substantial increases in building efficiency. Thus, many electricians find work retrofitting local commercial buildings with green technology to reduce the use of energy in older buildings. The equipment rooms in older buildings often contain energized equipment configured and connected to the communications network that serves the building. Electricians must have finely honed skills to update systems while not completely interrupting service to the building.

SMJATC is also active in building, setting up, and maintaining new electrical-charging stations for electric vehicles. These stations play an important role in helping California meet its green goals.

Apprenticeship Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project, the program is five years.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

SMJATC's state-of-the-art training facility in San Carlos offers hands-on Class/Lab sessions in advanced lighting technology, fire alarm installations, data/voice installations and energy efficiency technology installations. Additionally, the training facility is equipped to provide the latest training on energy efficiency. Apprentice electricians work directly under the supervision of a qualified Journeyworker electrician in installing or maintaining a variety of approved wiring methods.

The following training will be delivered via Class/Lab or E-Learning delivery methods:

Journeyworker Training

Commercial Skills: Green training will be the focus because of the demand for energy efficient construction methods and technologies by participating employers and property owners. Training

will include energy-efficient technologies and products such as green building materials, solar photovoltaic panels, new motor controls, advanced welding, and green-materials testing and audit equipment.

Computer Skills: Training will include scheduling, planning and modeling software. AutoCAD and Job Tracking System applications will provide trainees with the tools to modify blueprints, look up project requirements, build budgets and timelines, design virtual buildings, and adjust computerized-control systems.

Business Skills: Training will include learning new national building codes and green practices; following certification guidelines; using more collaborative bidding and project development practices; meeting budgets; interacting with other types of construction workers; and, implementing green solutions in traditional work environments. This training will give workers the tools to plan, organize, and manage construction projects. Training will also include team-building and leadership skills to lead teams in an effective and efficient manner.

Apprenticeship Training

Commercial Skills: Apprentices will learn to install, maintain, and repair various types of electrical and electronic equipment in commercial, industrial and residential establishments. Training will also include how to install, connect, and test electrical-wiring systems for lighting, heating, air conditioning, and communications in any building or structure.

Certified Safety Training

OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 - 30 hours of classroom or CBT training for Journeyworkers or Apprentices. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. OSHA 10/30 is not included in the 10% limitation on safety training.

Curriculum Development

With input from both labor and management representatives, SMJATC has developed and customized the national electrical curriculum to address local needs. The NJATC curriculum was developed for the exclusive use of IBEW-NECA JATCs. NJATC works directly with equipment manufacturers and technology developers on a variety of tools, equipment and supplies, and searching for the most up-to-date information available. Once a new training need has been identified, the NJATC designs an appropriate training course, provides instructor training, and distributes new training materials to local JATCs.

In addition, the local hiring demands of San Mateo County have shaped the curriculum, such as the need for electricians with the ability to work with green materials and on more technically advanced construction projects.

Impact/Outcome

Certifications earned for the Journeyworker and Apprentice training may include: OSHA 10 (60 certifications), OSHA 30 (48 certifications), Rigging and Lifting (42 certifications), Arc Flash Safety

Awareness (42 certifications), Code of Excellence (274 certifications), Building Automation Systems (48 certifications), Green Audits (48 certifications), California Advanced Lighting Control Program (CALCTP) Installer and Lighting Acceptance Testing (48 certifications), Title 24 Lighting Installation (25 certifications), and Electric Vehicle Training Program (46 certifications). Approximately, 681 total certifications are anticipated to result from this ETP-funded proposal.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Signatory employers will continue to contribute to the training trust for every hour worked by Apprentices and Journeyworkers. General safety training is, and will continue to be, provided by participating employers in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

SMJATC's Training Director and three Administrative Staff will assist with ETP administration including marketing, recruitment, and employer needs' assessments. Administrative staff will also coordinate the Class/Lab scheduling. SMJATC has 12 trainers who will deliver the training. These trainers are former or current members of the trade, and some have received Master Certification status by the NJATC. SMJATC also retained Strategy Workplace Communications to assist with its ETP administration.

Marketing and Support Costs

SMJATC is requesting, and staff recommends, 8% support costs to fund recruiting and qualifying additional participating employers for this program. While many participating employers have already been recruited, additional recruitment and assessment activities must occur to support apprenticeship training. Recruitment includes: direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and SMJATC's website. Class information will be disseminated throughout the year to all Apprentice and Journeyworker electricians within San Mateo County as well as to the electrical contractors who employ them to attract attendees. SMJATC reports that projected budget costs for personnel alone will exceed the ETP support cost funding. SMJATC agrees to cover these additional costs.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECT

The following table summarizes performance by SMJATC under its current ETP Contract:

Agreement No.	Approved Amount	Term	No. Trainees Estimated	No. Completed Training	No. Retained
ET19-0922	\$905,955	9/3/18-9/2/20	240	TBD	0

Based on the ETP Online Tracking System as of 7/3/2019, 33,626 reimbursable hours have been tracked which equates to 87% (\$788,180) of the Contract Amount. The Contractor projects final earnings of 93%.

PRIOR PROJECTS

The following table summarizes performance by SMJATC under ETP Contracts completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0935	San Carlos	6/30/17- 6/29/19	\$490,158	\$396,617 (81%)
ET16-0910	San Carlos	10/08/15- 10/04/17	\$423,160	\$423,160 (100%)
ET15-0907	San Carlos	9/2/14- 9/1/16	\$257,994	\$257,994 (100%)
ET13-0912	San Carlos	10/29/12- 10/28/14	\$277,345	\$274,299 (99%)

DEVELOPMENT SERVICES

California Labor Federation in Oakland and Strategy Workplace Communications in Alameda assisted with the development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Strategy Workplace Communications will perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab/E-Learning Hours

8-200 (Job Number 1)

Journeyworker

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Arc Flash
- Codeology
- National Electrical Code
- Other Recognized Standards (Installation Changes)
- Plan, Build, and Use
- Related Standards (Mandatory and Permissive Rules)
- Special Occupancies and Equipment
- Analog / Digital Circuit (AC/DC) Principles
- Generators
- Inductance / Reactance
- Math for Electricians
- Ohm's Law
- Series / Parallel Circuits
- Grounding and Bounding
- National Electrical Code Article 100-Definitions and Provisions
- National Electrical Code Article 110-Requirements
- National Electrical Code Article 90-Introduction
- National Electrical Code Article Chapters 1-4
- Significant Changes to National Electric Code
- Definitions and Systems
- Initiating Devices and Notification Systems
- National Electrical Code and Installation Requirements
- National Fire Protection Act, 1972 (NFPA 72)
- Programing Panels
- Start Up and Check Out Procedures
- National Electrical Code (Relating to Fire Alarms)
- National Electrical Code Article 725
- National Electrical Code Article 760
- NFPA 72 (National Fire Protection Association)
- Principles of Electronics
- Control Relays and Timers
- Jogging and Plugging Controls
- Manual Starters and Magnetic Coils
- Push Buttons, Selector Switches, and Mechanical Devices
- Solid State Electronic Devices
- Variable Frequency Drives

- Developing Ladder Programming
- Introduction to Programmable Equipment
- Programming Programmable Logic Controllers
- Using Timers and Counters in Logic Programs
- Writing a Program
- 3 and 4-Way Switching
- Design of Electrical Circuits
- Magnetic Motor Control and the Code
- LonWorks and Building Automation
- Transformers and the Code
- Audio Distribution
- CCTV Security Surveillance (Closed-Circuit Television)
- Computer Networking
- Fiber Optics
- Telephonic Interconnect
- Advanced Instrumentation and Motor Controls
- Advanced Welding
- Architecture Designs and Advanced Plan Reading
- Blueprints and Schematics
- Building Automation Systems
- Conduit Bending
- Confined Space Entry
- Firestop Installation
- Management and Monitoring of Materials
- Programmable Logic Controllers
- Proper Equipment Set-Up
- Proper Installation and Use of Testing and Auditing Materials and Equipment
- Rigging and Lifting
- Safe Working Practices
- Solar Panel Installation
- Solar Photovoltaics
- Specialized Tools
- Testing Materials and Equipment – Proper Set-Up and Use
- Understanding Changes to Industry Standards
- Understanding New Technologies and Changes to Industry Standards
- Work Flow and Resources
- CALCTP (California Advanced Lighting Control Program)
 - Advanced Lighting Control Systems
 - Dimming Controls
 - Lighting Control Strategies
 - Line Voltage Switching Controls
 - Low Voltage Switching Control
 - Occupancy Sensors
- Photosensors
- CALCTP Acceptance Testing
- Electric Vehicle Infrastructure Training Program (EVITP)

BUSINESS SKILLS

- Teambuilding Skills
- Green Awareness Training and Green Certifications
- Leadership Skills
- Customer Service Skills
- Conflict Resolution
- Problem Solving
- Decision Making Skills
- Inventory Checklist
- Advanced Time Management
- Filling Out Work Documents and Reports Accurately
- Project Management
- Creating Project Bids
- Code of Excellence

COMPUTER SKILLS

- Auto Computer-Aided Design (AutoCAD)
- Job Tracking System
- Scheduling & Planning Jobs

OSHA 10/30 (OSHA-CERTIFIED INSTRUCTOR)

- OSHA 10
- OSHA 30

Class/Lab/E-Learning Hours

8 - 210 (Job Numbers 2 & 3)

Apprentices

Trainees may receive any of the following:

COMMERCIAL SKILLS

2nd Year

- AC Theory, Level I (Alternating Current Theory)
- Application #5: Conduit Bending
- Application #6: Conduit Bending
- Application #7: Comb. Circuit Wiring
- Application #8: Transformer Connections
- Blueprints, Level I
- Codeology, Level I
- Electrical Safety-Related Work Practices, Level I
- Orientation, Level II
- Test Instruments, Level I
- Transformers, Level I

3rd Year

- AC Theory
- Blueprints
- Cad-welding
- Code and Practices
- COMET
- Conduit Bending: Rigid & EMT, Chicago, & 555
- CPR / First Aid Refresher
- Electrical Safety-Related Work Practices
- Fire Alarm Systems
- Ground Testing
- Grounding and Bonding
- Lighting Control Panels
- Motor Controls: Relays & Start / Stop
- Transformer Wiring
- Transformers

4th year

- Blueprints (& Layout Yard)
- Code Calculations
- Code Prep
- Grounding and Bonding
- Lighting Essentials
- Lightning Protection
- Motor Control
- Motor Control Labs
- Motor Controls: Mag Starter & 3-Wire Control
- Motors
- PLC's (Programmable Logic Controllers)
- VFD's (Variable Frequency Drives)

5th Year

- CALCTP (California Advanced Lighting Control Program)
- Code and Practices
- Code Calculations
- Code of Excellence
- CPR / First Aid Refresher
- EVITP (Electric Vehicle Infrastructure Training Program)
- Foreman Training
- Motor Control
- Orientation
- PV / Solar Installer (Photovoltaic / Solar Installer)
- Rigging
- Torque

All Years

- Electric Vehicle Infrastructure Training Program (EVITP)

OSHA 10/30 (OSHA-CERTIFIED INSTRUCTOR)

- OSHA 10
- OSHA 30

Note: Reimbursement for Job Number 1 (Journeyworker) retraining is capped at 200 total-training hours per trainee, regardless of the method of delivery. Reimbursement for Job Numbers 2-3 (Apprentice) training is capped at 200 total-training hours per trainee in Commercial Skills and 10 hours of OSHA 10/30 for a total of 210 hours, regardless of the method of training delivery.



Training Proposal for:

Stationary Engineers Northern California and Northern Nevada Apprenticeship and Training Trust Fund

Contract Number: ET20-0919

Panel Meeting of: August 23, 2019

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprentice	Industry Sector(s):	Construction Green Technology Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Stationary Engineers Local 39, IUOE, AFL-CIO)		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$675,000		\$46,750 8%		\$721,750

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority Rate Retrainee Apprentice	Commercial Skills	250	8-200	0	\$2,887	\$24.13
				Weighted Avg: 150			

Minimum Wage by County: Job Number 1 (SET/Priority Industry): \$24.13 per hour
Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: Yes No Maybe
 Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Apprentice Stationary Engineers		250

INTRODUCTION

This will be the first ETP Contract for Stationary Engineers Northern California and Northern Nevada Apprenticeship and Training Trust Fund (Stationary Engineers Local 39). The Trust oversees training requirements for Apprentices outlined in the Collective Bargaining Agreement (CBA) with Building Owners and Managers Association of San Francisco (BOMA SF). Training will be delivered between IUOE's seven-training centers throughout Northern California with classrooms and laboratories equipped for specialized skills' training. Employers are located statewide but work is mostly based in Northern California. These companies are primarily members of BOMA SF.

Veterans

Stationary Engineers continues to serve Veterans and participates in Veteran outreach and hiring activities internally to recruit applicants. However, the trust is not requesting a separate job number.

Apprentice Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is four years.

For the engineering trades, it is customary for workers to be employed for a standard-retention period of 90-consecutive days with one employer. The standard-retention period will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

Employer Demand

Stationary Engineers operate and maintain systems/equipment in buildings: airports, hospitals, biotech research and manufacturing facilities, food and beverage facilities, public and private-office buildings, housing, water and waste treatment plants, and technology industries.

Stationary Engineers Local 39 is responding to new technology and the increased complexity of jobs. Training will upgrade vocational skills of workers to improve competitiveness in a rapidly expanding construction/engineering industry. Training will also give apprentices skills for Title 24 changes. Class/Lab and E-Learning training will be delivered in the use of engineering equipment, updated-building standards, and green-business practices necessary to meet commercial interests. Training will be delivered by journey-level in-house experts.

Training Plan

Apprenticeship Training

Commercial Skills: Trainees will receive courses in maintaining and operating plumbing, electrical systems, refrigeration, boilers, compressors, engines, HVAC equipment, and more. Training will also focus on the operation and maintenance of energy-efficient technologies and products. The proposed Class/Lab training will supplement on-the-job training.

Curriculum Development

The Curriculum has been customized with industry-driven needs with input from the union and management through joint-labor management committees. All courses are designed to address energy efficiency and technology changes that are quickly becoming standard in the building construction/engineering industry. Feedback on training needs from workplace performance reviews, customer requests, and course evaluations completed by trainees are also used for curriculum development.

Commitment to Training

Signatory employers will continue to make contributions to the Trust for every hour worked by Apprentices. Safety training is provided by participating employers in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Apprentice Coordinator (dedicated administrator) and the Trust's seven in-house instructors (one per training site) will assist in administration including scheduling of training and LMS documentation. Attendance is kept by the 13 journey-level instructors and passed along to the administrative staff. The Trust also retained Steve Duscha Advisories to assist with administration.

Marketing and Support Costs

The JATC is requesting 8% in support costs. Stationary Engineers Local 39 conducts marketing through direct mailings, informational flyers, personal contacts, telephone calls, public-service announcements/presentations, emails, and its website. Class information will be disseminated throughout the year to all Apprentice and Journeyworkers within the jurisdiction as well as to the contractors who employ them. Application announcements for the apprenticeship program will be sent to local, state, and federal agencies as well as to local high schools, community colleges and community-based organizations. The Apprenticeship Coordinator will be working with three staff members for marketing, recruiting, needs assessments, and scheduling. Staff recommends the 8% support costs.

Green/Clean Operations

Apprentices are involved in both green and clean technology on the operation and service of energy-efficient equipment such as advanced HVAC and electrical systems. California Code of Regulations Title 24 (Chapters 4–9) requires substantial increases in building efficiency. Green technology within plumbing addresses changes that respond to drought conditions in California to improve water use and potable-water efficiency with water conservation being a key goal. Another area of efficiency (related to demand) is directly servicing water-supply heating, which reduces fuel/electric usage (reducing carbon-based emissions and toxic waste).

Learning Management System

Staff reviewed and approved UnionNet by NetEndeavors for use in recordkeeping.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development at a cost of \$10,000.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories will also perform administrative services for an amount not to exceed 10% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum**Class/Lab Hours**

8–200

Apprentice

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Air Conditioning
- Air-Conditioning Maintenance and Troubleshooting
- Air Flow
- Basic Electricity
- Biomedical Principles
- Boiler Basics
- Boiler Components
- Boiler Piping
- Charging a System
- Chemical Treatment for Wastewater
- Chemical Use and Safe Handling
- Chilled Water
- Compressors
- Condensers
- Conduction, Convection, Radiation
- Conduit Bending and Wire Pulling
- Drawing Diagrams
- Eaton Controllers
- Electrical Circuits
- Electrical Meters
- Electrical Safety
- Electrical Symbols and Diagrams
- Electricity and Motor Controls
- Electro-Magnetism
- Electron Theory
- Electronic Controls
- Energy Efficiency
- Equipment Operation
- Feed-Water Components to Boiler Systems
- Green Buildings
- Handling Equipment that Could Release Ozone-Depleting Refrigerants into the Atmosphere.
- Heat Exchangers
- Heat Pumps
- Identifying Symbols in a Logic Diagram
- Installing and Using Gauges
- Math for Engineers
- Measuring Current
- Medical-Equipment Control
- Medical-Equipment-Maintenance Management
- Micrologic Controllers
- Motors

- Multi-Wire Circuits
- Ohms Law
- Physics of Biomedical Equipment
- Power Factor and Efficiency
- Programming and Troubleshooting Controls
- Programmable-Logic Controls
- Protection Devices
- Records and Reports
- Refrigerant Gauges
- Refrigeration
- Refrigeration Cycle
- Refrigeration Maintenance and Troubleshooting
- Repairs and Maintenance
- Safe-Working Conditions
- Safety Considerations for Electricity
- Series and Parallel Circuits
- Sewage and Sludge Treatment
- Taking Measurements
- TECO Controllers
- Theory of Heat
- Tools, Hardware, and Test Equipment
- Transformers
- Troubleshooting a Motor-Control Circuit
- Troubleshooting Boilers
- Troubleshooting Water Treatment and Wastewater Systems
- Use of Hand Tools
- Using Logic Diagrams
- Using Meters
- Using Nitrogen and Tanks Under Pressure
- Variable-Frequency Drives
- Ventilation

Note: Reimbursement for retraining is capped at 200 total-training hours per trainee, regardless of the method of delivery.



**Training Proposal for:
Orange County Electrical Joint Apprenticeship and Training
Trust Fund**

Contract Number: ET20-0924

Panel Meeting of: August 23, 2019

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers, Local 441		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$694,020		\$48,175 8%		\$742,195

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Journeyworker Priority Rate	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30	25	8-200	0	\$590	\$24.13
				Weighted Avg: 24			
2	Retrainee Apprentice	Commercial Skills OSHA 30	165	8-210	0	\$3,542	\$24.13
				Weighted Avg: 184			
3	Retrainee Apprentice Veteran	Commercial Skills, OSHA 30	20	8 - 210	0	\$3,542	\$24.13
				Weighted Avg: 184			
4	Retrainee Pre-Apprentices Priority Rate	Commercial Skills, OSHA 10/30	25	8 - 200	0	\$2,887	*\$14.40
				Weighted Avg: 150			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1-3 (Journeyworker/Apprentices): Statewide Priority Industry Wage of \$24.13 per hour.
 Job Number 4 (Pre-Apprentices): Trainees will be compensated in accordance with the Collective Bargaining Agreements.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Up to \$4.81 per hour may be used to meet the Post-Retention Wage for Job Numbers 2 & 3. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Journeyworker: Inside Wireman, Sound Installer, Intelligent Transportation Systems Installer		25
Apprentice: Inside Wireman, Sound Installer		165
Veteran Apprentice: Inside Wireman, Sound Installer		20
Pre-Apprentice: Construction Worker, Construction Electrician		25

INTRODUCTION

Founded in 1950 and headquartered in Santa Ana, the Orange County Electrical Joint Apprenticeship and Training Trust Fund (OCETT) (www.ocett.org) is administered jointly between the Orange County Chapter of the National Electrical Contractors Association (NECA) and the International Brotherhood of Electrical Workers (IBEW) Local 441. The Trust provides up-to-date industry skills training and secure high-quality job opportunities for Journeyworkers, Apprentices and Pre-Apprentices in four electrical occupations.

The Trust administers funds for three apprenticeship programs and one Pre-Apprenticeship program under two different Joint Apprenticeship Committee's (JAC):

Orange County Electrical JAC

- Inside Wireman
- Intelligent Transportation Systems Installer
- Construction Wireman/Construction Electrician

Orange County Sound Technician JAC

- Sound Installer

This will be OCETT's eighth ETP Contract, the sixth in the last five years.

Veterans Program

The Veteran training curriculum is the same as the Apprentice training. These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans.

OCETT works with Helmets-to-Hardhats to recruit veteran applicants. Veterans who apply for the apprenticeship program will skip the first stage of approval, a written assessment, and qualify immediately for an oral interview.

Apprenticeship Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Both the Inside Wiremen and Intelligent Transportation Systems Installer apprenticeship programs are five years, while the Sound Technician Installer program is three years.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

Orange County continues to experience increases in construction projects, coupled with journey level Electricians retiring, the county is experiencing a gap of qualified tradespeople. As a result, there is a greater need for new apprentices entering the trades. OCETT must also train on ongoing changes in electrical construction and new technologies that focus on renewable energy and highly efficient electrical control systems. New projects include: Disney Marvel Land, Disney Four Diamond Hotel, Doheny Ocean Desalination Project, Garden Grove Hotel – AECOM, and Boeing – Huntington Beach.

Training Plan

OCETT will provide Journeyworkers and Pre-Apprentices with OSHA 10/30 and a variety of Business, Commercial and Computer skills training topics included in the menu curriculum. All training is center-based and will be delivered at the Trust's training center in Santa Ana or its satellite sites. Training under this project will continue to emphasize green training such as energy management, lighting controls and Electric Vehicle Infrastructure for all trainees.

Journeyworker Training

Journeyworker training will focus on calibrating and installing electrical wiring in pipes. This training required OCETT to invest upwards of \$120,000 to build a lab with the necessary equipment for this training. This training is critical for high industrial areas and will enable journeyworkers to build and service desalination plants, such as the project in Huntington Beach.

Commercial Skills: Codeology, Analog/Digital Circuit Principles, Grounding, Fire Alarm Systems and Installations, Fire Life Safety, Electrical Design, Programmable Logic Control.

Business Skills: Leadership Skills, Customer Service, Problem Solving, Advanced Time Management, Project Management, Creating Project Bids, Inventory Checklist

Computer Skills: AutoCAD, Job Tracking System, Scheduling & Planning Jobs

Apprentice Training

Apprentices training will focus on installing, maintaining, and repairing various types of electrical and electronic equipment in commercial, industrial, and residential establishments.

Commercial Skills: Blueprints, Codes, Standards and Practices, Conduit Bending, Motors, Motor Controls, National Electrical Code, 70E Arc-Flash, AC Systems/Theories, Transformers, Electrical Vehicle Infrastructure

Pre-Apprentice Training

Construction Wireman and Construction Electrician will receive training similar to the Commercial Skills Journeyworkers will receive as they work alongside them on job sites. However, the Pre-Apprentices attend separate, less advanced classes that have been adjusted to their work experience and skills.

Commercial Skills: National Electric Code, Measuring Voltage, Current and Resistance in AC Circuits, Transformers, Codeology, Motor Control, Basic Lighting Controls, Code Calculations, Programmable Logic Controllers

OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. This training will be delivered to Journeyworkers, Apprentices and Pre-Apprentices.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Training Director will oversee all project administration. Four staff members will assist to coordinate training schedule. In addition, OCETT has retained Strategy Workplace Communications to assist with the administrative duties.

Impact/Outcome

Trainees may earn one or more of the following certifications: OSHA 10, OSHA 30, Rigging and Lifting, Green Audits, Arc Flash Safety Awareness, Building Automation Systems, CALCTP Lighting, CALCTP Acceptance Testing, Title 24 Lighting Installation and Codes and Microgrid Training and Certification.

Marketing and Support Costs

OCETT conducts marketing through direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and its website. Class information is disseminated throughout the year to all apprentice and journeyworker electricians within the jurisdiction, as well as to the electrical contractors who employ them.

Application announcements for the Apprenticeship program are disseminated to local, state and federal agencies as well as to local high schools and community colleges; and community based organizations.

Four staff persons will assist with marketing, recruitment, needs assessments, and scheduling of classes. The Trust requests 8% support costs to fund its staff in recruiting and qualifying additional participating employers for this program. Many participating employers have already been recruited; however, additional recruitment and assessment activities are anticipated. Staff recommends the 8% support costs.

Trainer Qualifications

OCETT employs a total of 21 full and part-time trainers. All trainers are former or current members of the trade and some have received Master Certification status by the National Joint Apprenticeship and Training Committee. All trainers are approved by Santiago Canyon College.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes Contractor’s performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0930	\$940,064	10/29/18 – 10/28/20	276	0	0

Based on ETP Systems, 38,300 reimbursable hours have been tracked for potential earnings of \$806,372 (86% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through October 2020.

PRIOR PROJECTS

The following table summarizes Contractor’s performance by OCETT under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0934	Santa Ana	09/05/17 – 06/04/19	\$655,010	\$379,915 (58%)*
ET16-0913	Santa Ana	10/5/15 – 10/4/17	\$477,825	\$477,825 (100%)
ET14-0918	Santa Ana	5/5/14 – 5/4/16	\$335,299	\$335,299 (100%)
ET13-0903	Santa Ana	9/4/12 – 9/3/14	\$336,789	\$336,789 (100%)

*ET17-0934: Contract is still pending final invoice. Contract is projected to earn 100%.

DEVELOPMENT SERVICES

California Labor Federation in Sacramento, and Strategy Workplace Communications in Oakland, assisted with development of this proposal at no charge.

ADMINISTRATIVE SERVICES

Strategy Workplace Communications will also perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200

Trainees may receive any of the following:

Journeyworker Training

COMMERCIAL SKILLS

- ✚ Codeology
 - Arc Flash
 - National Electrical Code
 - Other Recognized Standards (Installation Changes)
 - Plan, Build and Use
 - Related Standards (Mandatory and Permissive Rules)
 - Special Occupancies and Equipment

- ✚ Analog/Digital Circuit (AC/DC) Principles
 - Generators
 - Inductance/Reactance
 - Math for Electricians
 - Ohm's Law
 - Series/Parallel Circuits

- ✚ Grounding
 - Grounding and Bonding
 - National Electrical Code Article 100-Definitions and Provisions
 - National Electrical Code Article 110-Requirements
 - National Electrical Code Article 90-Introduction
 - National Electrical Code Article Chapters 1-4
 - Significant Changes to National Electric Code

- ✚ Fire Alarm Systems and Installations
 - Definitions and Systems
 - Initiating Devices and Notification Systems
 - National Electrical Code and Installation Requirements
 - National Fire Protection Act, 1972 (NFPA 72)
 - Start Up and Check Out Procedures

- ✚ Fire Life Safety
 - National Electrical Code (Relating to Fire Alarms)
 - National Electrical Code Article 725
 - National Electrical Code Article 760
 - NFPA 72
 - Principles of Electronics

- ✚ Industrial Motor Control
 - Control Relays and Timers
 - Jogging and Plugging Controls
 - Manual Starters and Magnetic Coils

- Push Buttons, Selector Switches and Mechanical Devices
- Solid State Electronic Devices
- Variable Frequency Drives

- ✚ Programmable Logic Control
 - Developing Ladder Programming
 - Introduction to Programmable Equipment
 - Programming Programmable Logic Controllers
 - Using Timers and Counters in Logic Programs
 - Writing a Program

- ✚ Electrical Design
 - 3 and 4-Way Switching
 - Building Automation
 - Design of Electrical Circuits
 - Magnetic Motor Control and the Code
 - Transformers and the Code

- ✚ Voice, Data, and Video
 - Audio Distribution
 - CCTV Security Surveillance
 - Computer Networking
 - Fiber Optics
 - Telephonic Interconnect

- ✚ Industry Specific Skills
 - Advanced Instrumentation and Motor Controls
 - Advanced Welding
 - Architecture Designs and Advanced Plan Reading
 - Blueprints and Schematics
 - Building Automation Systems
 - Conduit Bending
 - Confined Space Entry
 - Firestop Installation
 - Management and Monitoring of Materials
 - Programmable Logic Controllers
 - Proper Equipment Set-Up (Green Training)
 - Proper Installation and Use of Testing and Auditing Materials and Equipment
 - Rigging and Lifting
 - Safe Working Practices
 - Solar Panel Installation
 - Solar Photovoltaics
 - Specialized Tools
 - Testing Materials and Equipment-Proper Set-Up and Use (Green Training)
 - Understanding Changes to Industry Standards (Green Training)
 - Understanding New Technologies and Changes to Industry Standards
 - Work Flow and Resources

- ✚ California Advanced Lighting Control Program (CALCP)
 - Advanced Lighting Control Systems

- Dimming Controls
- Lighting Control Strategies
- Line Voltage Switching Controls
- Low Voltage Switching Control
- Occupancy Sensors
- Photosensors

- ✚ CALCP Acceptance Testing
- ✚ Electric Vehicle Infrastructure Training Program (EVITP)
- ✚ Energy Storage and Microgrid Training and Certification (ESAMATC)
- ✚ Instrumentation Certification

BUSINESS SKILLS

- ✚ Advanced Time Management
- ✚ Conflict Resolution
- ✚ Creating Project Bids
- ✚ Customer Service Skills
- ✚ Decision Making Skills
- ✚ Filling Out Work Documents and Reports Accurately
- ✚ Green Awareness Training and Green Certifications
- ✚ Inventory Checklist
- ✚ Leadership Skills
- ✚ Problem Solving
- ✚ Project Management
- ✚ Teambuilding Skills

COMPUTER SKILLS

- ✚ Auto Computer-Aided Design
- ✚ Job Tracking System
- ✚ Scheduling & Planning Jobs

OSHA 10/30 (Certified OSHA Instructor)

- ✚ OSHA 10
- ✚ OSHA 30

Class/Lab Hours

8-200

Trainees may receive any of the following:

Pre-Apprentice Training

COMMERCIAL SKILLS

CW1

- ✚ CPR/First Aid
- ✚ NJATC Tech Math for the Trades, Level I
- ✚ Orientation
- ✚ Quality Safety Program

CW2

- ✚ Intro to DC Theory
- ✚ NJATC Tech Math for the Trades, Level II
- ✚ Review of CW1 Major Topics Relevant to CW2

CW3

- ✚ DC Theory: Solving the DC Circuit
- ✚ DC Theory: Solving the DC Parallel Circuit
- ✚ DC Theory: Solving the DC Series-Parallel Circuit
- ✚ Prints/Specification (Overview/Introductory)
- ✚ Review of CW2 Major Topics Relevant to CW3

CW4

- ✚ AC Theory: AC Fundamentals
- ✚ AC Theory: Electricity and Magnetism
- ✚ AC Theory: Inductance & Capacitance
- ✚ Codeology
- ✚ Review of CW3 Major Topics Relevant to CW4

CW5

- ✚ Basic Lighting Controls
- ✚ Grounding
- ✚ NEC Code: Circuit Conductors & Wire Sizes
- ✚ NEC Code: Fuses & Circuit Breakers
- ✚ NEC Code: Lighting Equipment
- ✚ NEC Code: Relays
- ✚ Related NEC content
- ✚ Review of CW4 Major Topics Relevant to CW5

CW6

- ✚ Motor Controls (Overview & Introductory)
- ✚ NEC Code: AC Motors
- ✚ NEC Code: Transformers
- ✚ PV/Solar (Overview & Introductory)
- ✚ Related NEC Content
- ✚ Review of CW5 Major Topics Relevant to CW6
- ✚ Uses of Programmable Logic Controllers/Variable Frequency Drives (Overview & Introductory)

OSHA 10/30 (Certified OSHA Instructor)

- ✚ OSHA 10
- ✚ OSHA 30

Class/Lab Hours

8-210

Trainees may receive any of the following:

Apprentice Training

COMMERCIAL SKILLS

2nd Year

- ✚ AC Systems, Level I
- ✚ AC Theory, Level I
- ✚ AC Theory, Level II
- ✚ Blueprints, Level I
- ✚ Code Calculations
- ✚ Code, Standards & Practices Level I
- ✚ Code, Standards & Practices Level II
- ✚ Codeology, Level I
- ✚ COMET
- ✚ Electrical Safety-Related Work Practices, Level I
- ✚ Orientation, Level II
- ✚ Test Instruments, Level I

3rd Year

- ✚ Blueprints, Level II
- ✚ Code, Standards and Practices 3, Level I
- ✚ Code, Standards and Practices 6, Level I
- ✚ Electrical Safety-Related Work Practices, Level II
- ✚ Grounding and Bonding, Level I
- ✚ Grounding and Bonding, Level II
- ✚ Lighting Control Panels
- ✚ Preparing for Leadership, Level I
- ✚ Rigging, Hoisting & Signaling
- ✚ Transformer Wiring
- ✚ Transformers, Level I
- ✚ Transformers, Level II

4th Year

- ✚ Blueprints, Level III
- ✚ Code Calculations Complete
- ✚ Code Prep (National Electrical Code Review)
- ✚ Grounding and Bonding Level III
- ✚ Motor Control Labs
- ✚ Motor Control Level I
- ✚ Motor Control Level II
- ✚ Motors, Level I
- ✚ Motors, Level II

5th Year

- ✚ California Advanced Lighting Control Training Program
- ✚ Code and Practices

- ✚ Code Calculations
- ✚ Code of Excellence
- ✚ CPR/First Aid Refresher
- ✚ Electrical Safety Arc Flash
- ✚ Electric Vehicle Infrastructure Training Program (EVITP)
- ✚ Foreman Training
- ✚ PV/Solar Installer
- ✚ Torque

Ancillary Training (For All Years)

- ✚ CPR/First Aid
- ✚ Electric Vehicle Infrastructure Training Program (EVITP)
- ✚ Energy Storage and Microgrid Training and Certification (ESAMATC)
- ✚ Foreman Training

OSHA 10/30 (Certified OSHA Instructor)

- ✚ OSHA 30

Safety Training cannot exceed 10% of total training hours per-trainee.
(This cap does not apply to OSHA 10/30)

Note: Reimbursement for retraining is capped at 210 total training hours per trainee for Job Numbers 2 & 3 and 200 total training hours per trainee for Job Numbers 1 & 4, regardless of the method of delivery.



Training Proposal for:

**Pipe Trades Joint Apprenticeship and Training Committee of
Santa Clara and San Benito Counties**

Contract Number: ET20-0923

Panel Meeting of: August 23, 2019

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprenticeship Veterans	Industry Sector(s):	Construction Green Technology Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Santa Clara, San Benito	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada (UA Local 393)		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$700,800		\$48,670 8%		\$749,470

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Journeyworker Priority Rate	Commercial Skills, Computer Skills, OSHA 10/30	30	4-200	0	\$984	\$24.13
				Weighted Avg: 40			
2	Apprentice	Commercial Skills, Computer Skills, OSHA 10/30	167	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			
3	Veteran Apprentice	Commercial Skills, Computer Skills, OSHA 10/30	20	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			

Minimum Wage by County: Statewide Priority Industry wage of \$24.13 per hour.
Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: Yes No Maybe
 Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1: Journeyworker		
Plumber, Plumbing Service and Repair Mechanic, Refrigeration and Air Conditioning Mechanic, Steamfitter/Pipefitter		30
Job Number 2: Apprentice		
Plumber, Plumbing Service and Repair Mechanic, Refrigeration and Air Conditioning Mechanic, Steamfitter/Pipefitter		167
Job Number 3: Veteran Apprentice		
Plumber, Plumbing Service and Repair Mechanic, Refrigeration and Air Conditioning Mechanic, Steamfitter/Pipefitter		20

INTRODUCTION

The Pipe Trades Joint Apprenticeship and Training Committee of Santa Clara and San Benito Counties (Pipe Trades JATC) (<http://www.pipetradestraining.org/>) opened the Lloyd E. Williams Pipe Trades Training Center in 1961 in San Jose. The training center serves 2,200 union members represented by the Plumbers, United Association Local Union 393. The JATC was created in collective bargaining between Local 393 and management represented by the South Bay Piping Industry and the Santa Clara Valley Contractors Association. This will be Pipe Trades JATC's sixth ETP Contract, the fifth in the last five years.

Pipe Trades JATC provides Apprentice and Journeyworker classes to all the pipe trades involved in commercial, industrial, and residential plumbing. Courses are designed to provide Commercial Skills, Computer Skills and OSHA 10/30 training with an emphasis on green technology. The training center is a modern, 100,000 square-foot facility with 48 classrooms and with welding and computer laboratories.

Affiliated with Foothill Community College, this apprentice program is accredited through the Division of Apprenticeship Standards (DAS) to offer apprenticeship opportunities in Residential Plumbing, Commercial Plumbing, Steam Fitting, and Refrigeration/Heating, Ventilation and Air-Conditioning (HVAC). ETP funds will help create a stable, flexible and skilled workforce for the local construction industry to meet continued demand for pipe-trades' workers generated by new construction projects and backfilling jobs created by retiring Journeyworker.

Employer Demand

Demand for Apprentices has continued to climb over the past few years with 381 Apprentices currently registered. Pipe Trades JATC graduated 74 Apprentices last year and anticipates 66 graduates this year. Graduates of this program work in construction and repair for industries that include: semiconductor, energy, biopharmaceutical, healthcare, aerospace, education, housing, water treatment, and technology industries. There is currently a high demand for welders in the area. A sample of local construction projects generating demand for Apprentices and Journeyworkers include:

- Large-scale, corporate headquarters (e.g. - Google Campus)
- Ongoing construction projects at Stanford University Campus with completion of New Stanford Hospital and Lucille Packard Children's Hospital
- Renovation project at the existing Old Stanford Hospital
- Ongoing construction projects at Old Stanford Hospital, El Camino Hospital in Mountain View, Palo Alto VA Hospital, and Santa Clara Valley Medical Center
- California Infrastructures Projects (e.g. – BART)
- Future Apple Campus projects within Santa Clara County
- Continuing work planned at San Jose State University and Santa Clara University
- Large-scale, high-density residential and commercial high-rise and low-rise development projects in Santa Clara, N. San Jose and downtown San Jose
- Continued San Jose Airport Terminal expansion

Participating employers and union representatives have identified the following specific reasons for the need for more training:

- Pipe Trades Training Center HVACR 13 Course Certification
- Energy Management Classification at Local 393
- CAD Detailing at Local 393 created a new skill set
- Green mandates require workers to use new materials and skills
- Non-union and out-of-state bidding requires unionized contractors to show a track record of meeting (not exceeding) labor and materials costs
- Customers have higher quality standards, so workers need wider skill sets and to be able to perform tasks according to new Green requirements.
- Title 24 Verification Courses

Out of the 131 signatory employers, 60% are small. All of Pipe Trades JATC's training will be delivered to Priority Industry employers.

Apprenticeship Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is five years.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5. This reduces the priority industry rate from \$23 to \$18 per class/lab hour. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table.

PROJECT DETAILS

Journeyworker Training

Commercial Skills: Training for all trades will focus on new construction, service, and repair techniques and equipment. Advanced skills training will expand the availability of employer-driven certification classes such as welding, and will also focus on new materials and the modernization of the industry, including the shift to green materials. Because plumbing, pipefitting, and refrigeration work revolves around energy management, many commercial and industrial businesses are seeking LEED certification.

Computer Skills: Training will include scheduling, planning and modeling software. AutoCAD and Job Tracking applications will provide trainees with tools to modify blueprints, look-up

project requirements, build budgets and timelines, design virtual buildings, and adjust computerized control systems.

Apprentice

Commercial Skills: Training will include topics such as trade math, blueprint reading, and all plumbing and mechanical systems in use, in addition to basic skills required across all pipe trades. Training will help apprentices gain the skills needed to work safely and productively across industries. Training will also cover courses in green construction compliance, practices and materials; new equipment, welding and industry certifications; and safety competency and awareness. Because this JATC operates in a highly competitive construction and service market, all training must meet the demands of Silicon Valley's construction industry.

Computer Skills: Training for apprentices also covers CAD and 3-D software applications.

Certified Safety Training: Journeyworker and Apprentice plumbers and related occupations may work under extremely dangerous conditions and on tight timelines. OSHA 10/30 is not included in the 10% limitation on safety training.

OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Veteran Apprentice

Pipe Trades JATC is committed to supporting job-related training that helps Veterans transition into California's workforce. It recruits Veterans in cooperation with Helmets to Hardhats, (<http://www.helmetstohardhats.org>), a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades.

In addition, the Piping (VIP) program (<http://www.uavip.org/veterans>) offered by the United Association (UA) of Journeyworker and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada offers high-quality skills training and jobs in the pipe trades to active duty military personnel preparing to leave military service. The VIP program consists of 18 weeks of highly specialized, intensive training in marketable skills such as welding, heating, ventilating, air conditioning and refrigeration (HVACR), and sprinkler fitting. The UA provides Veterans with additional skills' training opportunities after they complete this program by connecting them to established apprenticeship training programs.

The VIP program has been recognized as one of the leading programs in the country for assisting Veterans. VIP does this at no cost to the military, government, or participants because all costs are paid by the UA and its contractors.

Minimum Number of Training Hours Waiver

Pipe Trades JATC requests a waiver from the eight-hour minimum training requirement to a four-hour training minimum for 30 Journeyworker trainees. Classes for journey-level workers train on a focused scope of work or specialty. Many of these upgrade courses are only four hours. The journey-level workers often do not need to take two 4-hour classes, and the JATC

cannot require that the workers come in for additional classes. In the past, the JATC has not been able to include many of its journey-level trainees in ETP-funded training contracts since these trainees attend only one 4-hour class. The journey-level workers need re-certification of NFPA99 2015/ASSE 6000 (National ITC Corporation- NITC Medical Gas System Personnel), which will require a four-hour refresher course- Medical Gas (Installation, System Test, Maintenance, Repair, Standard and Brazing) and need the four-hour minimum waiver.

Commitment to Training

Signatory employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeyworker. General safety training is, and will continue to be, provided by participating employers in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Training Director and the JATC's administrative staff will administer the program. A third-party administrator, Strategy Workplace Communications will assist with the administration. Training will be delivered by in-house experts

Curriculum Development

The curriculum is employer-driven, based on local industry needs. The JATC's instructors also work with the National Competency Testing Institute to create industry-driven curriculum. In addition, local projects and their hiring demands have resulted in a comprehensive and technically advanced curriculum. It is designed to address employer needs as determined by customers, energy efficiency changes that are quickly becoming standard in the plumbing industry, and local hiring demands and projects. Feedback on all training also comes directly from employer and union representatives, based on workplace performance, requests of customers, needs of the industry and student course evaluations completed at the end of each course.

Impact/Outcome

Certifications earned for the journeyworker and apprentice training may include: OSHA 10, OSHA 30, Medical Gas Installer, Medical Gas Brazer, Foreman's Certification, Industrial Rigging, Signalperson, National Environmental Balancing Bureau Commissioning, Backflow, Blueprints, Star Review and various welding certifications.

Marketing and Support Costs

The JATC is requesting 8% in support costs to fund recruiting and qualify additional participating employers for this program. The JATC Training Coordinator, along with two assistant coordinators and five administrative assistants, will be responsible for marketing, recruiting, and conducting needs assessments. While many participating employers have already been recruited, the JATC still needs to perform additional recruitment and assessment activities with employers to support apprenticeship training. The projected budget costs for personnel alone will exceed the ETP support cost funding.

The JATC will disseminate class information throughout the year to all apprentice and journeyworkers within the local's jurisdictions, as well as to the contractors who employ them through direct mailings, personal contacts, telephone calls, public service announcements, emails, and its website. The JATC is also active in the local workforce investment board in northern Santa Clara County (NOVA) where the JATC has a representative that serves as a board member, executive board member, youth subcommittee chairperson, and NOVA Youth Foundation board member. Staff recommends 8% support costs.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes Contractor's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0915	\$949,244	8/6/18 – 8/5/20	267	0	0

Based on ETP Systems, 38,868 reimbursable hours have been tracked for potential earnings of \$816,475.80 (86% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through June, 2020.

PRIOR PROJECTS

The following table summarizes Contractor's performance by Pipe Trades JATC under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned	
				\$	%
ET17-0917	San Jose	11/7/16 – 11/6/18	\$538,900	\$538,900	(100%)
ET16-0901	San Jose	8/8/15 – 8/7/17	\$642,410	\$557,535	(87%)
ET13-0924	San Jose	4/2/13 – 4/1/15	\$502,706	\$409,559	(82%)

DEVELOPMENT SERVICES

California Labor Federation in Sacramento and Strategy Workplace Communications of Alameda assisted with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Strategy Workplace Communications will perform administrative services for a fee not to exceed 13% payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab/E-Learning Hours

4 Hours (Job Number 1)

Trainees may receive any of the following:

Journeyworker

COMMERCIAL SKILLS (Certification)

- NFPA99 2015/ASSE 6000 (National ITC Corporation- NITC Medical Gas System Personnel)
 - Medical Gas - Installation, System Testing, Maintenance, Repair, Standards and Brazing (4.0 hours)

Class/Lab/E-Learning Hours

4-200 (Job Number 1)

COMMERCIAL SKILLS

- BACnet Programming
- Boilers
- Brazing
- Certifications
 - Backflow
 - Blueprints
 - Foreman
 - Industrial Rigging
 - Medical Gas -- Installation, System Testing, Maintenance, Repair, Standards and Brazing
 - National Environmental Balancing Bureau Commissioning (Certification for Heating & Cooling Systems)
 - Orbital Welding
 - Signalperson Star Review
- Compressor Overhaul
- Direct Digital Controls (Principals of Operation, Calibration, Documentation, Shutdowns)
- Green Compliance
 - Energy Efficiency in Existing Equipment and Materials
 - Design and Installation of New Energy Efficient Equipment and Materials
 - LEED Standards
- Johnson Controls Courses
- Johnson DX9100 (Brand of Digital Controller)
- Orbital Welding
- Plumbing Service
- Residential Plumbing
- Robotic Total Station
- Safe Working Conditions (All training supplements Cal-OSHA required safety training)
 - Electrical Safety

- Fall Protection
- Falling Objects
- Foreman and Worker Responsibility
- Scaffolding
- Working in Confined Spaces
- Working Around Pipelines
- Solar Installations
- Specialty Seminars for Service Work
- Start Test and Balance
- Title 24 Requirements
- Virtual Design and Technology
- Welding

COMPUTER SKILLS

- Computer-Aided Drafting
 - Bluebeam and PlanGrid Software
- 3-D Drawings Software

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Class/Lab/E-Learning Hours

8 – 210 (Job Numbers 2 & 3)

Apprentice

COMMERCIAL SKILLS

Plumbing and Steamfitters

- 2nd year
 - Beginning Drawing and Design
 - Code/Water Supply
 - Industrial Safety
 - Rigging; Lay-out
 - Steamfitter Science: Electric and Air Conditioning
 - Steamfitting, Cutting and Welding
- 3rd year
 - Advanced Trade Math for Plumbers
 - Advanced Trade Math for Steamfitters
 - Oxygen/Acetylene Training
 - Pipe Fitting
 - Plumbing Codes
 - Plumbing Fixtures
 - Steam Technology
- 4th year
 - Advanced Draw and Blueprint Read
 - Applied Welding

- Hydronics/Steam
- Industrial Rigging
- Water Systems
- 5th year
 - Indust Install
 - Med Gas Install
 - Review & Turnout
 - Special Topics

Refrigeration

- 2nd year
 - Fundamentals
 - Mechanical Systems
- 3rd year
 - Advanced Electrical Controls
 - HVAC Pneumatics & Electrical Control Systems
- 4th year
 - Advanced Refrigeration & Chillers
 - Industrial Refrig & Air-Cond Service
- 5th year
 - Review & Turnout
 - Special Topics
 - Start, Test & Balace; HVAC Systems

All Trades

- Backflow Certification
- Blueprint Reading
- Compressor Overhaul
- Cutting
- Direct Digital Controls
- Drawing
- Foreman Certification
- Industrial Install
- Industry Math
- Industrial Safety
- Medical Gas Install
- Plumbing Service
- Residential Plumbing
- Rigging
- Rigging Certification
- Title 24 Requirements
- Trade Math
- Virtual Design and Technology
- Welding

COMPUTER SKILLS

- Computer-Aided Drafting
 - Bluebeam and PlanGrid Software
- 3-D Drawings Software

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Safety Training cannot exceed 10% of total training hours per-trainee (This cap does not apply to HAZMAT, OSHA 10/30 or HAZWOPER)

Note: Reimbursement for Job Number 1 (Journeyworker) training is capped at 200 total training hours per trainee. Reimbursement for Job Number 2 & 3 (Apprentice) training is capped at 200 total training hours per trainee in Commercial Skills and 10 hours of OSHA for a total of 210 hours regardless of the method of training delivery.



**Training Proposal for:
Tulare Joint Union High School District
Contract Number: ET20-0130**

Panel Meeting of: August 23, 2019

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	CNA to LVN Priority Rate HUA	Industry Sector(s):	MEC (H) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Tulare	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	0%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$276,000		\$19,200 8%		\$295,200

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee CNA to LVN	Commercial Skills, Computer Skills	24	8-750	0	\$12,300	\$24.13
				Weighted Avg: 500			

Minimum Wage by County: \$24.13 per hour for Tulare County.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Participating employers may use health benefits of up to \$2.50 to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Licensed Vocational Nurse		24

INTRODUCTION

Founded in 1968 and located in Tulare, Tulare Joint Union High School District (Tulare Adult School) (<http://www.tulare.k12.ca.us>) provides vocational skills and General Education Diploma (GED) prep classes to adult students throughout Tulare County. The Tulare Adult School developed their Licensed Vocational Nurse (LVN) program to address the Central Valley's nursing shortage. This will be Tulare Adult School's fourth ETP Contract; the second in the last five years.

Tulare Adult School's current LVN program provides a curriculum approved by the Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT). The LVN program is designed for the working adult who may not be able to attend school full-time. The school structures its LVN program to provide instruction 3 days a week over an 18-month period.

Under its Certified Nursing Assistant (CNA) to LVN program, ETP may fund licensed nurse training for individuals who (1) are currently working as certified nurse assistants/caregivers in a health facility; (2) are enrolled in an accredited nurse training program to become an LVN; and (3) have completed the first 800 hours of the nurse program (by the time of ETP) approval. (UI Code Section 10214.9)

Training is center-based and will be located at Tulare Adult School.

Veterans Program

Tulare Adult School does not actively recruit Veterans.

PROJECT DETAILS

All accredited LVN training programs consist of at least 1,530 training hours: 576 theory hours and 954 clinical hours. The ETP-funded portion will consist of up to 300 hours of theory and 450

clinical hours for total of 750 hours. The theory hours will be delivered in a classroom setting. The clinical hours will be delivered in a laboratory setting at the training provider's facility or at a local health care facility.

Tulare County is designated as a Registered Nurse Shortage Area (RNSA), by the State of California. Assisted living and rehabilitation communities face the most barriers in attracting and keeping nurses in the Tulare area. Tulare Adult School developed their LVN program to address these barriers and to help alleviate the nursing shortage. Training under this proposal will allow trainees to obtain the skills and support to transition into nursing and find permanent employment.

Trainees will also receive training in Computer Skills. The healthcare industry has transitioned to computer systems for patient registration, charting, and treatment plan development. Training will ensure trainees receive proper training

CNA to LVN

ETP funds will be used to train 24 Certified Nursing Assistant trainees in Licensed Vocational Nurse skills in Job Number 1.

Under the CNA to LVN program, the trainees in Job Number 1 may receive hands-on training, whereby they observe skills being performed by a Tulare Adult School instructor and perform those skills themselves under close supervision of the instructor.

These trainees may also receive clinical training by a Tulare Adult School instructor as required for licensure by the state Board of Vocational Nursing and Psychiatric Technicians. Payment for all training in Job Number 1 will be at the Medical Skills or Class/Lab reimbursement rate.

The trainer-to-trainee ratio for clinical training must meet standards set by the state Board of Vocational Nursing and Psychiatric Technicians, which is 1:15. The trainer-to-trainee ratio for class/lab training shall not exceed 1:30 for retrainees.

Training Plan

Trainees will receive training delivered using the class/lab delivery method. Each trainee may receive up to 750 hours of training under this Agreement. Reimbursement will be \$23 per hour, the Priority Industry rate.

Computer Skills: Training will be provided to all CNA's in the LVN program to ensure that trainees can properly use various programs required in the Healthcare industry. Topics will include Elsevier Evolve Software, Siemens Software and Cerner Software.

Commercial Skills: Training will be provided to the 24 CNA's in the LVN program to enhance trainees' clinical and leadership skills. Topics will include Nursing Fundamentals, Anatomy and Physiology, and Pediatrics to ensure trainees have the skills to transition to LVNs.

Commitment to Training

Tulare Adult School represents that ETP funds will not displace the existing financial commitment to training of participating employers. Tulare Adult School anticipates that the opportunity for enhanced training made possible by ETP funds will encourage an ongoing financial commitment in this area.

Trainees will be enrolled in an accredited LVN training program while on staff as CNAs with an eligible employer and will have completed the first 800 hours of the training program prior to participating in ETP-funded training. The Panel will fund up to 750 hours of the remaining program. (The minimum hour requirement for LVN training is 1,530 hours; thus, the Panel will essentially fund the last half of the training program.)

➤ Training Infrastructure

Tulare Adult School has assigned four staff members overseen by the Director to be responsible for all administrative duties including coordinating training and reviewing attendance rosters for ETP compliance.

High Unemployment Area

The 24 trainees work in Tulare County, a High Unemployment Area (HUA) with unemployment exceeding the state average by 25%. The determination of HUA status is based on unemployment data from the Labor Market Information Division of the Employment Development Department. However, Tulare Adult School is not asking for a wage modification.

Incidental Placement/Retention

Upon completion of the nurse training program, trainees must apply and participate in the National Council Licensure Examination (NCLEX) process administered by the National Council for State Boards of Nursing, Inc. The applicant must pass the NCLEX, where the exam results will produce an application for a license to the BVNPT. The applicant name will be posted on the BVNPT website, as eligible to submit a request for licensure.

The applicant is authorized to begin working as an LVN as soon as the BVNPT accepts and begins processing the request for licensure. Therefore, for ETP purposes, retention may begin as soon as the ETP trainee is authorized to work as an LVN. (It's not necessary for the license to have been issued by BVNPT). Due to the nature of the LVN licensing process, it is understood that there will be a gap between the end of training and the start of retention.

For retention, trainee must be employed as a LVN at least 35 hours per week with a single employer for a period of at least 90 consecutive days or 500 hours within 150 calendar days with multiple employers. All retention must be completed within the term of the contract.

Incidental placement with public and nonprofit entities is permissible for the trainees, not to exceed 20%.

Impact/Outcome

The purpose of Tulare Adult School's LVN program is prepare students to take the NCLEX exam and become licensed with the State of California. The program follows the curriculum set by the NCLEX and ensures trainees receive the 1,530 hours of clinical and class/lab instruction required for licensure.

Marketing and Support Costs

Tulare Adult School is seeking support costs of up to 8% for this project. Staff provides trainee assistance in passing their required NCLEX examination for vocational nursing. Examination support may take weeks or months, depending on the trainee. Tulare Adult School staff must market the program to employers and CNA's as well as continue contract support to ensure that

the trainees pass the NCLEX examination, are placed with an eligible employer and complete retention.

Tuition Reimbursement

Tulare Adult School represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Contract.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes Contractor's performance by Tulare Adult School under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0102	Tulare	07/01/17 – 06/30/19	\$182,894	\$00 (0%)*

*Based on ETP Systems, 22,110 reimbursable hours have been tracked, equivalent to \$397,980 (218% of approved amount). The Company is in the process of final closeout and expects to earn 100% of the contract amount.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-750 Trainees may receive any of the following:

COMMERCIAL SKILLS

- + Anatomy and Physiology
- + Communicable Diseases
- + Communication
- + Gerontology
- + Growth and Development
- + Leadership and Supervision
- + Maternity
- + Medical Surgical-Cardiovascular
- + Medical Surgical-Endocrine
- + Medical Surgical-Gastrointestinal
- + Medical Surgical-Genitourinary
- + Medical Surgical-Integumentary
- + Medical Surgical-Musculoskeletal
- + Medical Surgical-Neurosensory
- + Medical Surgical-Respiratory
- + Nursing Fundamentals
- + Nursing Process
- + Nutrition
- + Patient Education
- + Pediatrics
- + Pharmacology
- + Psychology-Mental Health Nursing
- + Rehabilitation Nursing

COMPUTER SKILLS

- + Elsevier Evolve Software
- + Siemens Software
- + Cerner Software
- + Max Software
- + Omnicell Software

Note: Reimbursement for retraining is capped at 750 total training hours per trainee, regardless of the method of delivery.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Tulare Joint Union High School District
Reference No: 19-0397

CCG No.: ET20-0130
Page: 1 of 2

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Altura Healthcare

Address: 1101 N. Cherry

City, State, Zip: Tulare, CA 93274

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 750

Total # of full-time company employees in California: 750

Company: Kaweah Delta Healthcare District

Address: 400 W. Mineral King

City, State, Zip: Tulare, CA 93274

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 1523

Total # of full-time company employees in California: 1523

Company: Merritt Manor

Address: 604 W. Merritt

City, State, Zip: Tulare, CA 93274

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 7

Total # of full-time company employees worldwide: 125

Total # of full-time company employees in California: 125

Company: Mission Care Group - Tulare Nursing and Rehabilitation

Address: 680 E. Merritt

City, State, Zip: Tulare, CA 93274

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 300

Total # of full-time company employees in California: 300

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Tulare Joint Union High School District

CCG No.: ET20-0130

Reference No: 19-0397

Page: 2 of 2

Company: Magnolia Health - Twin Oaks

Address: 1897 North M Street

City, State, Zip: Tulare, CA 93274

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 225

Total # of full-time company employees in California: 225



**Training Proposal for:
Joint Journeymen and Apprentice Training Trust**

Contract Number: ET20-0921

Panel Meeting of: August 23, 2019

ETP Regional Office: Central Office – PPU

Analyst: C. Hoyt

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Journeyworker Priority Rate	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Imperial, Kern, Los Angeles, Orange, San Bernardino, Riverside, San Diego, Ventura, Santa Barbara, San Luis Obispo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Steam-Refrigeration-Air Conditioning-Pipefitters and Apprentices of the United Association of the United States and Canada, Local Union 250		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$699,780		\$48,606 8%		\$748,386

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Apprentice Priority Rate	Comm'l. Skills, OSHA 10/30	190	8-210	0	\$3,465	\$24.13
				Weighted Avg: 180			
2	Retrainee Journeyworker Priority Rate	Comm'l. Skills, OSHA 10/30	41	8-200	0	\$1,476	\$24.13
				Weighted Avg: 60			
3	Retrainee Priority Rate	Comm'l. Skills, OSHA 10/30	20	8-200	0	\$1,476	\$24.13
				Weighted Avg: 60			

Minimum Wage by County: Job Numbers 1-3 (SET/Priority Industry): \$24.13

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Up to \$9.13 per hour may be used to meet the Post-Retention Wage for Job Number 3.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Apprentice HVAC Technician		190
Job Number 2		
Journeyworker HVAC Technician		36
HVAC Foreman		5
Job Number 3		
Mechanical Equipment Service (MES)*		10
Tradesmen**		10

*The MES classification includes personnel with experience, but little to no formal training. It is an intermediate classification created through collective bargaining, with salaries and skills lower than a Journeyworker. Workers in this classification neither complete an apprenticeship nor receive Apprentice training.

**The Tradesman classification is for entry-level helpers, drivers, parts persons, and yard workers. Tradesmen may become apprentices and advance to Journeyworker status. Under the collective bargaining agreement, Tradesman may be paid a \$15.00 per hour base, although they are actually paid a higher wage according to the JJATT. Tradesman will meet the SET Priority Industry wage of \$24.13 per hour if they participate in training funded by ETP.

Both occupations were created through collective bargaining under a lower wage scale that allows the union contractors to better compete. They are represented, and their scope of work is set forth, in the collective bargaining agreement. Their total compensation includes payment into the JJATT trust fund.

INTRODUCTION

Joint Journeymen and Apprentice Training Trust (JJATT) (www.hvcar-training.com) was founded in 1949 by a consortium of labor and management organizations to provide training for air conditioning and refrigeration technicians in Southern California. The JJATT administers a training trust fund created through collective bargaining and funded by signatory employers.

This will be JJATT's sixth ETP Contract and the fourth within the last five years. In this proposal, training will continue for Apprentices, Journeyworkers and workers in special "helper" classifications. Training includes inspection, service, maintenance, start-up, testing, balancing, adjusting, repair modification and replacement of mechanical and refrigeration equipment. These workers are represented by the Steam-Refrigeration-Air Conditioning-Pipefitters and Apprentices of the United Association of the United States and Canada, Local Union 250. Trainees work for contractors who serve a wide variety of industrial and commercial businesses throughout Southern California.

Veterans Program

Trainees will include Veterans, who receive direct entry into the program, which includes training and assistance in finding work with employers throughout the area at no cost to the Veteran. JJATT is committed to supporting job-related training that helps veterans transition into the California workforce. However, a Veteran job number was not included in the proposal to provide administrative simplicity.

Employer Demand

The Air Conditioning and Refrigeration Contractors Association of Southern California represents employers in this project. Contractors need both experienced workers and new apprentices trained to perform exacting work efficiently to meet new standards for energy efficiency. As demands for energy efficiency and cost-effective solutions increase, so do demands for higher skilled workers.

Contractors also need more workers to handle more jobs. As a result, in three years the number of Apprentices increased by 50%. ETP training funds will help us meet the challenges of training more apprentices and training both apprentices and journey level workers to perform more complex jobs at higher levels of efficiency.

Energy efficiency regulations are changing the industry. The California Building Energy Efficiency Standards, also known as Title 24, require higher levels of efficiency from air conditioning and refrigeration systems, including new types of equipment and controls and the setting up of zones within buildings so only the occupied portions of a building are cooled. Title 24 also sets standards for commercial refrigeration including supermarkets. These standards are part of the implementation of AB 32, the Global Warming Solutions Act of 2006, which mandates that California substantially reduce its greenhouse gas emissions.

Apprenticeship Program

The Panel funds apprentice training that does not displace any other source of government funds or replace an existing apprenticeship program approved by the Division of Apprenticeship

Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this case, the program is five years.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

Training will help workers learn to install, troubleshoot and repair air conditioning and refrigeration components and systems. Training will include instruction in the use of electrical controls, digital controls, and new equipment. In-depth training in the principles of air conditioning and refrigeration will be provided, including thermodynamics, energy efficiency rating and coefficient of performance calculations. Specialized training will be provided for workers who install and service supermarket refrigeration systems. Training will include how to select components and lay out systems for maximum efficiency. Training also will include how to communicate effectively with customers and describe energy systems, efficiency requirements and savings from more efficient systems.

Training Plan

Training will be delivered via class/lab in the following:

Commercial Skills: Training will be offered to all occupations on installation, troubleshooting and repairing air conditioning and refrigeration components and systems. Training will include instruction in the use of electrical controls, digital controls, and new equipment. In-depth training in the principles of air conditioning and refrigeration, including thermodynamics, energy efficiency rating and coefficient of performance calculations, will also be provided. Workers who install and service supermarket refrigeration systems will receive specialized training.

OSHA 10/30: This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for Journeyworkers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Curriculum Development

The curriculum was developed and customized by a joint labor-management committee comprised of employer and union representatives to address the demands driven by new building standards for energy efficiency. The committee also continuously reviews and updates curriculum, training materials, and training facilities based upon the industry expertise of its membership.

The JJATT conducts assessments at the conclusion of each training session to evaluate program effectiveness. Trainees and employers are encouraged to provide feedback through their representatives on the Committee and directly to training personnel at the JJATT.

Marketing and Support Costs

Participating employers are notified of training through the Air Conditioning, Refrigeration and Mechanical Contractors Association of Southern California via websites, mailings and presentations. Workers are notified of training through their union local and directly by the training center through website postings and mailings.

The JJATT is requesting, and staff supports, 8% support costs to assist in Apprentice recruitment, employer outreach, and assessment of employer-specific job requirements. Although many of the participating employers have already been recruited, additional recruitment will take place to complete the project and replace any employers whose training needs change since the project planning process began. Assessment of employer-specific job requirements will all take place during the term of the contract.

Impact/Outcome

Apprentices trained under this proposal will be certified as Journeyworkers once they complete the entire apprentice curriculum. Journey level trainees will receive an industry certificate for completing the HVAC core course and an Energy Auditor certificate for completing the energy-auditing course. All trainees will receive an OSHA 10/30 card for completing the OSHA course.

Commitment to Training

ETP funding will not displace the existing financial commitment to training. Employers will continue to make contributions to the training trust fund for every hour worked by Apprentices and Journeyworkers. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Director of Training will oversee the training and internal project administration. JJATT has retained two administration vendors to assist with administrative tasks. In-house staff will handle class scheduling and completion of training rosters.

Trainer Qualifications

Training will be delivered by in-house experienced Journeyworkers.

Electronic Recordkeeping

ETP staff reviewed and approved the use of a Learning Management System for recordkeeping.

Tuition Reimbursement

Students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Contract.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes JJATT's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0921	\$948,124	09/01/18-08/31/20	335	0	0

Based on ETP Systems, 37,343 reimbursable hours have been tracked for potential earnings of \$819,849 (86% of approved amount). JJATT projects final earnings of 100% based on training currently committed to by employers and in progress through August 2020.

PRIOR PROJECTS

The following table summarizes JJATT's performance under ETP Contracts completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0908	Los Angeles	09/24/16-09/23/18	\$601,060	\$555,812 (93%)
ET15-0921	Los Angeles	03/02/15-03/01/17	\$299,827	\$299,827 (100%)
ET14-0905	Los Angeles	11/16/13-11/15/15	\$443,690	\$442,703 (99%)

DEVELOPMENT SERVICES

Steve Duscha Advisories, in Sacramento, assisted with development of this proposal for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories and the Los Angeles Unified School District, Los Angeles, will perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8-210

Apprentice Training

Trainees may receive any of the following:

COMMERCIAL SKILLS

- ✚ Air Conditioning HVAC Troubleshooting V
- ✚ Air Conditioning: Market Systems for HVAC
- ✚ Compressors III
- ✚ Customer Relations II
- ✚ DDC III
- ✚ Electrical Controls II
- ✚ Electrical Controls III
- ✚ Heat Loads & Air Distribution IV
- ✚ HVAC Start Test Balance V
- ✚ HVAC Systems IV
- ✚ Hydronic Troubleshooting V
- ✚ Installation II
- ✚ Market Applications IV
- ✚ Pneumatics IV
- ✚ Safety
- ✚ Thermodynamics
- ✚ Variable Frequency Drives V
- ✚ Water Chillers V

OSHA 10/30 (Certified OSHA Instructor)

- ✚ OSHA 10
- ✚ OSHA 30

Class/Lab Hours

8-200

Journeyworker Training

COMMERCIAL SKILLS

- ✚ Absorption Chillers
- ✚ Belimo Motors
- ✚ Centrifugal
- ✚ Combustion Analysis
- ✚ Compressors
- ✚ Customer Relations
- ✚ DDC
- ✚ ECM Motors
- ✚ Electrical Code
- ✚ Electrical Controls
- ✚ Electrical for Start

- ✚ Electrical Protocol
- ✚ Electronic Variable Speed Drives
- ✚ Energy
- ✚ Energy Retrofit
- ✚ Evap. Cond/Cooling Towers
- ✚ Green Professional Building Skills
- ✚ GreenChill
- ✚ HVAC Core
- ✚ Market Core
- ✚ Market EMS E-2/Control
- ✚ Mechanical Code
- ✚ Standards of the National Environmental Balancing Bureau
- ✚ Pneumatics
- ✚ Project Management
- ✚ Refrigerant Piping
- ✚ Screw Chillers
- ✚ Solar
- ✚ Thermal Energy Storage
- ✚ Title
- ✚ Vane Axial
- ✚ Variable Air Volume Systems

MES and Tradesman Training

COMMERCIAL SKILLS

- ✚ Electrical
- ✚ Mechanical
- ✚ Brazing & Soldering
- ✚ Package Systems
- ✚ Advanced Troubleshooting Techniques
- ✚ Refrigerant Controls
- ✚ Electrical Controls

OSHA 10/30 (Certified OSHA Instructor)

- ✚ OSHA 10
- ✚ OSHA 30

Safety Training cannot exceed 10% of total training hours per-trainee
(This cap does not apply to Hazmat, OSHA 10/30 or HAZWOPER)

Note: Reimbursement for retraining is capped at 210 total training hours per trainee in Job Number 1; and 200 total training hours in Job Numbers 2 & 3, regardless of the method of delivery.



**Training Proposal for:
SOMA AEC Inc. dba Oxman College**

Contract Number: ET20-0125

Panel Meeting of: August 23, 2019

ETP Regional Office: Central Office-PPU

Analyst: C.Hoyt

PROJECT PROFILE

Contract Attributes:	Priority Rate SET Medical Skills Training SB<100 Job Creation Multiple Barriers HUA	Industry Sector(s):	Engineering Services Healthcare Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Multicounties	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SEIU Local 2015		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$700,258		\$48,639 8%		\$748,897

In-Kind Contribution:	50% of Total ETP Funding Required	\$800,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SB<100 Priority Rate	Computer Skills	30	8-200	0	\$2,460	\$17.70
				Weighted Avg: 100			
2	SET Retrainee Priority Rate HUA	Continuous Impr, MS Clinical w/ Preceptor, MS Didactic	17	8-200	0	\$3,837	\$13.28*
				Weighted Avg: 156			
3	SET Retrainee Priority Rate (Union Trainees)	Continuous Impr, MS Clinical w/ Preceptor, MS Didactic	56	8-200	0	\$3,788	\$15.95**
				Weighted Avg: 154			
4	SET Retrainee Priority Rate Job Creation Multiple Barriers	Continuous Impr, MS Clinical w/ Preceptor, MS Didactic	33	8-200	0	\$3,788	\$15.00
				Weighted Avg: 154			
5	SET Retrainee Priority Rate (Non-Union Trainees)	Continuous Impr, MS Clinical w/ Preceptor, MS Didactic	72	8-200	0	\$3,788	\$24.13
				Weighted Avg: 154			

*It will be made a condition of contract that the trainees in this Job Number will never be paid less than the State or local minimum wage rate as in effect at the end of retention (Final Payment) regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

** Job Number 3: ETP will accept the union-negotiated base wage for CNA occupations listed under the Wage Range by Occupation table below. Wages have been verified by staff.

Minimum Wage by County: Job Number 1: \$19.31 per hour for Alameda, Contra Costa, Marin, San Francisco, Santa Clara, San Mateo and San Francisco. \$18.56 per hour for Los Angeles County; \$18.14 for Orange County, and \$17.70 for all other counties; Job Number 2 (SET/HUA Retrainees): \$13.28 per hour for San Bernardino, Riverside, Nevada, Lake, Shasta, Glenn, Tehama, Monterey, Santa Cruz counties, and \$13.28 for all other counties; Job Number 3 (union CNA trainees): \$15.95 per negotiated CBA wages. Job Number 4 (Retrainee/Job Creation): \$16.09 per hour for Alameda, Contra Costa, Marin, San Mateo, Santa Clara, and San Francisco Counties; \$15.47 per hour for Los Angeles County; \$15.12 per hour for Orange County; and \$15 per hour for all other counties. Job Number 5 (Non-union trainees): \$24.13 SET Statewide Priority Average.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe
Up to \$2.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Architect		9
Engineer		9
Designer/Drafter		9
Office Support		3
Job Number 2		
Certified Nurse Assistant		7
Licensed Vocational Nurse		2
Rehabilitation Assitant		2
Registured Nurse		2
Adminstrative Staff		2
Mental Health Worker		2
Job Number 3		
Certified Nurse Assistant		24
Licensed Vocational Nurse		32
Job Number 4		
Certified Nurse Assistant		33
Job Number 5		
Certified Nurse Assistant		18
Licensed Vocational Nurse		72

INTRODUCTION

Founded in 1991, SOMA AEC Inc. dba Oxman College (Oxman College) is a private, post-secondary vocational school (www.oxmancollege.com). The College provides training in computer programming, computer applications, continuous improvement, and health care.

This project will be Oxman's thirteenth ETP Agreement; the fifth in the last five years. This proposal continues Oxman's successful training program on Autodesk Revit software for architectural and engineering firms, as well as training in Medical Skills for long-term nursing facilities in the healthcare industry.

Veterans Program

Although this project does not include a Veterans component, Oxman College offers priority enrollment to veterans into programs, as well as priority hiring for the College's faculty and staff.

Employer Demand

Participating employers have expressed a need for training because they are struggling to keep up with technology and competitors. These employers have also expressed the need to build employees' skills to work in a continuously changing environment.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. Most schools must also be licensed by the Bureau of Private Postsecondary Education (BPPE).

In keeping with the Panel's standards, Oxman College is eligible as a training agency based on BPPE licensure.

PROJECT DETAILS

The training plan for Job Number 1 will focus upgrading skills training on Autodesk Revit software, which is the newest generation of CAD type software for engineering/architectural companies. The software is sophisticated and complex with multiple modules (13) that will require detailed training. Training will allow participating employees to remain competitive as the current demand for services utilizing the newest generation of Revit software has increased significantly. Trainee needs will be evaluated and trainees will be placed in appropriate levels needed for their successful training.

The training plan for Job Number 2, 3, 4, & 5 will consist of Medical Skills and Continuous Improvement Skills delivered through classroom, preceptor and didactic training. Training will focus on establishing and maintaining a continuous quality improvement program to promote best practices in each trainee's daily routine and improve the overall quality of patient care at each facility.

Union Support

CNA and LVN Trainees in Job Number 3 are represented by SEIU Local 2015. A letter of support for this training project is on file.

Training Plan

Computer Skills: Training will be offered to Architects, Engineers, and Designer/Drafters in Job Number 1. Trainees will receive training in Autodesk Revit software to ensure that they have the upgraded skills required to complete job tasks and meet the demand of clients by using the most up-to-date software. Training will provide MS Office, Adobe, networking, and programming classes that are critical to remaining competent on the job. Training topics include Revit Architecture, Structural Analysis in Revit, Adobe and Multimedia, Computer Programming, and Advanced MS Office.

Continuous Improvement: Training will be offered to Job Numbers 2, 3, 4, and 5. Training will improve customer service, standardize the quality improvement processes throughout the facility and encourage teamwork. Training topics include Interdepartmental Collaboration, Problem Analysis and Problem Solving, Leadership Skills and Team Building.

Medical Skills Training: Training will be offered to Job Numbers 2, 3, 4, and 5. The Panel has established a "blended" reimbursement rate for nurse upgrade training, recognizing the higher cost of delivery for the Clinical Preceptor model. Approximately 178 trainees including Certified Nurse Assistants, Licensed Vocational Nurses, Rehabilitation Assistants, Registered Nurses, and Mental Health Workers will participate in clinical skills training, including both didactic and preceptor training. Classroom/laboratory training will be provided by in-house subject matter experts and vendors to all occupations on understanding advanced clinical processes to ensure competency and improve overall quality of patient care at each facility. Training topics include Wound Management, Respiratory Care, Infection Control, and Patient Assessment and Care.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law. All training will be delivered by highly-qualified College instructors with industry expertise. Participating employers in Job Number 1 currently do not provide in-house advanced training in because they do not have the required expertise to provide Autodesk Revit software instruction. ETP funding will allow Oxman College to provide comprehensive and necessary training in advanced skills that the employers would otherwise not be able to afford. While these participating employers provide some job-specific training such as company standards, engineering calculations, and project management, the employers do not have formalized training programs in Autodesk Revit software. Participating employers will provide an in-kind contribution for retraining.

➤ Training Infrastructure

Oxman College has four dedicated staff members responsible for scheduling training, enrolling trainees, tracking training hours, and meeting with ETP staff. These dedicated staff members are experienced in the ETP process and are administering the current agreement.

Marketing and Support Costs

Oxman College's marketing program consists primarily of referrals by the Employment Development Department (EDD), County Department of Social Services, WorkSource centers, and community organizations. The school recruits prospective students using a combination of resources such as its peer referral system, flyers, brochures, and catalogs as well as direct telephone and email contacts with employers.

Oxman College is requesting the standard 8% support costs for outreach, recruitment and schedule coordination for retraining project. Recruitment includes trainee intake assessments to determine eligibility, job development, and job search assistance and placement. Individuals are referred to the school by One-Stop staff members through presentations of the training options available and through word of mouth advertising and displaying program flyers. Staff recommends the 8% support costs for retraining.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

➤ Wage and Retention Modifications

The 17 trainees in Job Number 2 work in a High Unemployment Area (HUA) with unemployment exceeding the state average by 25%. The determination of HUA status is based on unemployment data from the Labor Market Information Division of the EDD. For trainees in an HUA, The Panel may reduce the Priority Industry SET Wage (\$24.13 per hour) to the ETP Reduced Standard Wage by county (see required wages above, in the Minimum Wage by County table).

Wages for trainees in Job Number 3 are negotiated by a collective bargaining agreement.

Trainees in Job Number 4 have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills). These trainees may receive the ETP Standard Minimum Wage.

Tuition Reimbursement

Students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by Oxman College under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET18-0128	\$943,400	09/01/2017-08/31/2019	320	405	382

Based on ETP Systems, 44,066 reimbursable hours have been tracked, sufficient to earn \$900,430 (95% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through August 2019.

PRIOR PROJECTS

The following table summarizes performance by Oxman College under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0402	Statewide	04/05/16-04/04/18	\$543,861	\$538,741 (99%)
ET14-0357	Statewide	05/05/14 – 05/04/16	\$490,206	\$460,486 (100%)
ET13-0398	Statewide	06/03/13 – 06/02/15	\$108,420	\$108,420 (100%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200 Job Number 1 Trainees may receive any of the following:

COMPUTER SKILLS

- ✚ Adobe and Multimedia
- ✚ Advanced MS Office
- ✚ Computer Programming
- ✚ Creating & Modifying Design in Revit
- ✚ Creating Custom Families in Revit
- ✚ Creating Views of the Model in Revit
- ✚ Foundation, Beams and Framing Systems in Revit
- ✚ Importing and Exporting Files in Revit
- ✚ Networking
- ✚ Performance Analysis in Revit
- ✚ Revit Architecture
- ✚ Revit MEP
- ✚ Revit Structure
- ✚ Revit User Interface
- ✚ Rhino Modeling
- ✚ Sketchup
- ✚ Structural Analysis in Revit
- ✚ Using Autodesk Dynamo Studio Software with Revit
- ✚ Visualization and Rendering Tools
- ✚ Working with Revit System Families

Class/Lab Hours

8-200 Job Numbers 2, 3, 4 & 5 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- ✚ Communication Skills
- ✚ Customer Service
- ✚ Interdepartmental Collaboration
- ✚ Interdisciplinary Team
- ✚ Problem Analysis and Problem Solving
- ✚ Quality Assurance/Performance Improvement (QAPI)
- ✚ Team Building
- ✚ Conflict Resolution Skills
- ✚ Critical Thinking Skills
- ✚ Setting Goals
- ✚ Organization and Time Management Skills
- ✚ Leadership Skills
- ✚ Advanced Computer Skills

MEDICAL SKILLS – DIDACTIC

- ✚ Allergies
- ✚ Alzheimer's Disease and Related Disorders
- ✚ Assault Crisis Management
- ✚ Bipolar Disorder
- ✚ Blood borne Pathogens

- ✚ Change in Condition
- ✚ Change of Condition Management
- ✚ Dementia Care Level III
- ✚ Depression Causes/Intervention
- ✚ Diabetic Management
- ✚ Dialectical Behavior Therapy (DBT)
- ✚ Documentation/Abbreviation
- ✚ Evaluation and Assessment Procedures/Criteria
- ✚ Infection Control
- ✚ Interdisciplinary Team Process
- ✚ Intravenous Therapy
- ✚ Medical Diagnosis
- ✚ Medical Direction in Long-Term Care
- ✚ Medication Administration Management
- ✚ Mental Health
- ✚ Nursing Assistant Skills
- ✚ Pain Management (Acute and Chronic)
- ✚ Pillars of Recovery
- ✚ Preventive Skin Care Measures
- ✚ Problems and Needs of the Aged, Chronically Ill, and Disabled Patient
- ✚ Psychosocial Rehabilitation
- ✚ Psychotropic Medication Side Effects
- ✚ Reporting to MDs-Assessing Clients
- ✚ Resident and Family Education
- ✚ Respiratory Care
- ✚ Restorative Nurse Program
- ✚ Restraint and Restraint Reduction
- ✚ Safe Transfer
- ✚ Signs and Symptoms of Cardiopulmonary Distress
- ✚ Skin Assessment
- ✚ Social and Recreational Needs of the Aged
- ✚ The Wellness Recovery Action Plan
- ✚ Therapeutic Communication
- ✚ Urinary Management
- ✚ Weights, Vitals, and Immunizations
- ✚ Wound Management

MEDICAL SKILLS – CLINICAL WITH PRECEPTOR

- ✚ Activities of Daily Living
- ✚ Assessing of Tube-Fed Individuals with Diabetes Mellitus
- ✚ Assisting and Performing Self-Care Skills with Patients
- ✚ Assistive Devices
- ✚ Bowel and Bladder Training of Patients
- ✚ Breathing Patterns and Respiratory Function
- ✚ Cardiac Conditions Charting
- ✚ Care of Clients with COPD
- ✚ Care of Clients with Diabetes
- ✚ Care of Clients with Hypertension
- ✚ Clinical Skills Review
- ✚ Colostomy Care
- ✚ Conduct Range of Motion Exercises with Patient

- ✚ Dementia Care
- ✚ Dementia/Alzheimer's
- ✚ Enteral Feeding Management
- ✚ Facilitating Functional Gains of Each Patient
- ✚ Feeding Tube (Insertion, Intermittent, and Continuous)
- ✚ Functional Mobility and Ambulation
- ✚ Gastrointestinal Conditions
- ✚ Identification of Patient Change in Condition
- ✚ Identification of Skin Impairments and Prevention
- ✚ Incontinence Management (Colostomy Care)
- ✚ Infection Control
- ✚ Intravenous Therapy
- ✚ Isolation Techniques
- ✚ Managing Patients with Neurovascular Conditions
- ✚ Medication Management
- ✚ Monitoring of Cardiovascular Changes
- ✚ Nursing Assistant Skills
- ✚ Operate Safety Devices with Patient
- ✚ Pain Management
- ✚ Patient Assessment and Care
- ✚ Patient Care of Foot and Hand
- ✚ Patient Safety
- ✚ Positioning of Patients for Correct Body Alignment
- ✚ Preceptor Skills (Train-the-Trainer)
- ✚ Preventing and Identifying Complications Related to Tube Feeding
- ✚ Proper Use of Exercise Equipment
- ✚ Rehabilitation Services (Physical, Occupational, and Speech Therapy)
- ✚ Residents with Special Needs
- ✚ Respiratory Care
- ✚ Restorative Nursing Care
- ✚ Safe Patient Handling
- ✚ Setting Behavioral Program Objectives for Patients
- ✚ Signs and Symptoms of Cardiopulmonary Distress
- ✚ Skeletal/Orthopedic Conditions
- ✚ Special Program Techniques for the Mentally Disordered
- ✚ Therapeutic Activities
- ✚ Therapeutic Exercises
- ✚ Wound Management

Safety Training cannot exceed 10% of total training hours per-trainee

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: SOMA AEC Inc dba Oxman College
Reference No: 19-0165

CCG No.: ET20-0165
Page 1 of 3

PRINT OR TYPE

Company: Brad Cox Architects

Address: 1155 Meridian Ave #208

City, State, Zip: San Jose, CA 95125

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Company: CB Engineers

Address: 449 10th St

City, State, Zip: San Francisco, CA 94103

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 15

Company: EDesignC

Address: 582 Market St

City, State, Zip: San Francisco, CA 94104

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 15

Total # of full-time company employees in California: 15

Company: Hamilton+Aitken Architects

Address: 525 Brannan St

City, State, Zip: San Francisco, CA 94107

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 12

Total # of full-time company employees in California: 12

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: SOMA AEC Inc dba Oxman College
Reference No: 19-0165

CCG No.: ET20-0125
Page 2 of 3

Company: Legacy Post-Acute Rehab

Address: 1335 N Waterman Ave

City, State, Zip: San Bernardino, 92404

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 50

Total # of full-time company employees worldwide: 200

Total # of full-time company employees in California: 200

Company: OLMM Engineers

Address: 156 Ellis St 2nd floor

City, State, Zip: San Francisco, CA 94102

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 12

Total # of full-time company employees in California: 12

Company: Paradigm Structural Engineers

Address: 639 Front St 4th Floor

City, State, Zip: San Francisco, CA 94111

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Company: Reche Canyon Rehab Center

Address: 1350 Reche Canyon Rd

City, State, Zip: Colton, 92404

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 120

Total # of full-time company employees worldwide: 300

Total # of full-time company employees in California: 300

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: SOMA AEC Inc dba Oxman College
Reference No: 19-0165

CCG No.: ET20-0125
Page 3 of 3

Company: San Miguel Villa

Address: 1050 San Miguel Rd

City, State, Zip: Concord, CA 94518

Collective Bargaining Agreement(s): SEIU Local 2015

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 180

Total # of full-time company employees in California: 180

Company: Studio S Architecture

Address: 1000 S. Winchester Blvd

City, State, Zip: San Jose, CA 95128

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 12

Total # of full-time company employees in California: 12

Company: Terracina Post-Acute

Address: 1618 Laurel Ave

City, State, Zip: Redlands, CA 92373

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 60

Total # of full-time company employees worldwide: 360

Total # of full-time company employees in California: 360

Company: YEI Engineers

Address: 7677 Oakport Street, Suite 200

City, State, Zip: Oakland, CA 94621

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

seiu 2015

California's Long Term Caregivers

seiu2015.org

@seiu2015

facebook.com/seiu2015

July 29, 2019

The Employment Training Panel

1100 J Street 4th Floor


Sacramento, California 95814

To Whom It May Concern:

I am writing on behalf of SEIU 2015, which represents San Miguel Villa in Concord California. We have been contacted by the facility regarding the proposed training to be submitted to the Employment Training Panel. The Union supports the training provided by Oxman College as it applies to our members.

Sincerely,

Arlisha Tillman



Organizer 11 Region 5

Nursing Home Division

SEIU 2015



Training Proposal for:

Southern California Floor Covering Apprentice Trust Fund

Contract Number: ET20-0920

Panel Meeting of: August 23, 2019

ETP Regional Office: Central Office – PPU

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Priority Rate	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Southern California Resilient Floor & Decorative Covering Local Union 1247		
Turnover Rate:	12%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$365,700		\$25,400 8%		\$391,100

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE:

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Journeyworker	Commercial Skills, OSHA 10/30	100	8-200	0	\$590	\$24.13
				Weighted Avg: 24			
2	Retrainee Priority Apprentice	Commercial Skills, OSHA 10/30	150	8-210	0	\$2,214	\$23.51*
				Weighted Avg: 115			

Minimum Wage by County: Job Number 1 (SET/Priority Industry): \$24.13

*Job Number 2 will meet ETP's Post-Retention Wage requirements with Collective Bargaining Agreement (CBA) wages.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Up to \$5.33 per hour may be used to meet the Post-Retention Wage for Job Number 2. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker Floor Coverer		100
Job Number 2		
Apprentice Floor Coverer		150

INTRODUCTION

Founded in 1953, Southern California Floor Covering Apprentice Trust Fund (So Cal Flooring) is responsible for training approximately 200 apprentices and 320 journeymen. So Cal Flooring was founded in 1953, pursuant to the collective bargaining agreement between Carpet, Linoleum, and Soft Tile Local Union 1247 (of the Brotherhood of Painters, Decorators and Paperhangers of America) and the Floor Covering Contractors Association of Orange County, Harbor Floor Covering Institute, and San Gabriel Valley Floor Covering.

So Cal Flooring is a non-profit training organization dedicated to providing members with better job opportunities, up-to-date industry skills and secure employment for its members. It is a joint labor-management committee representing the floor covering industry throughout Southern California, administered by a Board of Trustees made up of four labor and four management members.

So Cal Flooring's headquarters and training center are located in Santa Fe Springs. The training facilities that will participate in this project are located in Los Angeles & San Diego County. The JATC serves both large and small companies and workers in Los Angeles, Orange, Kern, Inyo, Mono, Riverside, San Bernardino, Ventura, Santa Barbara and San Luis Obispo Counties. All trainees are represented by Local 1247.

Veterans Program

Although this project does not have a separate job, So Cal Flooring recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades.

Apprenticeship Program

The Panel funds apprentice training that does not displace any other source of government funds or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this case, the program is four years.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

Training under this proposal is similar to those in the previous ETP Agreements; however, with new products and materials being introduced into the industry often, journeyworkers and apprentices skills training must be updated. So Cal Flooring has continued to expand its training programs, adding new curriculum topics that will meet employer needs.

Trainees must be able to install and maintain a variety of flooring materials and systems so they can continue competing with other companies outside of California. Major manufacturers now require apprentices and journeyworkers to be trained and certified before they can work on products that will be sold to customers. In addition, manufacturers are pushing the cost of warranty work to installation contractors, requiring workers be more skilled in an effort to avoid the extra expense of warranty work.

Training Plan

Training will be delivered via class/lab in the following:

Commercial Skills: Training will be offered to all occupations and include techniques for various floor coverings including Carpet Seaming, Blueprint reading, Conventional Carpet, Sheet Vinyl Seaming Techniques, Advanced Carpet Installation, Green Floor Covering Installation, Synthetic

Turf. In addition, Armstrong Certification Training will cover work with new water-based adhesives, which completely alters the installation process.

Certified Safety Training

OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journeyworkers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Curriculum Development

The curriculum was developed by So Cal Flooring with input from both union and employer representatives. It has been customized to address the needs of its members, participating employers, and the industry. Feedback comes directly from employer and union representatives based on workplace performance and student course evaluations.

LMS

Staff has reviewed and approved So Cal Flooring’s use of a Learning Management System for recordkeeping.

Marketing and Support Costs

Employers are notified of So Cal Flooring training through association websites, mailings, and presentations conducted throughout Southern California. So Cal Flooring also promotes training at labor-management meetings and industry assemblies. Application announcements for union apprentice programs are sent to government agencies, local high schools, community colleges, and community-based classes.

So Cal Flooring is requesting 8% support costs to market journeyworker training to employers, to recruit and place apprentices, and to conduct ongoing assessments of employer-specific job requirements. While many participating employers are on board, outreach activities will also be ongoing. Staff recommends the 8% support costs.

Impact/Outcome

This training program will assist apprentices and journeyworkers to earn certifications such as: OSHA 10, OSHA 30, Armstrong Certification, Industry Certifications, and Manufacturer Certifications.

Commitment to Training

ETP funding will not displace the existing financial commitment to training. Employers will continue to make contributions to the training trust fund for every hour worked by apprentices and journeyworkers. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

So Cal Flooring’s Training Director, and four employees, will oversee training. Steve Duscha Advisories and the Los Angeles Unified School District will assist with the administrative services for the ETP Contract.

Trainer Qualifications

All training will be provided by experienced Journeyworkers and Apprentices in the industry.

Tuition Reimbursement

Students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Contract.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes So Cal Flooring’s performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0919	\$350,830	08/27/2018-08/26/2020	210	0	0

Based on ETP Systems, 12,632 reimbursable hours have been tracked for potential earnings of \$265,432 (75% of approved amount). So Cal Flooring projects final earnings of 100% based on training currently committed to by employers and in progress through April of 2020.

PRIOR PROJECTS

The following table summarizes So Cal Flooring’s performance under an ETP Contract completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0909	Statewide	09/26/2018-09/25/2018	\$229,840	\$229,840 (100%)
ET15-0910	Statewide	09/02/2017-09/01/2016	\$196,972	\$196,972 (100%)
ET13-0900	Statewide	10/08/2012-10/07/2014	\$302,547	*\$201,521 (66%)

*ET13-0900 – Since this Contract, the Contractor learned to better administer ETP projects and improved its administrative procedures resulting in the subsequent improved future success rates.

DEVELOPMENT SERVICES

Steve Duscha Advisories, in Sacramento, assisted with development of this proposal for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories and the Los Angeles Unified School District, in Los Angeles, will perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Journeyman

Class/Lab Hours

8-200 Job Number 1

Trainees may receive any of the following

COMMERCIAL SKILLS

- Advanced Carpet Installation
- Advanced Installation (other than carpet, by product & location)
- Armstrong Certification
- Carpet Installation Testing
- Forbo
- Glues and adhesives
- Green Floor Covering Installation
- Hard Surface Installation Testing
- Heat Welding
- Laminates
- Linoleum Installation Training
- Materials review
- Mondo Rubber
- Nora Rubber
- Self-Leveling
- Sheet Goods Installation
- Synthetic Turf
- Tandus Centiva
- Tarkett
- Tools review
- Trade Math
- Types of flooring
- Understanding customer needs
- Vinyl Backed Carpet Installation

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Apprentice

Class/Lab Hours

8-210 Job Number 2

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Tools and processes
- Workplace procedures
- Load and unload
- Surface preparation
- Wall base

- Free hand flat lay
- Scribe fit flat lay
- Carpet seaming
- Tools and processes
- Workplace procedures
- Blueprint reading
- Underlayment
- Resilient sheet goods
- Glue down carpet
- Peel and stick carpet
- Conventional carpet
- Yardage
- Vinyl back carpet and composite tile
- Cove Sheet Goods
- Glue Down Borders
- Sheet Vinyl Seaming Techniques
- Hand sewing Linoleum sheet installation
- Foreman training
- Self-leveling
- Heat seam welding
- Carpet stair installation
- Rubber Flooring Products
- Hand Sewing
- Conventional Carpet
- Glue-Down Carpet
- Carpet Stair Installation
- Conventional Borders
- Carpet Banding
- Skirts, Treads, and Risers
- Vinyl Composition Tile
- Linoleum Installation
- Self-Leveling
- Cover Sheet Vinyl

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Note: Reimbursement is capped at 200 total training hours per trainee in Job Number 1 and 210 hours per trainee in Job Number 2.



**Training Proposal for:
Ventura County Electrical Joint Apprenticeship and
Training Trust Fund**

Contract Number: ET20-0908

Panel Meeting of: August 23, 2019

ETP Regional Office: Central Office – PPU

Analyst: I. Launitz

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Veterans Priority Rate	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers, Local 952		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$236,400		\$16,400 8%		\$252,800

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Journeyworker Priority Rate	Comm'l. Skills, Business Skills, OSHA 10/30	50	4-200	0	\$590	\$24.13
				Weighted Avg: 24			
2	Retrainee Apprentice Priority	Comm'l. Skills, Business Skills, OSHA 10/30	48	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			
3	Retrainee Apprentice Veterans Priority	Comm'l. Skills, Business Skills, OSHA 10/30	10	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			

Minimum Wage by County: Job Numbers 1-3 (SET/Priority Industry): \$24.13

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Up to \$2.02 per hour may be used to meet the Post-Retention Wage for Job Numbers 2 and 3.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Journeyman Electrician/Inside Wireman		50
Job Number 2		
Apprentice Electrician/Inside Wireman		48
Job Number 3		
Veteran Apprentice Electrician/Inside Wireman		10

INTRODUCTION

Founded in 1977, the Ventura County Electrical Joint Apprenticeship and Training Trust Fund (Ventura County Electrical) (www.vciatc.org) is a joint effort of the International Brotherhood of Electrical Workers Local 952 and the National Electrical Contractors Association (NECA). With approximately 100 participating employers, the union represents over 400 electricians in Ventura County.

Ventura County Electrical trains inside wiremen who install and maintain various types of electrical systems found in commercial and industrial facilities, electric vehicle stations and transit systems.

They also install conduit systems that require exacting standards, which require excellent training. The proposed training program helps unionized employers maintain a pool of well-trained Apprentices and Journeyworkers.

Apprenticeship Program

The Panel funds apprentice training that does not displace any other source of government funds or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this case, the program is five years.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

Veterans Program

Ventura County Electrical recruits and hires Veterans in cooperation with Helmets to Hardhats, and will train ten Veterans for this project (Job Number 3). The Veteran training curriculum will remain the same as the Apprentice training curriculum. These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans.

PROJECT DETAILS

The five-year Apprenticeship program offers workers the opportunity to receive classroom and hands-on experience in installation, wiring methods and utilization systems. Apprentices attend classroom training twice a week (1,080 hours) and complete a total of 8,000 hours with electrical contractors throughout Ventura County. This work is performed in residential, commercial and industrial buildings.

Inside Wiremen are trained at the Ventura County training facility to install and maintain electrical systems. These electrical systems are found in commercial and industrial facilities, electric vehicle stations and transit systems. Ventura County Electrical holds the Electric Vehicle Infrastructure Training Program. This class will help Ventura County Electrical keep up with the demand for trained electricians due to the increasing number of electric vehicles in the Ventura area. It is vital for Ventura County Electrical to offer training listed in this application to keep up with changes in electrical construction. For example, they keep up with new codes and safety regulations by offering classes in new and emerging technologies that focus on renewable energy and highly efficient electrical control systems.

In addition to training Apprentices, Ventura County Electrical is committed to ongoing training for its Journeyworkers. This training includes jobsite supervision classes for the Journeyworkers who supervise Apprentices. The supervisor training ensures all apprentices are well trained and guided to become highly skilled and independent workers on a site.

In an effort to promote new advances in green technology, Ventura County Electrical also offers training opportunities to its members in solar panel installation. These courses focus on renewable energy and efficient electrical control systems.

Electricians will be working on the following construction projects:

- Generator and Crane Installation on Anacapa Island
- Power Distribution Upgrade on San Nicholas Island
- Elm Street Elementary School
- Seabridge Elementary School
- Ventura County De-Salter Project
- Ongoing projects at the California Resources Corporation Oil Leases in Ventura
- Ongoing projects at the Port of Hueneme Harbor
- Ongoing projects at the Proctor and Gamble paper plant in Oxnard
- Ongoing projects at Amgen Corporation in Newbury Park CA
- Ongoing projects at the Shire Pharmaceuticals in Thousand Oaks
- Gas Compressor Project in Ventura
- Switchgear Upgrade at Los Robles Hospital in Thousand Oaks
- Ongoing communications work at the Ventura County Jail

Training Plan

Training will be delivered via class/lab in the following:

Business Skills: Training will provide all Electricians with the skills needed to plan, organize, train and manage their construction projects. Class topics will include Completing Work Reports, Project Estimating, Project Planning and Scheduling and Team Building Skills.

Commercial Skills: Training will provide Electricians with the skills needed to perform in their field. Class topics will include AC Theory, DC Theory, Electrical Project Supervision, Fiber Optics, Grounding and Bonding, Mathematics for Electrical Workers, Overcurrent Protection, Security Systems and Transformers.

Certified Safety Training

OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journeyworkers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Curriculum Development

The curriculum was developed and customized with input from both labor and management representatives to address the local needs of union members, participating employers and the industry as a whole. IBEW Local 952 and NECA were directly involved in the development of the curriculum and training plan and are in full support of the proposed training for its members.

The Apprentice program uses the National Joint Apprenticeship and Training Committee’s curriculum which was developed for the exclusive use of IBEW-NECA JATCs.

Marketing and Support Costs

Ventura County Electrical conducts marketing via direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails and the website. It disseminates class information throughout the year to all Apprentice and Jjourneyworker Electricians within the jurisdiction and to the electrical contractors who employ them.

Ventura County Electrical requests 8% support costs to fund its staff in recruiting and qualifying additional participating employers for this program. Staff will also assist with marketing, recruitment, needs assessments and scheduling. While many participating employers have already been recruited, additional recruitment and assessment activities with employers and the JATT must occur to support apprenticeship training. The projected budget costs for personnel alone will exceed the ETP support cost funding. The JATT agrees to cover these additional costs. Staff recommends the 8% support costs.

Impact/Outcome

This training program will assist apprentice and journey worker trainees in this project to earn certifications such as: OSHA 10, OSHA 30, Rigging and Lifting, Green Audits, Arc Flash Safety Awareness, Building Automation Systems, CALCTP Lighting, CALCTP Acceptance Testing, Title 24 Lighting Installation, Codes and Energy Storage, and Microgrid Training.

Commitment to Training

ETP funding will not displace the existing financial commitment to training. Employers will continue to make contributions to the training trust fund for every hour worked by Apprentices and Journeyworkers. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Training Director will oversee training and internal project administration. One full-time and 13 part-time experts will perform training. Strategy Workplace Communications along with California Labor Federation will provide administrative services for the ETP Contract.

Tuition Reimbursement

Students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Contract.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes Ventura County Electrical's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0912	\$325,330	7/30/18-7/29/20	115	0	0

Based on ETP Systems, 13,455 reimbursable hours have been tracked for potential earnings of \$290,599 (89% of approved amount). Ventura County Electrical projects final earnings of 100% based on training currently committed to by employers and in progress through May of 2020.

PRIOR PROJECTS

The following table summarizes Ventura County Electrical's performance under an ETP Contract completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned	
				\$	%
ET17-0929	Oxnard	01/27/17-01/26/19	\$195,000	\$195,000	(100%)
ET16-0911	Oxnard	10/05/15-10/04/17	\$222,800	\$220,024	(99%)
ET14-0908	Oxnard	01/02/14-01/01/16	\$315,340	*\$201,649	(64%)

*ET14-0908 – Since this Contract, the Contractor learned how to better administer ETP projects and improved its administrative procedures resulting in the improved future success rates.

DEVELOPMENT SERVICES

California Labor Federation, in Sacramento, and Strategy Workplace Communications, in Oakland, assisted with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Strategy Workplace Communications will also perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

4 Hours (Job Number 1)

Trainees may receive any of the following:

Journeyworker Training

COMMERCIAL SKILLS

- Blueprint Reading and Specifications
- Building Automation Systems
- Conduit Bending & Raceway Installations
- Electrical Project Supervision
- Electrical Test Instruments
- Energy Storage & Microgrid Training
- Fiber Optics
- Fire Alarm Systems
- Grounding and Bonding
- Hand Tools and Power Tools
- Hazardous Locations
- Lockout-Tagout Methods
- Low Voltage Structured Wiring Systems
- Motors & Motor Control Systems
- National Electrical Code Calculations
- National Electrical Codeology
- Orientation to Organization and Structures
- Overcurrent Protection
- Photovoltaic Systems
- Process Instrumentation
- Programmable Logic Controllers
- Rigging and Lifting Fundamentals
- Security Systems
- Torque Fundamentals
- Transformers
- Wiring Methods and Materials

BUSINESS SKILLS

- Team Building Skills

Class/Lab Hours

8-200 Job Number 1

BUSINESS SKILLS

- Project Estimating
- Project Planning and Scheduling
- Completing Work Reports
- Team Building Skills
- AutoCAD

COMMERCIAL SKILLS

- AC Theory
- Blueprint Reading and Specifications
- Building Automation Systems
- California Advanced Lighting Controls Program
- Conduit Bending & Raceway Installations
- Confined Space Entrant & Attendant
- CPR/First-Aid/AED
- DC Theory
- Electric Vehicle Infrastructure Training Program
- Electrical Project Supervision
- Electrical Safe Work Practices based on the NFPA70E
- Electrical Test Instruments
- Energy Storage & Microgrid Training
- Fiber Optics
- Fire Alarm Systems
- Forklift and Aerial Lift Safety
- Grounding and Bonding
- Hand Tools and Power Tools
- Hazardous Locations
- Lockout-Tagout Methods
- Low Voltage Structured Wiring Systems
- Mathematics for Electrical Workers
- Motors & Motor Control Systems
- National Electrical Code Calculations
- National Electrical Codeology
- Orientation to Organization and Structures
- Overcurrent Protection
- Photovoltaic Systems
- Process Instrumentation
- Programmable Logic Controllers
- Rigging and Lifting Fundamentals
- Security Systems
- Torque Fundamentals
- Transformers
- Wiring Methods and Materials

-

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Class/Lab Hours

8-210 Job Numbers 2 & 3 Trainees may receive any of the following:

Apprentice Training**COMMERCIAL SKILLS**

- AC Theory
- Blueprint Reading and Specifications
- Building Automation Systems
- California Advanced Lighting Controls Program
- Conduit Bending & Raceway Installations
- Confined Space Entrant & Attendant
- CPR/First-Aid/AED
- DC Theory
- Electric Vehicle Infrastructure Training Program
- Electrical Project Supervision
- Electrical Safe Work Practices based on the NFPA70E
- Electrical Test Instruments
- Energy Storage & Microgrid Training
- Fiber Optics
- Fire Alarm Systems
- Forklift and Aerial Lift Safety
- Grounding and Bonding
- Hand Tools and Power Tools
- Hazardous Locations
- Lockout-Tagout Methods
- Low Voltage Structured Wiring Systems
- Mathematics for Electrical Workers
- Motors & Motor Control Systems
- National Electrical Code Calculations
- National Electrical Codeology
- Orientation to Organization and Structures
- Overcurrent Protection
- Photovoltaic Systems
- Process Instrumentation
- Programmable Logic Controllers
- Rigging and Lifting Fundamentals
- Security Systems
- Torque Fundamentals
- Transformers
- Wiring Methods and Materials

BUSINESS SKILLS

- Project Estimating
- Project Planning and Scheduling
- Completing Work Reports
- Team Building Skills
- AutoCAD

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Safety Training cannot exceed 10% of total training hours per-trainee
(This cap does not apply to OSHA 10/30)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee in Job Number 1, regardless of the method of delivery. Reimbursement for retraining is capped at 210 total training hours per trainee (200 hours for Commercial Skills, Business Skills, and OSHA 30, and 10 hours for OSHA 10) in Job Numbers 2-3.



Training Proposal for:

Artemis Institute for Clinical Research, LLC

Delegation ≤ \$75,000 Single Employer

Contract Number: ET20-0119

Approval Date: July 23, 2019

Panel Meeting of: August 23, 2019

ETP Regional Office: San Diego

Analyst: M. Ibarra

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100	Industry Sector(s):	Services (G) Biotechnology and Life Sciences (54+) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego, Riverside	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 51	U.S.: 51	Worldwide: 51
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)
\$48,960

Total ETP Funding
\$56,304

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Occupations to be Trained:	Administrative Staff, Research Operations Staff, Sales Staff, Supervisor/Manager, Owner

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. PL-Comm. Skills	51	8 - 200	0 - 20	\$1,104	\$17.70
				Weighted Avg: 48			

Minimum Wage by County: \$17.70 per hour in San Diego and Riverside Counties.
Health Benefits: Used to meet the Post-Retention Wage?: Yes No
 Up to \$2.50 per hour may be used to meet the Post-Retention Wage.

OVERVIEW

Year Company Founded:	2008	Company Headquarters: <input type="checkbox"/> <i>Single location</i> San Diego, CA
Total Number of Facility locations in California:	3	
Facility location(s) where training will occur:	<ul style="list-style-type: none"> • San Diego, CA (San Diego County) • San Marcos, CA (San Diego County) • Riverside, CA (Riverside County) 	

Nature of Business:	<p>Artemis Institute for Clinical Research, LLC (Artemis Institute) (www.artemis-research.com) is a service-based small business that conducts clinical research studies with human subjects. The Company executes specific protocols to further develop and understand new medication treatments.</p> <p>Artemis Institute works on behalf of pharmaceutical companies which are overseen by the Food and Drug Administration (FDA) in multi-therapeutic areas including, psychiatry, neurology, internal medicine, and vaccines. The data for each study protocol is gathered by the Company through collaborating and working with human study</p>
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	participants, who volunteer to participate in a clinical research study.
Customer Base:	Small to large biotech and pharmaceutical companies

Business / Industry Needs / Changes:	<ul style="list-style-type: none"> • Due to the Company's diverse customer base and differing needs for each study protocol, as well as the changing regulatory compliance from the FDA, Artemis Institute expects to continue to grow 15% in annual revenue for the next two years. • As drug development continues to grow as a result of new pharmaceuticals being developed, there is a growing need for experienced clinical research companies. As such, Artemis Institute plans to open new locations to further serve the increasing demands of the pharmaceutical industry. Respectively, the Company plans to hire approximately six new employees in the next two years. • As the performance of clinical research becomes more highly regulated, more complex, and specialized, Artemis Institute is experiencing difficulty in acquiring skilled and trained new workers. Currently, there is a lack of formal training within the industry.
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Training Plan:

Need for Training:	<p>In order to address and support the aforementioned customer and business growth, Artemis Institute is committed to provide a comprehensive company-wide training program in the following:</p> <ul style="list-style-type: none"> • Technical skills training including data collection according to protocol; drug dispensing and accountability; laboratory collection and processes; and use of patient diaries. Further, the Company plans to provide Polysomnographic (sleep study) training for insomnia studies; training on various medical and psychiatric conditions; the collection of weight, vitals, and other data points; and training on quality check and lean processes. Training will enable workers to keep pace with changing procedures and customer requirements as regulations and protocols evolve. • Application skills training on various software systems/programs utilized by various customers. Training will allow employees to enter data accurately and proficiently per customer requirements. • Professional and business skills training in team building, management, communication, conflict resolution, leadership, and company operations in
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	order to continually develop team members and allow for retention and advancement within the Company.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- Class/lab
 E-Learning
 CBT
 Productive Lab

Business Skills	Computer Skills
Commercial Skills	Continuous Improvement

Productive Laboratory	Justification: <input type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures <input checked="" type="checkbox"/> Certification Standards
	24 PL Hours per-trainee
	Occupations Receiving PL Training: Administrative Staff, Research Operations Staff, Sales Staff
The PL instructor must be dedicated to training, at a ratio of 1:1.	

Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	48 Hours
<p>Artemis Institute is dedicated to provide the aforementioned comprehensive training program to its entire workforce to anticipate and support increased customer demands and overall business growth. The Company conducted a training needs assessment determined all incumbent workers would receive approximately 4 hours of training per month, with an average of 84 hours of continuous training in a 21-month training period.</p> <p>Further, newly-hired workers will also receive 30 hours of training within the first 90 days of employment, with an average 102 hours of training within the 21-month training period.</p> <p>Artemis Institute requests ETP funding for an average of 48 hours of class/lab and Productive Lab (PL) training delivered to all workers in this proposal.</p>	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: <p>Artemis Institute's Director of Operations will manage and oversee the administration and implementation of training at all locations, along with oversight from the Chief Executive Officer.</p>
<ul style="list-style-type: none"> • Trainers: <p>In-house subject matter experts and potential training vendors, if necessary. Training is ongoing; however, ETP training will start at the beginning of contract term.</p>
<ul style="list-style-type: none"> • Administration: <p>Artemis Institute will contract with an administrative subcontractor to assist with project administration. Under the oversight of the Director of Operations, internal office administrator at each location will be the point person and will be responsible for submitting completed original rosters to the San Diego office. The Director of Operations at the San Diego office will submit copies of completed attendance rosters to administrative subcontractor for uploading in the ETP online system.</p>

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach, CA	\$3,900
Administrative	Training Funding Source	Seal Beach, CA	Not to exceed 13% of payment earned
Training Vendors	To Be Determined	N/A	N/A

Exhibit B: Menu Curriculum

Class/Lab and E-Learning Hours

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- ✦ Budgeting and Financial Management
- ✦ Client Relations
- ✦ Coaching Skills
- ✦ Communication Skills
- ✦ Customer Relations
- ✦ Goal Setting
- ✦ Leadership Skills
- ✦ Strategy Planning Skills
- ✦ Product Knowledge
- ✦ Project Management
- ✦ Sales/Marketing Skills
- ✦ Proposal and Business Development
- ✦ Team Building Skills
- ✦ Technical Editing and Writing Skills

COMMERCIAL SKILLS

- ✦ Clinical Research/Trials protocol training
- ✦ Equipment Operations & Maintenance
- ✦ Filing Systems
- ✦ Inspection Procedures
- ✦ Laboratory procedures
- ✦ Sample Processing
- ✦ Standard research Methods
- ✦ Study Areas (Bipolar, Alzheimer's, Hypertension, Cardiovascular, Anxiety Disorder, ADHD, Low Back Pain, Eating Disorder, Respiratory System, Insomnia and Sleep Disorder, Fibromyalgia, Allergies and Immunological, Schizophrenia, Dermatology, Arthritis and Musculoskeletal, Osteoarthritis, Hyperlipidemia, Gastrointestinal disorder, Migraine, Anemia, Infectious Disease, Diabetes and Metabolic, PTSD, Depression)
- ✦ Work Procedures
- ✦ Data Collection Protocol Procedures
- ✦ Good Clinical Practice (GCP)

COMPUTER SKILLS

- ✦ Adobe (PDF, InDesign, Photoshop, Illustrator, etc.)
- ✦ Clinical Conductor/Clinical trial management software
- ✦ Box Software
- ✦ Cloud Solutions
- ✦ Computer Graphics, Design, & Drafting
- ✦ Customer Relationship Management (CRM)
- ✦ Electronic Data Capture Systems
- ✦ Financial Software
- ✦ Microsoft Office Suite

- ✚ Payroll System
- ✚ Web Design and Graphics Software

CONTINUOUS IMPROVEMENT

- ✚ Corrective Action Procedures
- ✚ Lean Process Improvement
- ✚ Problem Solving
- ✚ Productivity Improvement
- ✚ Quality Assurance/Quality Control
- ✚ Six Sigma Methodology

Productive Lab Hours

0 – 24

COMMERCIAL SKILLS (Ratio 1:1)

- ✚ Vitals Collection Procedures
- ✚ Electrocardiogram Testing
- ✚ Polysomnography Testing
- ✚ Blood Drawing Procedures
- ✚ Laboratory Processing
- ✚ Study Visit Data Collection
- ✚ Data Entry Data Collection
- ✚ Investigational Drug Collection and Dispensing
- ✚ Obtaining Informed Consent
- ✚ Phone Screening for Clinical Studies

CBT Hours

0 – 20

COMMERCIAL SKILLS

- ✚ Good Clinical Practice Training (5 hours)
- ✚ Data Entry Procedures into pharmaceutical portals (5 hours)
- ✚ Protocol Training for each clinical trial (10 hours)

Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.



**Training Proposal for:
Coast Packing Company**

Delegation ≤ \$75,000 Single Employer

Contract Number: ET20-0135

Approval Date: August 9, 2019

Panel Meeting of: August 23, 2019

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	Retrainee SB <100 Priority Rate Job Creation Initiative HUA	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 75	U.S.: 75	Worldwide: 75	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	13%			

In-Kind Contribution: (100% of Total ETP Funding Required)
\$123,382

Total ETP Funding
\$74,350

Small Business Only:	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HUA Only:	Number of trainees in HUA location: 85
Occupations to be Trained:	Production, Administration, Supervisor, Manager

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority SB<100 HUA	Business Skills Computer Skills Continuous Impr. Mfg. Skills HazMat PL-Mfg. Skills	75	8-60	0	\$874	*\$13.92
				Weighted Avg: 38			
2	Retrainee Job Creation Priority SB<100 HUA	Business Skills Computer Skills Continuous Impr. Mfg. Skills HazMat PL-Mfg. Skills	10	8-60	0	\$880	*\$12.00
				Weighted Avg: 40			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail. *ETP Required Wage is the High Unemployment Area (HUA) modified wage for trainees located in a HUA, regardless if the contractor is requesting a wage modification.

<p>Minimum Wage by County: Job 1: \$13.92 for (HUA) Los Angeles County and Job 2: \$12.00 for (Job Creation/HUA) Los Angeles County.</p> <p>Health Benefits: Used to meet the Post-Retention Wage?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Up to \$1.92 per hour may be used to meet the Post-Retention Wage for Job Number 1.</p>
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OVERVIEW

Year Company Founded:	1922	Company Headquarters: <input checked="" type="checkbox"/> <i>Single location</i> Vernon, CA
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Nature of Business:	<ul style="list-style-type: none"> • Manufacturer and supplier of animal fat shortening lards and cooking oil.
Customer Base:	<ul style="list-style-type: none"> • Wholesale distributors • Restaurant chains • Retail food market • Specialty shops that sell dry mixes of CPC product under their brand name.

Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Coast Packing Company (CPC) designed and added two new packaging lines to increase capacity • Added additional shift for production • Expanding business capacity, creation of additional positions within the company • Certifications required for Global Food Safety Initiative (GFSI); Hazard Analysis; Critical Control Point (HACCP)
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Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Continuous Improvement - provided to all occupations in order to upgrade employee skills and meet certification requirements. • Manufacturing Skills - Production employees will receive training in manufacturing processes and recently acquired equipment. Training will upgrade employee skills in operation and process and procedure acuity. • Business Skills - provided to all occupations to support process improvement integration with administrative functions throughout the company. • Hazardous Materials - provided to production staff, managers and supervisors to ensure that hazardous materials are handled in the safest manner possible by employees for the benefit of the company and the environment. • Computer Skills - provided to all employees as it relates to their specific job function to maintain data within the company's MRP system. Additionally, skills will be acquired performing development, planning, implementing and maintaining a Microsoft Server environment. These skills support the anticipated streamlining of Company's systems and processes.
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Training courses listed in the Menu Curriculum will be provided via the following training methods under the following Types of Training:

- Class/lab
 E-Learning
 CBT
 Productive Lab
 MS Preceptor
 MS Didactic

Business Skills	Computer Skills
Continuous Improvement	Hazardous Materials
Manufacturing Skills	PL- Manufacturing Skills

Certified Safety Training	<input type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification:
	<input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures <input checked="" type="checkbox"/> Certification Standards
	30 PL Hours per-trainee
	Occupations Receiving PL Training: Production
The PL instructor must be dedicated to training, at a ratio of 1:2.	
Ratio Higher than 1:1	Trainees work in pairs to train and operate the equipment.

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function <input checked="" type="checkbox"/> Expanding existing business capacity by adding a new production shift
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Temp-to-Perm

CPC intends to train workers under Panel guidelines for the Temporary-to-Permanent program. The Company has retained these employees on a temporary basis with the intention of hiring them into full-time, permanent positions after training. According to CPC the average time for “converting” temporary workers into full-time permanent employment is 3 months. These workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

Under Panel guidelines for the Temporary to Permanent program, these trainees must be eligible to participate in ETP-funded training pursuant to Unemployment Insurance Code Section 10201(c). Moreover, they cannot be enrolled as trainees until after they have been hired by CPC into full-time, permanent employment. Until they are so hired, retention and post-retention wage requirements cannot be satisfied and the Company will not receive progress payments.

Average days to convert temporary workers to full time permanent employment.	90 days
Employer-paid healthcare premiums while on temporary status.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is expected that these workers will receive employer-paid health benefits immediately upon hire.

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: CPC has designated the Human Resources Manager, Plant Manager and Training Manager to oversee training. Training will be provided at the CPC facility in Vernon by a combination of in-house and vendor trainers. CPC retained an administrative subcontractor to assist with enrollment, uploading and invoicing training hours in the ETP System. All internal and third party project staff will be available to meet with ETP staff. CPC is ready to start training upon approval.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Continuous Improvement, Manufacturing Skills, Computer Skills, Business Skills and Hazardous Materials <input type="checkbox"/> Vendor – Types of Training by vendor: (To Be Determined)
<ul style="list-style-type: none"> Administration: CPC retained Training Funding Source (TFS) in Seal Beach to perform administrative services and will work closely with the company's Human Resources Manager, Mr. Paredes who will oversee the training within the company. <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$4,900
Administrative	Training Funding Source	Seal Beach	Not to exceed 13% of payment earned.
Training Vendors	To Be Determined	To Be Determined	To Be Determined

Exhibit B: Menu Curriculum

Trainees may receive any of the following:

Class/Lab Hours

8 - 60

BUSINESS SKILLS

- Business and Phone Etiquette
- Change Management
- Coaching and Conflict Resolution
- Communication Skills
- Performance Management
- Problem Solving – Root Cause Analysis
- Product and Service Knowledge
- Project Management
- Working Successfully with Others

COMPUTER SKILLS

- Database Administrator Skills (includes development, performance, tuning)
- Microsoft Office
- Materials Requirement (MRP)
- Process Mapping
- Financial/Accounting/Manufacturing Software

CONTINUOUS IMPROVEMENT

- Decision Making/Problem Solving
- Kaizen (Team Participation)
- Kanban Inventory System
- Line Balancing
- Leadership
- Lean Manufacturing
- Lean Waste Reduction (The 7 Wastes)
- Quality Systems
- 5S Program (Sort, Set, Shine, Standardize, Sustain)
- SMED (Single Minute Exchange of Dies)
- Teambuilding
- TPM (Total Preventive Maintenance)
- Work Procedures

HAZARDOUS MATERIALS

- Hazardous Material Handling

MANUFACTURING SKILLS

- Good Manufacturing Practices
- Gluten Free, Non GMO, Vegan, Kosher, Organic, SQF
- HACCP (Hazard Analysis & Critical Control Point)
- Production Equipment/Tools (Preventative Maintenance)
- Sanitation Procedures/Materials
- Standard Operating Procedures
- Shop Floor Data Collection

PL Hours

0 – 30

MANUFACTURING SKILLS (limited ratio 1:2)

- Production Equipment Operation
 - LA Wash Rack
 - Wexxar Case Erector
 - Pattyn Flexim-31 bag setter
 - Pattyn DF10 Decuffer/Closer
 - CPC 4 Station Weigh Filling System
 - Loma Metal Detector and Checkweigh
 - PLC Controlled Case Controller
 - Diagraph Ink coder
 - Top Tier Palletizer

Safety Training will be limited to 10% of total training hours per-trainee.

Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

Orange County Computer Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET20-0114

Approval Date: August 8, 2019

Panel Meeting of: August 23, 2019

ETP Regional Office: San Diego

Analyst: C. Clady

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative Priority Rate SB <100	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 8	U.S.: 8	Worldwide: 8
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)
\$16,500

Total ETP Funding
\$10,350

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Help Desk/Technical Engineer, Sales Engineer Administration , Supervisor/Manager, Owner

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority SB<100	Business Skills, Computer Skills	8	8-200	0-40	\$1,150	\$18.14
				Weighted Avg: 45			
2	Job Creation Priority SB<100	Business Skills, Computer Skills	2	8-200	0-40	\$1,150	\$15.12
				Weighted Avg: 45			

Minimum Wage by County: Job Number: 1 Orange County \$18.14/hr.
Job Number 2 (Job Creation): Orange County \$15.12/hr.
Health Benefits: Used to meet the Post-Retention Wage?: Yes No
Up to \$2.50 per hour may be used to meet the Post-Retention Wage in Job Numbers 1 & 2.

OVERVIEW

Year Company Founded:	1998	Company Headquarters: <input checked="" type="checkbox"/> Single location Lake Forest
Facility location(s) where training will occur		<ul style="list-style-type: none"> Lake Forest (Orange County)

Nature of Business:	Orange County Computer Inc. (OC Computer) provides comprehensive solutions for network infrastructure including: private and public cloud solutions, hosted applications, network security and disaster prevention and recovery services.
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<p>Customer Base:</p>	<p>Customers are from the following industries sectors:</p> <ul style="list-style-type: none"> • Legal, Medical and Dental • Accounting • Non-Profit • Manufacturing • Automotive • Hospitality
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<p>Business / Industry Needs / Changes</p>	<ul style="list-style-type: none"> • The technology industry is constantly changing and it is imperative for the Company to remain competitive. OC Computer must provide a comprehensive approach to educating workers because the Company is a certified partner with a variety of companies including Microsoft, Dell, Adobe and Cisco. • OC Computers plans to streamline its existing Customer Resource Management (CRM) system to stay current. • The Company projects to add two technical positions over the next year to keep up with client growth.
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Training Plan:

<p>Need for Training:</p>	<ul style="list-style-type: none"> • Companywide training will be provided on the Company's CRM. Ongoing Computer Skills training will also be provided to all staff. Help Desk Staff will be trained to resolve client computer problems. Sales Engineers need Computer Skills training to provide quotes and sell solutions to clients and understand technical terminology. In addition, Administration Staff and Supervisors/Managers will be trained to manage daily tasks and organize projects. • Training will also focus on Business Skills for all staff. Help Desk Staff will need to learn how to provide quality customer service. Sales Engineers will learn how to secure new clients, while Administrative Staff will learn how to operate office equipment. Business Skills training will also be provided to Supervisor/Manager so they can confidently negotiate potential sales contract.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- Class/lab
- E-Learning
- CBT
- Productive Lab
- MS Preceptor
- MS Didactic

Computer Skills	Business Skills	
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Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function.
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: The Chief Executive Officer and the Chief Operating Office will have oversight of the project.
<ul style="list-style-type: none"> • Trainers: <input type="checkbox"/> In-house – Types of Training: <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: Computer and Business Skills
<ul style="list-style-type: none"> • Administration: The project will be overseen by the CEO with the assistance of the COO. The Company hired an administrative subcontractor. There is a training plan in place and the Company is ready to begin training upon approval. <input checked="" type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$800
Administrative	Training Funding Source	Seal Beach	13% of payment earned
Training Vendors	TBD		

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Customer Acquisition/Sales
- Customer Interaction/Quality Control
- Leadership/Communication Skills
- Project Management
- Proposal Procedures
- Standard Business Operating Procedures
- Workplace Privacy

COMPUTER SKILLS

- Backup Disaster Recovery Systems
- Databases
- Network Security/Firewalls
- File Sharing
- Hardware – Configuration and Troubleshooting
- Network Configuration
- Microsoft PowerShell Scripting
- Software – Configuration, Use and Troubleshooting
- Storage Solutions (SAN, NAS, etc.)
- Servers – Loading, Configuring, and Troubleshooting
- Service Standards and Technical Operating Procedures
- Cloud Configuration and Administration

CBT Hours

0-40

COMPUTER SKILLS

- Windows 10: Installing and Configuring (10.5 hours)
 - Course Introduction (0:06)
 - Intro to the Implement Windows Section (0:06)
 - Hardware Requirements and Compatibility (0:08)
 - Upgrades Versus Clean Installs (0:07)
 - Windows 10 Editions (0:09)
 - Requirements for Special Features (0:09)
 - Creating Appropriate Installation Media (00:15)
 - Performing Various Installations (0:16)
 - Performing a Clean Install (0:11)
 - Installing Additional Windows Features (0:07)
 - Additional Regional and Language Support (0:05)
 - Device Drivers (0:07)
 - Advanced Device Driver Management (0:08)
 - Start Menu, Desktop, Taskbar and Notification Settings (0:13)
 - Accessibility Options (0:07)

- Cortana & Microsoft Edge (0:17)
- Internet Explorer (0:08)
- Hyper-V & Power Settings (0:18)
- Windows Imaging and Configuration Designer Tool (0:07)
- Volume Activation & Miscellaneous Activation Topics (0:12)
- Introducing Active Directory (0:07)
- Active Directory and Group Policies User Account Control (0:13)
- Intro to the Configure and Support Core Services Section (0:03)
- IPv4 and IPv6 Network Settings (0:15)
- Name Resolution (0:06)
- Connect to a Network (0:06)
- Network Locations & Windows Firewall (0:20)
- Windows Firewall with Advanced Security (0:10)
- Network Discovery & WiFi Settings (0:15)
- Wi-Fi Direct, Wi-Fi Sense, and Hotspot 2.0 (0:05)
- Troubleshoot Network Issues (0:07)
- VPNs & IPsec & Direct Access (0:19)
- Disk Management and Windows PowerShell (0:14)
- VHDs & Storage Spaces (0:21)
- Removable Devices & Troubleshoot Storage (0:18)
- File and Printer Sharing (0:09)
- Folder Shares, Public Folders, and OneDrive (0:12)
- File System Permissions (0:11)
- Troubleshoot Data Access (0:04)
- Desktop Apps & Startup Options (0:16)
- Windows Store (0:07)
- Provisioning Packages (0:06)
- Windows PowerShell (0:09)
- The Microsoft Management Console & Remote Management (0:18)
- Manage and Maintain Windows Section & Configure Updates (0:15)
- Task Manager and Resource Monitor & Performance Monitor (0:20)
- Monitor and Manage Printers (0:06)
- Indexing Options & Event Viewer (0:19)
- Windows Defender & Reliability Monitor (0:12)
- Troubleshoot Performance Issues (0:07)
- Recovery Options & Backup Options (0:14)
- Authorization and Authentication (0:06)
- Configure Services (0:07)
- Task Scheduler and Exam Recap (0:17)
- Windows 10: Configuring Windows Devices (6.75 hours)
- Microsoft Azure: Architecting Solutions (5.5 Hours)
- Microsoft Azure: Developing Solutions (70-532/AZ201) (9.5 Hours)
 - Introduction to Azure Websites (0:21)
 - Azure Websites: Deployment Slots (0:17)

- Azure Websites: Hosting Plans (0:14)
- Azure Websites: Site Settings (0:17)
- Azure Websites: Custom Domains and SSL (0:15)
- Azure Websites: Diagnostics and Debugging (0:22)
- Azure Websites: Monitoring and Alerts (0:15)
- Azure Websites: Scaling (0:12)
- Azure Websites: Traffic Manager (0:17)
- Azure Websites: Resilience Patterns (0:12)
- Azure Websites: Web Jobs (0:08)
- Introduction to Azure Virtual Machines (0:10)
- Azure Virtual Machines: Creating New VMs (0:11)
- Azure Virtual Machines: VHDs, Disks, and Images (0:17)
- Azure Virtual Machines: Custom Extensions (0:11)
- Azure Virtual Machines: Networks and Cloud Services (0:12)
- Azure Virtual Machines: Endpoints, ACLs and Load Balancing (0:20)
- Azure Virtual Machines: Scaling and Availability (0:14)
- Azure Virtual Machines: Storage Planning (0:19)
- Azure Virtual Machines: Diagnostic Measurements (0:11)
- Introduction to Azure Cloud Services (0:15)
- Azure Cloud Services: Building Cloud Services (0:15)
- Azure Cloud Services: Scaling Cloud Services (0:13)
- Azure Cloud Services: Endpoints (0:16)
- Azure Cloud Services: Network Traffic and ACLs (0:10)
- Azure Cloud Services: Networking (0:18)
- Azure Cloud Services: Managing Websites (0:12)
- Azure Cloud Services: Local Storage (0:12)
- Azure Cloud Services: Diagnostics and Debugging (0:13)
- Introduction to Azure Storage (0:11)
- Azure Storage: Storage Accounts (0:10)
- Azure Storage: Containers and Blobs (0:13)
- Azure Storage: Advanced Blob Features (0:12)
- Azure Storage: Tables (0:14)
- Azure Storage: Queues (0:12)
- Azure Storage: Access Control (0:16)
- Azure Storage: Monitoring (0:10)
- Azure Storage: SQL Databases (0:09)
- Azure Integration: Azure Active Directory (0:20)
- Azure Integration: Virtual Networks (0:08)
- Azure Integration: Service Bus (0:17)
- Microsoft Azure: Implementing Infrastructure Solutions (6.75 hours)
- Office 365 Exchange Migration (2 hours)
- Office 365 Domain Structure, ADMT and Federations (1.75 Hours)
- Windows Server 2016: Networking (22.5 hours)
 - Introduction to Networking with Windows Server 2016 (0:04)
 - DNS and Labs Overview (0:11)
 - Adding the DNS Server Role (0:18)

- DNS Forwarding and PowerShell Intro (0:14)
- DNS Root Hints (0:20)
- Adding Active Directory (AD) (0:18)
- Troubleshooting DNS (0:12)
- DNS Records Overview (0:17)
- DNS Zones Overview (0:17)
- Reverse Lookup Zones (0:13)
- DNS Round Robin (0:19)
- DNS Delegation (0:08)
- DNS Stub Zones (0:13)
- DNS Global Names Zone (0:05)
- DNS Recursion (0:15)
- DNS Security (DNSSEC) (0:23)
- DNS Cache Locking and Socket Pool (0:09)
- DNS Response Rate Limiting (0:10)
- DNS Policy: Load Balancing (0:18)
- DNS Policy: Client Source Address (0:14)
- DNS Policy: Time-Based Requests (0:15)
- DNS Logging and Tuning (0:21)
- DNS Scavenging (0:06)
- DANE and TLSA Records (0:23)
- DNS Stats, Management and Servers (0:10)
- DNS Resource Record Hands-On Lab (0:18)
- DHCP Overview and Install (0:13)
- DHCP Scope Creation (0:26)
- DHCP Reservations (0:16)
- DHCP Options (0:16)
- DHCP Relay Configuration (0:20)
- DHCP Relay Verification and Troubleshooting (0:22)
- DHCP Dynamic Updates to DNS (0:13)
- DHCP PXE Boot Support (0:13)
- DHCP Super and Multicast Scopes (0:23)
- DHCP Policies (0:08)
- DHCP Preparing IPv6 Networking (0:25)
- DHCP Creating IPv6 Scopes (0:18)
- DHCP Split Scopes (0:14)
- DHCP Failover (0:17)
- DHCP User Classes (0:09)
- DHCP Backup, Restore, Import, Export (0:11)
- DHCP L2 MAC Filtering (0:09)
- DHCP Troubleshooting (0:17)
- IPAM Overview and Installation (0:18)
- Manage DNS using IPAM (0:17)
- Manage DHCP using IPAM (0:13)
- IPAM Role-Based Access Control (0:15)
- Using IPAM to Manage IP Addresses (0:21)
- IPAM Migration and Auditing (0:12)

- Dynamic NAT/PAT (0:23)
- Port Forwarding NAT/PAT (0:16)
- Remote Access VPNs (0:30)
- Direct Access (0:24)
- VPN Connection Profiles using CMAK (0:17)
- Site-to-Site VPN (0:23)
- Local Network Policy Server Fundamentals (0:22)
- Local NPS and AD Interaction (0:12)
- NPS with RADIUS (0:23)
- RADIUS Proxy (0:16)
- RADIUS Accounting (0:11)
- NPS Imports, Exports, and Templates (0:08)
- Using Digital Certificates with VPNs (0:16)
- IPv4 Overview and Considerations (0:08)
- Binary Basics (0:07)
- Learning to Convert Between Decimal and Binary (0:13)
- Unveiling the IPv4 Mask (0:10)
- Stealing Host Bits for More Networks (0:21)
- Identifying New IPv4 Subnets (0:19)
- Identify Valid Host Ranges on Subnets (0:19)
- Identify How Many Hosts Will Fit on a Subnet (0:07)
- Extract the Subnet ID from a Host Address (0:12)
- Demonstrating Your IPv4 Skills in the Lab (0:13)
- IPv6 Fundamentals (0:15)
- Border Gateway Protocol (0:13)
- ISATAP (0:15)
- Teredo Tunnels (0:10)
- 6to4 Tunnels (0:16)
- Implementing DFS Namespaces (0:16)
- Namespace Availability (0:09)
- DFS Site Awareness (0:13)
- DFS Scheduling, Staging, Compression and Optimization (0:10)
- BranchCache Overview and Install (0:18)
- NIC Teaming (0:10)
- Switch Embedded Teaming (0:05)
- High-performance Network Solutions (0:07)
- Quality of Service with Data Center Bridging (DCB) (0:09)
- Software Load Balancer Overview (0:07)
- Software Defined Networking Overview (0:11)
- Windows Server 2016: Identity (7.75 Hours)
- Microsoft Systems Center Config Manager (8.5 hours)
- Windows Server 2016: Installation, Storage and Computers (10hrs)
 - Welcome to Windows Server 2016 and (0:07)
 - Plan for Windows Server 2016 (0:09)
 - Install and Configure Windows Server 2016 (0:16)
 - Install and Configure Windows Server Core (0:18)
 - Manage Windows Server Core (0:20)

- Implement PowerShell Desired State Configuration (0:16)
- Windows Server 2016 Activation (0:11)
- Upgrade and Migrate to Windows Server 2016 (0:20)
- Introduction to Nano Server (0:09)
- Install Nano Server (0:18)
- Manage and Configure Nano Server (0:15)
- Plan for Virtualization (0:13)
- Manage and Maintain Images (0:22)
- Configure Disks (0:14)
- Configure Virtual Disks (0:12)
- Configure Shares (0:23)
- Configure Permissions (0:15)
- Configure and Manage Storage Pools (0:17)
- Advanced Storage Features (0:05)
- Configure Storage Replica (0:14)
- Implement Data Deduplication (0:16)
- Install Hyper-V (0:17)
- Configure and Manage Hyper-V (0:21)
- Create Virtual Machines (0:19)
- Configure Virtual Machines (0:18)
- Manage Virtual Machines (0:17)
- Create and Configure Hyper-V Storage (0:20)
- Manage Hyper-V Storage (0:24)
- Configure Hyper-V Networking (0:17)
- Optimize Hyper-V Networking (0:12)
- Introduction to Containers (0:15)
- Deploy Containers (0:19)
- Manage Containers (0:21)
- Implement Hyper-V Replica (0:13)
- Implement Hyper-V Migration (0:18)
- Introduction to Failover Clustering (0:10)
- Configure Failover Clustering (0:20)
- Maintain Failover Clusters (0:23)
- Manage Failover Clustering (0:26)
- Implement Scale-out File Server (SoFS) (0:14)
- Implement Hyper-V Clusters (0:24)
- Implement Stretch Clusters (0:30)
- Implement Storage Spaces Direct (0:23)
- Implement Network Load Balancing (0:16)
- Maintain Server Installations (0:24)
- Implement Server Backups (0:23)
- Monitor Server Installations (0:18)
- Good Luck! (0:03)
- Windows Server 2012: Administering (9 Hours)
 - Introduction to: Administering Windows Server 2012 R2 (0:05)
 - Deploy Manage and Maintain Servers Section (0:03)
 - Install and Configure Windows Deployment Services (0:12)

- Deploy and Manage Server Images (0:22)
- Install and Configure Windows Server Update Services (0:12)
- Implement Patch Management (0:22)
- Monitor Servers (0:22)
- The Configure File and Print Services Section (0:03)
- Install and Configure Distributed File System (DFS) (0:20)
- Manage Distributed File System (0:21)
- Configure File Server Resource Manager (0:21)
- Configure File and Disk Encryption (0:23)
- Configure Advanced Audit Policies (0:18)
- The Configure Network Services and Access Section (0:05)
- Configure DNS Zones (0:21)
- Configure DNS Records (0:19)
- Install and Configure Remote Access (0:16)
- Configure VPN (0:17)
- Configure Web Application Proxy (0:12)
- Configure Direct Access (0:24)
- Configure a Network Policy Server Infrastructure Section (0:04)
- Configure Network Policy Server (0:23)
- Configure NPS Policies (0:13)
- Configure Network Access Protection (0:19)
- Configure and Manage Active Directory Section (0:04)
- Configure Service Authentication (0:19)
- Configure Domain Controllers (0:25)
- Maintain Active Directory (0:25)
- Configure Account Policies (0:12)
- Configure and Manage Group Policy Section (0:05)
- Configure Group Policy Processing (0:21)
- Configure Group Policy Settings (0:24)
- Manage Group Policy Objects (0:12)
- Configure Group Policy Preferences (0:16)
- ConnectWise Engineer/Technician Training (5.7 Hours)
- ConnectWise Internal IT Training (5.5 Hours)
- ConnectWise Service Manager Training (7.0 Hours)
- ConnectWise Manage Implementation Training (3.4 Hours)

BUSINESS SKILLS

- ConnectWise Administrator Training (10 Hours)
 - How-To: ConnectWise 5 Best Practices (0.07)
 - Manager Lifecycle (0.32)
 - ConnectWise Manage 101 (0.25)
 - ConnectWise Manage 201 (0.25)
 - My Company Fundamentals (0.15)
 - My Company Mastery (0.15)
 - My Company Setup Mastery (0.20)
 - Members 101 (0.25)
 - Company and Contacts 101 (0.25)

- Company Essentials (0.15)
- Company Setup Mastery (0.20)
- My Calendar 101 (0.30)
- Activity 101 (0.25)
- Activity Setup Mastery (0.20)
- Marketing Campaign 101 (0.20)
- Marketing Setup Mastery (0.15)
- Marketing Mastery (0.15)
- Communications Manager 101 (0.15)
- Product 101 (0.20)
- Product 201 (0.20)
- Product Setup Mastery (0.20)
- Opportunities 101 (0.25)
- Opportunities 201 (0.25)
- Opportunities Setup Mastery (0.20)
- Sales Mastery (0.15)
- Sales Order Fundamentals (0.15)
- Sales Order Setup Mastery (0.20)
- Lesson Agreement 101 (0.25)
- Lesson Agreement 201 (0.25)
- Lesson Agreement Setup Mastery (0.20)
- Agreement Additions Setup Mastery (0.20)
- Service Ticket 101 (0.20)
- Service Ticket Essentials (0.20)
- Service Board 101 (0.30)
- Service Board Setup Mastery (0.15)
- Ticket Template Mastery (0.20)
- Ticket Template Setup Table (0.20)
- Configurations 101 (0.25)
- Configurations 201 (0.20)
- Configurations Setup Mastery (0.20)
- Dispatch Portal 101 (0.20)
- Knowledge Base 101 (0.20)
- SLA Mastery (0.15)
- SLA Setup Mastery (0.20)
- Project 101 (0.20)
- Project Essentials (0.20)
- Project Setup Mastery (0.20)
- Project Mastery (0.20)
- Time 101 (0.20)
- Expense 101 (0.20)
- Time and Expense Essentials (0.15)
- Time Setup Master (0.15)
- Expense Setup Mastery (0.20)
- Invoice 101 (0.25)
- Invoice Essentials (0.15)
- Invoicing Setup Mastery (0.15)
- Invoice Mastery (0.20)
- General Ledger Account Setup Mastery (0.10)
- Workflow Rule 101 (0.25)
- Workflow Setup Mastery (0.20)

- Reporting 101 (0.25)
- ConnectWise Dispatcher Training (5.7 Hours)
- ConnectWise Finance Clerk Training (6.2 Hours)
- ConnectWise Finance Manager Training (9.2 Hours)
 - ConnectWise 5 Best Practices (0:06)
 - Introduction to the ConnectWise Manage Lifecycle (0:02)
 - ConnectWise Manage 101 (0:25)
 - ConnectWise Manage 201 (0:25)
 - My Company Fundamentals (0:15)
 - My Calendar 101 (0:30)
 - Company and Contacts 101 (0:25)
 - Company Essentials (0:15)
 - Product 101 (0:20)
 - Product 201 (0:20)
 - Sales Order Fundamentals (0:15)
 - Sales Order Essentials (0:15)
 - Service Ticket 101 (0:20)
 - Service Ticket Essentials (0:20)
 - Service Board 101 (0:30)
 - Agreement 101 (0:25)
 - Agreement 201 (0:25)
 - Agreement Additions Setup Mastery (0:20)
 - Time 101 (0:20)
 - Expense 101 (0:20)
 - Time and Expense Essentials (0:15)
 - Expense Setup Mastery (0:20)
 - Invoice 101 (0:25)
 - Invoice Essentials (0:15)
 - Invoicing Setup Mastery (0:15)
 - Invoice Mastery (0:20)
 - General Ledger Account Setup Mastery (0:10)
 - Activity 101 (0:25)
 - Workflow Rule 101 (0:25)
 - Company Setup Mastery (0:20)
 - Workflow Setup Mastery (0:20)
 - Reporting 101 (0.20)
- Connectwise Owner/Executive Training (7.1 Hours)
- ConnectWise Project Manager Training (8.5 Hours)
- ConnectWise Sales Manager Training (7.4 Hours)
- ConnectWise Marketing Manager Training (6.1 Hours)

Note: Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.



**Training Proposal for:
Princess Paper, Inc.**

Delegation ≤\$75,000 Single Employer

Contract Number: ET20-0132

Approval Date: August 9, 2019

Panel Meeting of: August 23, 2019

ETP Regional Office: North Hollywood

Analyst: M. Paccereilli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 HUA	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 47	U.S.:47	Worldwide: 47
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)
\$56,934

Total ETP Funding
\$48,645

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HUA Only:	Number of trainees in HUA location: 10
Occupations to be Trained:	Production Staff, Administrative Staff, Supervisor/Manager, Owner

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class /Lab	CBT		
1	Retrainee Priority SB<100 HUA	Business Skills, Computer Skills, Cont. Improvement, Hazardous Mat., Mfg. Skills, PL-Mfg. Skills	47	8-200	0	\$1,035	*\$13.92
				Weighted Avg.: 45			

* It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail. ETP Required Wage is then High Unemployment Area modified wage, regardless if the contractor is requesting a wage modification.

Minimum Wage by County: \$13.92 in Los Angeles County
Health Benefits: Used to meet the Post-Retention Wage?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Although employer provides health benefits, they are not being used to meet the Post-Retention Wage.

OVERVIEW

Year Company Founded:	1998	Company Headquarters: <input type="checkbox"/> Single location Vernon
Total Number of Facility locations in California	2	
Facility location(s) where training will occur	4445 E. Fruitland Avenue and 4555 Everett Avenue Vernon (Los Angeles County)	

Nature of Business:	Princess Paper (PP) is a manufacturer of towel and tissue products for the food service industry and retail distribution. Its product line includes facial tissue, table napkins, bathroom tissue, seat covers, kitchen towels, roll towels, folded towels, dispensers, and jumbo rolls.
Customer Base:	Customers are from the following industries sectors: <ul style="list-style-type: none"> • Food Service • Janitorial Supplies • Retail Supermarkets • Discount Stores • Drug Store Chains • General Merchandise Stores

Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Business has increased in the past year. To keep up with its growth, the company opened an additional 35,000 sq. ft. facility in Vernon. • The company has also invested approximately \$3.5M in new equipment such as Rewinder, Paper Cutter, Transport Conveyer, Paper/Plastic Wrapper, and Case Packer. Only the initial setup training was included in the purchase price.
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Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Production Staff will receive training in production processes and new equipment operation as well as cross-training, which will be the focus of the proposed ETP-funded training. • Continuous Improvement training will be provided to all staff and will focus on Process Improvement, Quality Improvement, and Teambuilding to increase production and remain competitive within the industry.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- Class/lab
 E-Learning
 CBT
 Productive Lab
 MS Preceptor
 MS Didactic

Manufacturing Skills	Business Skills	Computer Skills
HazMat	Continuous Improvement	

Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures <input type="checkbox"/> Certification Standards
	30 PL Hours per-trainee
	Occupations Receiving PL Training: Production Staff
The PL instructor must be dedicated to training, at a ratio of 1:2.	
Ratio Higher than 1:1	Production and/or production process requires a team of workers.

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: PP's President will have oversight of the project and the Office Manager will assist with scheduling and coordinating training, recordkeeping, and internal project administration. A Plant Supervisor will oversee training at the second facility. A detailed training plan is in place and the company will begin training upon approval
<ul style="list-style-type: none"> • Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Manufacturing Skills, Business Skills, Computer Skills, HazMat, Continuous Improvement, Productive Lab <input type="checkbox"/> Vendor
<ul style="list-style-type: none"> • Administration: A subcontractor has been retained to assist with administration and ensure that all training records meet ETP compliance. <input checked="" type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$2,900
Administrative	Training Funding Source	Seal Beach	13% of payment earned
Training Vendors	TBD		

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-200 Trainees may receive any of the following:

MANUFACTURING SKILLS

- Production Processes
- Design & Prototyping
- Equipment Operations and maintenance
- Inspection Techniques
- Good Manufacturing
- Inventory Processes
- Packaging and Design
- Pre-Press
- Product Assembly/Packaging/Shipping Operation
- Preventative Maintenance
- Standard Operating Procedures
- Troubleshooting

BUSINESS SKILLS

- Communication Skills
- Customer Relations
- Leadership/Coaching Skills
- Planning
- Product and Service Knowledge
- Project/Program Management
- Sales

COMPUTER SKILLS

- Customer Relation Management (CRM)
- Document Management
- Microsoft Office: Word, Excel and Outlook
- Payroll/Human Resources

CONTINUOUS IMPROVEMENT

- Process Improvement
- Problem Solving Tools and Techniques
- Quality improvement
- Teambuilding

HAZARDOUS MATERIALS

- Hazardous Operations & Material Handling
- Material Safety Data Sheets

PL Hours

0-30

MANUFACTURING SKILLS (limited ratio 1:2)

- Equipment Operations and Maintenance

Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.



**Training Proposal for:
Repsco, Inc.**

Delegation ≤ \$75,000 Single Employer

Contract Number: ET20-0121

Approval Date: August 9, 2019

Panel Meeting Date: August 23, 2019

ETP Regional Office: Sacramento

Analyst: J.Dongallo

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate HUA SB <100	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Stanislaus	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 23	U.S.: 25	Worldwide: 25
Turnover Rate:	11%		
Managers/Supervisors: (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)
\$9,900

Total ETP Funding
\$14,720

Small Business Only:	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HUA Only:	Number of trainees in HUA location: 20
Occupations to be Trained:	Production Staff, Supervisors

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage**
				Class / Lab	CBT		
1	Priority Retrainee HUA SB<100	Continuous Impr. Mfg. Skills OSHA 10/30 Literacy Skills PL-Mfg. Skills Management Skills	20	8-200	0	\$736	*\$13.28
				Weighted Avg: 32			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

**ETP Required Wage is the High Unemployment Area modified wage if trainees are located in an HUA, regardless if contractor is requesting a wage modification.

Minimum Wage by County: Job Number 1: \$13.28 per hour in Stanislaus County. Health Benefits: Used to meet the Post-Retention Wage?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Up to \$1.28 per hour may be used to meet the Post-Retention Wage for Job Number 1.
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OVERVIEW

Year Company Founded:	1971	Company Headquarters: <input checked="" type="checkbox"/> Modesto
Facility location(s) where training will occur	<ul style="list-style-type: none"> Modesto (Stanislaus County) 	

Nature of Business:	<ul style="list-style-type: none"> Custom Designed Plastic Slip Sheets
Customer Base:	<ul style="list-style-type: none"> Industrial Chemical Industries (ICI) Paint World Group Manufacturing companies that use pallets for shipping products. Companies include, Home Depot, American Standard, Kohler, Modelo and Dell Computer.

<p>Business / Industry Needs / Changes</p>	<ul style="list-style-type: none"> • Relocated from Colorado to California in 2016. • Invested \$3 million in an Extruder System at the Modesto location. The system uses various blends of recycled plastic for companies looking to efficiently minimize cost and maximize durability of equipment materials. This option conserves more natural resources, such as wood, and reduces the pollution within the environment. • Expanded business hours of operation to 7 days/week to meet customer demands.
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Training Plan:

<p>Need for Training:</p>	<ul style="list-style-type: none"> • Cross-training for all production staff. Currently, the Company has subject-matter experts for specific functions only. Training will be offered to Production Staff to expand their skill set to support the Company's increasing customer demand. In addition, the Company plans on extending the hours of operation from 5 to 7 days/week. Cross-training will be essential so Production Staff may be able to cover various shifts throughout the week. • Production staff require extensive training in the operation and maintenance of the new Extruder System. • Supervisors and Production Staff require a working knowledge of specific plastic blends and composition required to make products specific to customer requirements. • Company relocating from Colorado to California created added responsibilities, especially new State and updated Federal mandates and regulations.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- Class/lab
 E-Learning
 CBT
 Productive Lab
 MS Preceptor
 MS Didactic

Continuous Improvement	Literacy Skills	Management Skills
Manufacturing Skills	PL - Manufacturing Skills	

<p>Certified Safety Training</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures <input type="checkbox"/> Certification Standards
	12 PL Hours per-trainee
	Occupations Receiving PL Training: Production Staff
The PL instructor must be dedicated to training, at a ratio of 1:1.	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: Repsco has a detailed training plan in place and is ready to begin training upon approval. The Plant Manager, with assistance from three supervisors, will oversee project administration. Training will be delivered by in-house subject-matter experts. In addition, Repsco has retained a third-party consultant, Acquaviva Forensic Bookkeeping (AFB), to assist with administration.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> Administration: <input checked="" type="checkbox"/> In-house <input type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Acquaviva Forensic Bookkeeping	Ceres	\$750
Administrative	Acquaviva Forensic Bookkeeping	Ceres	Not to exceed 13% of payment earned.
Training Vendors	To Be Determined	To Be Determined	To Be Determined

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-200

Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT SKILLS

- Problem Solving & Decision Making
- Critical Thinking Skills
- Leadership Skills
- Team Building
- Safety Leadership

MANAGEMENT SKILLS (For Managers/Supervisors Only)

- Conflict Resolution
- Team Building
- Communication Skills

MANUFACTURING SKILLS

- Standard Operating Procedures (SOP)
- Start-Up/Shutdown Procedures
- Plastics Chemistry for Non-Chemists
- Review of Hardware – Sensors, Motors, Screws, Auxiliaries
- Limits to Production Rates
- QC of Raw Materials
- Simplified Rheology
- Trouble Shooting Common Extrusion Problems
- Equipment Cross Training
- Equipment Maintenance /Repair Skills
- Inventory and Raw Materials
- Forklift

LITERACY SKILLS

- English as a Second Language
- Basic Math

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Productive Lab Hours

0-12

MANUFACTURING SKILLS (Ratio 1:1)

- Standard Operating Procedures (SOP)
- Start-Up/Shutdown Procedures
- Plastics Chemistry for Non-Chemists
- Review of Hardware – Sensors, Motors, Screws, Auxiliaries
- Limits to Production Rates
- QC of Raw Materials
- Simplified Rheology

- Trouble Shooting Common Extrusion Problems
- Equipment Cross Training
- Equipment Maintenance /Repair Skills
- Inventory and Raw Materials
- Forklift

Safety Training cannot exceed 10% of total training hours per-trainee. This cap does not apply to OSHA 10/30.

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.